



SANTA TERESA HOME & SCHOOL ASSOCIATION

Non-Profit Tax ID

EIN: 27-3484689

CCN: 3315952

MINUTES – April 13, 2021

Board's Welcome

Brenda Castillo-Garza

- Brenda welcomed everyone at 7:01 pm.

Approval of March 2021 Minutes

Faatemeh Lubinsky

- March 2021 minutes were approved unanimously. Faatemeh Lubinsky moved to approve, and Dina Marie Mansuy seconded.

Principal's Report

Mark Lepori

- Mr. Lepori reviewed ST Reopening Plan (see attached document).
 - April 21st – Planning on having TK-1st grade come to school to practice drop off procedure and spend 20 minutes in the classroom, and practice pickup procedure. A separate time will be scheduled for each cohort, A and B.
 - Signs of classroom numbers will be placed around campus and also during break times.
 - Outside each restroom there will be a chair with a bottle of hand sanitizer on it. There will be a red/green side outside to let students know if the restroom is occupied or not. Upon entering restroom, students are to use the hand sanitizer then flip the sign red, then once done and hands are washed, students are to flip the sign back to green when leaving.
 - Questions asked of Mr. Lepori -
 - Q: So if we choose hybrid, our kids get to go to campus 10 times, correct?
 - A: 9 or 10 depending on whether they are in cohort A or B.
 - Q: I am working outside of the house. Another parent will be dropping/picking up my student. Can I request that our children be in the same cohort?
 - A: If there are extenuating circumstances, please email Mr. Lepori directly.
 - Q: Are upper graders allowed to ride their bike to and from school?
 - A: Bike riding will be allowed. The student will have to walk their bike on campus and lock up their bike at the quad area, then go through one of the double gates.
- All families are encouraged to respond to the Return in Person or Remain in Distance Learning survey. Mr. Lepori will contact those who don't respond. Please respond regardless of decision.

STHSA Board

President: Brenda Castillo-Garza
VP of Social Events: Crystal Telles
Co-Treasurer: Neetu Mishra

Secretary: Lynda Tu
VP of Fundraising: Faatemeh Lubinsky
Co-Treasurer: Dina Marie Mansuy

Financial Reports

Neetu Mishra, Dina Marie Mansuy

- Neetu reviewed budget vs. actuals report, which is now up to date with income from January through March 31, 2021 (see attached). All in all, the financial are in the positive \$739.
- Dina presented 2020-2021 Budget Summary, updated with current plans for the rest of the school year. (see attached slides). There is a difference between Neetu's report as Dina left out Spirit Wear and Yearbooks as those costs are a pass through, HSA doesn't make any money off those.
- In general, if we raise another \$5k this year we may be flat for the year.

Fundraising

Faatemeh Lubinsky

- Restaurant Night – Panda Express, April 14th
 - All day from 10 am – 10 pm
 - If ordering online, please use online code found on weekly newsletter and Facebook.
- May - Jamba Juice Buy 1 Get 1 Cards **Dina Marie Mansuy**
 - You get 6 BOGO and the cards cost \$10. HSA earns \$4 profit on each card.
 - Goal is start by May 1st and sell them for a month.
 - Trying to get it done electronically, if purchased through panther store you can maybe get a code to use.

Committee/Events Reports

- Online Auction **Maria Eswine**
 - Maria received list from Mr. Moody and teachers. She got some donations from parents, such as a spa basket, action figure from How to Train Your Dragon. She will get it on the website and will send out details via email and Parent Square.
- Teacher Appreciation Week, May 3rd – 7th **Faatemeh Lubinsky**
 - Trying to do the week of May 3-7th, and do it via online so people aren't coming and going and dropping off things at school. More info to come in the newsletter.

Parental Involvement

Brenda Castillo-Garza

- 2021-2022 Open Board Positions – New members will be voted in at the next HSA meeting. Anyone else interested and wants to team up are welcome.
 - 1) President
 - 2) VP of Fundraising / Fundraising Committee
- Online Auction

Communications and Upcoming Events

Brenda Castillo-Garza

- Next month is the last HSA meeting for this school year.

