

Oyster-Adams Community Council

Annual Report for School-Year 2008-2009

May 27, 2009

We, the Oyster-Adams Community Council (OCC), are the parent-teacher organization. We do three things:

- (1) we raise money,
- (2) we organize volunteers, and
- (3) we spend money.

We do these things in order to enrich the school experience for all of the students at Oyster-Adams. A lot has happened this year and we thought you might like to know since this is your PTO.

We, the members of the OCC board and many other volunteers – parents, teachers, administrators, staff, and students – work together, individually or in groups. No one person does it all.

We hope this report gives you an idea of the many things that *we all* contribute – by giving our time and our money – and ways that you might help in the future. Remember, only what *we all* set out to do gets done.

The report is organized into sections:

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Note: I assembled this report based on the OCC minutes from this past year, the budget discussions, emails, notes, and comments from event organizers. – Phoebe Schlanger, OCC Co-Secretary, English

Who are we?

We, the board of the OCC, are elected to represent all of the parents to make decisions about how to allocate or spend the parents' money. We began this year with only half a board. The English Co-Chair was finishing the second year of her term. At the election in Spring 2008, only five parents ran (with one incumbent): one co-chair, both vice co-chair positions, one co-treasurer (the incumbent), and one secretary. Over the summer, we recruited a parent to serve in the open co-treasurer position. She was transferred to Mexico in October, so we recruited another parent to replace her. We also recruited a parent to fill the remaining secretary position. In January, we recruited six parents to fill the at-large seats.

Co-Chair, English: Claire Taylor (Catherine Reisert, 3rd)

Co-Chair, Spanish: Maribel Jimeno (Elena Wehebrink, 3rd, Anna Wehebrink, Kinder)

Co-Vice Chair, English: Anna Rubio (Sophia Salvedis, 2nd)

Co-Vice Chair, Spanish: Susana Castiglione (Tomas Guitteau, 6th, Isabel Guitteau, 2nd)

Co-Treasurer, English: Emily Heller Powers (Hayley Powers, 1st)

Co-Treasurer, Spanish: Pamela Roberts (Isabel Mejia Robers, 1st) (to October), Deon Woods Bell (Moorea Bell, 1st) (November to present)

Co-Secretary, English: Phoebe Schlanger (Henry Logan-Schlanger, 1st)

Co-Secretary, Spanish: Sandra Marin (Felipe Marin, 3rd, Carla Marin, 1st) (November to March)

At-large representatives (from January): Christopher Carlson (Grady Moats, 2nd, Silas Moats, Kinder) (to April), Noemi Eversley (Elijah Eversley, 5th), Robert Osley (Melanie Osley, Kinder), Lisa Pansegrouw (Eliana Pansegrouw, 3rd), Denise Senecal (Reese Hinkle, 2nd), Kathy Vincent (Ariana Paredes-Vincent, 7th, Andres Paredes Vincent, 3rd, Mateo Paredes Vincent, PreK)

Principal: Monica Liang-Aguirre

Assistant Principal: Ibis Villegas

Adams Campus Coordinator: Sandi Baer

Teacher representatives: Laura Kleinmann (Librarian), Myrna Pagoaga (KB)

Where did we come from?

INTRODUCTION FROM OUTGOING CO-CHAIR CLAIRE TAYLOR

The OCC is nearing the end of a two-year transitional period that began with the opening of the Intermediate Campus in 2007-2008. I would first like to recognize last year's OCC Board:

- Co-Chair Eduardo Barada
- Vice Co-Chair Lisa Lynch
- Co-Secretary Margaret Conway
- Co-Treasurers Magaly Gatti and Emily Heller Powers
- Co-Chair Emeritus and Fundraising Chair Serena Wiltshire
- Members-At-Large Jorie Henry Wimbish and Marcia Maziarz
- Principal Marta Guzmán
- Assistant Principal Ibis Villegas
- Teacher Representative Missy Alden (4B), Nilda Ramos (2A)

These board members, tireless volunteers, laid the foundation for what has become a more vital and effective OCC board with its expanded budget and responsibilities.

In the Fall 2007, we suddenly had a school with two buildings and more than 600 students. The budget had expanded along with our school. It was \$220,000 in 2007-2008. Compare that to the budget in 2004-2005 of \$77,000. In three years, we grew from a small non-profit to a mid-sized non-profit organization. Last year's board focused on framing questions:

- How do we best structure the OCC to support two campuses?
- How do we best communicate our needs for volunteers and funds?
- How do we make funding decisions?

By the end of the year, the '07-'08 board had:

- Translated and published the board meeting minutes in two languages.
- Adopted "co-" positions on the OCC board's executive committee (one Spanish-speaker and one English-speaker per position).
- Provided electronic and paper-ballot voting in the '08 OCC/LSRT board elections.
- Held 6 community meetings, some with the LSRT.
- Launched three new initiatives: Vamos! 5K Race fundraiser, Intermediate Campus playground renovation, and Safe Routes to School grant program.

Beginning with this year, the '08-'09 board needed to:

- Develop financial policies and procedures to fit our expanded operation as a mid-size (\$350K) non-profit organization.
- Develop a human resources "department," in consultation with an employment lawyer, with proper hiring policies and procedures, payroll processing services, and adequate employee supervision.
- Expand fundraising to meet new needs of the diverse community and challenges presented by the Adams building.
- Expand use of the website as a tool for communicating with parents.
- Address the problems with the OCC bylaws, namely they are outdated, are unavailable electronically, are in English only, and offer conflicting guidance.
- Revise the budget and budgeting procedures to focus on supporting the mission of the school, to provide for more community input, and to increase flexibility in spending.

