

OCC Meeting Minutes September 19, 2019

Attendance:

Andrea Egan (Chair)

Kevin Kurzendoerfer (Treasurer)

Scott Dafflitto (Secretary)

Catherine Depret (Fundraising Chair)

Catrin Morris (Calendar & Community Chair)

Francisco Serrano (Classroom Parent Chair)

Jessica D'Amico (Information & Process Chair)

Purnima Boominathan (Educational Investment
Director)

Mark Bromley (Fundraising Strategy)

Elizabeth Ruiz (At Large - Finance)

Monique Worrell (At Large - Community Events)

Jaime Solano (Teacher)

Pam Ross (Teacher)

Catherine Kawmy

Lara Ilao

Devon Walker

Mariana Flores

Karla Ledesma

Lauren Mauro

Call to Order & Welcome:

- Chair called order at 6:15pm.
- Chair noted basic protocols for conducting board meetings.

Opening - Introductions & Campus Word:

- Participants introduced themselves, their roles, and goal for the year to improve Oyster-Adams (OA).
- Chair noted this is the final year serving as Chair and the importance of having new members serve on the Board.
- Principal not in attendance but shared teachers' appreciation for quick reimbursements.

Approval of Minutes from Past Two Board Meetings:

- Board approved minutes from April 25, 2019 and May 23, 2019.

Treasurer's Financial Report:

- OCC has raised \$87,000 to date - \$25,000 ahead of this time last year.
- OCC has spent \$75,000 to date, including \$59,000 from anonymous donation made last fiscal year (FY) but spent in this FY.
- OCC has \$265,000 cash on hand to date.
- Chair noted that every event is important to the overall budget (e.g. Halloween Garage nets \$5,000).
- Kudos given for quick reimbursements for teacher classroom purchases.

Letters of Communication:

- Parent kudos to Information & Process (IP) and Calendar & Community (CC) Chairs on back to school communications, specifically related to school supplies and OCC dues.
- Parent appreciation for monthly contribution options for OCC dues.
- Parent appreciation for Kinder orientations.
- Teacher appreciation for online OA website calendar.

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- Parent positive feedback on grade level social/orientation events.
 - Questions raised about whether the events have generated any additional dues/supplies contributions.
 - Treasurer will research whether there is any uptick in donations after events.
 - IP Chair, Treasurer, and Ms. Ruiz will coordinate on targeted fundraising followup after events.
- Noted that in person events generate good response to donation requests at the events.
- Parent noted not receiving an invitation to grade level social.
 - Chair, Ms. Ruiz, and Mr. Serrano will coordinate with OA Administration to reconcile multiple database information issues.

Event Review:

- Orientations - PK, Kinder, and new family orientations were helpful and organized. Parents appreciated visiting the classroom with the teachers.
- Back to School Communications - Parent shared that last year's information came too late. This year's information came earlier and was better organized.
- Meet Your Teacher -
 - Adams - parents seemed to not know where to go. Suggestions were made for better signage, improved advance communication.
 - Oyster - the ability to pay dues/supplies during the evening was helpful.
 - Overall suggestion for OCC to wear identifying shirts.
 - There was a general sense to not purchase more food for the event, but a parent expressed that some families may wish to bring a potluck style dish to supplement the OCC food next year.

Working Session - Google Docs:

- The Chair stressed the importance of utilizing the G-suite (e.g., OCC email addresses and shared drive) for conducting OCC-related communication, document storage, etc. Conducting OCC business in the G-suite can improve collaboration, reduce duplication, and ensure institutional knowledge is retained.
- The IP Chair conducted a training for the Board and meeting attendees on utilizing these tools.

Committee Updates:

- Classroom Parents -
 - Mr. Serrano elected to replace Ana-Maria Gonzalez.
 - Room parents are in good shape.
- Communications - CC Chair will work to formalize the request and approval process for OCC communications.
- Social -
 - Grade level socials are coming together quickly. 6th grade social on Friday, September 20.

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- The OCC continue with currently scheduled socials but will not schedule additional socials until after the Columbus holiday weekend.
- Events - The Haunted Garage needs a chair, or the event will be canceled.
- Educational Investment - Part-time grant writing position will post the week of September 22.
- LSAT Liaison - LSAT liaisons will be Purnima Boominathan and Carla Ferris.
- Fundraising - Fundraising chair is pushing for 100% participation in 100 days.
 - Auction work will begin in October.
 - There is a new initiative to reach out to OA alumni for contributions.

