

Kids First Board of Director's Meeting Minutes

Tuesday, Sept 12, 2017

Sunset View Elementary, 14365 Hill St, San Diego, CA 92107

Board Members:

Present: Kelli Maruccia, Sheila Thomas, Nancy Bergmann, Shelly Foley, Katie Rooney, Valerie Zucker, Shauna Ferehnacher, Leasa Fisher, Spencer Lugash, Kathy Johnson, Dawn O'Donnell, Sara Yamashiro, Anup Patel, Carrie Gray, Kelly Makley, & Sarah Spear

Absent: Jessica Kimball

Others present: Shari Valenzuela, Alyssa Goncalves, Katie Roy, Rachel Shaw, Tori Traino, Joanne Bruskotter, Courtney Burnett, Jamey Jaramillo, & Holly Guzanuek

Proceedings:

- Meeting called to order by Katie Rooney at 6:34pm.

- Katie introduces herself as new President of KidsFirst.
- Katie has 2 boys at SVE and her passion is the children and making the best decisions with them in mind.
 - Goal of position- work together and have fun!
 - Please encourage people to come to meetings and get involved!

Principal's Report – Jamey Jaramillo

- Great back to school night!!
- This year there will be some changes with homework, leaning towards “light” homework.
 - The goal of light homework is to keep children active at night doing chores and engaging in family activities!!
- The Final decision about the new class will be made by the end of the week.
 - Thank you Kelly for email info to keep parents in the loop!
 - Trying to stay at around 32 students per classroom.
 - Currently at 35-36 kids per classroom.
 - At the start of school numbers low so SVE closed 2nd grade class.
 - 18 per class to start so numbers needed to be higher, made combo class (1st and 2nd Grade)
 - Mrs. Johnson came in to help restructure.
 - Now SVE can open up 1 more class because more families have enrolled since the start of school.
 - Waiting for HR to update SVE and will separate the 1st, 2nd Grade combo class.
 - 2 will travel to new class
 - 3 more children will be pulled from each class to fill the remaining spots.
 - Been a very hard decision!!!!
 - SVE is very aware of the children being the same children that were rearranged in kinder & trying to pair children accordingly.
 - Open door policy if you would like to express feedback or concerns.
 - Jamey will use those to make the best decision for students.
 - Found from past experience it is easier to start big and go small than start small and go big.

- New teacher- Anne Lux- (on leave until December)
 - will be her classroom, however, she unfortunately was diagnosed with cancer.
 - Anne will have a fill in until she returns.
 - Fill in will be a credential teacher, so not considered sub, but will still be Anne's classroom.
 - Person filling this position is Kara Sesman who did some substitute teaching in the 2016/2017 school year.
 - because she is not considered a substitute, and has her credentials, she could get picked up by someone else.
 - Usually all spots are filled by this time.
 - Jamey's understanding is that all spots have been filled.
 - If that comes up we would not want to hold her back from that!
 - we are hopeful to have Anne back in mid November :)
 - Anne spent summer getting room ready so is pretty ready.
 - 2nd Grade team will support Kara!
 - Jamey Jennings is also excited to have someone to coordinate with seeing B-11 is a little far from other classes.
 - Parents will be informed ASAP, and before children, to improve the communicate from last time this occurred.
 - Caffo has been in touch with families already and Anne has also prepared something to send out.
- Super excited enrichment starts next week!!!!
 - see attached Enrichment Schedule.
 - sign up was at Back to School night for Volunteers for Computer Lab Jamey will follow up to see how sign up will be distributed?
 - Performing arts teacher is fresh in this position so she is going to start with theater schedule already in place so kids are familiar and she can have more freedom as time goes on.
- Erin Cooper & Jennings working together for Hurricane relief.
 - Have been paired with school in the Houston area.
 - Communication has started to see what their needs are.
 - Cash, donations...etc....
 - When we figure out needs we will move forward.
 - If they do want cash have to be creative with how to get the kids involved.
 - Ex) penny drive, lemonade stand, car wash...etc.....

