



# WILLIAMS WINS BOARD MEETING AGENDA

**MEETING DATE:** November 12, 2024

**MEETING TIME:** 2:30 pm

**MEETING LOCATION:** Williams Library & Zoom

## **REQUESTED ATTENDEES**

[ X ] Laura Limasa- President

[ ] Tanuja Podge- CFO

[ X ] Jenn Cressio - Secretary

[ X ] Devin Blizzard – Principal

[ ] Lynn Murtha – Lower Grade Teacher Rep

[ ] Jodi McCash – Upper Grade Teacher Rep

[ X ] Rebecca Schilling – VP of Communications

[ X ] Stacey Gingery– VP of Fundraising

[ X ] Tatiana Matvienko – CFO Advisor

[ ] Kelly Minister- Webmaster

[ X ] Bharathi Shamanna – Treasurer

[ X ] Gina Pham – Financial Advisor

[ X ] Jenna Dobrenz – Shadowing Secretary

## **AGENDA ITEMS**

**Welcome // Laura**

**Call to Order: 2:33pm**

- Gina shadowing as new CFO
- Jenna shadowing as new Secretary

**Approval of Previous Minutes // Jenn**

- October 14, 2024 Meeting Minutes
  - Minutes Approved and posted on WINS website

**SCO Audit // Laura**

- Audit Committee
  - Rebecca, Stacey & Gina
- Audit Deadline: March 15
  - Consideration of working towards aligning fiscal year with SJUSD

**Updates to Bylaws // Laura**

- Full Review
  - Bylaws will be updated and brought in line with new SCO guidelines
  - Will work with legal to ensure accuracy
  - Budget request for updating 2005 Bylaws
    - Amount TBD
- Change Fiscal Year
  - Aligning fiscal year with SJUSD will be reviewed while updating bylaws

**Roles for Next Year// Laura**

- CFO

- Gina Pham
- Treasurer
  - TBD
- Secretary
  - Jenna Dobranz
- Voting in new members will take place during April 2025 meeting
- Vote to approve budget in May 2025 meeting
- Open board/event positions:
  - Co-VP Communications
  - Science Fair Chair
  - Math club
    - Upper grade
    - Lower grade
- Jenn to check in with current event chairs for 25/26 status

#### **Principal Update // Dr. Blizzard**

- Appreciation to WINS board
- This week is parent-teacher conferences
  - Williams does not have a one size fits all education
  - Parents work well with the school to ensure child's development
- Measure H - Bond initiative passed
  - Will bring facilities improvements
    - New roof
    - New paint
    - New hvac
    - SJUSD Community housing
      - Looking at 4 sites NOT in Almaden

#### **Teacher Updates // Lynn and Jodi**

- \*Dr. Blizzard on behalf of Teachers:
  - Appreciate reimbursements for classroom activities
  - Dr. Blizzard to communicate back to teacher:
    - IRS & SCO guidelines need to be in compliance for reimbursements
    - Clarification of turnaround time is 7-10 Business days
    - Online reimbursement form works better for finance team
    - WINS is willing to sit down and show teachers online method
    - Zelle option is quickest way to receive reimbursement
  - WINS funds contractors; very well loved classes
- Lynn
  - \*Parent Teacher Conferences
- Jodi
  - \*Parent Teacher Conferences

#### **Community Updates // Laura**

- Diwali: Week of 10/28

- Well received by school
- Beautiful performance from Leland students
  - Wonderful to have local high school students involved
- WINS provides funding for in class activities
- Book Fair: 11/18 - 11/21
  - Team preparing - looking for volunteers
  - Contact Ramya or Hima if available to help
  - Cash will be needed for cash boxes
    - Jenn to assist

### **CFO & Treasurer Updates // Tatiana & Bharathi**

- Welcome Gina
- Financial Updates: July 1st 2024 - November 11th 2024
  - Total Income: \$229,475.94
  - Total Expenses: \$251,071.24
  - Total Net/Profit Loss: \$21,595.30
- Field Trips - projection to go over the budget due to transportation. No action needed for now.
- A request from Dr. Blizzard to increase the Principal's budget from \$500 to \$1750, which will cover holiday gifts for the teachers/staff - not to exceed \$25 per person
- Additional funding for MAD Drive will be added to Kinder classroom teacher budgets
- Room Parent budgets
  - **Vote** \$8,200 increase
    - \$17/per student to \$30/student
    - \$50 per class for TAW activities and door decoration

### **Corporate Sponsor Update // Jenn**

- Steady since last month.
- Mocking up new Sponsor Partnership Packages ready for the 25/26 school year

### **Fundraising Updates // Stacey**

- Successful Silhouette artist event
  - 11 slots were taken
  - Total: TBD

### **Communications Updates // Rebecca**

- Asking for help to communicate volunteer needs
- Responsibility put to classrooms to "run" a booth
- Dr. Blizzard can ask for help on Parent Square
  - Will start with Book Fair
- Try to reach people to help volunteer
  - Encourage people to get involved
- WAT Debrief
  - Needed more volunteers on site
  - Work on getting things in place for next year with assembled committee

### CIP Updates // Jenn

- TK/Kinder Bench Area Update
  - Email out to Eagle Scout Leaders for second bench
  - Landscaper to be contacted for larger space
- Banners Update
  - Meeting with Vendor

### Open Floor (10 minutes) // All

- Online Auction for this year - Smaller commitment/Stacey & Laura to connect
  - Parking spaces
  - 5th grade tour at Bret Harte
  - Local businesses
  - Platform:
- Updates to online reimbursement form
  - Increasing the amount of attachments available
- RSP budget
  - **Vote** \$1,000 budget for RSP
- Project Cornerstone budget increase
  - Waiting for response
- Principal Budget:
  - **Vote** \$1,750 increase

### Adjourn - 3:57pm

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### Votes Approved via Email

1. **October 17** // Proposed \$700 Budget for Lower Grade Math Club to cover the cost of the Math Olympiad Registration and an ice cream celebration, which is the same that Upper Grade Math Club Receives. Approved.
2. **October 29** // For the remainder of this school year, we propose that Gina Pham join our board as Financial Advisor (no voting rights) and shadow both CFO and Treasurer with the goal of transitioning into CFO role at the end of the school year. Approved.