

Lietz Home & School Club



General Meeting Minutes

September 16, 2020

7:00 - 8:00 p.m.

**43 members in attendance*

1. Call to Order [Kelli Martines] 7:03

- a. Welcome and Board introductions:
 - i. Kelli Martines, President
 - ii. Preeti Agarwal, Co-Vice President
 - iii. Jessica Steed, Co-Vice President
 - iv. Melissa Ramos, Co-Treasurer
 - v. Mathieu Olivari, Co-Treasurer
 - vi. Petra Rigüero, Secretary
 - vii. Caitlin Samenfeld-Specht, *Parliamentarian*
- b. Description of the Parliamentarian role – Caitlin will serve in an advisory role for the Board, as a resource for issues related to By-Laws; also former HSC Treasurer.
- c. Purpose of HSC meeting:
 - i. Share info and updates related to HSC
 1. Other ways we can communicate:
 - a. Monthly newsletter
 - b. Social media @lietzhsc for Facebook, Twitter, and Instagram
 - c. New website- www.lietzhsc.com
 - d. New email @lietzhsc.com-we can create as many accounts as we'd like.
 - ii. Vote on proposals
 1. Increase of \$500+ to budget
 2. Add/remove budget items
 3. Amend By-Laws
 - d. Housekeeping during Zoom meetings
 - i. Mute
 - ii. Check your name
 - iii. Chat questions, comments, feedback during meeting. Caitlin will moderate our chat room. Board will respond to those questions that we can. If there is anything that we don't address during meeting, we will follow up.

2. Secretary's Report [Petra Rigüero]

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- a. Reviewed 4/29/20 Minutes
 - i. Petra shared that items regarding New Program Proposals and Amendments to By-Laws will be reviewed by Exec Board and brought back to General Meeting with recommendation
- b. No proposed corrections
- c. Motion to approve by Erika Byrum
- d. 2nd motion by Mathieu Olivari
- e. Minutes are approved

3. Principal's Report [Sandya Lopez]

- a. Thank you to the parents! Parents are taking on so much. Thank you for working together with teachers and Principal.
- b. If you are able, send a Thank you to your teacher.
- c. Updates:
 - i. Teacher conferences will begin on October 1st and continue through the 9th.
 - 1. They will not be traditional conferences.
 - 2. Teachers want to do early in the year to discuss goal setting for your child, as they will have knowledge of how children are doing.
- d. Instructional minutes will be met.
- e. October- no school October 16th and 19th.
 - i. October 16th professional development day for teachers.
 - ii. October 19th no school day.
- f. If you have questions or want to hang out with other parents, please join Principal office hours. Come together as a community, it's a great time to ask questions or provide feedback to Sandya. Tuesday and Thursday 12:00-1:00 p.m.
- g. Teachers are currently completing assessments.

4. Teacher's Report [Leslie Long]

- a. Leslie Long- 5th grade teacher, Teacher Liaison.
- b. Staff do not have items for HSC just to say thank you for continuing to be the committee to bring programs to students during distance learning.

5. Update: HSC Programs & Events, Volunteer Opportunities

a. HSC Programs & Events [Jessica Steed]

- i. We have a lot of vacancies for our chair positions that were shared on PowerPoint. We don't know yet what all the events will look like this year. Many positions can be shared by two people.
 - 1. Scholastic Bookfair- **Lien Addo volunteered**
 - 2. Walk N Roll