By the end of this year, from a policy perspective, the '08-'09 board will have:

- Created a three-step budget process to allow more opportunities for the community to express their priorities, to create transparency, and to increase flexibility.
- Adopted a Reserves Policy, with community input, to guide future budget decisions.
- Recruited a parent volunteer, Michael Settles, to be our bookkeeper, who is working to input our financial data into a bookkeeping program on a new, OCC laptop, so next year's board can begin with a new fully-functional, up-to-date bookkeeping system.
- Constructed a human resources department. Vice co-chair Susana Castiglione, with legal guidance from *pro bono* counsel, created both hiring and employment policies, an Employee Handbook, and hiring and employment procedures. Most importantly, we know we are in compliance with DC and Federal laws.
- Supported the most successful Annual Family Giving Campaign to date, with \$100,000+ raised and 45% parent participation.
- Streamlined and focused our fundraising strategy to those events that were likely to be the most successful or had proven successful in the past.
- Increased use of the website and school bulletin boards to keep the community informed of our new policies and procedures as we devised them. The minutes of the OCC monthly board meetings now make clear our decisions and the content of our discussions to the community.

What did we do?

YEAR IN REVIEW

We had a busy year. This section explains the projects, events, goods, or services that we funded and/or organized this year. We tried to be thorough, though we apologize if we have omitted something. We describe these as: "MONEY OUT" and "MONEY IN." We hope to introduce or explain projects you may not have heard about, and to provide some commentary of what succeeded and what needs improvement for next year.

"MONEY OUT"

We are striving to adopt a new way of looking at the budget by sorting projects into categories. Although our method of tracking money this year used the old Microsoft Excel chart, in this summary, we have arranged the spending projects under the subject categories for the new budget: Educational Enhancement, Community Enrichment, Cultural Enrichment, Student Activities & Field Trips, Campus Enhancement, and OCC Administrative Costs.

Educational Enhancement: Projects under this category generally happen during school hours as a way to supplement the curriculum.

Art supplies – We provided \$10,000 for teacher Carole Whelan to purchase art supplies.

Chess – We paid \$1,500 to the U.S. Chess Center to bring a chess program to the entire 4th grade, as part of the math curriculum. This is an ongoing program that we fund each year.

Classroom funds – We provided each classroom approximately \$40 per student to use at the teachers' discretion.

Leveled readers – We spent approximately \$10,000 to purchase leveled readers in English for Kinder through 3rd grade. Teacher Wendy Reeve spearheaded this effort and negotiated a bulk deal for the school. The Board had discussed dividing the funding amount equally on English and Spanish leveled readers. Because the Spanish faculty had not decided which leveled readers they wanted to purchase, we decided to buy the English set this year and set money aside to purchase the Spanish set next year. This proposal appears in the proposed SY09-10 budget.

Library books – We spent \$27,000+ on library books for both campuses (with more money being spent at the Intermediate Campus).

Metro cards – We provided nearly \$3,000 in metro cards or tokens for classes to take trips.

Microscopes – We spent nearly \$8,000 for teacher Jason Hoeksema to purchase microscopes for use by middle school students.

Teachers – For the first time, we hired many teachers to help at all levels of the school. Our salary line for this year was approximately \$150,000. Next year, most of these positions are being absorbed and taken over by the DCPS budget.

(1) Kindergarten aide – We hired a full-time aide, Saba Rodriguez, to assist with the problems experienced in the kinder classrooms this year. The original idea was to hire two part-time aides to assist during the morning hours in two classrooms. We adjusted this to a full-time person who split her time between the classrooms. This position will be included in the DCPS budget for next year.

(2) Math Specialist – We hired, on a part-time basis, Greg Newbold to develop the curriculum for the middle school mathematics. Mr. Newbold worked with the teachers. Next year's proposed DCPS budget provides for a numeracy coach.

(3) Music teacher, elementary – We brought Sylvia Zwi back again this year to teach music to the elementary grades. The DCPS provides music for the middle school but not for the elementary school. We intend to continue this program next year.

(4) Science teacher, elementary – We hired a full-time teacher, Simone Welch, to focus on teaching science to the elementary grades. This position will now be included in the DCPS budget for next year.

(5) Spanish Tutor, middle school – Early in the year, we had voted to spend \$5,000 for a Spanish specialist who would work 4 hours per week. We had trouble locating someone willing to work under the prescribed conditions. In the end, we located three volunteers who come to the school and fill a similar role. They intend to continue next year.

(6) Tutors – We set aside \$8,250 to provide tutors for students in need of support. We received positive feedback from students and their teachers and propose to fund this program again next year.

Technology – We provided for three different projects that can be considered technological enrichment.

(1) Computers into homes – In the Fall, teacher Sr. Pablo Girón (5A) via room parent Deborah Durham-Vichr presented a proposal for obtaining computers for students who do not have them at home, and in classrooms where needed, with the goal of bridging the achievement gap. The computers were donated by PAHO through O-A parent Julia Aymerich's help, and we contributed funds to have the software updated. The pilot program focused on students in 5th grade. By the end of the year, we will have provided 10 updated computers – five for 5th grade students in their homes and five for 4th and 5th grade classrooms. Additionally, computers in Sr. Girón's classroom got upgraded software. Through this OCC-funded program, Oyster-Adams became a matching funds recipient of Microsoft charitable giving program enabling us to obtain extremely discounted software to upgrade the computers; if we choose to continue this pilot program in the future, we need to address problems we encountered: delays caused by partnering (attempts) with DCPS, bureaucracy of the matching funds program, and getting the needed volunteers to diagnose and upgrade donated computers.

(2) Interactive Electronic Whiteboards – Some people know these as “Smartboards,” although Smartboard is a registered trademark. The generic name is interactive electronic whiteboard and it is a teaching tool. We provided nearly \$7,000 for Technology Coordinator Melissa Muhammad to have one installed in a middle school science classroom. (Three more boards are on their way, thanks to Ximena Hartsock at DCPS. The boards will go into middle school classrooms.)

(3) Overhead Projectors – We spent approximately \$2,700 to purchase overhead projectors for 12 classrooms that did not have them.

Community Enrichment: Projects considered community enrichment happen outside of school hours or outside of the regular curriculum needs.

Childcare at meetings – We provided childcare for the big meetings at the school to enable parents to attend. These meetings included the OCC community meetings and the Back-to-School-Nights.

Directory – We provided a copy of the student directory to each family and teacher in the school. We had some difficulties this year because of an error in the school/OCC combined welcome registration packet. We thank everyone for cooperating and helping us to fix the problems. Although the directory is a small part of the OCC budget, it requires a great many volunteers to input the data, headed by parent & OCC board member Phoebe Schlanger. We hope to streamline the process for next year. We are also considering a proposal to sell advertising in the directory to help defray costs.