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Greetings from Other Groups

- Teachers **Michael Moody, Jen Anderson**
 - Mr. Moody
 - Will make one last call for online auction and are getting ready to welcome kids back.
 - Dina Mansuy - Virtual author event tomorrow at 2:00 pm, recommended for grades 3-6. Link was sent to teachers to post in google classroom as well as Parent Square.

Parent Comments/Questions

All

- None

Adjourn

Brenda Castillo-Garza

- Meeting adjourned at 7:50 pm. The next meeting will be May 11th, 2021, at 7:00 pm, via Zoom.
 - Join Zoom Meeting –
<https://midpenhousing.zoom.us/j/96459538921?pwd=QUdBMnlFNk9NWmFsTWlnaU5SNkwvdz09>
 - Meeting ID: 964 5953 8921
 - Passcode: 211248
 - Dial by your location
 - 888 475 4499 US Toll-free
 - 877 853 5257 US Toll-free

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Santa Teresa Elementary School Reopening Plan Details

spring 2021



Dear Santa Teresa Community,

Since last March, our students, staff, and community have endured an immense and unprecedented challenge in distance learning due to the shutdown of our campus caused by the COVID-19 pandemic. The resiliency of our students and staff during this time has been astounding. Despite their physical absence from our campus, students have engaged in learning, created meaningful connections with their teachers, and collaborated with each other to develop impressive examples of their knowledge. While we appreciate the sacrifice of students, staff, and parents, and are proud of the accomplishments of all during distance learning, we look forward to safely reopening our beautiful and fresh campus to students.

Reopening the Santa Teresa Elementary campus safely and successfully requires the cooperation and patience of all of us. Students must be confident that parents and staff will work together to make this new in-person school experience the best it can be. A close examination of the guidelines outlined in the Santa Teresa Reopening Plan is required and greatly appreciated. We look forward to solidifying the community's understanding of our reopening plans in the coming weeks, with office hours and meetings available for clarification and input. Thank you for your continued dedication to the safety and education of your child. We look forward to getting the Panther Family back home.



Key Components of Reopening

- Health Guidelines
- Drop-off and Pick-up Procedures
- Office Protocols
- Bathroom Use Procedures
- Classroom Configurations
- Student Breaks

Ask yourself these questions before physically reporting to Santa Teresa:

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?

If Yes – STAY HOME and continue medical care from your health provider.

2. Within the past 14 days, have you had close contact with someone who has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.

If Yes – STAY HOME and seek medical care and testing.

3. Have you had any one or more of these symptoms today or within the past 3 days?
Fever or chills • Cough • Loss of taste or smell • Shortness of breath or difficulty breathing

If Yes – STAY HOME and seek medical care and testing.

4. Have you had any one or more of these symptoms today or within the past 3 days and that are new or not explained by another reason?

Fatigue • Muscle or body aches • Headache • Sore throat • Nausea, vomiting, or diarrhea

If Yes – STAY HOME and seek medical care and testing

Health Guidelines

Staff assess themselves, parents assess students...Everyday!





Health Guidelines

What will happen if a student gets sick during school?

- Classroom staff will call office.
- Office staff, using exterior doors, will go to the classroom and walk the student back to the office for assessment.
- Student with COVID symptoms will be isolated and monitored (conference room or outside in our quad near the cafeteria).
- Parent will be called for immediate pick up.
- County Guidelines will be followed.



Health Guidelines

Student and Staff Safety Measures

- All students and staff will wear masks on campus (with exceptions for eating, drinking, and socially distanced exercising).
- Masks will be available for students not bringing one and will be required before entering the building.
- Hand sanitizer will be stocked and regularly used in all locations housing individuals.
- Students and staff will practice regular hand washing (one at a time) in class and after restroom use.
- Students and staff will enter and exit classrooms from exterior doors only.



Santa Teresa Bell Schedule

TK-K	8:25 AM - 11:45 AM
1st-3rd	8:25 AM - 12:30 PM
4th-6th	8:15 AM - 12:30 PM
County	9:15 AM - 1:15 PM

Students can arrive up to 15 minutes before the start of their day, but no earlier.



