

GSF Meeting Minutes
13 November 2013

Present: Lisa Bordley Boland, Becky Spence, Sean Malone, Michael Mink, David Hafner, Tory O'Keefe, Bob Marcucci, Meghan Dasher, Jackie Garcia, Sondra Lewis, Tami McCall, Caroline Jensen, Windy Baldrige, Stacy Thorpe, Valoree Brovelli, Julia Wong, Jill Sheehan, Nicole Klock, Michelle Montakhab, Christi Bozic, Denise Louie, Koorosh Khashayar, Toby Gaine, Nicole Kepnes

CALL TO ORDER 7:08pm by David Hafner.

September and October 2013 Meeting Minutes (Tory O'Keefe)

Julia Wong made a motion to approve the September and October Minutes. Nicole Klock seconded. Minutes were approved.

Julia Wong suggested that the GSF Meeting Agenda and Minutes be announced to the parent body several days prior to the next meeting, so the membership can review the information on the website in advance of the meeting and encourage meeting attendance.

GSF New Member Roll Call (Tory O'Keefe)

New Members: Meghan Dasher, Nicole Kepnes, Kate Siegel

Finance (Becky Spence)

Suggested that the corresponding Income Statement be attached to the Meeting Minutes on the website.

Refer to the 10/31/13 Income Statement. GSF is not over budget in any area Year to Date.

Fundraising (Valoree Brovelli)

Bocce Night - Raised approximately \$6000.

Read-a-thon - ongoing fundraising effort. It is the 3rd largest fundraiser after Kids' Thrive Drive and Auction

Used Books' Sale - \$785 raised.

EScrip (Jill Sheehan) - Announcements distributed and flyers posted for the holiday season

Kids Thrive Drive (Nicole Klock) \$137,566.48 (\$20k of that are committed pledges that are due by 5/31/14) has been raised year-to-date; 53% participation from 183 families as of 11/8/13. \$178,000 Goal. Donation and fact finding phone campaign will occur next week to encourage donations from those families who have not yet participated and to determine why they haven't yet, so we can revise/improve the campaign next year.

Community Building (Michael Mink for Jo Pocock)

Teacher Appreciation Day - We just had the first of 5 Teacher Appreciation Days planned for Glenwood's staff. Each day is hosted by a grade to keep planning simple, and we spread the days throughout the year so the teachers do not have to wait to feel our appreciation. Breakfast and a light lunch was hosted by 3rd graders and their families, and each child gave their teacher a handmade apple-shaped card. Part of the Community Building budget was used to provide a gift of a Keurig coffee machine to the staff. Everyone is welcome to purchase Keurig coffee pods in further appreciation of the staff.

The upcoming Teacher Appreciation dates are the following:

Monday, March 3rd - hosted by 5th grade

Tuesday, May 6th - hosted by 2nd grade

Wednesday, May 7th - hosted by Kindergarten and 4th grade (Michelle Torretto - will take the lead. Thank you to Michelle.)

Thursday, May 8th - hosted by 1st grade

Request for parents to lead the upcoming Teacher Appreciation days. Volunteers should email joanne.pocock@gmail.com.

School Programs (Christi Bozic)

Shoes for Guatemala Drive - Used gym shoes for the Drive were requested through next week. They will be delivered to Guatemala the first week of December. It was suggested that the Spanish-speaking students add cards to the donations.

Playground Choices - Going smoothly, positive feedback received from students, teachers and parents surrounding this new program. Parent volunteers have been consistent. Program cannot occur on rainy Tuesdays nor Thursdays. Bob would like to see Playground Choices morphed for Kindie's only on rainy days if possible.

Green Team - Amy Allen is hoping to transition a new parent to lead the Team and requested additional parent volunteers overall.

Thanksgiving Food Drive - Gale McAllister is the lead for the Drive. Requested non-perishable food donations and gift cards to be delivered to the office by 11/22/13. The donations will be categorized and bagged on Monday, 11/25, after school. All families are welcome to participate. The donations will go to Glenwood families in the need as well as other families. The Dad's Club volunteered to deliver the donation bags directly to the families.

Communications (Sean Malone)

Directory - will be delivered next week and will cost \$10. It can be pre-ordered online.

Glenwood Spirit Wear - new order will arrive next week for sale to the membership.

Pajama Day - this Friday, 11/15/13. Glenwood flannel pajamas are available for purchase.

Dad's Club (Koorosh Khashayar)

Has a list of dads who were interested last year. Facebook page - "TIERCELS". Will provide a mass email to those who are part of the Club through Yahoo Groups. Mob and Poker Night on 12/13/13. Venue TBD.

Teacher Liaison Report (Lisa Bordley Boland)

Will request that the teachers provide "block switching" reports to the parents.