Hospitality – We provided funds a teacher-appreciation event organized by teacher Kathleen Smith (1A).

Interpretation services – In keeping with the mission of the school, we conduct community meetings in both languages. We alternate English and Spanish and provide simultaneous translation through earphones. We had previously contracted with a company to conduct the translation. We now own our equipment and we recruit bi-lingual volunteers from the community to help.

Middle school dances – Parent Gustavo Gatti helped organize three dances for the students of the middle school.

OCA Scholarship – We provide funds to the OCA after-care program to help families with tuition. This scholarship has long been a part of the OCC budget. This year, we began with a contribution of \$5,000, the same level for the past three years. In SY 2006-2007 and earlier, we funded the scholarship program for \$8,000. At the time, this represented a larger portion of the entire OCC budget (sometimes as much as 10%). The OCA board requested an additional contribution because of changed circumstances of some of the families. We voted to allocate an additional \$5,000, using funds that we determined were not going to be spent because of a project that was using volunteer help instead of paid help, for a total contribution of \$10,000.

Principal's coffees – Principal Monica Liang-Aguirre meets with parents once a month as an informal way to hear concerns about the school. Parent Andrea del Vecchio coordinates getting donations for these gatherings: coffee from Open City and baked goods from Firehook Bakery.

Safe Routes to School – This program, run by parent Jeff Tackes, is a grant to the Primary Campus to improve the safety of students traveling to and from school. The program does not cost the school money. Rather, it will seek volunteers to help develop recommendations. We hope to bring the program to the Intermediate Campus next year.

Cultural Enrichment: We have three long-standing heritage committees at Oyster-Adams: Hispanic, Pan-African, and Pan-Asian. We give each committee \$2,000 to spend. The committees organize social and cultural events during certain months of the year and bring in outside speakers and/or entertainment. The events are held both during school hours and after school or evening hours and are open to everyone. A new event that two committees hosted this year was pajama night/story-reading with the Principal. There is a fledgling Jewish Heritage Committee that intends to start organizing small events next year. We have proposed to fund all of these committees again at the same \$2,000 rate, with \$300 for the Jewish Committee (as they requested).

Student Activities & Field Trips: We have several grade-level trips that are considered traditions at Oyster-Adams. We provide funds to help allow every student to go, regardless of ability to pay. In most cases, students have to contribute additional funds to attend the trip. As part of the budget revision process, we are separating field trips and student activities from other curriculum-based or cultural events.

5th grade trip – We allocated \$1,500 toward the 5th grade trip. Each year, the students in the 5th grade choose where to go.

6th grade trip to Echo Hill - This Oyster-Adams tradition takes our students out of the city for a two-night hands-on science trip to rural Maryland. Due to Echo Hill's loss of sponsor funding, we were asked to contribute \$5,000 more than originally budgeted so that all 6th grade students could participate. Without our help, this trip would not have occurred.

7th & 8th grade trip to Spain - Under the leadership of teacher Pablo Girón, several students visited the Colegio de Vizcaya in Spain in 2008. With some support from us, 14 students were able to travel to Spain in 2009, regardless of their families' economic situation.

Poetry contest – We sponsored the poetry contest, which has not yet happened at the date of this report.

Science fairs – We conducted two science fairs this year, one for the elementary grades and one for the middle school grades. The OCC pays for both of these Science Fairs in their entirety,

including: award ribbons, table rentals, demonstration boards, etc. These events require a significant amount of volunteer time. We allocated \$3,000 towards these events. Our commitment to the Science Fair clearly pays off. This year, at the DC Mathematics and Science Fair, our students won more first place ribbons (plus the grand prize!) than any other school in DC.

Spelling bee – We conduct a school spelling bee each year. Winners get to compete in the citywide spelling bee (where Oyster-Adams students traditionally do well). We pay the admission fee to the citywide competition.

Campus Enhancement: Projects considered campus enhancements involve longer-term improvements or items that should last past the current budget year.

Banner at Intermediate Campus – We initiated a project for a banner to hang outside of the Adams building, proclaiming the new name of the school. We encountered problems with the historical preservation commission. We also discussed developing a new “look” or “logo” for the school and so we postponed creating a big banner. We did purchase a smaller banner that will be sent with the next NASA shuttle mission to hang in space for a time, then it will be returned to us to hang inside of our school.

Beautification at Intermediate Campus – Parent Trish Mitchell spearheaded this effort. She purchased and hung flags and other artwork. Parent Katia Garrett organized a group to paint some exterior portions of the building.

Furnishings – We paid for several classroom rugs, shelves, and other durable items.

Playground – If you haven’t heard by now, the playground at the Intermediate Campus is being completely renovated. Huge thanks go to parents Maureen Diner and Amy Wind for their tireless efforts to get this project done. This was a massive project that involved many people and required creative thinking to address the needs during the renovation. Our students had to wait for 10 weeks while the playground was demolished and recreated. We paid for an outside company to lead the students in recess-time activities on the front porch. We paid for upgrading the size of the trees to be planted around the new playground. We held money aside for any funds needed to pay for teacher parking. We did not have to spend much of our own funds on teacher parking because Maureen Diner was able to negotiate a donation of 25 parking spaces for 10 weeks from Colonial Parking. We expect the project to be completed on time and there will be a ribbon-cutting ceremony on May 29.

Window grates at Intermediate Campus – We approved spending approximately \$2,600 to remove the window grates from the front windows. The project involves removal, disposal of the grates, and additional engineering work to support the air conditioning units. Parent Becky Sachs and parent David Bamford will manage this project. The grate removal will take place right after the end of the school year because the project is noisy and disruptive. We investigated whether it was possible to sell the grates for scrap metal to help defray costs but the project doesn’t produce enough metal.

OCC Administrative Costs: We try to keep administrative costs to a minimum, but, as a 501(c)(3) organization, we are required to do certain tasks. We have also grown as an organization so significantly that it is too great a burden to rely solely on volunteers to handle all of our tasks, such as obtaining an audit. We tried to hire a bookkeeper. We must also pay insurance.

