



SANTA TERESA HOME & SCHOOL ASSOCIATION

Non-Profit Tax ID

EIN: 27-3484689

CCN: 3315952

MINUTES – November 10, 2020

Board's Welcome

Brenda Castillo-Garza

- Brenda welcomed everyone at 7:00 pm.

Approval of October 2020 Minutes

Brenda Castillo-Garza

- October 2020 minutes were approved unanimously. Faatemeh Lubinsky moved to approve and Crystal Telles seconded.

Principal's Report

Mark Lepori

- Students will not be returning to school for in person learning before the end of the 1st semester, which is at the end of January 2021.
- OGSD is currently working with the teacher's union and monitoring the Santa Clara County Public Health Office to prepare our school re-opening plan.
- The 2nd set of Panther Pride Assemblies were held on 10/29 and 10/30 where November Mega Skill, Communication, was introduced. In addition, the first Paw of Achievement Awards were given out.
- The next Panther Pride Assemblies are scheduled for 11/19 and 11/20 where December Mega Skill, Cooperation, will be introduced.
- Please send in photos of your child with their Paw of Achievement and Panther Star awards, participating in distance learning or other activities to Yearboo.xsql8i3yxfi4ija5@u.box.com.
- Multicultural Club, Student Council, FEV Tutors, Mrs. Mansuy's Reading Support, and Mrs. Reilly's Reading Support having begun.
- OGSD is providing after school art sessions to 4th and 5th grade students during the weeks of 11/16 and 11/30.
- This year's first spirit day, Crazy Hair Day, is scheduled for Friday, 11/20.

District Advisory Council (DAC) Report

Vinod Pisharody

- No updates - next meeting scheduled 11/19

Financial Reports

Neetu Mishra, Dina Marie Mansuy

- Budget vs. Actuals
 - Neetu shared 2020-2021 year-to-date budget vs. actuals summary (see attached).
- Dina reviewed 2020-2021 Budget Summary Slides (see attached).
 -

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

Fundraising

Faatemeh Lubinsky

- Direct Donation Drive Closing Numbers –
 - YTD Donations = \$11,536.31
 - Direct Donation winners –
 - 3 Families - Solidum Family, Pisharody Family, and Mishra Family
 - Prizes will be available for pickup at school on Thursday, 11/12. Faatemeh will email winners directly for pick up.
 - Winning Class - Ms. Garabetian's class will get smenciles and a journal.
- Upcoming Restaurant Night
 - Chipotle – Wednesday, November 18th, 5 – 9 pm

Committee/Events Reports

- Boon Supply (Mixed Bags) – November 1st to 27th Crystal Telles
 - Update will be available during January 2021 general meeting.
 - Crystal will share link with teachers to share with parents.
- Halloween Contest Winners Brenda Castillo-Garza
 - Winners will get a \$25 Jamba Juice gift certificate
 - Spooky - Selena Teixeira-Montes
 - Creative - Emily Anderson
 - Silly - Ella Scott
 - Cute - Parker and Amelie Spiegl
 - Family - Brandon and Addison Tsui
- Gobble-Thon – Saturday, November 21st, 10 am to 12 pm Mark Lepori
 - Students and families are encouraged to casually walk around the neighborhood and wear Walk-A-Thon shirts as a way to get out of the house on a Saturday, walk around, and from a distance, say hi to neighbors.
 - Students may bring a non-perishable food items for donation.
 - People are not encouraged to gather at the school.
 - Walk-A-Thon shirts are available for purchase.
 -
- Online Book Fair – November 2nd to 13th Jen Strosberg, Christine Francis
 - Per Faatemeh Lubinsky, Jen and Christine said the Online Book Fair is going okay. It's different, but it's going ok.

Parental Involvement

Brenda Castillo-Garza

- 2021-2022 Open Board Position
 - VP of Fundraising / Fundraising Committee
 - Direct Donation Drive
 - Walk-a-thon
 - Restaurant Nights
 - Monday Weekly News Emails
 - Santa Teresa Spirit Wear Orders
 - President
- Yearbook

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- Communication will be through Parent Square.
- HSA minutes and agenda will be posted on ST website.
- There will not be a meeting in December but will reconvene in January 2021.

Greetings from Other Groups

- Teachers **Michael Moody, Jen Anderson**
 - When we return, the focus is on making sure all the safety protocols are in place. Ms. Anderson and Mr. Moody both put it out to their classes regarding restaurant nights.
 - Regarding spirit wear, they've had people reach out about getting more spirit wear if there's a way to get more out to people.
 - Faatemeh will see if we can do another spirit wear sale in January. It typically has to be a good amount to get a good discount.
 - There are a lot of extra adult WAT shirts on the Panther store for purchase if anyone wants it.
 - They had a great teacher work day. He wanted to echo something that speaker said, "...the good job that you as families are doing for them to do their job. They appreciate everything you're doing. You're doing a great job and we can't do this without you. We are thankful for every single parent of every single student."
 - Ms. Anderson expressed that it takes a village to make it work. She said, "Thank you for the dot cams. They are awesome. They use it every single day."

