

Sequoia Parents Association

Minutes of August 28th, 2014, Meeting

SPA Board Members in Attendance:

Pete Reno

Lin King

Derek Mims

Jennifer Moore

Jeanine Marks

Dr. Franklin

Mrs. Jukoff

Andrea Ramirez

Jennifer Cazares

Wendy Hoover

Donavaughn Jones

Bryant Meredith

Christina McCarthy

Association Members in Attendance:

Porsche Winston

Karen Mannion

Lisa Larsgaard

Melanie Barfels

Zinghong Zhang

Erin Martinov

Bee Paulson

Paul Brodhead

Erika Austen

Connie Anderson

Teija Barnett

Karen Mehl

Patrick Remer (Pleasant Hill Library – Children's Librarian)
was also present.

Call to Order:

Jennifer Cazares called the meeting to order at 7:03pm. Introductions by all members in attendance.

Approval of Minutes

May 2014 Minutes were previously approved in July.

Open Forum

Patrick Remer, Children's Librarian at the Pleasant Hill library, introduced himself. He's trying to get exposure for various library programs and events. The Pleasant Hill Reads program has chosen *The Invention of Hugo Cabret* as the book for this year (the theme is invention and innovation). They are targeting 5th graders with the book and would like as many to get the book as possible. Every 5th grader at Sequoia will get a book delivered to them. They've had donations to fund the copies. Would like to get them to every 5th grade class in the district. Would like to know if SPA would be willing to donate \$500 to the program to support it.

The Library is adding Monday hours, beginning with the Monday Grand Opening on October 6th. Additionally they will have the Night of 1,000 Inventions on Tuesday October 7th. Kids can make their own inventions every Monday night.

PRESIDENT'S COMMENTS

AIOD was a success. We made progress on the fundraising tree and it will continue to grow as we raise more money. AIOD always has lines. Cazares asked all the volunteers for their feedback. Mostly positive, with a few tweaks to be made in the future. Hopefully it will be a smoother process in the future.

PRINCIPAL'S COMMENTS

Dr. Franklin introduced himself. Talked about working with the SPA Board (along with the two teacher representatives). Mentioned that we have more money from the state this year so some new things will be coming.

ACE: JENNIFER CAZARES

ACE is our after class education program. Parents can sign up their students to take classes after school. A parent suggested a new software program Jumbula for use with ACE registration. Unfortunately the day before sign ups would go live they were unable to deliver. 5% of the cost covers credit card fees \$15,000 processed so far. Last spring was about \$20,000, she expects at least that much.

There was discussion about the security getting the kids from the classroom to the ACE class. Cazares explained the process of the teachers and ACE instructors getting the lists. The office also announces which classes are happening that day. ACE is new for the Kindergarteners, so Viva Espanol has agreed to retrieve the kids from either the classroom or from day care. Derek Mims mentioned that the parents will need to authorize Viva Espanol to retrieve the kids.

Derek Mims asked how ACE classes work with grades 1-3 getting out 10 minutes before grades 4-5.

Cazares said that the kids go to the classroom and are to wait there.

TREASURER'S REPORT: BRYANT MEREDITH

Last year's Board did not approve a budget. The Fundraising committee has set a goal of \$125,000. We haven't reached our goals for the past 2 years but we've come close. We've already approved the RTI teacher for about \$65,000, which leaves about \$60,000 to spend for the year as we see fit.

AIOD we served almost 400 parents total, sold 400 yearbooks, 117 Auction tickets, 185 pats on the back (42 were 5th grade) Gross raise \$50,275 budgeted \$50,000.

Dr. Franklin, considering that we did not reach our fundraising goals last year, has been looking at what do we truly need. Had a conversation with staff, wanted to keep the RTI instructor. We ended the year with 3 instructional aides last year. Cost is \$14,000 - \$15,000 for an aide, about 19 ½ hours spent a week each. Last year spent about \$45,000 total was spent on aides. The staff came to a decision on what they would like to see from SPA. They request one instructional aide to work with 1st grade (reading) and also in 2nd grade as well. Cost is about \$15,000 ish.