Read-a-Thon - ongoing throughout the classrooms

Monday Reading Groups - 15-18 slots for 3rd-5th graders at lunch time to be held in Ms. Pelligrini's classroom.

Thanked the GSF for Staff Appreciation Day.

Principal's Report (Bob Marcucci)

Also thanked the GSF for Staff Appreciation and for the gift of the new coffee pot to the teachers as it filled a need and is pleasing all.

iPAD Training - Dan Phillips provided training for the staff and will return a few more times. He also helping to negotiate with the District for iPAD usage. Pleased that the students are using the iPAD as a tool for presentations.

Administrative Assistant - Andrea Cashman - "Ms. A" - She is transitioning smoothly into the role and handles issues well.

Elizabeth Foehr - She will be recovering from the surgery to remove scar tissue through the Thanksgiving holiday. Courtney Tindel will continue to substitute for her until she is able to return.

Presentation on Davidson Middle School by Principal Dr. Harriet MacLean at the 1/15/13 GSF meeting.

Single Plan for Achievement - in process.

Discussion surrounding school security and parking lot safety.

Heads Up (Jackie Garcia)

Shop Local - Heads Up fundraiser in partnership with 4th Street, San Rafael, merchants on Thursday 12/5-Sunday, 12/8. "Global Challenges" are games that will encourage the children to visit the stores.

On either Friday or Saturday night, music will be played.

Copperfields - A new local bookstore wants to support local schools. T-shirts with each school's logo will be hung in her store window.

New Business (David Hafner and Michael Mink)

Julia Wong mentioned that San Pedro Elementary provided a list of needs that was emailed in mid-October to Glenwood parents. The list requested specific supplies. Toby Gaine is a teacher at San Pedro for 14 years and is also a Glenwood parent. He and Bob shared their views that all students at each campus are "San Rafael students" and, should they continue in the SRCS, will be together at Davidson and SRHS. 100% of San Pedro's student body receives hot lunch. Donations of supplies and/or volunteer time are welcomed. Further collaboration between the two student bodies is being explored - buddy program, shared Heritage Festival, sustainable garden collaboration. GSF will host a "school supply drive" in the spring and consider a joint community builder event at Pickleweed Park, perhaps.

Best project ideas for the school will be posted to the website and will also go out in the Hip Pockets. These will be discussed and voted on at the next GSF meeting.

Movie Night - this Friday, November 15th.

Next GSF Meeting - Wednesday, December 12th.

Meeting was adjourned at 8:28pm by Michael Mink.

Submitted by Tory O'Keefe, Secretary

11:33 AM
 11/13/13
 Cash Basis

The Glenwood School Foundation Profit & Loss Budget vs. Actual August through October 2013

	<u>Aug - Oct 13</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
Ordinary Income/Expense			
Income			
4100 - Contributions	92,732	178,500	(85,768)
4200 - Awards and Grants	1,000	25,000	(24,000)
4300 - Auction Fundraiser	(700)	100,000	(100,700)
4400 - Other Fundraising Income	17,314	50,000	(32,686)
4500 - Spirit Wear Sales	(2,017)	1,000	(3,017)
4700 - Int/Investment Income	303	300	3
Total Income	<u>108,631</u>	<u>354,800</u>	<u>(246,169)</u>
Expense			
6100 - Educ. Consultant Fees	47,101	239,800	(192,699)
6200 - Educational Enrichment	27,318	58,350	(31,032)
6250 - Talent Show	0	500	(500)
6300 - Class Parties	0	1,350	(1,350)
6400 - School Operating Expense	13,539	18,100	(4,561)
6500 - School Program Expense	50	9,000	(8,950)
6600 - Fundraising Expense	458	800	(342)
6700 - Communications Expense	0	2,800	(2,800)
6800 - Community Building Exp	169	3,800	(3,631)
6900 - GSF Operating Expenses	3,432	11,300	(7,868)
Total Expense	<u>92,066</u>	<u>345,800</u>	<u>(253,734)</u>
Net Ordinary Income	16,565	9,000	7,565
Other Income/Expense			
Other Expense			
7102 - Special Purchases	0	9,000	(9,000)
Total Other Expense	<u>0</u>	<u>9,000</u>	<u>(9,000)</u>
Net Other Income	<u>0</u>	<u>(9,000)</u>	<u>9,000</u>
Net Income	<u><u>16,565</u></u>	<u><u>0</u></u>	<u><u>16,565</u></u>

The Glenwood School Foundation Profit & Loss Budget vs. Actual August through October 2013