“MONEY IN”

We could not have supported all of these programs without money.

After the budget was adopted last year, the fundraising committee met during the summer to discuss ways to improve the fundraisers at the school to maximize the funds received, to minimize the number of times we asked parents for money, and to coordinate the volunteer efforts required. We decided to focus first and foremost on asking parents to donate directly

because this provides the greatest benefit to the school. We still have events where we share the funds with a corporate entity (e.g., Christmas trees, book fair, Vamos). We tried to make sure with each project that we were getting the most for our efforts. We also tried to coordinate the events to spread them out throughout the year. We eliminated several past fundraisers: poinsettia sale, citrus fruit sale, wrapping paper, and art sale at Fiesta.

(OCT-MAY) Annual Family Giving Campaign – Also known as the Amigos de Oyster campaign, this is our most significant method for raising funds for the school. Each family is asked to contribute \$500 per child, or as much as they can afford (\$500 is roughly the amount the OCC spends on enrichment for each child). Parents Marcia Maziarz, Susan Stevenson, Mary Jo Kelly, Claudia Martin, and Liz Fallace managed the campaign, and fifty parent volunteers gave support as “Team Leaders.” Parent co-chairs had different responsibilities – Susan (database and team leader management, reviewing drafts of written materials); Marcia (drafting appeal letters, training materials and thank yous and managing database employee, coordinating incentives); MaryJo (publicity and hosting team training); Claudia (Spanish translations and team leader training). The team leaders were a new addition to the campaign this year. After appeal letters were sent out, the team leaders personally contacted Oyster-Adams families to remind them about the campaign. We had 2 incentives this year, the Wii and the White House Tour. They seemed to generate more donations. Another new addition to the campaign this year was to hire a data entry person to handle all of the inputting and reporting of parent donations. Now that the school has more than 600 students, the task of keeping track has become too difficult for parent volunteers to tackle. The funds for hiring this data entry person were paid by an outside grant. We recognized the value of this person and have provided money in next year’s budget to hire a data entry person again. We are thrilled that this year we raised over \$105,000, even in a troubled economy, besting last year’s efforts of \$75,000. But our family participation rate is still too low at 45%, and we hope it will continue to improve over time.

(OCT) ¡Vamos! – This was a new event spearheaded by parent Maria Elena Nawar. A team of parents coordinated the steps involved in putting the event together including negotiating with the race company, acquiring permits, and organizing volunteers on race day. In total there were 8 core volunteers and about 15 volunteers on race day. 500 people registered for the race and it raised nearly \$4,000. We had a last minute potential problem with whether we would have to pay for the police overtime to manage the street closures. In the end, the Mayor’s office picked up this tab, which amounted to \$12,000. The idea was pitched to the OCC in 2007 as a way to strengthen the Oyster-Adams community. In connection with Hispanic Heritage Month, this event was seen as a way to bring the community together, promote physical fitness while raising money. More importantly, it is a fundraiser that can leverage resources from non Oyster-Adams families. The Capitol Hill Cluster School, a group of 4 public schools in Capitol Hill neighborhood, has been organizing a 10K (Capitol Hill 10K Classic) race for 30 years. The race has become one the best known races for the running community. In 2007, the Capitol Hill 10K Classic had 3,000 runners/walkers and raised \$50,000 from the fees. ¡VAMOS! is modeled after this race and we believe we can gradually increase the number of runners and walkers. For 2008, ¡VAMOS! had set a goal of 1,000 participants. Planning for the 2nd ¡VAMOS! has begun by reaching out to sponsors to cover the costs of putting on the race.

(DEC) Book Fair – This successful event offers families the opportunity to buy books in both languages and raises approximately \$10,000 each year. Oyster-Adams librarian Laura Kleinmann and parent Serena Wiltshire lead the effort that requires many volunteer hours to order, receive, and inventory books, to set up the “bookstore,” to staff the store, and to return the unsold books. It takes over 50 parent volunteers. We receive a portion of the sales. We are paid in both cash and in credit for the librarians to use to purchase books at a discount. We have discussed whether the event should be held before Thanksgiving, sometime in November, instead of during December when many parents are pressed for time.

(DEC) Christmas trees – This successful event raises approximately \$8,500 each year, thanks to parent Karen Smith, who does the ordering and organizes the volunteer sellers. This is an

example where we need to spend money to make money. We purchase the trees (this year we spent approximately \$12,000) and then sell them at rates established by the tree company. We rely on Karen's expertise to know how much to order to make this venture worthwhile.

(APR) Auction – This successful event raises about 25%-30% of our annual budget. Previously, we had held the auction in conjunction with Fiesta. Several years ago, we separated the two events and the auction has continued to grow and raise more money each year. New this year was an on-line auction that we introduced to allow greater participation in the auction for those parents who are unable to attend the actual event. We purchased software. Thanks to parents Hilary Ball, Liz Fallace, Sally Hunsberger, Ayesha Khan, Cherie Parker, Gina Polidoro, and Becky Sachs who headed the committee, we raised nearly \$60,000. We face several problems for next year. First, the parent volunteers who have run this event have done so for a number of years and, therefore, have requested that the OCC board recruit a new volunteer committee to head the auction. Second, some people have expressed concerns that the auction is exclusive because people who attend are expected to spend money in support of the school. We need to decide as a community if we want to have an event with so much emphasis on fundraising (recognizing that the event raises a significant portion of our budget). This event also requires a large number of volunteers.

(APR-MAY) Raffle – This successful event raised approximately \$15,000, with the drawing held during Fiesta. Parent & OCC board member Maribel Jimeno, with help from parent Lisa Lynch, took the lead in ordering tickets and coordinating the necessary license. We learned that some families are more active in selling than others. We need to figure out how to encourage every one to sell tickets but that if they can't, they need to return unsold tickets for others to sell. We ended up with 5,000 tickets that went unsold. We also heard some complaints that we started asking folks to sell raffle tickets too soon after the Auction.