King asked if we were deciding on the budget tonight. Asked what happens if we don't raise our fundraising goals for the year, yet we've committed to various instructors? Franklin said that technically the school would be on the hook. Every year positions are eliminated and then re-hired so that we aren't contractually obligated for more than one year.

Meredith reported that we currently have \$42,000 reserve. We have the cash in the bank to cover the 1 instructional aide for the year. RTI teacher cost less last year because the position was filled for less than one year.

King asked why don't 3rd and 4th grades get to have the use of the instructional aides? Franklin responded that he talked with the teachers and they agreed that it was better to have the RTI teacher than the aides.

Franklin is working on some technology packages that he will bring to the SPA Board if there is money. McCarthy asked if the teachers want to continue having funds for field trips. Mrs. Joukoff responded yes, they want field trips. She said the field trips are thematic and go along with the lesson plans. \$25 per student is budgeted. Each bus costs \$400 - \$800.

Mims asked whether we have last year's actual spending report. Meredith responded that the actual was close to the budget, not much different.

Cazares asked Meredith if he would like to approve each item individually. Franklin said that they would like to see the same budget essentially with just the one change of the aides. King felt we need more information to determine what to spend the money on. For example - field trips. Are there enough or too many? Franklin said he can give any information that is requested. Meredith said we need to have a budget.

Franklin has categorical funds that he can kick in. All kids go on the field trips.

Meredith – regarding the computer lab assistant – said he has spoken with teachers who said that some teachers had the use of the aide but not everyone did. It was a scheduling issue. Mrs. Joukoff stated that the teachers plan to use the computer lab with only parent help this year.

Meredith suggested taking out Outdoor Ed from the budget and wait and see where we are later. The school pays some and SPA pays some. Franklin explained that the school has committed to outdoor education for this year. The school can cover the funds.

Mims asked where the estimate of \$125,000 of budgeted income came from. Cazares responded it was based on history, new opportunities, what we thought we could do. The fundraising committee felt that \$125,000 was something they could obtain and commit to. At the time there was no auction chair.

There was uncertainty on how it would go this year. Meredith suggested it was better to be conservative.

Mims asked how much was made at the auction last year, Meredith said \$58,900 was made. Mims asked where the cuts were made to the anticipated earnings. The sign up parties were eliminated, the auction amount was lowered, and there wasn't a read-a-thon. Escrip is lower now because they no longer take credit cards. That amount fell significantly as a result. It's now only cash, debit and ATM that qualifies.

Cazares said we believe we can make \$125,000. Meredith said we are off to a great start after the amount that was raised for AIOD. He said that some of the line items aren't spent until later in the year. King said he is more comfortable not committing to amounts until we know for sure that we are going to earn it.

A question was asked regarding the instructional assistants – cutting it to 1/3 – is the plan to spend more on technology? Franklin said that it doesn't look like there will be funds for him to request at this time.

King would prefer to spend money on technology since every class would benefit, rather than Outdoor Ed which only benefits one grade – 5th grade.

Christina McCarthy moved to approve the 2014 - 2015 Budget as presented with the removal of the computer lab assistant and the reduction from 2 Instructional Aides to one at 19.5 hours per week. Jenn Moore seconded the motion. 13 members were in attendance and eligible to vote. Motion passed with 10 votes in favor (McCarthy, Moore, Mims, Reno, Hoover, Ramirez, Jones, Joukoff, Marks, and Franklin); 2 in opposition (Meredith and King); and President Jennifer Cazares did not vote. Motion passed.

Mims asked if he could get an updated copy of the budget next month. Meredith said yes.

ART APPRECIATION – MICHELLE MINTY & MARGOT LIPKIN

Cazares referred to the written report.

AUCTION – CONNIE ANDERSON AND DEREK MIMS:

The date is set 2/28 – location is PH Community Center. Working on the details. Ticket sales at the auction was 117 people, slightly less than last year. They have a Date for the "Flower Child Dance" which will be after the auction.

