

VALENCIA ELEMENTARY HOME & SCHOOL CLUB

MEETING MINUTES

March 9, 2006

Evening Meeting

I. Call to Order and Welcome/Introductions

The meeting was called to order by Letty Bess.

Present: Letty Bess, Katrina Walkinshaw, Renee Roberts, Julie Holser, Robin Elliot, Aimee Martin, Surangee Gunawardena, Beth Martorano, Kate Sandusky and Dian Higginbotham

II. Additions/Changes

There were no additions to the agenda.

III. Approval of Minutes

Renee Roberts made one revision to the February 9, 2006 minutes. In the Budget/Financial Report section of the minutes, under (A.) Account Balances, it says: "Renee Roberts reported that the 1/31/06 balance is off by \$200. The balance did not include the school messenger service fee." Renee recommended that this section be revised to state that "...the 1/31/06 balance reported on the Valencia H&SC Account Balances Report handout is off by \$239. The actual balance is \$239 less, because the school messenger fee was omitted from the expenses column." The February 9, 2006 minutes were revised per Renee's recommendation, and with a motion from Katrina Walkinshaw and a second from Dian Higginbotham the amended minutes were approved.

IV. President's Report – Letty Bess

A. General Update

Since this was an evening meeting of the Valencia Elementary Home & School Club, Letty Bess had planned to give a general update for the benefit of new attendees. Since everyone present was familiar with the ongoing activities of the H&SC, it was not necessary for Letty to give a general update.

B. Non-Profit IRS Filing

Letty Bess gave "hats off" thanks and praise to Renee Roberts for working so hard on the paperwork required for our non-profit IRS filing. Renee and Letty updated the Bylaws and completed the 501(c)(3) application, and the paperwork was mailed this week on Tuesday, March 7, 2006. Letty reported that we already received our Certificate of Incorporation, so we are now a corporation and have an EIN number

(Employer Identification Number), but we do not have a “Determination Letter” yet. As a corporation, we had to have a different name, so our new name is the “Valencia Elementary Home and School Club.” The money in the budget has already been gifted over to the new corporation. Letty stated that it could take a year or more before we hear from the IRS. One concern is that we might be subject to penalties because we haven’t filed any tax returns, but hopefully we won’t be penalized because we’ve operated as a non-profit.

C. Upcoming Events

1. Elections

Letty Bess reported that elections are coming up for next year’s H&SC officers and that we need a Nominating Committee. Aimee Martin indicated that she was willing to be on the Nominating Committee, and Beth Martorano indicated that she would be on the Committee with Aimee. Although the Auction Chairperson is not an elected position, it was agreed that the Nominating Committee should identify an Auction Chair in addition to Officer candidates, because this person needs to start planning for next year’s Auction during the summertime this year. It was also agreed that we need to publicize the upcoming elections and provide information on the open positions. Letty Bess indicated that she would be willing to consider continuing as President, but it would be her 3rd year so she would like for someone to shadow her and train for taking over the position the following year.

2. Walk for the Arts

Aimee Martin reported that Walk for the Arts is on Friday, May 12th this year. Aimee indicated that she could use some help with this event, especially with picking out the prizes. Aimee mentioned that there was a Storytelling assembly today with Michael Katz, and that there will be another assembly for the upper grade classes only sometime around May 3rd. Aimee also mentioned that a notice would be coming home about an upcoming 3-D Art Exhibit sponsored by Spectra. Julie Holser asked if events like the assemblies could be publicized so that parents will know about them in advance, and could attend and ask their kids about them. Dian Higginbotham supported this idea, and indicated that it was important to let parents know the kinds of Art and other activities that Valencia is doing.