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3. Boxtops for education - ***SoYun Kim volunteered***
 4. Silent Auction
 5. Yearbook
 6. Evening Around the World- ***Jasmin Canty volunteered***
 7. Walkathon - chairs Jasmin Canty, Jen Kubisz
 - a. MoveATHon idea- teachers/staff keep track of all the minutes and miles walked (shared by SoYun Kim)
 - ii. Upcoming Chef's Night Out at Mountain Mike's Los Gatos. Only taking phone orders. Posted on the website. September 23rd 11-9 p.m. Cross street is Harwood.
- b. Room parent roles and responsibilities [Preeti Agarwal]**
- i. Open positions shared on PowerPoint
 - ii. We reached out to teachers and asked for those who requested room parents.
 - iii. Jasmin Canty and SoYun Kim volunteered to take Mrs. Burriss's class
- 6. Treasurer's Report [Melissa Ramos, Mathieu Olivari]**
- a. 20-21 budget shared on screen.
 - b. 20-21 budget was emailed out to the community and we would like approval on it tonight.
 - c. We took an optimistic/conservative approach. We included the same numbers for specific events in the hopes that we could host events once we go back in-person teaching.
 - d. Walkathon and Drama production have budgeted expenses because there are current committees that are working on these events.
 - e. Yearly teacher grants have been budgeted \$9,000 (\$300 per teacher) and we are adding \$6,000 (additional \$200 per teacher) for this year given the fact that teaching from home and extra needs that the teachers might have.
 - i. Classroom donations collected last year to help with field trips and classroom specific events. With the school year going to distance learning and not being able to utilize those funds, most of the donations have been included in the \$6,000 for the additional grants.
 - f. Parent who is new to Lietz asked for explanation of the Budget formatting and columns, line items of the document.
 - g. We like to focus on one large fundraising event (walkathon) instead of the smaller typical fundraising events (candy sales)
 - h. Community events and classroom activities are the main programs that HSC funds.
 - i. Art Vistas, Create With Clay, and Project Cornerstone are the main activities that students benefit from in the classroom.

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- j. Teacher grants- when we review the budget at the end of the year (hard to determine this year) we evaluate this amount. This year, teachers have other expenses due to shelter-in-place. We want this support to be a priority.
- k. Revenue and expenses were impacted due to shelter-in-place.
 - i. Would like to use proceeds toward additional grants for teachers.
- l. Question-Amazon revenue line item- Corporate matching?
 - i. Big portion of our corporate matching comes from walkathon.
- m. Question-Walkathon- are we considering doing a virtual walkathon?
 - i. Jasmin and Jen have some ideas and exploring ways to continue with this activity
- n. Question- Spring Carnival- should we not be projecting such a considerable amount as anticipated income?
 - i. We are not adjusting because we do not know when school will reopen and if we could move it to a different date.
- o. Question- Does the school district provide any funds for these activities?
 - i. Sandya- we typically don't receive money for HSC-supported activities/events
 - ii. School does get an LCAP allocation per site. We rely on HSC to host events to raise money to support community and school activities
- p. Question - What is the cost amount for the sea container?
 - i. Santosh (previous Board Secretary) will find the cost of the sea container in previous minutes.
 - 1. *Approved amount: \$2300 for 40' container*
- q. Question- How are the expenses for teachers different from when they are in the classroom?
 - i. Teachers need to spend time and on distance learning programs/training
 - ii. School supply bags from student pick up - not sure how much was paid for by teachers
 - iii. Upgrades on certain platforms to provide additional capabilities and useful tools for teachers and students.
 - iv. District did pay for the basic access for platform
 - v. Reduction in technical support cost due to change in student enrollment from 19-20
 - vi. Lietz teachers are not required to come to their classrooms. Many teachers are coming in to grab supplies.
- r. Question- Some teachers are teaching in the classroom. Is that something that we can require them to do?
 - 1. The budget that is being proposed is not intended to make up for what is provided in the classroom. It is proposed to provide enhancements to the distance learning model and curriculum.

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- s. No further questions posed.
 - t. Background on how to vote to approve 2020-21 HSC Annual Budget
 - i. HSC follows the Robert's Rules of Order
 - ii. Any member is invited to make a motion. "I move to adopt the 2020-21 budget as it was presented"
 - iii. Another member may second that motion, by simply saying, "I second the motion"
 - u. Question- is there an option to increase the teacher budget if we have more income at midyear?
 - i. Yes- there is.
 - v. Motion to approve 2020-21 budget made by Jasmin Canty
 - w. 2nd motion made by Natalie Naito
 - x. Budget adopted
7. **HSC 20-21 Meeting Schedule** presented, included on PowerPoint
8. **Adjournment at 7:59**