	Aug - Oct 13	Budget	\$ Over Bud...
Ordinary Income/Expense			
Income			
4100 - Contributions			
4102 - Family/Parent Contrib			
Contrib-Check/Cash	45,425	178,500	(133,075)
Contribution-Credit Card	15,559	0	15,559
JustGive.Org Contribution	12,259	0	12,259
JustGive.org Fee (4.5%)	(552)	0	(552)
Parent Contrib - Stock	5,018	0	5,018
Total 4102 - Family/Parent Contrib	77,708	178,500	(100,792)
4104 - Corporate Match Cntrb	9,700	0	9,700
4106 - Other Contributions	5,324	0	5,324
Total 4100 - Contributions	92,732	178,500	(85,768)
4200 - Awards and Grants	1,000	25,000	(24,000)
4300 - Auction Fundraiser			
4302 - Online Auction Income	0	100,000	(100,000)
4308 - Raffle Ticket Sales	0	0	0
4312 - Business Sponsors	0	0	0
4330 - Parent Donation for Item	0	0	0
4340 - Prior Year Auction Income	675	0	675
4350 - Auction Expense	(1,375)	0	(1,375)
Total 4300 - Auction Fundraiser	(700)	100,000	(100,700)
4400 - Other Fundraising Income			
4402 - Scrip	3,026	0	3,026
4404 - Read-A-Thon	0	0	0
4405 - Read-A-Thon Exp	0	0	0
4406 - Dad's Club/EOY BBQ	0	0	0
4408 - Father/Daughter Dance	0	0	0
4409 - Father/Daughter Exp	0	0	0
4410 - Mother/Son Dance	0	0	0
4411 - Mother/son Ex	0	0	0
4412 - Run 4 Reading	3,280	0	3,280
4414 - Library Bday Books	2,694	0	2,694
4416 - School Picture Program	0	0	0
4418 - Restaurant Fundraisers	691	0	691
4420 - Green Team Fundraising	458	0	458
4422 - Box Tops	0	0	0
4424 - Crab Feed	0	0	0
4425 - Crab Feed Expense	0	0	0
4426 - Movie Night	1,245	0	1,245
4427 - Movie Night Expense	(393)	0	(393)
4428 - Yearbook Sales	0	0	0
4434 - Class Art Projects	0	0	0
4435 - Class Art Projects Cost	0	0	0
4432 - Book Fair	0	0	0
4436 - Bocce Ball Event	7,384	0	7,384
4437 - Bocce Ball Event Exp	(1,294)	0	(1,294)
4450 - Other Fundraising	223	50,000	(49,777)
Total 4400 - Other Fundraising Income	17,314	50,000	(32,686)
4500 - Spirit Wear Sales			
4502 - Spirit Wear Sales	653	1,000	(347)
4510 - Spirit Wear Cost	(2,671)	0	2,671
Total 4500 - Spirit Wear Sales	(2,017)	1,000	(3,017)
4700 - Int/Investment Income			
4702 - Interest Inc Checking	4	300	(296)
4706 - Interest Inc CD 2	299	0	299
Total 4700 - Int/Investment Income	303	300	3
Total Income	108,631	354,800	(246,169)
Expense			
6100 - Educ. Consultant Fees			

11:34 AM

11/13/13

Cash Basis

The Glenwood School Foundation
Profit & Loss Budget vs. Actual
August through October 2013