(MAY) Fiesta – Our annual Fiesta, a large outdoor event, is held the first Saturday in May. It has been tremendously popular over the years, but raises some concerns that we need to address as a community. Our first problem is, in part, a result of the timing of the Fiesta. As an end of the year event, it is often difficult to find sufficient parent volunteers to chair and work on the Fiesta. The Fiesta – which includes carnival type games, activities, food and entertainment – takes literally dozens of volunteers. By the end of the school year, many parents are ready for a break. We owe many thanks to parents Mary Jo Kelly and Claudia Martin for running the Fiesta this year, but we need to find new volunteers to run it next year. We also need to decide what sort of event the Fiesta is. Is it a fundraiser or a "friend-raiser?" We have, every year for the past seven years (based on current records), planned for and raised at least \$4,000 "profit" at Fiesta. It has always been listed in the income side of our budget. We spend money to rent equipment (moon bounces, dunk tank, cotton candy machines), to purchase supplies for the food and games, to pay for security guards and custodial staff, and to pay for a DSPS permit. We charge for the food, rides, and games. Historically we have sold tickets and then the tickets were used to purchase each activity, game, food, etc. Last year, in addition to selling tickets, we sold bracelets as a way for people to pay for things at the Fiesta (a bracelet allowed someone to pay one price for everything). The bracelets were suggested as a targeted playground fundraiser. This year, we debated whether bracelets were an appropriate way to charge for items and we opted not to sell bracelets. We need to have a broader discussion as to what we expect out of Fiesta. If we determine that it should be a "friend-raiser" and not a fundraiser, then we need to address how to pay the costs for the Fiesta. It cost approximately \$5,500 to put on the Fiesta. Currently, we expect it to raise \$4,000 "profit."

(JUN) Photos – We arrange to have a company take individual pictures and class pictures twice a year. Parent Josephine Escalante coordinates for the school. We receive a small portion of the proceeds. We offer this more as a service to the school than as a fundraiser.

(All year) Box Tops – Box Tops for Education pays us 10¢ per box top from specially marked products. Parent Angela Juarez volunteered to assemble the sheets contributed by students

and to submit them for reimbursement. Last year we earned \$3,500, but the amount has varied widely over the years.

(New) Merchandise – We purchased shopping bags with the school logo on them as a gift for science fair judges (thanks to parent Deborah Durham-Vichr). We also gave them to all of the teachers and other staff as part of Teacher appreciation week. We sold the remainder during the Fiesta. We do not yet know if we have recouped our costs. We also sold some t-shirts at Fiesta (thanks to parent Serena Wiltshire). We would like to offer more “school spirit” items. We do not have a current budget line, nor do we have a parent volunteer heading this effort. So far, it has been sporadic efforts and is not a current projected income line in the budget.

Can we talk?

COMMUNICATION

We are addressing communication separately because it doesn't fit anywhere else but is critical to our community.

Bulletin Boards, Posters, & Signs – We, the OCC board, struggled to communicate our actions and activities in the beginning of the year because we had lost the use of our bulletin board at the Primary Campus (and had no bulletin board at the Intermediate Campus). We remedied the bulletin board problem but we realize that we need to do a much better job and to put up signs and posters around the schools. One suggestion is that we assign one of the At-Large board members to take this task.

ConstantContact – We, parent volunteers, have long assisted the school administration in getting the word out. On the recommendation of the communications committee, we purchased a new email notification system and format for the Friday Folder called ConstantContact. We put it into use in February. Two parents, Wendy Jacobson and Trish Mitchell, collect the information from the various sources for distribution each week. We have had mostly positive feedback. One problem, however, is that only about 20% of the parents who receive the Friday Folder through email actually open the document and read it. Another problem is that parents, especially as their children get older, tend to stop checking their children's backpacks for information. We, as parents, all need to be more responsible in looking for the information that the school sends. We also need to recognize that we need more than one method of communicating and that we cannot rely on email alone.

Escuelaoyster – Our former email notice system, now replaced by ConstantContact.

OCC Minutes – We, the OCC board, adopted a new method for increasing the speed at which minutes of the monthly board meetings were adopted, translated, and published to the community. The minutes are available on the website in both languages. We send a note in the Friday Folder telling parents that the minutes are now available. We created a notebook with a hardcopy of all of the minutes at the Primary Campus. We are still trying to determine the best location for a similar notebook at the Intermediate Campus. One place where we failed was in drafting minutes from the open community meetings. We hope, with the election of two secretaries next year, that we will improve this service.

Robo-calls – We have heard many requests for increased use of robo-calls (not a service of the OCC, but falls under the communication category).

Translations – We have new improved translation software that enables us to provide documents in both languages. Parent Julia Aymerich runs documents through the program. A native speaker must still proofread the translation, but the task is much easier. We need to figure out how to get the program into the school building so that it is more readily available.

Website – We have a school website that is currently moderated by two parents, Christina Mossi and Seth Green. We have a policy that everything posted to the website be available in both languages.

How much money do we have?

CURRENT BUDGET

This is the money we have spent this year.

