

BVPO Meeting Minutes – January 13, 2020 (DRAFT)

The meeting of the Board of the Buena Vista Parent Organization, an Oregon nonprofit, was held on January 13, 2020 at 6:30 pm at Buena Vista Spanish Immersion in Eugene, OR pursuant to a call for such meeting by Joseph Peck, Vice President.

1. ***Call to Order/Introductions*** - The meeting was called to order by Joseph Peck, BVPO Vice President, at 6:30pm. Joe welcomed everyone and everyone introduced themselves. A sign in sheet was circulated.
 - a. **Present:** Joseph Peck (Vice President), Ashley Bohanan (Secretary), Colby Huling (Treasurer), Directora Melissa Ibarra, Randy Mendez, Sydney Koh, Fatima Tarrazas, Traci Sharpy, Angelene Parr Ramos, Sam Brelsford, Ashli Keyser, Jordan Blair, Lydia Harlan, Jocelyn Ringer, Casimiro Romeo Lopez, Amanda Svejcar, Auriana Koutnik, Rose Peck, Inger Fox-Huston, Ben Gese
 - b. **Regrets:** George Bosch (President), Ben Moseley (Assistant Treasurer), Amy Peterson (OBOB), Joanna Palmer (Fundraising Chair)
2. ***Review and Approval of the December 2019 Minutes as Circulated:*** A **MOTION** was made to approve the December minutes by Amanda Svejcar and there was a second by Jordan Blair. A vote was called. The motion **PASSED** unanimously.
3. ***Principal Update -Directora Ibarra:*** Directora Ibarra’s slideshow presentation can be viewed here: [BVPO Meeting January 13](#)
 - a. January Newsletter can be viewed [HERE](#)
 - b. Cookie Festival in December was well received. Thank you to parents for donating cookies! Staff now has wellness challenge until Valentine’s Day.
 - c. ***Staffing Updates:***
 - i. Maestra Clements retired Dec 20th. This position is posted and they are working with ELD district position to try to find someone but there is a limited pool. Do not have anyone for January as of yet.
 - ii. Bradley-still recovering. Katelin Downes is the guest teacher in room 17.
 - iii. Cooper - unforeseen absence until February (no new updates). Maestra Frojen and Johnson are the guest teachers in room 19 and work to support the classes with Williams and Knudsen.
 - iv. There is also a sub shortage in the district, so staffing has been very difficult.
 - d. ***Amity Cultural Celebration in December:*** Before the break BV was able to collect 5000+ grapes thanks to parent donations. The Amity Interns gave a presentation in Spanish as well as used age-appropriate videos to demonstrate the Columbian New Year’s celebration. Students wrote wishes (with the help of grade level buddies) on paper which they threw into the “fire.” Many of these wishes were posted on bulletin boards in the halls for everyone to view. The kids also ate 12 grapes at the strike of “midnight” to celebrate the new year.
 - e. ***Art Spark*** is an organization made up of the EEA, our district, and Lane Arts Council. Last year students created the mural in the cafeteria with an artist in residence. We were able to get one artist last year but this year we will have 2 artists due to additional funding.
 - i. There was a request for someone who does hands on art (Jane Connely will be coming in from Florence to begin next week). More details to come. All of the classrooms will meet with her 4 times between next week and Valentine’s Day. First she will be a traveling artist (going into classrooms and doing different projects). For the final project (week of February 10th), there will

