

## Los Compadres de Escuela Longfellow

### Executive Board Meeting Minutes

August 12, 2014

Home of Leah Kirby

#### **Board Members in Attendance:**

Leah Kirby, Dina Sanchez, Brooke Diaz, Donna Valverde-Flores, Jen Ragusa, Paul Eichen, Carma Sanchez, Shawn Sheeron, Amanda Dahlgren, Barbi Manry

#### **Minutes of meeting taken by Paul Eichen.**

**Meeting called to order by Los Compadres President Leah Kirby at 6:45pm**

#### **The Board took the following actions:**

Action PTO goals for 2014/2015 school year (attached) approved unanimously by the board and ready for publication to the membership.

Action Budgeting principals were presented by budget committee and adopted unanimously by the board (attached). Budget to be completed and presented to the board at August 25 meeting.

Action Dina reported that the district is attempting to reduce the budget for the reconstruction of the school by \$1.5M. Paul tasked to coordinate a parent group to follow up with District Superintendent to ascertain the reason and need for this reduction, and to attempt to minimize any budget reduction.

Action \$230 expenditure for rent of De Anza Cove Gazebo for the Welcome Back Bonfire approved unanimously by the board.

Action By unanimous approval of the board, Carma Sanchez, Michelle Platero, Leah Kirby, and Shawn Sheeron will have web-access to the PTO's credit card processing.

Action Amanda presented the recommendation of the Mission/Vision committee for the revised Mission, Vision and Values of the PTO. This recommendation was approved unanimously by the board (attached).

Action The board scheduled its next meeting to be held at Shawn Sheeron's house on Monday, August 25 at 6:00 PM.

**The meeting adjourned at approximately 11:00 PM.**

**Next Los Compadres Meeting Monday August 25, 2014 at 6:00 PM**

A majority of the Los Compadres Board Members approved the above Minutes,



Paul Eichen, Secretary

## **Draft:**

### **The Mission & Vision of Longfellow Spanish Immersion Magnet School are:**

The mission of Longfellow Spanish Immersion Magnet School is to provide a nurturing environment of academic excellence which provides for the development of a responsible cross-cultural world citizen with an enriched understanding of self and others.

The vision of Longfellow Spanish Immersion Magnet School is to improve student achievement in Spanish and in English by improving teaching in a powerful community of learners.

### **The Revised Mission, Vision, and Values Los Compadres de Escuela Longfellow PTO as adopted by the Board of Directors in August 2014:**

- The mission of Los Compadres de Escuela Longfellow is to support the mission, vision, and priorities of Longfellow Spanish Immersion Magnet School by providing volunteer and financial resources that enrich the lives of every student in our socio-economically and geographically diverse learning community.
- The vision of Los Compadres de Escuela Longfellow is for all students, staff, and parents to participate in the betterment of Longfellow Spanish Immersion Magnet School.

The core values that drive the work of Los Compadres de Escuela Longfellow are:

- **Integrity and Responsibility:** We conduct ourselves with honesty, humility, respect, and professionalism.
- **Positive Collaboration and Cooperation:** We value and respect input from all community members, including students, staff, and parents, and we foster positive and productive attitudes, partnerships, and interactions.
- **Focus on Students:** We work together to help each student achieve academic success and excellence.
- **Advocacy and Inclusion:** We value the diversity in our community and work together to encourage under-represented students, staff members, and parents to participate in the greater school community.

# Draft: Los Compadres Goals: 2014-15

---

8/17/14

- Create an environment of positivity, trust, and open communication with the community (administration, teachers, parents, and students).
- Update roles of board members and team leads, with a view to balancing workload so that team members do not burn out.
- Review and update the PTO's mission statement, bylaws, and procedures to ensure they are an accurate reflection of the organization.
- Create principles to guide budgeting decisions, and use those principles to create a budget that best supports the needs of the community.
- Refine the input process to collect, process, and field input from the community, with special emphasis placed on reaching out to teachers.
- Educate the community regularly about the mission, goals, budget, etc.
- Improve communication channels to make it easy for parents to participate and find needed information, including a web platform upgrade.
- Interface with the construction team as needed.
- Continue all of the great programs and traditions already established, and look for new ways to make Longfellow an amazing place to learn.
- Improve event flow (line management, food availability, etc.) with ongoing process improvement.
- Continue existing fundraising programs and look for new opportunities to meet or exceed our fundraising goals, with special emphasis on grant writing and "Giving without Giving".
- Build leadership opportunities with the ASB and partner with them to improve our campus environment (trash, bullying, etc.).

# Draft: Budget Goals and Principles

---

## Goals

- Maximize benefits to students and teachers.
- Create a feeling of fairness among the entire community (administration, teachers, parents, and students).

## Principles

- Alignment with Mission/Goals
  - All projects will be in alignment with the goals of the school and PTO.
- Sustainability
  - If funds are allocated to support a program or event, it should be something that can be continued for years to come as long as there is continued value (generally at least 3 years). Funds will generally not be allocated to support one-time programs or events that only benefit a subset of students
    - This will ensure that both parents and students feel that funds are being spent fairly.
- Community Involvement
  - The needs of the entire community (administration, teachers, parents, and students) will be considered. Teacher input will be actively pursued.
- Use of Available Funds
  - Unless the community is saving for a larger-ticket item (such as the Field Fund in years past), the budget will be designed to use funds raised during the school year they were raised.
    - **Note:** Los Compadres maintains a reserve of at least 10% of annual expenditures at the end of the school year to cover expenses over the summer and at the beginning of the following school year, before fundraising funds come in.
- Balance Between Elementary and Middle School
  - There will be a balance between funds spent for the elementary and middle school students.
  - Per student, middle school expenses are generally higher than per elementary student
    - Middle school events are generally more expensive.
    - There is a desire to provide an incentive for parents to stay at Longfellow through middle school. A small school like Longfellow can't offer all the benefits of a standalone middle school, but would like to provide similar opportunities where possible.
  - There are more elementary students, so even though the amount spent per student is lower, overall spending on elementary will be higher.