Mrs. Joukoff asked if the Auction Donation form would be distributed via paper, on the website or eblast. Mims said yes to all three.

BACK TO SCHOOL JAMBOREE – JENN MOORE

9/12 is the date, 4pm – 7pm. Activities will start closer to 5pm. No tickets, there will be food trucks instead. Street Dogs and the Slider Truck, looking for a 3rd.

EMERGENCY PREPAREDNESS – PETE RENO

Presented written report. Teija Barnett asked if the list had been updated and Franklin said that yes it can be updated.

HALLOWEEN BOWLING – PETE & LYDIA RENO:

There will be two different sessions. Date is 10/25. 4, 6:15-6:30 second session.

READ-A-THON – ANDREA RAMIREZ:

Nothing to report.

RESTAURANT FUNDRAISERS – LIN KING

King checked with a few restaurants downtown. They all have different ways of running fundraisers. We just need to go online to register for the Sweet Tomatoes Fundraiser. Goes from 5-8pm. Just need tax id and info from Treasurer. We get 15% of proceeds. For Sweet Tomatoes you have to have a flier and cannot hand them out on or near the premises. Will send it out via backpack express. King would like to set up once a month if we can get input and suggestions.

SCIENCE FAIR – DONOVAUGHN JONES

Jones will look for co-chair. Working on the date.

SPELLATHON – CHRISTINA MCCARTHY

Timing will be the same as last year. Packets go home early January with the test end of January and donations due in February. Joukoff inquired if this was asking too much of parents to have the Spell-a-thon so close to the Auction date. McCarthy responded that it is difficult not to overlap the Auction in some way as the Spell-a-thon is a 6 week process. We overlap in the front end or overlap afterwards because we need to be finished before Spring Break or we lose momentum.

McCarthy mentioned distributing the spelling words to the teachers for revision as some parents have complained that the words are too easy. Franklin pointed out that it is only a Fundraiser.

TEACHER COMMENTS:

Ms. Marks thanked SPA for their support.

FINAL COMMENTS:

Cazares thanked everyone for joining us tonight. Hope to see everyone next month. Next month's meeting is 9/25 due to BTSN being 9/18.

The meeting was adjourned at 9:02 pm.



WALNUT ACRES
Jaguars

MINUTES

Walnut Acres PFC

Date | time 10/14/2014 8:19 AM | Meeting called to order by Monica Chang, PFC President

In Attendance

Board Members Present:

Monica Chang, Stacie Morris, Michele Pitek, Janine Brown, Erin Roeder, Colleen Dowd, Jana Corral, Melissa Sunbury, Emily Johnson, Anna Halverson, Marita Louw, Shauna Kelling, Alix Alloco, Debbie Sullivan, Cherise Khaund, Sheila Walsh, Jill Riddlehoover, Christianna Cohen

Non Board Members Present:

Anna Saunders, James Hammonds

Approval of Minutes

The minutes were read from the August meeting. Motion to approve September minutes by Jana Corral; second by Shauna Kelling
Vote: motion passes by majority yes.

Principal's Update

Personnel

- Hired IA to rotate through 1st-3rd grade classes – Nadia Pacrault, will take the role..she is also a former parent from our community
- Hired Reading Lab IA - Jackie Pine, used to be our Reading Lab IA prior to Patty Turetzky
- Snag in hiring counselor – cannot hire on contract due to Board approval of Counselor job description - need to create a district-approved position, so asking for a .2 FTE (Full Time Equivalency) for counselor
- Still seeking 2 SDC teachers and 3 assistants
- Seeking to increase our substitute pool; if you know if someone with a credential, who may be interested in subbing, please contact me