- be a common mural or common multimedia art project in Room 1. The first project will involve newspaper/paper mache.
- ii. Another artist will also be coming in May (Rachel Jarvis) who will do glass fusion with the students. Her schedule will come out closer to May.
 - iii. **Volunteers needed!** Volunteer sign-ups will come out soon for parents interested in joining to help with these art projects.
- f. **School Choice Tours:**
- i. January 16, 10-11am
 - ii. January 24, 9-10am
 - iii. January 29, 5:30-6:30pm
 - iv. **Volunteers Needed!** Directora Ibarra requests the help of parent volunteers to answer questions of potential incoming families. Thank you to Colby for volunteering to help this Thursday. There is a school choice tour signup for parents to volunteer for various aspects of these evenings in the [January Newsletter](#) (or click [HERE](#) to view the signup).
- g. **Kindness Challenge:**
- i. **January 13-17:** "Have You Filled a Bucket Today?" will be read during library and library volunteers will share about the school kindness project.
 - ii. **January 17:** Kids will go home with packages of their grade level color handprints and a description of our school kindness project. *Parents will be encouraged to write down acts of kindness their children complete at home and send them back to school for our Kindness Tree.*
 - iii. **January 21-24:** Teachers, parents, etc. write down acts of kindness they see from students during the day and those handprints will fill up the class buckets.
 - iv. **Volunteers needed** to help tape the handprints onto the tree each afternoon after school.
 - v. At the end of the two weeks we will see which grade level has completed the **most** acts of kindness.
 - vi. Ideas for Kindness Activities- Action for Happiness has a January 2020 kindness challenge calendar which can be found [HERE](#).
- h. **4J Parent Leaders Network Meeting** is Monday, February 10 from 6-7:30 (conflicts with BVPO meeting).
- i. **OBOB Update:** There are around 35 teams Amy Peterson is coordinating. Competition begins on Monday, February 10th at 9am. The championship battle winner will go to regionals on March 14. Regional competition is at North Eugene High School. **Parent Volunteers Needed!** When dates/times have been solidified at school they will send a signup sheet out. Even younger siblings should have something to do to engage them while their older siblings are competing.
- j. **End of Semester Assessments:** The first semester ends in a few weeks. Will be measuring student growth these next couple of weeks (winter benchmark assessments are coming). Second cycle is finishing up the Tier 3 reading instruction to increase targeted instruction for kids who need additional support. The past assessment platform (EasyCBM) is outdated so they are testing new assessment programs in 2nd and 5th grade. All grade levels were doing different assessments in the past, so there is no uniformity and it is hard to track growth. Maestra Knudson piloted this trial of new assessments and is looking at data. Tests being trialed: MAPS and Fastbridge (Spanish). An adoption committee is being formed by teachers

to better represent the immersion community since we aren't always well represented when the district adopts new testing/curriculum. They don't usually take immersion programs into consideration when picking appropriate assessments.

4. **Food Assistance Update (Sydney Koh):**

- a. Jocelyn Ringer has graciously agreed to take over these programs going into the 2020-2021 school year. She will continue these programs and help to make them succeed.
- b. Thanks to all who donated to **winter food drive**. Plenty of food was donated to supply 21-22 families. We did not have as much food as we typically do. In the past, Emerald Bible Fellowship has helped with the food drive but that connection isn't at BV anymore. This accounted for some of the drop in donations. Thanks also to the volunteers who helped pack the boxes.
- c. **Weekend Food Assistance Program:** A brown bag is filled with one package of rice/beans (easy enough to cook for a 2nd grader) and other nonperishable snack items. This food is put in the backpacks (anonymously) of the kids who need food assistance over the weekends.
 - i. We will need more rice/beans by the end of this calendar year. We get these bags from Generosity Feeds. This is a program that packages nutritious food for children who face food insecurity. Packaging volunteer opportunities are held about twice per year (usually at Holt), where families put together bags of rice/beans---thousands---in one morning for kids all over our county. The next Generosity Feeds packaging event is April 4, 2020 (either at NCU or Bertha Holt Elementary). They are usually held in the morning. **Volunteers Needed.**
 - ii. In order to get these bags, our school has to donate money. In the past BVPO has covered this and donated anywhere from \$1500-\$3000. Typically we need to pay \$1500 every other year, because the food we get from it tends to last 2 years. **This is not budgeted for this year.** We would need to get donations of \$1500 by April 4th in order to get these bags this spring. If you would like to donate to this event to help kids with food insecurity, here is an opportunity. You can get PR at the event if you have a business that would like to donate. The inventory is being used more rapidly this year than last year due to greater need at BV. The 1500 meals we would get from this event would last until the spring of 2022.
 - iii. We should think about making a bigger push for food donations. Different groups might want to do a food drive for BV during the year (scout troops, church groups, etc.). A list of what we need could be provided. We should also put all of this information on the website so people know these food programs are a need at BV. Some items that can be added to these food assistance bags are fruit cups, applesauce, granola bars, fruit leathers, fruit snacks, oatmeal packets, peanut butter cups, packets of jerky, slim jims, tuna packets...no cans; just single serving packages. This can be donated anytime. Please drop off donations at the office and specify it is for the Weekend Food Assistance Program.
 - iv. These rice/bean packs provided by Generosity Feeds are ideal, because they are the most nutritious, cost-effective options available, and are made so that a 2nd grader can prepare them (no need to cook/use the stove).