- Launch at grade level and spread to school.
 - **Sunset view cares:** service started so each grade can take on a project then involve the whole school.

*SEE ATTACHED PRINCIPAL'S REPORT.

Treasurer's Report-Shelly Foley

- see attached Treasurer's Report.
- Goal: \$131,000 at end of year.
- \$8,500 surplus for proposals.
 - Please bring proposals to upcoming meetings.
 - Want to see Annual Giving totals before accepting proposals.
 - If we can reach numbers we can enhance at that time.
 - Annual giving last year: \$100,000
 - 1/2 way to goal already!!!!
- \$10,000 Deposit to Coasterra for DDA.
- Nancy Bergmann is our new Bookkeeper.
 - 5th used to be our date for cutting checks but it will now be the 10th.
- If you are in need of a reimbursement it will now be available on the KidsFirst website, under the forms tab.
 - ex) beautification just purchased (approved) umbrellas for the lunch area so they would then submit a form for reimbursement.

Shelia Thomas: Proposal Process

- Sheila Thomas will now be overseeing the Proposal process.
- Proposal: any idea you would like to present to the board that would come out of the KidsFirst budget.
- We have set budget so when we look at proposals it is with extra money received.
- Goal: to make process very transparent and fair.
- Proposal process will be complete by the end the week.
- Well thought out structure: 4 page long document that will require a well thought out proposal.
 - Will have committee to discuss proposals.

- committee can, and should, include non board members.
- Jamey has two teachers in mind.
- Next Step after reviewed by committee: Present proposal at KidsFirst board meeting.
- all proposals need to be submitted 14 days prior to this board meeting.
- There will be a 2 month Proposal period.
 - goal: the board will be able to vote on every proposal pending instead of the proposals presented at that one meeting.
- Get word out that we are accepting proposals!!!!!!
 - Work with Kelly to get something out on blast.
 - Put on KidsFirst website.
 - Replace old forms with new forms and guidelines.

*Only 20-30 families here tonight! Please spread the word to come for more information.

Anup Patel-STEAM

- Trying to receive refund for robots that did not work.
 - He will make on more attempt to make them work before sending back.
 - Mrs. Barbara and Anup reached out to company to initiate return.
 - Credit would be a full refund to Kids First.
 - 30 Kits= \$8,000
 - 20 kits are not being used.
 - Anup will get more information and follow up at next meeting.
 - Anup wants you to please bring your husbands so there are more males present :)

Dawn O'Donnel- Community Building

- Great Back to School Night.
- International Walk to School Day: October 4, 2017
 - Officer Mike will help assist children from Peet's Coffee, located @ 955 Catalina Blvd.
 - Kids will receive keychain and have a blast!
- 2nd Annual Bingo: September 27, 2017
 - This years Bingo will be fiesta themed!!

- Keep your eye out for the sign-up genius for volunteer opportunities!!!
- The Book Fair will be starting the week of the 25th and will be open before school.
 - Please bring families to “Muffins with Mom” & “Donuts with Dad”
- The Birthday Book Club has got a lot of positive response this year.
 - looks like it is a positive to have in September.
 - Perhaps have informational table set up at Book Fair.