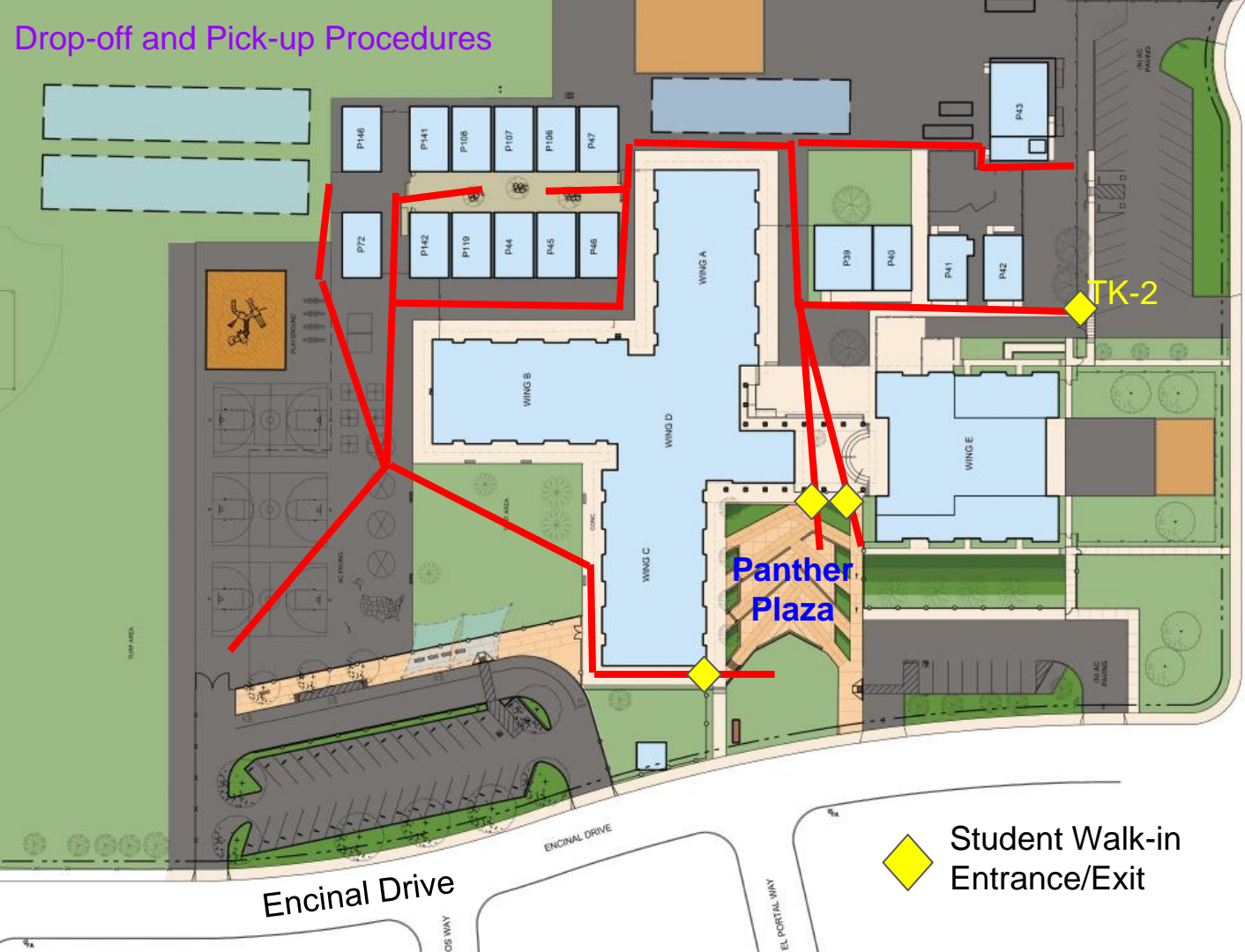
Students Walking to School (or parking and walking in)

Cresta Vista Way

- The best location for walker to enter and exit the school is at the Panther Plaza.
- Parents of walkers can bring their child to the plaza before school and wait in the plaza after school for walkers.
- All TK-2 walkers will enter and exit the school through the Cresta Vista entrance/lot (see slide).
- **No parents are allowed inside the fencing throughout the school.**