Finally, Aimee reported that Kimberly Hardin, the artist, has converted her business to a non-profit corporation. Kimberly needs to do volunteer work, so she is offering to do Art classes at Valencia. The Art classes would be open to all grades, and Kimberly is offering 9 hours a week through the end of this year. The Art instruction would be free, but we would need to cover the cost of the materials. There are three options available – charcoal, pastel and water color. There was a discussion about whether or not we should consider Kimberly’s proposal, where the money to cover materials would come from, and whether there was time during the school day to fit these classes in. It was agreed that we should pursue this proposal and that the H&SC would use money in the General

Fund to cover the cost of the materials. Julie Holser made a motion to approve Aimee's budget of \$1,000 for buying the Art supplies, and Kate Sandusky seconded the motion. The motion was unanimously approved.

3. 3rd Grade Open House Dinner

Letty Bess asked if anyone was Chairing the Open House dinner. No one present knew of anyone that had volunteered to be the Chair. The current 3rd grade class sponsors the Open House dinner.

4. Teacher Appreciation Luncheon

Letty Bess reported that the Teacher Appreciation Luncheon will be on May 16th, and that Liz Wong has volunteered to do it.

5. Baskin Robbins and Domino's Fundraisers

Katrina Walkinshaw reported that the Baskin Robbins fundraiser is on April 4th, and the Domino's fundraiser is on March 27th.

6. Box Tops for Education

Katrina Walkinshaw reported that a flyer already went home about the Box Tops fundraiser and contest. Katrina mentioned that the deadline dates for sending in collected Box Tops have changed.

7. 4th Grade Coin Drive

Letty Bess reported that the 4th Grade Class raised a lot of money with their Coin Drive – \$1,374. Letty mentioned that the 4th Grade Class is having a Bake Sale next Wednesday to raise additional funds.

V. Principal's Report – Dian Higginbotham

A. After School Program

Dian Higginbotham reported that she had asked for \$1,000 from the H&SC last month, but that she may not need the money because she was given an Aide for the After School Program.

B. CD Players

Dian reported that CD players are needed, and that she put a request for donations in the last Valencia View.

C. Budget

Dian reported that she does not have as much money in her budget as she thought she would, because she did not count on the new copier machine being so much more expensive. The new copier was needed, however.

D. School Scan

Dian reported that Valencia had a “School Scan,” and that she invited two parents to participate in it this year – Letty Bess and Nicole Benford. Letty said that she learned a lot and that they talked to and interviewed the kids. Dian said that while it is hard for teachers to have people in their classroom, the information was valued and the feedback was good.

E. Report Cards and Assessments

Dian reported that Report Cards are coming home on Friday, March 10th, and that teachers are doing reading and writing assessments.

F. School Schedule

Dian reported that next year’s school schedule will likely stay pretty much the same as it is this year. The teachers like having the same schedule five days a week with no restructured day. Dian has requested a slightly later start time for next year, but she does not know how likely this is to happen.

G. Eagle Scout Project

Dian reported that a former Valencia student is getting his Eagle Scout badge, and he would like to build some things to put down at the Nature Center. The Nature Center is a really nice area down a path by the school bus turnaround. Dian needs to investigate whether this area is actually on school property.

H. PVUSD Board Meeting

Dian reported that at the District Board Meeting on Wednesday night, there was a video presentation of the Valencia Garden. Karen Richmond and some of the Garden Guys attended, and a few of the kids even spoke before the Board. Dian said that it was a very nice presentation and very sweet.

I. Technology Training

Dian reported that the 2nd and 3rd grade teachers received training on how to do Accelerated Reader (AR).

J. CA Distinguished School

Dian reported that Valencia got official notification that we are a “Nominee” for consideration as a CA Distinguished School. Our Site Visit is on Tuesday, March 28th, and it will start with breakfast at 7:30 AM. Four people will come for the Site Visit, and they will go into every classroom and look for all kinds of evidence that what we said in our application is actually true. Dian mentioned that we got our score, and it was a 7.8 out of a possible 8.0 points. Dian stated that this is a great honor and that March 28th will be a very big day for us. Dian asked that the H&SC provide the lunch for that day for the staff, parents that participate, and the four people that will be coming. Aimee Martin made a motion to spend up to \$500 on the

March 28th lunch, and Katrina Walkinshaw seconded the motion. The motion was unanimously approved. Dian mentioned that she will be coming in this Saturday morning at 10:00 AM to clean up around the school. The Staff Room especially needs a makeover if anyone would like to help.

