

Bret Harte Community Club

August 20, 2019 Board Meeting Minutes

- I. Call to Order @ 9:38AM (Co-President, Yael Kharman)
 - A. Attendees: Yael Kharman (Co-President); Shallu Bhalla (Co-President); Lieke Vlasveld (Cultural Fair Chair & Volunteer Coordinator Co-Chair); Lucia Arsintescu (Math Olympics Chair); Run Jin (Pest Co-Chair & Request for Funding Co-Chair); Erika Murphy (Secretary); Paula Ould (SNAC Co-Chair); Archana Zarabi (Staff Appreciation Co-Chair); Ruchika Bhatia (Staff Appreciation Co-Chair); Iwona Warraich (Treasurer); Sheryl Elo; Christine; Celeste Bates (Assistant Principal); Alanna Callaway-Wilson (Principal); Margaret Hsiechwang
 - B. Proxy: Yael Kharman for Phalguni Nandi, Maggie Wang, Megan Choi, Ronit Polak, Erika Murphy for Kristine Irish; Cheryl Eli for Michelle Etter; Paula Ould for Kris Chon and Stephanie Bellucci
- II. Principal's Report (Principal, Alanna Callaway-Willson)
 - A. Updates:
 - 1. Positive start to the new school year.
 - 2. Working on a 4th water station with measure H funds.
 - 3. One staff member out on maternity leave covered with a single fully credentialed sub for the entirety of the leave.
 - 4. 5 new staff members (4 teachers and 1 academic counselor)
 - 5. Celeste Bates is the new Assistant Principal of Guidance and Mrs. Goodwin is now the Assistant Principal of Discipline in place of Mrs. Trinidad.
 - B. Outstanding:
 - 1. Alanna to request RFF recipient teachers for their support for the General Meeting after Back to School.
- III. Treasurer's Report (Treasurer, Sheryl Elo/Iwona Warraich)
 - A. Updates:
 - (1) Review of proposed budget in advance of presentation at General Meeting. Overall donation drive goal is \$62K which is under last year's funds of \$65K raised but last year was an abnormally successful year.
 - (2) Budget of \$8,500 for student assemblies will go toward Safe School Ambassador program. This program will take the place of the Point Break program. The Safe School Ambassador program was actually first introduced late last school year and paid for with a grant last year. The program trains select students to be up-standers and confront bullies. The group will meet bi-monthly after a 2 day offsite training for select teachers and students. Teachers will nominate students for this position (last year the academic counselor and leadership elective teacher nominated students for this program).
 - (3) Motion for approval of proposed 2019/20 budget to be presented for approval at the August 28th General Meeting - 1st by Erika Murphy; 2nd by Paula Ould; motion approved without opposition.

- (4) Email Motion for approval on July 31, 2019. Email sent by Sheryl Elo to move \$1028 from Parent Education budget to the 8th Grade Promotion Ceremony budget. This is for the budget for the 2018/19 school year (last school year) and there was extra funds not used for Parent Education that is needed to help pay for the additional expenses of having the ceremony at Bret Harte (prior year was at SAP, arranged by the district) - 1st by Lisa Elliott; 2nd by Michelle Etter; motion approved without opposition via email (Paula Ould, Shallu Bhalla, Stefanie Bellucci, Claire Wonting Chiu, Yael Khrman, Phalguni Nandi, Annette Mackaness, Run Jin, Maggie Wang, Like Vlasveld, Erika Murphy)

IV. President's Report (Co-President, Yale Khrman/Shallu Bhalla)

A. Updates:

1. Motion for approval of May Board Meeting Minutes - 1st by Lieke Vlasveld; 2nd by Archana Zarabi; motion approved without opposition.
2. Motion for approval of Iwona Warraich as 2019/20 Treasure - 1st by Paula Ould; 2nd by Shallu Bhalla; motion approved without opposition.
3. Back to School Night is August 28th and would like chairs to attend to support and for the General Meeting.
4. Volunteer Status (Process) and Badges/Pictures - if you haven't received approval you should call the number on your confirmation email.
5. Meeting logistics:
 - a) Target 3 days in advance for sending out the meeting agenda.
 - b) Target 2 weeks after meeting for meeting minutes to be posted.
 - c) Designated proxies should be the co-chair but if not available then request one from BH Co-Presidents and the Secretary in advance of the meeting.

B. Outstanding:

1. Yael to confirm with communications team who owns the BH Display Case updates.
2. Yael to update the list of current programs and chair/co-chairs so we can review open board positions for 2019/20.
3. Need to ensure the Emergency donation request is clear that it is for emergency preparedness for all incoming 6th graders and new students.
4. Yael to work with Stephanie to ensure that our donation request forms include the following: a list of what we do with donations, a means to electing to subscribe to BHCC newsletter; a note to use the organization BH Education Association for many corporate matching donations; and a link to online donation.
5. Yael working to get a dial-in number for our meetings.

V. Committee Updates:

- A. 8th Grade Promotion Dance - no update, no chair.
- B. Book Fair - Phalguni Nandi - no update, chair not in attendance.
- C. Bronco Branding - Micelle Etter, Kristine Irish - volunteers lined up and ready for Bronco Branding.

- D. Bronco Night - no update, no chair.
- E. Career Day - Ladan Ralston - no update, chair not in attendance.
- F. Communications - Maggie Wang, Yunyun Jiang - no update, chair not in attendance.
- G. Cultural Fair - Lieke Vlasveld, Megan Choi - no update, chair not in attendance.
- H. Donation Drive - Stefanie Bellucci - \$18K in donations for 2019/20 already. Need for a banner for the back parking lot this year and posts to be made on electronic BH sign.
- I. Parent Speakers - Ronit Polak - no update, chair not in attendance.
- J. Emergency Preparedness - Natalie Miller - no update, chair not in attendance.
- K. Everyday Heroes - Natalie Miller, Thuy Tran - no update, chair not in attendance.
- L. Library Volunteer - Geeta Abhay - no update, chair not in attendance.
- M. Math Olympics - Lucia Arsintescu - no update.
- N. PEST - Run Jin, Hyunmi Seo - volunteer lunch this Thursday.
- O. Project Cornerstone - Michelle Etter, Kristine Irish - no update.
- P. Request for Funding - Run Jin, Claire Wonting Chiu - no update.
- Q. SNAC - Paula Ould, Stephanie Bellucci, Kris Chon - New fridge. No changes to food other than possibly removing sun chips due to lack of sales and expirations and consider adding otter pops (need scissors if we get). Tuesday after Labor Day we are still short 16 volunteers. Will use signup genius to get an interest list for volunteers to try to fill openings. Ended up with 9-10 boxes of expired goods that can't be sold so will offer to staff to take at their own risk.
- R. Staff Appreciation - Archana Zarabi, Ruchika Bhatia - August lunch complete and next one is in October. Archana will be away in October and Paula Ould will help.
- S. Volunteer Coordinators - Ronit Polak, Lieke Vlasveld - no update.
- T. Web Site Coordinators - Maggie Nguyn, Run Jin - no update.

VI. Meeting adjourned @ 10:39AM (Co-President, Yeal Kharman)