Kudos

- The Chair gave kudos to the Board members for their time and effort.

Outstanding Discussion:

- Ms. Ilao will continue to help with Haunted Garage but can no longer coordinate the event.
 - She will reach out to volunteers signed up downstairs and host a party next weekend to transition the event to the new group.
- Ms. Ilao shared information about a reusable packaging collection service.
 - A portion of proceeds potentially can be donated to school.
 - Ms. Ilao will provide the Board with more detailed information.

Adjourn:

- The meeting adjourned at 7:43pm.



Financial Report

September 2019





Income against budget: Aug. 1 - Sept. 16

	Aug 2019	Sept 2019	Total		
	Actual	Actual	Year-to-Date	Budget	Remaining
Auction			\$ -	\$ 50,000.00	\$ (50,000.00)
Auction Fund-A-Need			\$ -	\$ 25,000.00	\$ (25,000.00)
Grade-level Fundraising Events			\$ -	\$ 30,000.00	\$ (30,000.00)
Book Fair			\$ -	\$ 8,500.00	\$ (8,500.00)
Christmas Trees			\$ -	\$ 25,000.00	\$ (25,000.00)
Community Partnerships/photos/shopping rewards/other			\$ -	\$ 9,000.00	\$ (9,000.00)
Fiesta			\$ -	\$ 12,500.00	\$ (12,500.00)
Haunted Garage			\$ -	\$ 5,000.00	\$ (5,000.00)
Musical			\$ -	\$ 10,250.00	\$ (10,250.00)
OCC Annual Giving Fund + Supplies	\$ 64,559.33	\$ 21,780.00	\$ 86,339.33	\$ 132,000.00	\$ (45,660.67)
Annual Giving	\$ 47,118.33	\$ 15,525.00	\$ 62,643.33		
Supplies	\$ 17,441.00	\$ 6,255.00	\$ 23,696.00		
School Merchandise	\$ 809.00	\$ 668.00	\$ 1,477.00	\$ 6,000.00	\$ (4,523.00)
Square1 Art			\$ -	\$ 4,500.00	\$ (4,500.00)
Total	\$ 65,368.33	\$ 22,448.00	\$ 87,816.33	\$ 313,250.00	\$ (225,433.67)



Expenses against budget: Aug. 1 - Sept. 16

	Aug 2019	Sep 2019	Total		
	Actual	Actual	Year-to-Date	Budget	Remaining
Total Administration Support	\$ (10,318.77)	\$ (653.27)	\$ (10,972.04)	\$ (16,500.00)	\$ 5,527.96
Total Afterschool/Student Activities	\$ -	\$ -	\$ -	\$ (8,850.00)	\$ 8,850.00
Total Classroom & Specials	\$ (4,101.78)	\$ (5,457.83)	\$ (9,559.61)	\$ (53,350.00)	\$ 43,790.39
Total Curriculum Support	\$ (67,088.25)	\$ (332.50)	\$ (67,420.75)	\$ (40,725.00)	\$ (26,695.75)
Total Field Trips	\$ (5,078.44)	\$ (1,206.50)	\$ (6,284.94)	\$ (27,695.00)	\$ 21,410.06
Total Fundraisers	\$ 15,075.93	\$ 6,478.00	\$ 21,553.93	\$ (56,250.00)	\$ 77,803.93
Total OCC Board Programs	\$ (2,093.13)	\$ (103.80)	\$ (2,196.93)	\$ (17,800.00)	\$ 15,603.07
Total School Events & Programs	\$ (288.41)	\$ -	\$ (288.41)	\$ (31,600.00)	\$ 31,311.59
Total Staff Salary Support	\$ -	\$ -	\$ -	\$ (63,350.00)	\$ 63,350.00
Total Student Support	\$ -	\$ -	\$ -	\$ (1,500.00)	\$ 1,500.00
TOTAL	\$ (73,892.85)	\$ (1,275.90)	\$ (75,168.75)	\$ (317,620.00)	\$ 242,451.25



Cash On-Hand

Account	9/18/19
Bank of America Checking	\$104,847.97
Bank of America Savings	\$55,075.28
Paypal	\$4,645.08
Charles Schwab	\$103,270.37
Total	\$267,838.70



Participation as of 9/16

- 333 families have purchased school supplies for their students
- 180 families have contributed to our annual fund
- 43 families have purchased school merchandise