

GSF Meeting Minutes
11 September 2013

Present: Lisa Bordley Boland, Jo Pocock, Becky Spence, Sean Malone, Michael Mink, David Hafner, Tory O'Keefe, Sean Malone, Meghan Dasher, Jackie Garcia, Sondra Lewis, Shannon Jones, Tami McCall, Windy Baldrige, Caroline Jensen, Nicole Kepnes, Kate Siegel, Valoree Brovelli, Stacy Thorpe, Julia Wong, Kiana Fernandez, Rebecca Cowlin, Koorosh Khashayar, Peter Standish, Ramina Winton, Monika Farrar, Jill Sheehan, Melanie Morris, Nicole Dougherty, Nicole Klock, Jana Mannina, Christi Bozic

CALL TO ORDER - 7pm

Introduction of 2013/2014 Board Members - David Hafner

June 2013 Meeting Minutes

David Hafner made a motion to approve. Julia Wong seconded. Motion approved.

Calendar Review - Michael Mink

Auction will be held on March 15, 2013 at the Peacock Gap Golf Club.

Movie Night will be held on September 20, 2013. Extreme Pizza will provide pizza. Each Movie Night will require only one parent volunteer for the first 30 minutes to check children in and accept donations. Jocelyn and another member of the Glenwood Day Care Staff will attend each Night.

Dine & Donate will be held on September 18, 2013, at Celia's Restaurant.

Principal's Report- Lisa Bordley Boland and David Hafner (for Bob Marcucci)

New benches and Walkie Talkies are a "great service to the staff."

Music Teacher - Bob Marcucci is actively interviewing for a new Music Teacher and intends to hire as soon as possible and admitted that the process has taken longer than expected. The Membership requested additional communication from Bob regarding how Music will be part of the curriculum and how changes to the music program will result of the new hire.

The San Rafael School District is exploring ways to retain Sherry Patterson, Counselor, in a District-wide capacity in which she would rotate through the five elementary schools.

Finance - Becky Spence

Julia Wong made motions to remove Genevieve Wiersama and Julia Wong as agents/signers from all GSF accounts at First Republic and add Michael Mink and Valoree Brovelli as agents/signers. Nicole Klock seconded. Motions were approved.

2012-2013 Final Income Statement

Financials were distributed. The 2012-13 Final Income Statement was reviewed. The following items were purchased in June, 2013, as was approved in the June meeting:

-Hang safe hooks-Classroom Projectors-Outside Tables and umbrellas -10 iPads in addition to the 20 purchased from auction proceeds

2013-2014 Budget - Approved Additions made to the 2013-2014 Budget in June, 2013: - Counselor - Increased Teacher Supply budget Consultant fees, bonuses and “educational enrichment” are the largest expenditures in the Budget.

Eagles’ Anthology - GSF will financially support this “School Program.” Suggestion (Julia Wong) - Add a “place holder” of \$2000 in 2013-2014 Budget for School Programs.

Process to create 2013-2014 Budget: Detailed review. 1.) Determine Expenses - Art, Science, Computers, PE, Music, Instructional aids, Intervention Specialist, \$25k for Counselor, educational enrichment, field trips, teacher supplies through Office Depot (increased by \$50/teacher), added \$150/grade for purchase of non-fiction books.

Consultant bonus amount was increased from 2% in last year’s budget to 4% for this year. 2.) How to Meet Expenses a.) Auction - \$100k default target b.) Other Fundraising Events - \$50k c.) Family Contributions to Kids’ Thrive Drive - remainder

Nicole Klock made a motion to approve 2013-2014 Budget. Julia Wong seconded. Motion was approved.

Treasurer requested assistance from membership. Becky is looking for a volunteer to track the Expense Reimbursements for this year’s Teacher Reports.

Fundraising - Valoree Brovelli

Request for membership to review the Fall event dates via website and “get involved.”

Kids’ Thrive Drive (Nicole Klock)

\$56k raised and 36% family participation YTD. This success is attributed to the Drive Donation form being included in the first Hip Pocket of the year.

\$7000 in Corporate Matching funds was received over the summer for this school year.

Goal: 100% Family Participation! There are 438 students and 367 families at Glenwood.