Student Walk-in Entrance/Exit

Drop-off and Pick-up Procedures





Santa Teresa Elementary School Drop-off and Pick-up Procedures (Cars and Buses)

- All drivers must follow the routes and directions outlined by the school (see specific slides).
- No U-turns on Encinal Drive or Cresta Vista Way.
- The school will provide each family with a color-coded name card that all parents/caregivers must keep in their car(s).
- At the entrance to each parking lot, those picking up a student will display the name card so the name can be relayed and the student can be retrieved and ready to enter their car at the pick-up zone. This will ensure that traffic will flow at a good pace.
- Teachers and staff will not be able to have conversations with parents/caregivers picking up students to keep traffic flowing at a good pace.
- All students will enter their cars from the right side.
- Arrangements will be made for 1st-6th grade siblings. Older siblings (3rd-6th) of 1st and 2nd graders being picked up by car will head to the 1st/2nd grade lines and get picked up in the Cresta Vista parking lot. Older siblings can also be dropped off at the Cresta Vista parking lot with their younger siblings each morning.

Drop-off and Pick-up Procedures



Santa Teresa Elementary School Student Bus/Car Pick-up Overview Map



- 3rd-6th ← [Green Arrow]
- SDC/County Bussing ← [Pink Arrow]
- TK-2 ← [Cyan Arrow]

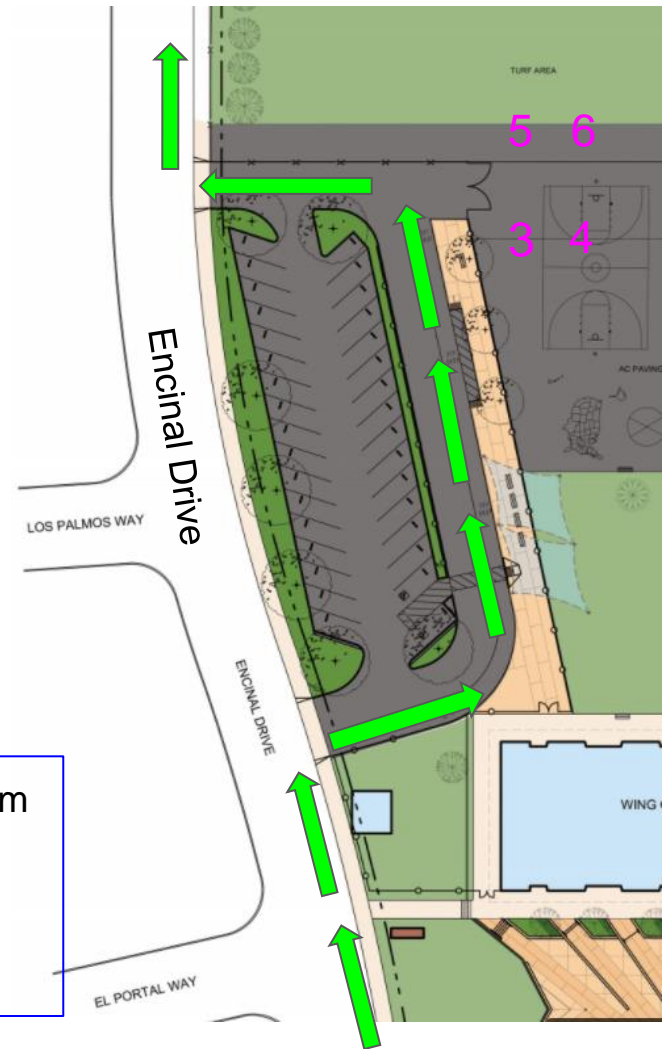
3rd-6th Drop-off and Pick-up Location and Protocol

- Students in grades 3-6 arriving or departing school by car will utilize the Encinal Drive parking lot.
- Cars will enter the parking lot from the south side of Encinal Drive only.
- Cars departing the parking lot will make a right on Encinal Drive, keeping the flow of traffic as clear as it can be during a very busy part of the day.
- 3rd, 4th, 5th, and 6th graders will be waiting near the large open gate at the end of the Encinal Drive parking lot, practicing social distancing.
- Once a staff member locates the student whose car is approaching, that student will walk through the large open gate and down the pick-up path to meet their parent/ride.