Parent Comments/Questions**All**

- Question from Edie Fischer for Mr. Lepori – "Wondering if you can share what the tone/sentiment is with the teacher's union regarding return to school?"
 - Mr. Lepori responded that it's a little bit all over the map – some want to come back and some not because of maybe some underlying health conditions. There is a district board meeting this Thursday where you can maybe get more information. District board meeting details can be located on ogsd.net website.
 - Per Mr. Lepori, when we go back to school, we will need a lot of support in the morning, e.g. crossing guards, name cards for students during car drop off. The goal is to ensure a smooth pick up and drop off. They're working on putting together some good protocols.
- Questions from Danny Kiehn for Mr. Lepori – "Could Mr. Lepori speak as to what additional construction is going on in front of the office?"
 - Mr. Lepori responded that there were some contractors on campus to remove some old trees that are growing back that were supposed to be gone. The fencing is done on the Encinal side. That whole side has been replaced. Additional fencing will be replaced on the Cresta Vista side (TK/K side). There'll be a new double gate/fence over by the TK/K side. There's a shed by the old CDC, now Catalyst, and they're going to use an old container to store some of their items. Almost all the fencing will be secure.

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Adjourn

- Meeting adjourned at 8:05 pm. The next meeting will be January 12, 2021, via Zoom.
 - Join Zoom Meeting –
 - <https://midpenhousing.zoom.us/j/98956265014?pwd=S05OcDgvdjY2RSttUitsS2ZlY0d0Zz09>
 - Meeting ID: 989 5626 5014
 - Passcode: 184759
 - Dial by your location
 - 877 853 5257 US Toll-free
 - 888 475 4499 US Toll-free

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**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	289.80	1,000.00	-710.20	28.98%
Direct Donation Drive	11,536.31	26,000.00	-14,463.69	44.37%
Merchandise Rewards		1,000.00	-1,000.00	0.00%
Amazon Smile	104.93		104.93	
Total Merchandise Rewards	\$ 104.93	\$ 1,000.00	-\$ 895.07	10.49%
On-line Auction		1,000.00	-1,000.00	0.00%
Restaurant Nights		1,000.00	-1,000.00	0.00%
Yogurtland	65.00		65.00	
Total Restaurant Nights	\$ 65.00	\$ 1,000.00	-\$ 935.00	6.50%
Smencils		1,125.00	-1,125.00	0.00%
Spirit Wear	2,212.73	3,000.00	-787.27	73.76%
Yearbook Sales	304.04	7,000.00	-6,695.96	4.34%
Total Fundraisers	\$ 14,512.81	\$ 41,125.00	-\$ 26,612.19	35.29%
Total Income	\$ 14,512.81	\$ 41,125.00	-\$ 26,612.19	35.29%
Gross Profit	\$ 14,512.81	\$ 41,125.00	-\$ 26,612.19	35.29%
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	20.00	200.00	-180.00	10.00%
On-line Auction Expense		250.00	-250.00	0.00%
Smencils		300.00	-300.00	0.00%
Spirit Wear Costs	1,508.74	3,000.00	-1,491.26	50.29%
Yearbook Costs		6,000.00	-6,000.00	0.00%
Total FundraiserExp	\$ 1,528.74	\$ 9,750.00	-\$ 8,221.26	15.68%

General Operating	203.13	5,000.00	-4,796.87	4.06%
Insurance	590.00		590.00	
QuickBooks Payments Fees	80.00		80.00	
Total General Operating	\$ 873.13	\$ 5,000.00	-\$ 4,126.87	17.46%
Panther Prizes		1,500.00	-1,500.00	0.00%
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		2,000.00	-2,000.00	0.00%
Total Social	\$ 655.50	\$ 6,000.00	-\$ 5,344.50	10.93%
Technology	9,532.06	10,000.00	-467.94	95.32%
Total Expenses	\$ 15,577.82	\$ 51,250.00	-\$ 35,672.18	30.40%
Net Operating Income	-\$ 1,065.01	-\$ 10,125.00	\$ 9,059.99	10.52%
Net Income	-\$ 1,065.01	-\$ 10,125.00	\$ 9,059.99	10.52%

Sunday, Nov 01, 2020 11:14:51 PM GMT-8 - 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

Total Expenses Incurred = \$15,600



What we've raised...

- ❑ Direct Donation Drive
- ❑ Yogurtland Restaurant Nights
- ❑ Birthday Marquee
- ❑ 2019-20 Yearbook Sales
- ❑ Merchant Rewards including Amazon Smile, eScrip, Benefit and Box Tops.

Total income raised = \$14,500



What else is planned?

- ❑ Teacher Budgets - Materials & Supplies
- ❑ Teacher Appreciation Week
- ❑ School Improvements (depends on reopening plan) or Distance Learning
- ❑ 6th Grade Graduation/Pool Party
- ❑ Direct Donation, Halloween & Panther Prizes
- ❑ HSA Operational Expenses: Tax Preparation; QB Monthly Payment; Accounting Firm; Panther Pride Days

Total Remaining Expenses = \$23,600



Fundraising Opportunities

Fall/Winter 2020

- Scholastic Book Fair
- Boon Supply Fundraiser
- Birthday Marquee
- Restaurant Nights
- Merchant Rewards including Amazon Smile, eScrip, Benefit and Box Tops



Fundraising Opportunities

Spring 2021

- Restaurant Nights
- Merchant Rewards including Amazon Smile, eScrip, Benefit and Box Tops
- Birthday Marquee
- Online Auction
- Virtual Spring Walk-a-Thon ???
- Multicultural Festival ???



Going forward...

- ❑ Continue to fundraise to cover upcoming expenses and maintain reserve
- ❑ Look for new fundraising opportunities to complete in the spring semester
- ❑ Reevaluate expenses in 2021 and make budget adjustments as needed