Line Number	FY 2008-2009	Budget	Actual
1 INCOME	INGRESOS		
2 PARENT DONATIONS	DONACIONES DE PADRES	\$68,000	\$96,434
3 FIESTA	FIESTA	\$4,000	\$3,044
4 AUCTION	SUBASTA	\$60,000	\$57,755
5 RAFFLE	RIFA	\$15,000	\$14,347
7 PHOTOS	FOTOS	\$2,500	
8 INTEREST	INTERES	\$2,000	\$1,909
9 ESCRIP/BOXTOPS	CUPONES	\$1,000	\$395
10 GIFT WRAP	VENTA DE ENVOLTURA		
11 BOOK FAIR	FERIA DE LIBROS	\$10,000	\$10,459
12 BOOK FAIR ADAMS	FERIA DE LIBROS - ADAMS		
13 CHRISTMAS TREES	ARBOLES DE NAVIDAD	\$8,500	\$8,785
14 Misc Fundraiser	Recaudaciones Diversas		
17 Election Day bake sale	Venta de Pasteles/Dia de Elecciones	\$3,000	\$763
5K race			\$3,850
20 Special Grants	Donaciones Especiales		
24 Library Grant			\$2,921
29 CD sales	Venta de Cds		\$440
31 Vanguard Grant			\$1,500
33 Human Education Grant			(\$402)
40 TOTAL INCOME	INGRESO TOTAL	\$174,000	\$202,198
41			
42 EXPENSES	GASTOS/EGRESOS		
43 Special Projects	Proyectos Especiales		
45 Playground equipment	Equipo para el patio de recreo		(\$599)
52 Memorial Funds	Fondos en Memoria		
53 furnishing	Remodelacion/Equipo	(\$10,000)	(\$2,871)
54 library development - adams	Biblioteca	(\$11,000)	\$1,000
55 ADMIN. SUPPORT	APOYO ADMINISTRATIVO		
56 Building grounds	Edificio		
58 Playground - Adams		(\$50,000)	(\$10,552)
59 EDUCATION PROGRAMS/STAFF	PROGRAMAS EDUCATIVOS/PERSONAL		
60 science fair	Feria de las Ciencias	(\$3,000)	(\$320)
61 science curriculum	Curriculum de Ciencias	(\$10,000)	(\$8,609)
62 Music and Reading Teacher	m/t Coord. de Tecnologia		
63 Staff		(\$157,000)	(\$112,063)
64 classroom funds	Fondos para aulas	(\$24,468)	(\$19,681)
65 OCA scholarship	OCA becas	(\$5,000)	(\$5,000)
66 art supplies	Materiales de arte	(\$10,500)	(\$9,177)
67 library books	Libros para la biblioteca	(\$20,000)	(\$27,701)
68 Technology/Server	Tecnologia/Servidor	(\$10,000)	(\$11,068)
69 human development (lunch bunch)	Clases de desarrollo humano	(\$900)	
70 teacher trainings/materials	entrenamiento de profesores		
71 teacher recruitment/retentiom		(\$800)	(\$60)
72 tutorial scholarships	tutoria	(\$8,250)	(\$4,800)
73 assemblies	Asambleas	(\$3,000)	(\$127)
74 heritage activities	actividades culturales	(\$6,000)	(\$3,881)
75 5th grade field trips	Excursiones/5 grado	(\$1,500)	
76 Field Trip Scholarship - Echo Hill		(\$5,885)	(\$4,975)
77 Book of the Month		(\$1,200)	
78 Chess	Ajedrez	(\$1,500)	(\$1,500)
79 emergency funds/principalfund	fondos de emergencia		(\$250)
85 RIF	Reading is Fundamental	(\$525)	
87 Poetry Contest/ Spelling Bee	Concurso de poesia/Deletrear		
93 Oyster web site	Sitio Web		
94 STUDENT ACTIVITIES	ACTIVIDADES ESTUDIANTILES		
95 Field day/sports	Dia de competencia/deportes	(\$700)	(\$85)
96 8th graduation	Graduacion del k-6 grados	(\$500) \$-	
97 Spelling Bee		(\$250)	(\$99)
98 Spanish Trip		(\$1,000)	(\$2,000)
99 Student Council - Oyster		(\$100) \$-	
100 School Newspaper - Adams		(\$500) \$-	
101 COUNCIL ACTIVITIES	ACTIVIDADES DEL CONSEJAL		
103 interpretation equipment	Comunicaciones/interpretacion		(\$704)
104 interpretation	Interpretacion bilingue	(\$3,000)	
105 insurance/bank etc.	Seguros/cobros bancarios	(\$800)	(\$846)
107 office supplies	Suministros de Oficina	(\$200) \$-	
108 accounting/office support	Contabilidad/Soporte de Oficina	(\$3,000)	(\$3,000)
109 OCC accountant/book keeper	Contabilidad/Apoyo de Tesoreria OCC		
110 audit	Auditoria		
111 postage and shipping	Correos	(\$900)	
112 occ meeting/child care	Reuniones del CCO/cuidado de ninos	(\$2,000)	(\$1,310)
113 hospitality/parent orientation	Hospitalidad/orientacion de padres	(\$1,000)	(\$1,334)
114 directory	Directorio escolar		(\$6,360)
116 TOTAL EXPENSES	TOTAL DE GASTOS	(\$354,478)	(\$237,972)
117			
118 NET INCOME OR DEFICIT	INGRESO NETO O DEFICIT	(\$180,478)	(\$35,774)

These figures are through May 27, 2009. Keep in mind that not all receipts have been turned in for reimbursement and not all programs have finished.

There are some outstanding income items, for example: (1) some parents make payments on a monthly basis so all of the parent contributions are not included; and (2) the income from the photos has not yet been added.

There are some outstanding expenses, for example: (1) salaries through the end of the year; (2) classroom funds; (3) the fifth grade field trip; (4) the last OCC meeting; (5) the science fair; and (6) the window grate removal project.

The OCC budget will look completely different next year. We hope it will be easier to read and understand. Parent and OCC At-Large Representative Denise Senecal took the lead in drafting our new budget format and incorporating all of the notes from our many budget sessions.