3rd Drop-off Time - 8:10am - 8:25am

4th-6th Drop-off Time - 8:00am - 8:15am

3rd-6th Pick-up Time - 12:30 pm



Santa Teresa Students - Heading to Class After Drop-off or Walk-in

- TK-2nd grade students will meet their teacher inside the gate near the Cresta Vista Parking Lot (see previous slides). Students will stand behind their classroom sign and the class will travel to and enter the classroom together.
- SDC/County teachers will meet their students at the Panther Plaza/Panther Plaza Parking Lot and will travel to class together.
- Students in grades 3-6 will head directly to class and their assigned seat after walking in or getting dropped off at their assigned parking lot location (similar to a rainy day recess scenario).
- Any student arriving late **MUST** go to the office (one at a time) to be escorted to class through the exterior of the building by a staff member.





Using the Office for Essential Support

- Office hours 8:00 - 3:30 M-F.
- ONE person at a time will be assisted in the office.
- Enter and exit will be through the main office door.
- Maintain social distance while waiting outside (red lines).
- NO adults (other than staff) will be allowed anywhere on campus other than the front office.



Signing Students Out Prior to Dismissal

- Parent/guardian follows usual “sign out” protocol using a disinfected pen.
- Office staff, using exterior doors, goes to classroom to pick up student.
- Parent waits outside office for staff and student to return from classroom.
- Aside from an emergency, signing out students less than 30 minutes before dismissal is highly discouraged.



Students Who Are Late to School

- Student comes to the office for tardy slip
- Office staff, using exterior doors and pathways, walks student to classroom
- Staff returns to the office using exterior pathways.
- All parents will ensure students arrive to school on time, during allotted time outlined in the drop-off and pick-up guidelines.



Student Restroom Usage Locations

- A Pod restrooms will be used by the following classes: Chaffin, Wood, Guerra, Anderson, Charles/Cassara, Miller
- B Pod will restrooms will be used by the following classes: Williams, Rinauro, Torres, Garabetian, Boles, Heirigs, Baliton, Ramos, Rizzi
- C Pod restrooms will be used by the following classes: Nardi, Rice, Fujishin, Joseph, Race, Mendoza
- The following classes will use their interior classroom restroom: Paige, Moody, Kong, Ennolikara, Verma



Student Restroom Use Guidelines

- ONE student at a time in restroom
- Students waiting outside will practice social distancing (using red lines on the ground)
- Students will walk outside the buildings to access restrooms (except for classes with restrooms inside their room).
- If a buddy is sent with a student needing to use the restroom (TK-2), that buddy will wait outside the restroom and practice social distancing.



Student Restroom Use Guidelines



Students using the A Pod, B Pod, and C Pod restrooms will follow the process posted at the restroom entrance.



Classroom Details

- Desks will be spaced apart to provide the greatest reasonable amount of space between students. Current guidelines require 3 feet.
- Student and teacher desks will include a plexiglass barrier.
- Students will receive instruction from their desks. There will be no instruction from rainbow carpets or other classroom areas.
- Students will use provided hand sanitizer at the classroom entrance and wash their hands regularly in the classroom.