5. *Financial Report (Colby Huling):*
2019-20 Approved Budget
OPERATIONS

Approved Operating Budget	Budget	Budget %	Actuals	Remaining
Amity Program (5 Interns)	\$ 37,000	83.67%	\$ 25,500	\$ 11,500
BVPO Admin Costs	\$ 3,200	7.24%	\$ 2,400	\$ 800
Celebrando Nuestra Diversidad	\$ 1,500	3.39%		\$ 1,500
School Affairs Committee	\$ 1,000	2.26%	\$ 345	\$ 655
Costa Rica Service Project Donation	\$ 700	1.58%		\$ 700
OBOB	\$ 300	0.68%		\$ 300
Planned Parenthood Education	\$ 225	0.51%		\$ 225
School Dance	\$ 150	0.34%		\$ 150
5th Grade Graduation	\$ 148	0.33%		\$ 148
Total	\$ 44,223	100.00%	\$ 28,245	\$ 15,978.00

BVPO Account Balances as of January 13, 2020				
BVPO General Account				\$ 45,586.00
Library Fund				\$ 21,169.00

- a. Financial Report Updated 1/13/2020
- i. The main portion of our budget goes toward the **Amity Intern Program** which includes stipends and a \$7000 fee. The extra support provided by this additional staffing is invaluable, especially given all of the unforeseen teacher absences this school year.
 1. Maestra Sanguino and Maestra Barrerra are taking on the meetings with interns to incorporate culture/traditions and additional lessons.
 2. This has been one of the best years for self-sufficiency of the interns. Some years they need more support than others.
 3. The interns will be switching host families and grade levels at the end of January with the change in semester.
 4. **Volunteers Needed:** We still need someone to take over running the Amity Program next year. We also need to decide how many we can afford to support next year. January we submit for the new program; the interview process starts after that. We get one applicant at a time, interview, review, accept or, if the applicant is not selected, start the process over with a new applicant.

6. **Fundraising Update:**

- a. **La Velada**, a new cocktail fundraising party, will be March 6, 2020. It is a Roaring 20s theme and will include a classroom platter silent auction, raffle baskets, a possible photo booth, drinks/appetizers, and is going to be a great time! Tickets will

be \$30. The raffle baskets will be presented the week prior to the event at Buena Vista so that even people who can't attend will be able to buy raffle tickets and enter to win.

- i. **Volunteers Needed:** A sign-up genius will come out soon for people to help acquire gift card donations, wine donations, or cash donations to assemble the raffle baskets and wine wall. Watch for this in the next week!

b. *Joanna's information emailed prior to the meeting (to be discussed at future meetings):*

- i. ***Dinners out:*** Feb 16th and 17th will be at Dickey Joe's by Valley River Mall. We do not have an update on how much money we made at Mucho Gusto, or general donations.
- ii. Committee is not sure what direct donations have been made through PayPal. In March, after La Velada, the plan is to send a direct ask letter out with an update on how much we have raised and how much we still need. If we do not raise enough we will not be able to have 5 amity students.
- iii. In March, we are helping Mr. Johnson, the music teacher, with a fundraiser for our music program. We are still working on the details. We hope to raise enough money to support some of these goals, not all of them. The plan would be to do a yearly fundraiser to support just the music program. Here are some things he would like to raise money for:
 1. Purchase a class set of Soprano Ukuleles (~\$2000 one time purchase)
 2. Establish a Repair fund to keep all instruments in working condition (\$1000, yearly)
 3. Continue to fund music field trips as they become available (~\$350 a class, yearly)
 4. Purchase sheet music (~\$50 a song, yearly. 3-4 songs a typical year. More needed in the beginning to establish a library)
 5. Purchase additional instruments as needed
 6. Misc classroom supplies such as a rug, white board, etc.
- iv. In looking at ideas for the music program, I came across information on grants. One article was on the need for school and parent organization to have a grant committee to help find and write grants to support programs. I was wondering if we wanted to try and find some grants to supplement the amity program? I would be willing to work with others on this, but I do not have the skills to do this by myself. I know teachers do this already, so I was thinking mostly for BVPO and maybe a partner for our music program also.