21st Century/Common Core

- Writers Workshop coaching is continuing
- Professional development day upcoming on 10/17- focus will be on opinion (argument) writing
- 1st Rounds where teachers go into other teachers classrooms day is on 10/23
- Working on Tech Plan to get district technology funds - asking for money from strategic planning to help with the classrooms that do not have technology
- Asking for money from Strategic Planning group to provide technology to new classrooms
- Just received Spring 2014 CST scores –of all 5th graders tested last year, 70% of our students in Science are Advanced on the test; 24% Proficient; with 5% scoring Basic; no one was Below Basic or Far Below Basic – increase in scores is due to focused science time over two year period and/or CC techniques such as picture notes
- Innovation Team has some exciting plans in the near future, but the first order of business is to ask parents to take an online survey in November, teachers and students will take it as well. It will be an updated version of the online survey

taken last year at this time and will gather input about our instruction and curriculum work using 'non-educational' language on the survey.

Facility

- Community Service Day on 9/27 – was successful, with thanks to Mrs. Denman
- Ordered new hooks for front of C2, whiteboards for C2, C3, and A5
- Received shelving in C2 and C3 with a new bookcase in C3
- Bathrooms in A7 and A8 are complete

Legal input

- There are excluded activities under our liability insurance. These are clearly delineated in the form that all PFC committee chairs should have. These are activities that we can not allow during carnival etc.
- District input regarding tax deductibility of donations is that parents need to consult tax advisor & school has letter if parents can take advantage of donation
- State science tests & CAPA results are being sent to parents on Friday, 10/10

Teacher Reports

Dr. Dowd

Transitional Kindergarten :

- Language arts –Beginning sounds of words and letters ABC
- Math –Numbers 0-5
- Science- Pumpkin lifecycle
- 21st century learning- working in teams, making models, creative art
- Our next field trip is to the Clayton Valley Pumpkin patch
- Most excited about our field trip
- We are grateful to the PFC for helping us to fund classroom materials like art supplies

Kindergarten

- Language arts –Writers workshop and Engage NY teaching methods
- Math –starting math journals and manipulatives
- Science- trees and tree animals
- Social Studies-Responsibility
- 21st century learning- collaboration and computer and ipads
- Our next field trip is to the Lindsay Wildlife Museum
- Most excited about a visit from a local dentist and Halloween
- We are grateful to the PFC for all they do and the community service day!

1st grade:

- Language Arts – Writers workshop and sounding out words
- Math-number bonds to 10 and addition
- Science – Rainmakers and wind socks
- 21st Century – Global citizenship and listening to others
- We are grateful to the PFC for the our aids and our parents who donate their time and energy to committee work

2nd Grade:

- Language Arts – Daily 5
- Math –math stations
- Science – Motion
- Social Studies – Factories
- 21st Century –Writers Workshop
- Next field trip is to the Jelly Belly Factory
- We are excited about Oral reports
- We are grateful to the PFC for the BTS breakfast

3rd Grade:

- Language Arts – Traditions and Writers Workshop leads, chunking stories, dialogue and editing
- Math-Basic facts and multiplication
- Science – Energy and Science lab

- Social Studies-Geography and the history of Walnut Creek
- 21st century –communication, collaboration and creativity
- Our next field trip is walking tour to Shadelands and Oakland Zoo
- Most excited about Collaborating with our grade level team.
- Grateful to the PFC for our aides

4th Grade:

- Language Arts-Realistic fictional narratives.
- Math – Place value, multi-digit numbers
- Social Studies-the 4 CA regions
- 21st Century – using the 4th grade cow
- Our next field trip is to AT&T park where we will participate in Giants Geometry
- We are most excited about our next field trip
- Grateful to the PFC for the monetary support, Kristin Fodrini to organize our field trip drivers

5th grade

- Language Arts -- Character development and writing our own stories
- Math – Multiplication of fractions and mixed numbers
- Science – vascular plants, photosynthesis and respiration
- Social Studies -- Columbus, Magellan, Balboa and studying a world map
- 21 Century learning – hands on learning and environmental science at camp
- Next field trip is to Walker Creek
- Excited about camp
- Grateful to the parents who donated extra money for the Walker Creek field trip

Re-Wording of 1 PFC board position

Re-wording of 1 PFC Board, budget approved item for 2014-2015 - Colleen Dowd/Monica Chang

This is to provide the correct category (FTE) for the counselor that was voted on last year. There is no impact to the budget, as the \$12,000 to pay the counselor was allocated last May, 2014. We just have to re-word the request for the District.