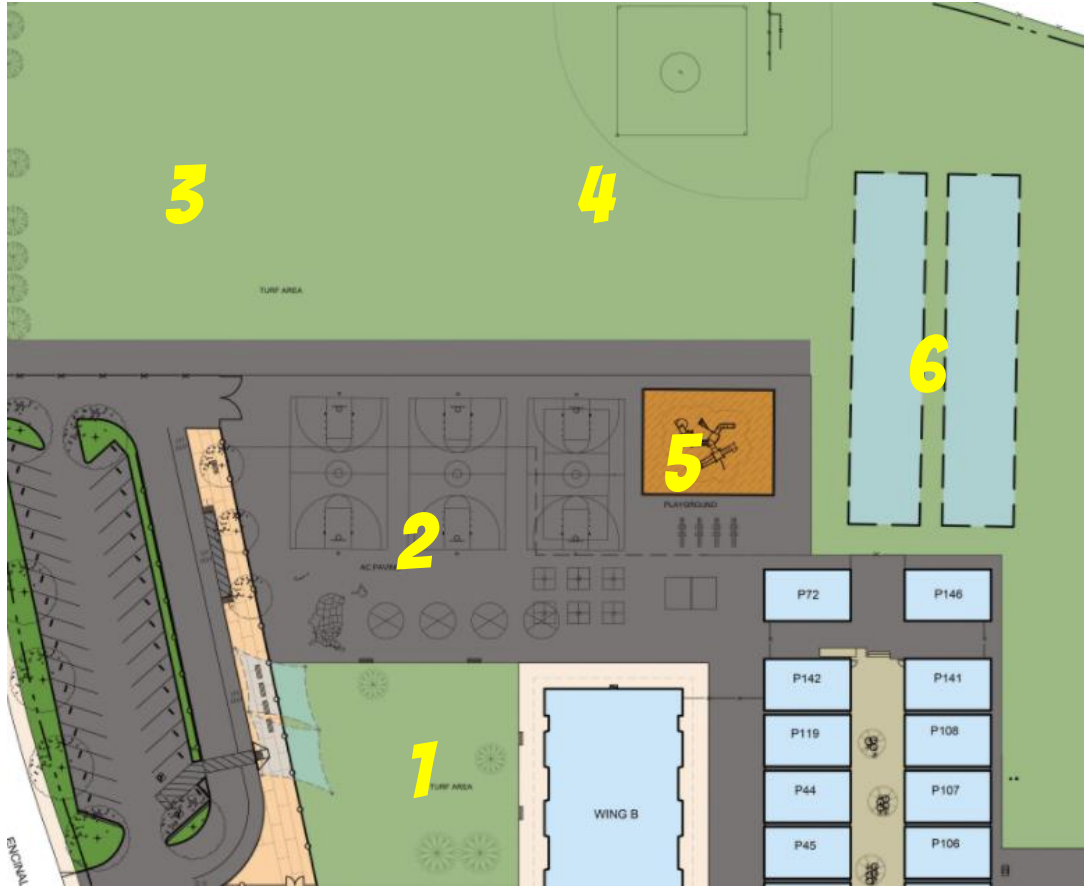


Student Break Details

- Cohorts will have assigned weekly locations
- Students will be able to take their mask off eat or drink
- Students practice social distancing
- Teachers will meet cohorts at their assigned location and the end of break
- 10 minute gaps between assigned breaks to disinfect any solo use equipment (individual basketballs or soccer balls)
- Bathroom use is encouraged. Bathroom process must be followed.



Break Locations (1st-6th)



Location 1 - Redwood tree grass square

Location 2 - Main blacktop

Location 3 - Soccer goal 1 (left side of field)

Location 4 - Soccer goal 2 (right side of field)

Location 5 - Playground

Location 6 - Solar panels (area under solar panels)



Break Times and Groups (1st-6th)

- **Group 1 (9:40-9:55 AM)** - Chaffin (A6), C/C (B3), Rice (B6), Nardi (B4), Miller (B1)
- **Group 2 (10:05-10:20 AM)** - Fujishin (C1), Joseph (C3), Mendoza (C6), Race (C4)
- **Group 3 (10:30-10:45 AM)** - Williams (P1), Ramos (P8), Rizzi (P6), Torres (P5)
- **Group 4 (10:55-11:10 AM)** - Rinauro (P3), Garabetian (P7), Heirigs (P9), Boles (P11), Baliton (P12)

Classes will have assigned break locations that change weekly.
Room number signs will be posted in assigned locations.

**Oak Grove S.D.
Free Meal Plan
Beginning 4/26**



**Free Meal Service for on Campus
Students**

MONDAY Hybrid Group A In-Person Meal Pick-up Lunch and Breakfast

TUESDAY Hybrid Group A In-Person Meal Pick Up 6 Days of Meals

THURSDAY Hybrid Group B In-Person Meal Pick-up Lunch and Breakfast

FRIDAY Hybrid Group B In-Person Meal Pick Up 6 Days of Meals

All bagged meals will be provided at release time for students to take home and eat. On campus service begins: 4/26 for grades TK-1, 5/3 for 2-3 and 5/10 for 4-8. All meals are provided at No Cost for all families with children 18 years and younger.