	Aug - Oct 13	Budget	\$ Over Bud...
6102 - Educ. Consultant Fees	47,101	233,700	(186,599)
6104 - Educ Consulting Bonus	0	6,100	(6,100)
6106 - Misc. Educ Cnsltnt Fee	0	0	0
Total 6100 - Educ. Consultant Fees	47,101	239,800	(192,699)
6200 - Educational Enrichment			
6202 - Classroom Enrichment/Sup			
6202.00 - New 4th/Corsini	503	600	(97)
6202.01 - Chavez/Ehrich	444	600	(156)
6202.02 - Gray	0	600	(600)
6202.03 - Williams	268	600	(332)
6202.04 - Mont-Eton	332	450	(118)
6202.05 - Reed	0	450	(450)
6202.06 - Rogers	0	450	(450)
6202.07 - Foehr	171	450	(279)
6202.08 - Davies	111	450	(339)
6202.09 - Treewater	239	450	(211)
6202.10 - Conte	112	450	(338)
6202.11 - Goodhope	248	450	(202)
6202.12 - Hood	49	450	(401)
6202.13 - Osorio/Stone	226	450	(224)
6202.14 - Pellegrini	24	450	(426)
6202.15 - Todd	440	450	(10)
6202.16 - Bordley/Leshnick	139	450	(311)
6202.17 - Murphy	394	450	(56)
6202.18 - Tyrell-Smith	230	450	(220)
6202.20 - Skiersz	296	450	(154)
6202.21 - Guidi Resource Specia	0	450	(450)
6202.22 - Pirozzoli Resource Sp	0	450	(450)
6202.23 - Patterson Counselor	0	450	(450)
6202.55 - Assignment Books	0	700	(700)
6202.99 - New Tcher/Combo Class	0	900	(900)
Total 6202 - Classroom Enrichment/Sup	4,229	12,550	(8,321)
6204 - Field Trips			
6204.05 - Outdoor Ed 5th Grd	10,000	10,000	0
6204.0K - Kindergaren F.T.	816	3,000	(2,184)
6204.10 - 1st Grade F.T.	1,800	3,000	(1,200)
6204.20 - 2nd Grade F.T.	2,265	3,000	(735)
6204.30 - 3rd Grade F.T.	1,454	3,000	(1,546)
6204.40 - 4th Grade F.T.	390	3,000	(2,610)
6204.50 - 5th Grade F.T.	0	1,500	(1,500)
Total 6204 - Field Trips	16,725	26,500	(9,775)
6205 - Classroom NonFict Books			
6205.0K - Kindergarten NF Books	0	150	(150)
6205.01 - 1st Grade NF Books	215	150	65
6205.02 - 2nd Grade NF Books	178	150	28
6502.03 - 3rd Grade NF Books	55	150	(95)
6205.04 - 4th Grade NF Books	12	150	(139)
6205.05 - 5th Grade NF Books	0	150	(150)
Total 6205 - Classroom NonFict Books	459	900	(441)
6206 - Library B'day Books	2,056	3,500	(1,444)
6208 - Computer Eqpmnt & Supply	507	4,500	(3,993)
6210 - Art Class Supplies	3,128	4,000	(872)
6212 - Athletic Equipment	0	2,300	(2,300)
6214 - Science Class Supplies	0	2,600	(2,600)
6216 - Music Class Supplies	137	1,000	(863)
6220 - Classrm Imprvmt Fund	0	0	0
6222 - Misc. Cnsltnt Reimb/Supp	76	500	(424)
Total 6200 - Educational Enrichment	27,318	58,350	(31,032)
6250 - Talent Show	0	500	(500)
6300 - Class Parties			
5th Grade Promotion Celebration	0	150	(150)
End of Year BBQ	0	200	(200)

11:34 AM
 11/13/13
 Cash Basis

The Glenwood School Foundation Profit & Loss Budget vs. Actual August through October 2013

	Aug - Oct 13	Budget	\$ Over Bud...
Fifth Grade Party	0	1,000	(1,000)
Total 6300 - Class Parties	0	1,350	(1,350)
6400 - School Operating Expense			
Bulk Teacher Supply Purchasing	7,800	7,800	0
Disaster Supplies	0	3,000	(3,000)
Principal Discretionary Fund	739	2,000	(1,261)
Safety Patrol	0	300	(300)
Supplemental Office Supplies	5,000	5,000	0
Total 6400 - School Operating Expense	13,539	18,100	(4,561)
6500 - School Program Expense			
School Pgrm - Multicultural Days	0	500	(500)
Fitness Program/Recycling	0	500	(500)
Green Team	50	100	(50)
GSF Meetings - Speakers	0	4,000	(4,000)
Other/Mini Grant	0	2,000	(2,000)
School Prgm - Field Day	0	200	(200)
School Prgm - Visiting Author	0	1,700	(1,700)
Total 6500 - School Program Expense	50	9,000	(8,950)
6600 - Fundraising Expense			
Family Solicitation - Other	458	800	(342)
Total 6600 - Fundraising Expense	458	800	(342)
6700 - Communications Expense			
Communication Exp	0	2,000	(2,000)
Directory Expense	0	800	(800)
Total 6700 - Communications Expense	0	2,800	(2,800)
6800 - Community Building Exp			
Community Events	169	1,300	(1,131)
Fall Family Fun Night	0	1,800	(1,800)
New Parent Social	0	0	0
Teacher Appreciation Days	0	700	(700)
Total 6800 - Community Building Exp	169	3,800	(3,631)
6900 - GSF Operating Expenses			
Accounting Fees, Tax	0	1,400	(1,400)
Bank Fees	0	100	(100)
Cr. Card Process. Fees (Square)	0	0	0
Credit Card Fees	538	2,500	(1,962)
Director/Officer Insurance	2,271	2,500	(229)
Gifts & Awards	0	500	(500)
GSF Meetings - Childcare, Other	150	1,000	(850)
GSF Supplies - Postage	28	100	(72)
GSF Supplies - Printing	80	100	(20)
Misc. GSF Operating Expense	365	3,000	(2,635)
State Filing Fee	0	100	(100)
Total 6900 - GSF Operating Expenses	3,432	11,300	(7,868)
Total Expense	92,066	345,800	(253,734)
Net Ordinary Income	16,565	9,000	7,565
Other Income/Expense			
Other Expense			
7102 - Special Purchases	0	9,000	(9,000)
Total Other Expense	0	9,000	(9,000)
Net Other Income	0	(9,000)	9,000
Net Income	16,565	0	16,565