Kelly Maruccia- Fundraising

- Annual Giving is at \$45,000!!!
 - 33 Whale & Poseidon donations to date.
 - Last year there were only 10 donors at this time.
 - Goal: \$90,000
 - \$110,000 as of June 7th of last year.
 - Annual Giving goes until Halloween Carnival.
- Halloween Carnival is in October 21, 2017.
 - Need to put banner on website for wristbands.
 - Idea: to have will call for pre-purchase, whale and poseidon.
 - push online to avoid long lines.
 - have people passing out pre-purchase wristbands the Friday, morning, before carnival.
 - Some families donate their wristbands! If this happens please get them to Jamey so she can place them with families in need.
 - Drafting letter for Corporate Sponsorship to go out to neighborhood support outlets. (Goal: 100 local businesses)
 - \$500 or more- signage at the Carnival
 - Booth sponsors
 - Family sponsors
 - \$50 - displays family name as sponsor for Carnival game.
 - No more Haunted Hallway, instead it will be a Haunted Trail.
 - suggestion by Anup Patel: 20x50 tent
 - cost usually \$600, Anup has connection for \$425
 - Anup will get in touch with Donovan to discuss details.

- No more Kona Ice
 - too messy and there is a big ant problem.
- DDA is on April 13, 2017 @ Coasterra in San Diego.
 - NEED TEAM!!!!!! NO CHAIR OR CO-CHAIR!!
 - Have Venue
 - Need Theme!
 - Please contact Shelia or Kelly if you are interested or need information from previous years.
 - idea: create video, pics, and description of job to educate people.
 - This is a huge % of our yearly income so we have to come together!
- We NEED to educate Kinder parents about these positions because they have no other way of learning!!!!

New Business and Motions

- Mrs. Shari Valenzuela will be enforcing parking this year.
 - Shari's idea: cones or a chain to block parking lot and avoid turn arounds.
 - 8 cones will be purchased by beautification.
 - Pass will be provided for winner of auction spot from DDA.
- Tori Traino will now be in charge of all social media, including a new Instagram account.
 - Please provide Tori will content for posting!
 - Send flyers, sponsors..etc to 858-652-1777.
 - Currently 130 followers on Instagram & 306 on Facebook.
 - Room moms can possibly help by sending content as well.
 - School Supplies link is now working and can be found @ kidsfirstatsunsetview.org.

Meeting Adjourned

The meeting was adjourned at 8:09 pm.

Minutes submitted by Ashley McDonald, Secretary.

Treasurer Report – September 12, 2017

Cash Balance

\$166k - June 30, 2017 \$172k - June 30, 2016 Diff (\$6K)
\$85k - September 12, 2017 \$170k - September 12, 2016 Diff
(\$84K)

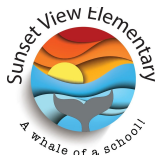
(Minimum balance required at end of year \$125 - \$130)

2016 - 2017 Results

	2016-2017		
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Gross Fundraising	366,422.00	333,200.00	33,222.00
Fundraising Event Costs	(76,672.00)	(79,400.00)	2,728.00
Net Fundraising	289,750.00	253,800.00	35,950.00
Expenditures (Programs funded)	(296,060.00)	(268,676.00)	(27,384.00)
Net Surplus (deficit)	(6,310.00)	(14,876.00)	8,566.00

2017-2018 Activity

\$66k check issued to SVE - comprised of \$30k teacher salary, \$30k Enrichment, \$6k Curriculum Enhancement
\$10k payment to Coasterra - deposit for 2017-2018 DDA
Teacher salary came in under budget may have approximately \$45k excess if achieve fundraising goals



Principal's Report

September 12, 2017

Academics:

1. Back to School Night
2. Final decision about new class by end of week
3. Enrichment to begin 09/17/17



September: Hurricane Harvey Relief

→ We are already paired up with a school. We are just waiting to hear if they want supplies or cash.

Point Loma Cluster Foundation

1. Two parent reps
2. First Monday of the month
3. First mtg on 10/02/17

Potential Schedule

1st 8 weeks

	Music	Art	Technology	Rotation
1:30 - 2:30	Class 1	Class 2	Class 3	Class 4
2:35 - 3:35	Class 2	Class 1	Class 4	Class 3

2nd 8 weeks

	Music	Art	Technology	Rotation
1:30 - 2:30	Class 3	Class 4	Class 1	Class 2
2:35 - 3:35	Class 4	Class 3	Class 2	Class 1