K. Intradistrict Transfers

Dian asked if anyone would be willing to speak to parents who are considering transferring their incoming children to other elementary schools in the District. Dian said that she would ask parents beforehand for their permission to be on a list for being called by these incoming families.

L. Website

Dian reported that Kate Sandusky has volunteered to work on the Valencia website with Mr. Zlatunich. Kate reported that others have come forward offering help as well. Kristin Tyra and her father Bob Carlton of Bob Carlton Graphics have offered to do the design, but not the website itself. They did all of the design for last year's Auction event. Jennifer Nowark's brother may also help, as well as Al Smith. Dian mentioned that Kevin Brackbill, a former Valencia student, is now a junior at Aptos High School and that he might be able to help us out as part of his needed volunteer hours.

M. Science Classroom Purchases

Dian reported that she does not have the money to buy the microscope that she had planned to buy for the Science classroom, due to the increased copier cost mentioned earlier (section C.). She would like to use Technology Fund money to buy it. The microscope costs \$1,400. The Science classroom is also getting a weather station, but the Bake Sale proceeds will cover the cost of this.

VI. Financial Report – Renee Roberts and Julie Holser

A. \$1,000 for Art Supplies

Money from the General Fund for Art supplies up to \$1,000 was voted on and approved in section IV. C. 2. above.

B. Lunch for Distinguished School Site Visit

Money from the General Fund for the Distinguished School Site Visit lunch up to \$500 was voted on and approved in section V. J. above.

VII. Open for Questions

The remainder of the meeting was open for questions, suggestions and announcements.

Various financial issues were discussed:

- The current 4th Grade class (Class of 2008) came up short for their trip to Sacramento due to a \$2,000 increase in the cost of the buses. They have been having additional fundraisers, but may have to forgo the trinkets in order to cover the cost.
- The 6th Grade class (Class of 2006) has already gone to Outdoor Science Camp, but some payments have still not been collected from students. This needs to be followed up on.
- Dian Higginbotham asked if she could buy \$175 in plants for the school using the School Beautification Fund, and she was told that she can.
- The Arts Fund shows a balance, but Aimee Martin reported that a lot of bills are rolling in.
- Letty Bess reported that the Outdoor & Recreation Fund does not show the \$5,000 received from the Wharf-to-Wharf grant because the money went directly to the bill for the new track. Surangee Gunawardena asked if we would still be able to park in the field during events once the track is installed. Letty said that it will be a dirt track and that we will be able to park over it.

Katrina Walkinshaw suggested that we start setting goals for the H&SC so that we can show what we have accomplished. We need to determine what we want and what our goals are. For example, we need to determine what next year's Auction will be a fundraiser for. It was suggested that we hire a different live auctioneer for next year's Auction – someone with more professional experience. Renee Roberts announced that this Saturday night is Main Street School's Auction and that it is at St. Joseph's this year.

Katrina mentioned that the reserved parking spot won at the Auction last March is expiring as of March 19th. There was a discussion about the parking space and it was decided that there should be a drawing at Open House for it, and that the winner gets the space for one school calendar year.

Finally, Julie Holser mentioned that she was really enjoying doing the yearbook, and that she only needs a few more pages and materials to complete it. Julie received a "Sympathy" package from Lifetouch with pictures of Betty Peck. She said it came very fast and that the pictures were very nice.

VIII. Meeting Adjourned

The Home and School Club meeting was adjourned. The next meeting is April 6, 2006 at 12:15 pm in Room 25.

Submitted by: Robin Elliot