

Guadalupe Home & School Club  
Board Meeting  
AGENDA—Minutes (Approved)

When: Wednesday, October 24, 2018

Time: 6:30-8pm

Where: Guadalupe Elementary School Staff Room

Attendees: Sue Robinson, Sarah Prasad, Carmen O’Hehir, Rachael Ostrowski, Lucy Cui, Astrid Obermeier, Susan Smith, Brian Holloman-Kincaid, Laura Buchanan, Kim Romero, Dale Jones, Alicia Walpole, Joe Ayala

**I. Call to order and Welcome**

Sue Robinson called the meeting to order at 6:40 pm

Joe Ayala, Union SD Director of Operations, spoke about the current construction project to reconfigure Guadalupe entrance. He apologized for the delays and noted that Union SD is working on a plan to update the garden area now that the STEAM lab has been completed. The Front office will be closed on Monday, 10/29/18, for 2 weeks, to allow completion of the project. The Health Clerk will temporarily move to the back of the Media Center. Jeannie Hamchuk will move to Principal Jones’ office, and Principal Jones will be a floater. Kinder uses the office area for conferences, so Joe will find a space for those conferences to be held, possibly using the Media Center with partitions. The final work will take 2 weeks, and then there will be 1 week for a punch list of any identified final adjustments before moving back to the front office. The current schedule will put things back to normal upon return from the Thanksgiving Break. The Kinder gate that parents use for pick up from the K2 classroom (Palladino/Shenefiel and Walpole) was installed backwards, and Mrs. Walpole has put in a work order to fix this. Mrs. Walpole will follow up in email with Joe Ayala to close the loop on the work order. There is a safety concern with the gate behind the office next to the upper playground. Currently, the gate opens inward, which could be a safety hazard if people are trying to leave quickly. A work order will be placed to either make the gate open outward or open both directions.

**II. Approve Past Meeting Minutes 6:30-6:35 pm (5 min)**

Astrid Obermeier made a motion to approve the September meeting minutes. Sue Robinson seconded the motion. The minutes were approved with all ayes, no abstaining or nay votes.

**III. Treasurer’s Report 6:35 – 6:45 pm (10 min)**

Walkathon was a highlight. Matching for walkathon donations are still coming in. The After School Movie hit annual budget expectation so spring movie will be over projected income for after school movie budget.

Chipotle Chef’s Night Out made \$334 (yay!). Brian is looking for more sponsorships.

Classroom Giving Drive donation matching: this year we are moving all matching funds received from the giving drive back into the Giving Drive instead of keeping them in the Matching Funds budget line item as has been done previously. *Note: The board needs to examine if this causes a budget imbalance at the end of the year.*

Bright Horizons corporate portal is sending checks made out to Guadalupe Elementary instead of Guadalupe Home & School Club. These checks are sent to the district office and cashed by Union SD. Astrid will follow up to correct this. The previous treasurer moved the Fidelity corporate portal account disbursement settings from checks to EFT's in May of 2018. EFT's do not identify the donors, so the current treasurers now need to set up online access to this account in order to get transaction details and identify which families have donated.

There was a question on the Library budget from past years and how it's changed. The discussion will be taken offline.

#### **IV. Communication Report (Civic Permits) 6:45 – 6:50 pm (5 min)**

Upcoming permits are for Evening Movie Night #11662172 status Pending District Review, Fall Speaker Night #14900283 status Pending District Review. Susan Smith to follow up with Jeannie Hamchuk on permit questions.

The Parker-Anderson after-school programs will be advertised on our GHSC Facebook group and in the newsletter, and GHSC will receive a percentage of program fees. The Nov 5<sup>th</sup> session for conference early release weeks will offer 4 classes, sports world, junior robot, hip-hop, and fine arts.

Susan sent out a reminder for Newsletter articles. Potential newsletter topics for November: Fall Speaker night, Grandparents Day, room parents (is this a good place?), Chef's Night Out update, Box tops, Lost & Found and Garden Chair positions that need to be filled.

#### **V. Volunteer Coordinator Report 6:50 – 7:00 pm (10 min)**

We have another Yearbook volunteer in addition to Jose Camparro, Ann Rupp. There are still some teachers missing room parents, and we need a chair for Box Tops, Lost & Found, and Garden. People have signed up to help with Bingo Night and other areas, but at least some are looking to assist rather than volunteering to Chair. Rachael will contact these people to clarify and make sure they are volunteering for Chair positions.