Action Item: Nicole needs new and updated classroom thermometers and “whole school” thermometer outside of the office to track participation.

A “targeted” second round of donation forms will be sent out in the third week of September’s Hip

pocket to those families who have not yet contributed only.

Request was made for Teacher Participation of \$5-15 because they are considered part of the 100% Participation goal.

A focus will be made to encourage families in the higher grade levels whose participation rates are consistently lower than the rates of the lower grades. Additionally, emphasis will be placed on reducing the “\$700 or nothing” feeling of the membership and promoting the value of the Employer Matching programs. Just Give donations are recurring through months and years and do not stop unless the participant requests that the donation end through the Just Give website.

Voting Member Qualifications (Michael Mink): 1) Any amount of donation made to the GSF and 2) Member must attend 2 consecutive GSF Membership meetings.

Community Building (Jo Pocock) - Welcome Back Luncheon for teachers - successful. -Welcome Back Coffee for parents - successful. -Fall Family Fun Night - Will hold the event later in the school year next year because the event was not as well attended this year as was hoped for based on last year.

School Programs (Christi Bozic)

Thanked Volunteer Coordinators (Jackie Garcia, Julia Wong, Rachel Street) for obtaining 152 families YTD.

Still need volunteers for the following: Green Team - Involve Green team in Cash for Trash. Staff Appreciation Days Cash for Trash - Bottles must have CRV value.

Walk ‘n’ Roll Wednesday - First Wednesday of every month. Suggestion (Ramina Winton) - Station student and parent volunteers at the back of the School at Main Drive in addition to the main entrance of Glenwood.

Request for Bob Marcucci to promote Walk ‘n’ Roll Wednesday - Class Liaisons (Julia Wong) - Caroline Jensen is the Liaison Lead. She will coordinate the monthly emails to be sent by the Liaisons in each class. In addition, we have recruited a Spanish-speaking Liaison, Melanie Morris, this year to communicate directly with all families whose primary language is Spanish.

Cool the Earth (Elise Rankin) - will begin on September 19, 2013. Cool the Earth is a 6-week “school to home” educational program about the environment. It is a flexible program in which families can choose how they want to participate.

Author Day will be held on October 2, 2013 with author Katherine Applegate, who wrote *The One & Only Ivan* and *Roscoe Riley Rules* series.

Communications (Sean Malone)

Spirit Wear - New orders were made to replenish supplies. Three Kindie parents have volunteered to lead Spirit Wear Sales this year. They are: Jana Mannina, Jody Frank, and Seana Galicz. There will be a

transition meeting for the New Spirit Wear team.

Hip Pocket and Website - Communications to be added to the Hip Pocket must be received by Monday night to hipocket@glenwoodspirit.com. For communications to be added to the website, send information to website@glenwoodspirit.com.

Directory - The submission window was closed. Production will begin the third week of September with the goal of completion in the first week of October. There was discussion about the timing of the Directory submissions and the desire to allow corporate advertising from businesses that may not have sponsored last spring's auction, especially from any businesses of new families. It was proposed that a clear deadline should be set and payment for ad with print-ready copy be submitted by said deadline.

GSF Website - "Glenwoodspirit.com" - 25% increase in web traffic to this site. It is the site to review information on pertinent events, photos, etc.

Dad's Club (Koorosh Khashayar)

72 members are listed on Yahoo.groups, an "old" list, that needs updating. 29 volunteers YTD

4 Events: 2 GloBall (the first to be held on November 2nd) and 2 Mob Nights Request for ideas on how best to communicate to the school's dads.

Teacher Liaison Report (Lisa Bordley Boland)

Multicultural event - Survey

San Rafael High School Homecoming Parade - on October 4th. Davidson will participate in the Parade to encourage a middle school connection to the high school. Will look for ways to connect the Glenwood 5th graders to the parade.

Thank you to all new parents at the Membership meeting for their attendance.

New Business (David Hafner)

Request of the Membership to email suggestions (ex. WiFi) for what they feel are the immediate needs of the School to david@glenwoodspirit.com. All ideas are wanted and welcomed.

Meeting was adjourned at 8:36pm by David Hafner.

Submitted by Tory O'Keefe, Secretary