7. *Discussion Items:*

- a. ***BVPO Position Openings for 2020-2021 that need to be filled:***
 - i. ***Amity Program Coordinators***
 - ii. ***School Affairs Coordinator*** (Coordinates Teacher Appreciation Weeks, Coffee Chats, etc. with the Grade Level Reps).
 - iii. ***2nd Grade Parent to help next year with OBOB and then take over the program the following year when Amy Peterson leaves.***

b. ***Cultural Affairs Rep:*** Auriana Koutnik has taken this position on, but needs help/advice on how to proceed. She lived in Costa Rica for 22 years and would love to foster some of that culture at BV. First she wants to put together a list of all of the countries represented here at BV, and discover where families that have relatives or were born in other places are from. We could gather around those cultures and do events around sharing food or activities related to those cultures. We could do them as fundraisers or social events. We could also highlight these countries. Directora Ibarra also suggested a world map where we could connect names to pinpoints on the map of where people have been, are from, have lived, etc. Older students could share information. Colby has ideas, too, and will communicate further with Auriana to begin a plan.

c. ***Moving Forward with Results of Last Month's Breakout Session:***

- i. Ashley Bohanan and Directora Ibarra have not yet been able to coordinate to debrief regarding the results of those breakout sessions. They plan to meet this month to prioritize the most pressing needs. Each future BVPO meeting can focus on one aspect of school improvement going forward. The same topic could also be utilized to direct conversation during that month's coffee chat.
- ii. ***Today's Topic: COMMUNICATION METHODS AT BV***—One of the main areas that seems to come up most often is communication. Many people have no idea where they saw information, miss information, etc. We discussed ways to improve and streamline communication so that people know where to find (and always see) the information needed (because there is a lot of it).

Main bullet points of this discussion follow:

1. Ashli Keyser has volunteered to act as a "Social Media Director" and streamline communication via the Facebook pages and to also coordinate with Melissa. This will include:
 - a. Making all posts look uniform and recognizable as new posts.
 - b. Putting the posts on a schedule so we aren't bombarding people with more than one thing at a time. Need to avoid information getting "buried."
 - c. Making sure the same graphics are being used across platforms so the information is recognizable. It needs to be clear that the information posted in one location is the same as that posted in another location.
2. We need to make sure each communication avenue (the monthly newsletter, ClassDojo, Facebook pages, and the BVPO Website) has the same information and gets posted strategically on a schedule. ALL information should be available on ALL platforms, because everyone has a different preferred mode of communication. For

example, we don't want anyone not on Facebook to miss information because it wasn't also posted on ClassDojo. Ways to facilitate this include:

- a. Ashli Keyser will post scheduled posts to the main BV Facebook page.
 - b. She will then share that post to each grade level page at the scheduled time. These posts will then be uniform across all pages and parents should be able to view all comments.
 - c. Ben Gese will look into putting a live Facebook Feed onto the BVPO webpage.
 - d. All Posts will be added to the BVPO webpage.
 - e. The BVPO posts posted to the Facebook pages will also go out on ClassDojo with the same graphics, etc. on the same schedule (to be coordinated by Ashli K. and Melissa)
 - f. Make sure any clickable links are displayed in the discussion section of the Facebook posts.
3. Once we have created a solid plan, we can create a system to direct people to our website, to like the main BV Facebook page, and inform parents that all information will be presented in all places.
 4. A note on the BV School Website: Abe no longer works at BV, and he was the one who worked on our website. Melissa has been trying to update that page but she hasn't been able to. She is working on this.
- d. Coffee Chats:** Our next one will be in February and will include a discussion linked to what we talk about at the BVPO meeting (e.g., communication discussion from the January Meeting and whatever topic we focus on at the February BVPO meeting).

Meeting was adjourned at 8:00 pm.

Next meeting February 10, 2020

Submitted by Ashley Bohanan, Secretary