ST Free Meal Service In-person Students

Let your child know if you want them to pick up free meals at dismissal.

TK-2nd - Look for the black pop-up tent near the solar panels behind the school (near the end of the A pod)

3rd-6th - Look for the black pop-up tent on the main blacktop (near the new large playground)



This institution is an equal opportunity provider.

**Oak Grove S.D.
Free Meal Plan
Every Wednesday
beginning 4/28**

Free Meal Service for Distance Learning Students and Community

Every Wednesday Drive Through Grab and Go Meal Kits with 7 days of meals will be offered to our families who remain on distance learning and our community.

Meal kits can be picked up at any Elementary School from 11:30am until 12:30pm. All junior high families will need to pick-up their meals at the closest elementary school site:

Anderson, Baldwin, Christopher, Del Roble, Edenvale, Frost/Indigo, Hayes, Ledesma, Parkview, Oak Ridge, Sakamoto, Santa Teresa, Stipe and Taylor. **Junior high service begins 5/12.

Please note: All families are welcome to pick-up meals for children 18 and younger, students do not need to be present. All meals are provided at no-cost to families with children 18 years and younger.



ST Free Meal Service Distance Learning Students

Meals for distance learners or the community can be picked up in the small Encinal Drive parking lot near the Panther Plaza on Wednesdays from 11:30am-12:30pm



This institution is an equal opportunity provider.

What to bring on campus?

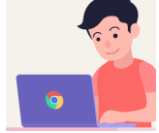
Come prepared for class:



Mask - plus an extra one



Don't forget earbuds/headphones



Bring a fully charged chromebook



Filled water bottles & snack



Workbooks, textbooks, and homework, if requested by teacher



Leave other non-essential items at home



**Santa Teresa Elementary Home And School Association
Budget vs. Actuals: 2020-2021 Budget - FY21 P&L**

August 2020 - July 2021

Total

	Actual	Budget	over Budget	% of Budget
Income				
Fundraisers			0.00	
Birthdays on the Marquee	507.75	1,000.00	-492.25	50.78%
Box Tops	71.80		71.80	
Direct Donation Drive	16,710.71	26,000.00	-9,289.29	64.27%
Merchandise Rewards		1,000.00	-1,000.00	0.00%
Amazon Smile	454.64		454.64	
Total Merchandise Rewards	\$ 454.64	\$ 1,000.00	-\$ 545.36	45.46%
On-line Auction		1,000.00	-1,000.00	0.00%
Restaurant Nights	203.27	1,000.00	-796.73	20.33%
Chipotle	179.72		179.72	
Yogurtland	65.00		65.00	
Total Restaurant Nights	\$ 447.99	\$ 1,000.00	-\$ 552.01	44.80%
Smencils		1,125.00	-1,125.00	0.00%
Spirit Wear	2,853.41	3,000.00	-146.59	95.11%
Yearbook Sales	2,281.31	7,000.00	-4,718.69	32.59%
Total Fundraisers	\$ 23,327.61	\$ 41,125.00	-\$ 17,797.39	56.72%
School_Fundraisers			0.00	
Mixed Bags	616.77		616.77	
Total School_Fundraisers	\$ 616.77	\$ 0.00	\$ 616.77	
Total Income	\$ 23,944.38	\$ 41,125.00	-\$ 17,180.62	58.22%
Gross Profit	\$ 23,944.38	\$ 41,125.00	-\$ 17,180.62	58.22%
Expenses				
Benefit Students			0.00	
Distance Learning	2,988.39	6,000.00	-3,011.61	49.81%
Teacher Supplies		9,000.00	-9,000.00	0.00%
Total Benefit Students	\$ 2,988.39	\$ 15,000.00	-\$ 12,011.61	19.92%
FundraiserExp			0.00	
Direct Donation Drive Costs	374.36	200.00	174.36	187.18%

March Income
Year Book sales 250
Birthday Marquee 48
Direct Donation 390
Spirit Wear 48
736

