

Bagby Home & School Club
October 1, 2019

I. Welcome called to order 7:04 pm by Josh Lyngar

II. Approval of September 3rd, 2019 Minutes - motioned by Shannon Clark, second by James Fujimoto Dilger, motion passes

III. Presidents' Comments - Jennifer Malutta and Josh Lyngar

A. Committee Chair update – We were in dire need for some key positions. Brian Martin and Kelly Radcliffe have stepped up for the silent auction chairs. All open HFN positions have been filled. We are still looking for a script chair.

B. Website launch update – We have found a new platform and it has a lot of flexibility and fills an information gap for us. The website is live now and we are updating pages as we can. We have about 25% of families that have registered. This is about 120 registrations. Still need people to register. We will be discontinuing Groupvibe. There will be a little overlap, but we will be discontinuing it soon. The online store is set up but not live yet. We expect to have that up and running by HFN. HFN info will be updated on Membership toolkit.

C. We received a thank you card from TK and Kinder teachers along with a lemon zucchini bread.

D. There is a new procedure with the district office. The district office wants a civic permit for all events outside of regular hours. We need one for HSC meetings and for any other events and meetings. We need to apply for this with the district.

IV. Principal's Comments - Michael Kretsch

1. The school safety plan was reviewed during this morning's coffee. Comprehensive safety plan is being approved. Will be reapproved annually. This covers safety issues and student welfare.
2. ELA training – was very beneficial and gave teachers lots of information about the new curriculum. Everyone seemed to get a lot of information from the training.
3. Audrey Fong will be coming to help with ELA curriculum and guide teachers.

V. Treasurer's Report - Ian Bruce – see Ian's notes

VI. Committee Reports

1. Halloween Fun Night - Josh Lyngar – Sales are a little behind last year, but we do have less students this year. Looking for an incentive to get the students to sell more tickets. HFN planning meeting is this Thursday 10/3 in the Shark Tank @ 7 pm.
2. Giving Campaign Update - Jill Walter –
 - CEF + Paypal/cash/checks (total)
 - Direct: \$37812
 - Match: \$8862

 - From Paypal/cash/checks (ie money HSC has in hand)
 - Direct: \$32683
 - Match: \$781

 - CEF: (CEF is still holding the money, it belongs to Bagby HSC, but it's not in the Bagby bank account yet)
 - Direct: \$5129
 - Match: \$8081

VII. Old Business

. Vote on Ms. Hammond's furniture - \$600 – We missed Ms. Hammond's request for flex seating. We had previously approved a new rug for her room. We'd like to approve her request for up to \$600 for flex seating for her classroom. Motion to approve James Fujimoto Dilger, second Barbara Bandanza, motion passes.

VIII. New Business

. Bi-Law change - adjust emergency spending limit from \$250 to \$500 with a maximum of \$1,000 per month. Add notes from most recent email. – motion approve the amendment to the by-laws. We should also add any activity that occurs between the meetings. Motioned by James Fujimoto Dilger, seconded by Shannon Clark. Motion passed.

A. iPad purchase – We need to replace some iPads in the classrooms. We need 4 new iPads in the SDC classroom. IT can't fix them, they have aged out. The cost for these iPads is \$1,642.63 for iPads and Apple care. We need to disclose this now and we will vote on it next meeting. Michael will also look at overall technology needs for the school and an inventory of items that are at the school.

B. Instrument Purchase - Mimi Paulson, Music Teacher - She is requesting help with purchasing new instruments and needs more xylophones. The amount requested is \$6,000. We are presenting this now and will vote on it during the November meeting. See request below;

Dear Members of our HSC,

I am writing to ask for your consideration and assistance in helping to purchase a few new instruments for the music department. My main focus when teaching the students is gaining full participation from all students, having them overcome fears, and build the skills necessary to become a musician. This year while starting the students on mallet instruments, I have students sharing instruments, and what this means is that there are two students to an instrument in class. I am proposing buying another set for the school so that there is less likelihood for students to share. That way they can have more space, more ability to explore and discover the instruments, as is the Orff way, and build confidence in their abilities. Otherwise it is easier for them to hide next to the person they are sharing with and lose out on developing their musical and performance abilities. The cost of a complete new set, and completing out contra bass bar collection would come to \$6,753.70. This amount does not include shipping. Attached is an invoice for all instruments, and pictures of items, with their individual cost (at least for the bass bars) .

The students in the entire school would benefit from this.

Sincerely,

Ms. Marian Paulson
Bagby Music Teacher

C. Science Camp Scholarships

1. We had originally budgeted \$5,000 for scholarship fund. We plan to keep this a fluid amount and will keep \$5,000 in this fund and can fill in this amount as needed and if we raise more funds. The total number request is 6 scholarships for a total of \$1902.

IX. Open Forum

X. Adjournment 7:55 pm

29 Oct 19

From: Raul Silva, HSC Auditor
To: Home and School Club Board

Subj: SCRIP Program Audit

1. An audit was conducted on 29 Oct 2019 on the Scrip Program. The audit covered the period June 2018 through June 2019.
2. The audit covered the current inventory of Scrip, comparing the on-hand qty vs the reported on-line qty. It matched up well. However some adjustments were made due to two companies, Toys-R-Us and Sports Authority, going out of business. \$45 in Scrip was written off.
3. The audit also covered the financial records of the program, i.e. orders, payments and bank statements. All payments for orders were able to be matched to deposits made to the Scrip bank account.
4. The SCRIP Program is being very well managed and there were no major findings or discrepancies.
5. Please contact me if you have any questions.

/s/
R. Silva

12 Oct 19

From: Raul Silva, HSC Auditor
To: Home and School Club Board

Subj: Treasurer Audit

1. An audit was conducted on 5 Oct 2019 on the HSC Treasury. The audit covered the period July 2018 through June 2019. This audit also serves to close out Sarah Anthony and Heather Murphy duties as Co-Treasurers and transfer the custody of the treasury to the new co-treasurers, Lisa Hilldoerfer and Ian Bruce.
2. The audit covered the HSC's financial records, e.g. Requests for Reimbursement, bank statements, etc.
3. The HSC Treasury was very well managed and there were no major findings or discrepancies. There were, however, a few areas of note. They were:
 1. There are a several large cash deposits being made throughout the year. Under the current practice only one person signs/submits a "H&SC Deposit Reconciliation Form" with the cash. I recommend that for cash deposits greater than \$100 we have a second signature on the form to verify the cash amount being deposited.
 2. Cash withdrawals are being made as "seed money" for the various HSC fund raisers. There is no direct evidence to show that these funds/amounts were re-deposited back into the account. I recommend that two deposits be made after a fund raiser. One to show the return of the "seed money" and the second to show the actual amount raised.
 3. A DVD was purchased (\$32.86) for the Movie Night held in May 2019. Since it is HSC property I was wondering where is the DVD currently located? I recommend that for future Movie Nights that the movie be rented.
4. Please contact me if you have any questions.

/s/
R. Silva