Action item: Motion to reimburse the district for the cost of a .2 FTE Counselor (MDUSD request, no additional impact to the budget). Motion made by Melissa Sunbury, Susi Farmer 2nd the motion

Discussion followed

Vote by secret ballot

20 yes; 0 no's; 0 abstentions

Motion passes by majority vote

Parent Advisory Committee Update

Parent Advisory Committee update – Sharon Lund

The District formed a parent group and asked 1 parent from each school to participate in these meetings. I represent WA and provide feedback. Dr. Meyer is present and she solicits input and feedback. These meetings are public so anyone can attend. Only 20 parents attend. Dr. Meyer takes the info back to her team to talk about at their next meeting.

Issues discussed:

- There are teacher shortages and the need for qualified common core coaches to teach the teachers.
- 5th grade music is a challenge as students have to be pulled out of academic time; the district will work on it.
- Counselor funding will be provided across the board. Want to stay on top of this to ensure we receive these monies
- Walker Creek funding was another issue to gather all the donations needed to send the kids. District is looking to provide funding to all schools to ensure all schools attend field trips. Some schools have no field trips
- The next meeting is on November 18 5:30-7:30 at Willow Creek Center 1027 Moore Lane, Concord

Committee Reports

Auction – Melissa Sunbury

We will sell tickets at Carnival. Carnival generates 50% of our tickets sold for auction. These sales help with planning and momentum. Get the word out. November 1 will be online ticket sales. 70.00 pp. The carnival booth will have Mardi Gras masks for the kids to color. Raffle if you buy tickets before carnival with winner receiving a gift basket of various gift cards. Donations letters have gone out to businesses. Will start to see more information on enews about the parent donation needs. Start thinking about who you know and where you can solicit from. March 27, 2015 at the Marriott.

Carnival – Shauna Kelling

Carnival is Saturday October 25 with pre sell of tickets on 23-24 2-3:30 as well as purchases of tickets. We will have music the whole day with Jazz band and DJ. Northgate Cheer and WC PD and Fire Dept. will also be in attendance. The parade will start at 11:45. New this year will be a Pumpkin patch photo opportunity and Hair designs and air brush tattoos for 5.00. All the games from last year will be back. Peak and Auction will have a booth.

Need: Several classes not volunteering. We have reached out to the teachers to get more parents to volunteer. Can use older siblings to volunteer. Need used and gently used books for bookwalk.

PEAK – Anna Halverson

Thank you Anna for being our WA rep. with this group. Meeting was on October 8. We want to promote the Turkey trot and the need for volunteers. Will be at carnival to allow people sign up for both online. December 12-13 Sportsbasement shopping weekend. Say Peak for 10% off. Peak will waive the booth price for sportsbasement if you want to promote your home based business and donate proceeds. Email Anna Halverson or Melissa sunbury to get access to the Peak newsletter.

Gift Wrap – Emily Johnson

1 day left of Gift Wrap. Our budget is 10,000 as of today we are at 7,000 so we will come under budget. 123 Sellers this year which is a low participation rate. Sales per student are 60.00 avg. Highest 2 grades in sales is 4th and Kindergarten. The trend of top selling items is tissue paper as more people use gift bags.

Executive Committee Reports

President – Monica Chang

Need a nominating chair that oversees a committee of parents that fill the board positions for next year. This is a very important role to fill as we have some key positions that will be open. Need someone that may know younger families. Send me an email if you know someone or are interested in the position. Also need someone to help mirror our yearbook committee this year for next year.

Thank you to the volunteers Cricket Riley-Music Enrichment, Lisa McGuniness-Enrichment, Christina Contreras/ Valerie Nagel-Ice Cream Social, