

Oster Elementary Home & School Club

Meeting Minutes

May 3, 2023

Oster Staff Lounge

Executive Board Members

Rebecca Taylor, President

Nicole Perakis & Elli Constantin, Co-Vice Presidents

Julie Quinn, Secretary

Christina Herrera & Melissa Lim, Co-Treasurers

Sandhya Moro, Auditor

Lisa Taormina, Principal

Board attendance

Rebecca

Nicole

Julie

Call to Order (6:30 by Rebecca Taylor)

- Attendee Welcome
- Minutes from the April HSC Meeting approved by unanimous vote
- Floor open for public comment
 - Attendees thanked Rebecca and the board for a great year.

Principal's Report, Mrs. Taormina

- State testing starts next week - CAASPP testing May 8th – 9th, 3rd – 5th graders, test mostly in the mornings.
- Schoolwide events coming up – staff recognition/appreciation starting on Monday
- Reminder that any time parent/guardians are coming on campus, they MUST sign in and need to bring license/ID to get badge. There are no exceptions and the rule holds during school events, including 5th grade promotion. People can come in the week before to check in/get their badge.
- Also coming up:
 - Field day
 - Open house, May 24th
 - 3rd grade county fair
 - May 26th is schoolwide picnic day, encourage families to come have lunch with students. HSC is providing ice cream. This will be the first time Oster holds this event, Mrs. Taormina held this event at her previous school and it was always a nice way to bring the community together. She recommends brining a special lunch and encourages parents/guardians to invite kids families whose families can make it to join them. TK lunch is 11:15 – 12 and Kinder – 5 lunch is 12 – 1250.

Teacher's Report, Ms. Pesavento & Miss Gsoell

- They have a few more notes for next subscriptions and renewals for next year, they will send to President and Treasurer
- Got a list of teachers who what headphones, they'll also send to Treasurer for a second round of orders.
- Confirmed walkie talkie request
- Ms. Yu says thank you for non-fiction, shared a list of what she's purchased already – she's so

excited. Topics ordered include sports, animals, and MANY more topics.

- Also thankful to the International Night donation, thank you Julie Park
- Requesting more guidance on how to display Art Vista projects during Open House. Art Vistas will reach out to the teachers with guidance – look for an email or conversation from the Art Vistas.
- A huge thank you for the coffee and treats, that was the back to work after spring break week.
- It was awesome to have Walk-A-Thon back, it was great to see everyone out there.

Officers' Reports ([Attachment](#))

President's Report (Rebecca)

- Kinder playground, structure just a little too big – will either need to remove some concrete or a different structure, they are looking at new options.
- End of year events:
 - 5/5 Room Parent Appreciation (recruitment) Donuts & Coffee
 - 5/26 Hawaiian Spirit Day Distinguished School Otter Pop Celebration at Lunch
 - Ice cream party still in the works, deciding on date

Treasurer's report: (Rebecca)

- Budget update, see attached slides for complete detail – nothing unexpected, enrichment and field trip expenses coming in.
- Income – we exceeded goal for Walk-A-Thon by quite a bit (\$20k budget, as of now, over \$30k raised)

VP/s report (Nicole)

- Nicole will be talking about international night and Walk-a-thon

Secretary (Julie)

- Email contact list has grown steadily as we've started sending emails, fundraising and using the other features of Membership Toolkit. Suggest figuring out ways to engage parents on the site at the very beginning of the year next year.
- Gave an overview of the Dartmouth Meet & Greet, Oster probably had about 25 kids attend and total there were about 100 kids, Guadalupe had the highest attendance as they organized. Next year we should engage earlier and get the word out much earlier – this year we didn't know until right before or during spring break and the event was the day before the 5th graders went to Science Camp.

Committee Reports ([Attachment](#))

- **International Night Recap** - Eva/Penny – Nicole spoke on behalf of Eva and Penny who couldn't attend.
 - They were really pleased – 14 countries represented, 4 groups performed, met minimum on food trucks, kids enjoyed passports and scavenger hunt.
 - The event came in under budget.
 - Suggest continuing as an every other year event.

- When asked why not every year, Nicole noted that she had heard that it had become very competitive and the pause helps. Plus it's hard to fit into the spring schedule. Penny will still be at Oster 2 years from now, will hopefully lead again.
- **Walk A Thon Recap** - Nicole/ Sara. Nicole reported out.
 - Tried really hard to bring back to what it used to be, it was a learning year and they have notes on how to make it run more smoothly next year
 - Kids did amazing at bringing in sponsors, Vibhor set up the fundraising on Membership Toolkit and it was great
 - Ice cream party winning classes - on average, 19 students per class 4 way tie but going by %. Sheik, Growitz and Burrill will have ice cream parties because they had the highest % participation. Because Mr. T's class has more kids so a lower percentage, they will, will get frozen Friday cards.
 - The 3 students who raised the most individually will get Amazon cards.
 - In terms of expenses, most spent on t-shirts. It was really great to see all the kids in their shirts, they loved them and if we had to cut costs next year, we could decide not to do them.
 - Want to continue annually, could move to the fall and get in to yearbook or leave after spring break and then it won't make the yearbook deadline.
 - Very pleased with the results
- **Enrichment / Field Trip Liaison Feedback** - Amy / Julie P. – Julie P. reported out:
 - All 26 classes signed up for at least 1 enrichment class and with the remaining funds some doing more than one.
 - Rebecca, grateful for Amy and Julie stepping in to make this all happen to use the unused Starting Arts budget – given that this started so late into the year, it has been really well organized and successful, created great enrichment experiences for students.
 - Next year, we hope to have starting arts music program
- **Teacher & Staff Appreciation Week** - Liz Burtz
 - Starts next week, theme is Teaching is a Work of Heart, went out in Wednesday folders today
 - For staff, there will be a brunch on Monday and Wednesday and sign up for parents to help, was sent to room parents, volunteers sign ups are almost full, distributed by room parents.
 - There are prompts for students throughout the week
- **Silent Auction / Open House (May 24th)** – Claire
 - 82 donations with cash value of over \$13k, done soliciting from businesses
 - Teachers experiences – still hoping for more, have heard from everyone except from 4th grade, let them know by next Friday. Most want lunch experiences and will be looking for volunteers to help with those.
 - Next step, packaging items up, put some online and have some that they'll hold for the silent auction.
 - Open from 530 – 730, can keep it open longer than the ½ hour window
 - Will work with Julie to start thanking donors on the website, emails, social

- **Technology Traffic Data Report** - John & Vibhor
 - 2022 – 2023 Highlights:
 - Acquired Osterhsc.org domain and mapped it to MembershipToolkit website
 - Reconfigured MembershipToolkit, updated website design, and updated the new HSC logo
 - Fixed and updated the MembershipToolkit Mobile App
 - Migrated payments provider from Paypal to Lumapay
 - Applied and received Google for Non-Profit Account
 - Setup and configured Google Workspace including email for officers, Google Docs, and Google Analytics
 - Site traffic goes up as we have sales/events that require use of the site, specifically see huge spike during Walk-a-Thon.
 - Really optimizing Membership Toolkit now, feels much more worth the cost of membership and we can continue to improve into next year.

Board Nominations 2023-2024 & Vote

- Nominated:
 - President - Rebecca Taylor
 - Vice Presidents - Nicole Perakis & Julie Park
 - Secretary - Julie Quinn
 - Treasurers - Christina Herrera
 - Auditor - Melissa Lim
 - Technology - Vibhor Goyal
- Nominees all left room
- Attendees voted unanimously to approve the slate as presented
- Note, we would like to have a co-Treasurer and will likely add someone for consideration at a future meeting.

Announcements/Q&A

- Rebecca noted that the board will have a budget in place by September and discussed Board activity planned for the summer in preparation for the 2023/2024 school year.

Adjournment (7:31pm)