On-line Auction Expense		250.00	-250.00	0.00%
Smencils		300.00	-300.00	0.00%
Spirit Wear Costs	2,741.70	3,000.00	-258.30	91.39%
Yearbook Costs	3,911.74	6,000.00	-2,088.26	65.20%
Total FundraiserExp	\$ 7,027.80	\$ 9,750.00	-\$ 2,722.20	72.08%
General Operating	328.13	5,000.00	-4,671.87	6.56%
3dcart Store - Panther Store	129.99		129.99	
Insurance	590.00		590.00	
QuickBooks Payments Fees	935.00		935.00	
Total General Operating	\$ 1,983.12	\$ 5,000.00	-\$ 3,016.88	39.66%
Panther Prizes	550.00	1,500.00	-950.00	36.67%
School Improvements		4,000.00	-4,000.00	0.00%
Social			0.00	
6th Grade Pool & Completion Activities		3,000.00	-3,000.00	0.00%
Kindergarten Welcome Packets	655.50	1,000.00	-344.50	65.55%
Teacher Appreciation Week	468.20	2,000.00	-1,531.80	23.41%
Total Social	\$ 1,123.70	\$ 6,000.00	-\$ 4,876.30	18.73%
Technology	9,532.06	10,000.00	-467.94	95.32%
Total Expenses	\$ 23,205.07	\$ 51,250.00	-\$ 28,044.93	45.28%
Net Operating Income	\$ 739.31	-\$ 10,125.00	\$ 10,864.31	-7.30%
Net Income	\$ 739.31	-\$ 10,125.00	\$ 10,864.31	-7.30%

Expense

3D cart subscripior	130
Panther Prize	550
Spirit Wear	1233
Teacher's Apprecial	469
	2382

Monday, Apr 12, 2021 09:52:13 PM GMT-7 - Cash Basis

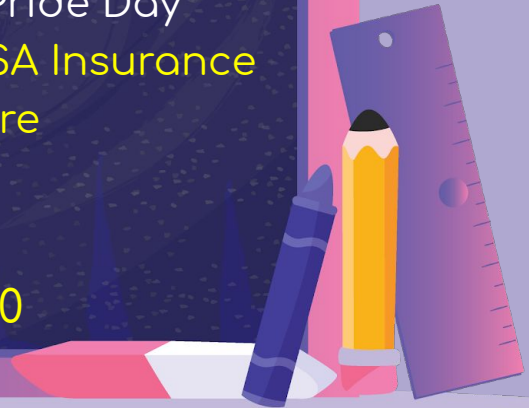


2020-2021 Budget Summary

What we've accomplished...

- ❑ Purchased 26 document cameras for teachers and resource staff
- ❑ Purchased school-wide memberships to BrainPop and Generation Genius to be used during classes & at home
- ❑ Welcomed new kinder families to ST
- ❑ Held our 1st Saturday Panther Pride Day
- ❑ Other operational expenses: HSA Insurance & Quickbooks fees, Panther Store
- ❑ Teacher Appreciation Week
- ❑ Panther Prizes

Total Expenses Incurred = \$16,600



What we've raised...

- ❑ Direct Donation Drive (\$16,700)
- ❑ Restaurant Nights (\$450 + \$302*)
- ❑ Birthday Marquee (\$500)
- ❑ 2019-20 Yearbook Sales (\$320)
- ❑ Boon Supply (\$616)
- ❑ Merchant Rewards including Amazon Smile, eScrip, Benefit and Box Tops. (\$520)
- ❑ See's Candy (\$1,170)*

* April deposits - not included in financial report yet

Total income raised = \$20,580



What else is planned?

- ❑ Teacher Appreciation Week (\$1500)
- ❑ 6th Grade Graduation/Pool Party (\$3,000)
- ❑ HSA Operational Expenses: Tax Preparation; QB Monthly Payment; Accounting Firm; Panther Pride Days (\$3,000)
- ❑ School Improvements or Distance Learning (\$500)
- ❑ Panther Prizes (\$950)

Budgeted

- ❑ School Improvements or Distance Learning (\$3,500)

Total Remaining Expenses = \$12,450



Spring Fundraisers

- Restaurant Nights (April 14)
- Online Auction (April 17 - 25th)
- Jamba Juice BOGO Cards (May)
- Birthday Marquee (ongoing)
- Merchant Rewards including Amazon Smile, eScrip, Benefit and Box Tops (ongoing)