Winterfest: Teachers are still planning to have Teacher, Time & Talent (TTT) experiences with sign-ups at Winterfest. GHSC will provide sign-up/bid sheets and teachers will take care of the rest. GHSC is running the soup and hot cocoa stations. GHSC thinks Student Council can run a Bake Sale as a fundraiser with adult supervision, likely teacher sponsors. *We need a separate planning meeting for Winterfest to confirm all details.*

Rachael mentioned a Bingo and Baskets event that she attended at another school that was very fun for the participants. We may want to consider a similar event in the spring at Guadalupe.

Teacher Favorite Things: Rachael will get new versions to Jeannie, posting electronic versions and providing Jeannie with a hard copy folder that she can share with parents who ask her.

#### **VI. School Board Meeting Report 7:00 – 7:05 pm (5 min.)**

There was cake at the meeting (again). A discussion of the Senior Living Center to be built on the lower grounds where overflow parking and Art Vista sheds currently exist was postponed.

Some neighborhood people attending were upset at the delay and had somehow missed the previous notifications of the building plan including the separate meeting to discuss the specifics held by Union SD.

## **VII. Committee Reports 7:05 – 7:15 pm (10 min)**

- A. Walkathon – prizes need to be simplified. Other observations to be discussed off-line.
- B. After School Movie/Family Movie Night – Raffles, food concessions and glow toys will be for sale as a 5<sup>th</sup> grade fundraiser. Brian will distribute reminder stickers, and Dale will also send a parent email. The event was covered in the morning announcements. Cash & PayPal readers will be available. The screen vendor will arrive at 5pm. Banners can be re-used for after school movies.
- C. Chefs Night Out – Astrid Obermeier is working on a new Chef’s Night Out (CNO) with Boudin for December, but the restaurant management has changed and it is a challenge.
- D. Sponsorship update – Minted is offering a discount program for holiday cards again (raised \$200+ last year). Brian will also work with Shutterfly for a similar program. This program would also apply to family and friends through a link.
- E. Fall Speaker Night – Dale to speak. Sue lined up Champions for childcare. A flyer will go out November 2<sup>nd</sup> along with the newsletter. Google Form RSVP will be used to get attendance numbers for planning and food orders.
- F. Winterfest – Covered in Volunteer Coordinator report.
- G. Other – For pictures of kids whose parents requested that they not be photographed, we need to approach them on a case-by-case basis for big events and rely on teachers and staff to help us identify the children. There are only a few children, and they are primarily kindergarten and 1st grade

## **VIII. New Business (Buddy Bench) 7:15 – 7:20 pm (5 min) –**

Kinder is using the Eagle Scout project bench. Sue Robinson and Rachel Hinojosa will paint base coats, then kinder students will decorate with their handprints, then Sue & Rachel will lacquer after adding GHSC Buddy Bench somewhere. The big kid buddy benches take 6-7 weeks after ordering.

Mrs. Walpole requested a drip system for the kinder bench planters. Dale suggested a Union SD work order, per Joe Ayala’s discussion of landscaping watering improvements earlier.

## **IX. Teacher’s Report 7:20 – 7:30 pm (10 min) –**

The kindergarten teachers were happy afternoon kinders were able to participate in the after-school movie. Mrs. Walpole discussed the Full Inclusion Conference that all kinder teachers were able to attend (2 courtesy of district and the remaining from GHSC funding). Keynote speaker was a child with Down’s syndrome whose story was very inspiring. The teachers got so many

inspiring stories that reinforced their commitment that full inclusion works for all children, including special needs.

**X. Principal’s Report 7:30 –7:40 pm (10 min) –**

Several teachers are doing language immersion.

Dale invited Lakeside school district parents to the Fall Speaker Night and other parenting classes as they occur.

Kim Dinsdale was honored as one of the top 3 teachers of the year in our county.

Congratulations to Mrs. Dinsdale!

Guadalupe needs substitute teachers desperately—if you have a college degree the staff will help you get certified.

In November, mock elections will be held in upper grades. Dale subbed in 5<sup>th</sup> grade and no one in the class knew who the current governor of California is. Given the low turnout for young registered voters in general, Dale is hoping the mock election will help drive interest that will turn out actual voters when they grow up!

**XI. President’s Report 7:40 – 7:50 pm (10 min) –**

Congratulations to Sue Robinson for creating the Board member Facebook group that has really helped the communications between various board members, especially with everyone on the board having quite different schedules.

**XII. Meeting Adjournment 8:16 pm**

<b>OPEN ITEMS/TASKS</b>	<b>RESPONSIBLE PARTY(IES)</b>	<b>DUE DATE/UPDATE</b>