PROPOSED BUDGET

OCC Budget 2009 - 2010 School Year

<u>Current Budget Items/Líneas presupuestarias actuales</u>	<u>Amount/ Cantidad</u>	<u>Notes/Notas</u>
Educational Enhancement/Mejoras educativas		
Music Teacher/Maestro de música	\$30,000.00	
Classroom Funds/Fondos para aulas	\$24,468.00	
Tutoring/Tutorías	\$20,000.00	
Library/Biblioteca	\$10,000.00	Oyster - \$5k, Adams - \$5K
Arts Curriculum/Materiales de arte	\$10,000.00	
Spanish leveled readers/Libros en español	\$10,000.00	
Chess Program/Programa de ajedrez	\$1,500.00	
Teacher Recruitment & Retention/Contratación y retención de maestro:	\$500.00	
Science Lab - Oyster/Laboratorio de ciencias de Oyster	\$1,000.00	Estimated - need teacher proposals/Cálculo aproximado - Se necesitan propuestas de los maestros
Science Lab - Adams/Laboratorio de ciencias de Adams	\$1,000.00	
Music Instruments/Instrumentos musicales	\$5,000.00	
Total	\$113,468.00	
Community Enrichment/Enriquecimiento comunitario		
Hospitality/hospitalidad	\$200.00	
Parent Orientation/Orientaciones de padres nuevos	\$100.00	
Childcare (BTSN, OCC meetings)/Cuidado de niños (reuniones)	\$1,000.00	
Interpretation/Interpretación	\$700.00	
Parent email software/Software de correo electrónico para comunicaci	\$500.00	
Parent Handbook/Manual para los padres	\$1,500.00	
School Directory/Directorio escolar	\$2,000.00	
Family Education/Educación familiar	\$5,000.00	
Parent/Principal's Coffees/Cafés de padres con la directora	\$100.00	
Principal's Emergency Fund/Fondos de emergencia	\$1,000.00	
Middle school social/Actividades sociales de la escuela media	\$3,000.00	(dances, graduation)/(bailes, graduación)
Field Day/Día de educación física	\$500.00	
OCA Scholarships/Becas del OCA	\$15,000.00	
Total	\$30,600.00	
Cultural Enrichment/Enriquecimiento cultural		
Heritage activities/Actividades culturales	\$6,300.00	
Assemblies/Asambleas	\$1,000.00	
Total	\$7,300.00	
Student Activities & Field Trips/Actividades & excursiones		
General field trips/Excursiones en general	\$4,500.00	grade level bus trips for pk thru 4th/Excursiones de cada grado
6th grade trip/Excursión de 6 grado	\$7,000.00	Echo Hill
Science Fairs (2)/Ferias de ciencias (2)	\$3,000.00	
5th grade trip/Excursiones 5 grado	\$1,500.00	Williamsburg
Student Council (2)/Consejo de estudiantes (2)	\$400.00	
Poetry Contest/Concurso de poesía	\$200.00	
Middle School Clubs/Sports/Clubs y deportes en la escuela media	\$8,000.00	need estimate/se necesita presupuesto
Spelling Bee/Concurso de ortografía	\$200.00	
Total	\$24,800.00	
Building & Grounds/Edificios y patios		
Acoustics Improvement/Mejoras en la acústica	\$8,000.00	
Total	\$8,000.00	
OCC Overhead Costs/Gastos generales del OCC		
OCC Administration/Administración del OCC	\$3,000.00	
Accountant/Contador	\$15,000.00	
Annual Campaign/Campaña annual	\$5,000.00	
Total	\$23,000.00	

<u>Budget Category/Categoría presupuestaria</u>	<u>Amount/ Cantidad</u>	<u>% of Total Budget/% del presupuesto</u>
Educational Enhancement/Mejoras educativas	\$113,468.00	55%
Community Enrichment/Enriquecimiento comunitario	\$30,600.00	15%
Cultural enrichment/Enriquecimiento cultural	\$7,300.00	4%
Student Activities/Actividades de estudiantes	\$24,800.00	12%
Capital Improvements/Mejoramientos de la infraestructura física	\$8,000.00	4%
Overhead Costs/Gastos generales	\$23,000.00	11%
Total	\$207,168.00	100%

Anticipated deficit (current revenue projections) (\$3,394)
Déficit previsto (con las proyecciones actuales de ingresos)

Projected revenue/Ingresos previstos		
<u>Revenue/Ingresos</u>	<u>Amount/Cantid ad</u>	<u>Actual vs. Projected/Reales vs. previstos</u>
Parent Donations/Donaciones de padres	\$100,000.00	
Fiesta	\$4,000.00	
Auction/Subasta	\$58,755.00	
Raffle/Rifa	\$15,000.00	
Interest/Intereses	\$1,909.00	
Boxtops/Cupones	\$253.00	
Book fair/Feria del libro	\$10,459.00	actual/ingresos reales
Christmas trees/Árboles de Navidad	\$8,785.00	actual/ingresos reales
Bake sale/Venta de pasteles	\$763.00	actual/ingresos reales
5k race/Carrera de 5k	\$3,850.00	actual/ingresos reales
Total Projected revenue/Total de ingresos previstos	\$203,774.00	

CORPORATE PARTNERS

The money that we spend – the parent-raised money – is significant. But it is not the only source of funds. Sometimes parent efforts lead to others spending money at our school: DCPS, corporations, and philanthropic organizations. *One thing is certain: every family should contribute some amount for the benefit of our students. Every little bit helps.*

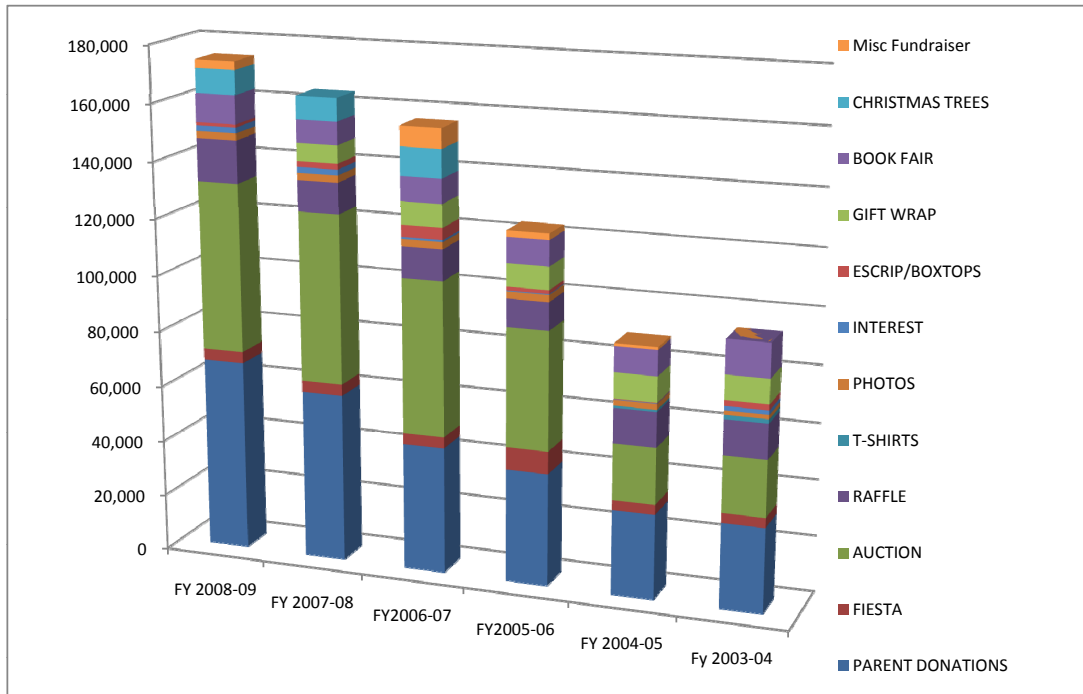
Oyster-Adams has been the beneficiary of many generous individuals and companies, big and small. They provide goods and services for free or for greatly reduced prices. They include:

BaseCamp	Fedvar	Marriott Wardman Park Hotel
Cheh, Councilwoman Mary	Firehook Bakery	Microsoft
Chevy Chase Bank	Fleet Feet Sports	Mint
Colonial Parking	Georgetown Running Co.	OmniShorham Hotel
Debonnair Dry Cleaners	Graham, Councilman Jim	Open City
Devis	Hilton Hotel	Twin Springs Fruit Farm
Don's Johns Sanitation	Kalorama Citizens Association	Wanda Woman High Energy
Eng-Garcia Group	Lowe Enterprises	Fitness
FannieMae	Madison Ave. Inc.	The Weatherspoon Trust

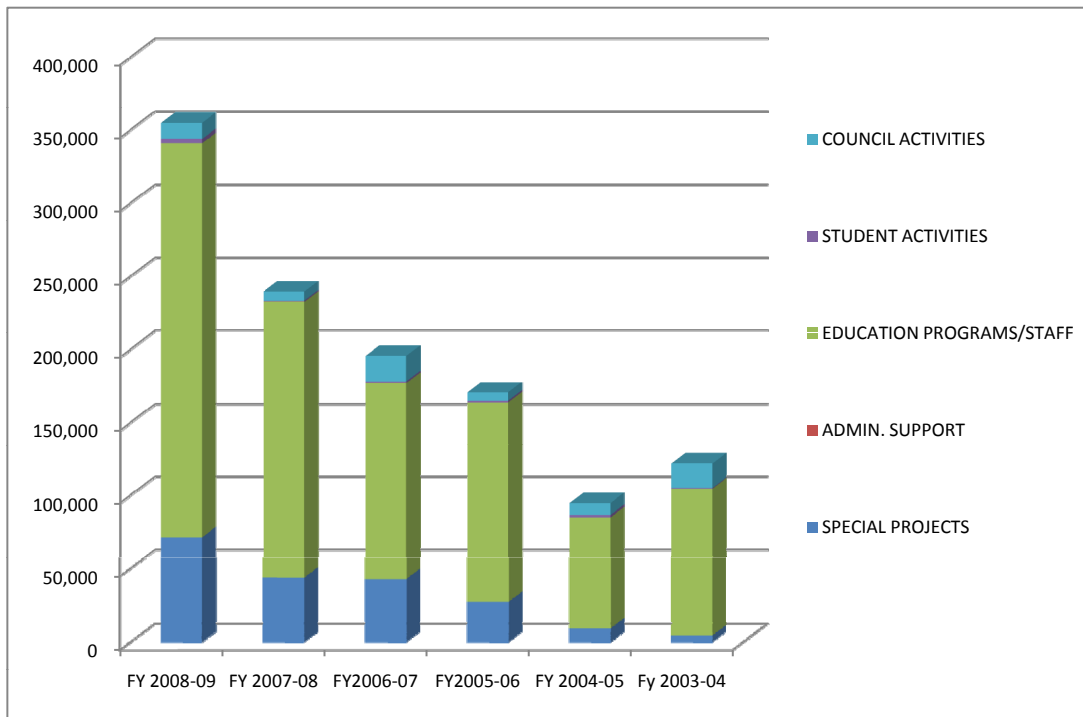
We have noticed, however, that we need to improve our manners. We need to say thank you to our sponsors in a consistent and timely fashion. One suggestion is to assign an At-Large OCC board member to head the “thank you committee” to make sure this simple but important task gets done.

HISTORICAL PERSPECTIVE

Income Budget Trends



Budget Expense Trends



Where are we going?

FINAL THOUGHTS FROM OUTGOING CO-CHAIR CLAIRE TAYLOR

Because of the hard work the past two OCC boards have done on the structure of the two-year-old, expanded, OCC, next year's board is in a good position to face these challenges in 2009-2010:

- We have proven ourselves to be strong on the fundraising front, but what about "friend-raising"? Our volunteer hours should matter and "count" as much as the dollars we raise. We need dedicated volunteers, like the ones who helped out on the Parent Campaign, to log information in a database about each of our Oyster-Adams families: their talents; their availability; the events or projects they are interested in working on. We need volunteers to follow up with parents and schedule them and organize work groups. And then when parents do contribute their time, they should be recognized, just like when they contribute funds.
- The OCC bylaws need to be updated with the help of corporate counsel (already retained, *pro bono*, by the current board).
- An audit of the OCC's finances is long overdue. This year, the board decided that having a qualified parent volunteer (a CPA) perform the audit had the appearance of a conflict of interest (a parent could arguably have an interest in our receiving a favorable outcome). The quest for a *pro bono* CPA turned up no one, so we leave this for next year's board to take up.
- The way the co-treasurers' workload is distributed needs attention – this year, we did not satisfactorily address how best to administer such a large financial operation in a working parents' "spare time." It is likely that the treasury area will need some outside, possibly paid, administrative support. The treasury also needs active, committed, budget line coordinators – parent volunteers who will help administrate OCC funds in specific areas and get the money that has been budgeted by the parent community, working for the school community.

Final Plea: We hope that, if you have managed to read through to the end, you will consider making a donation to the school. All of our children have had the benefit of the generosity of our parents. We would like all of our parents to help. We need *everyone's* help if we are to continue.

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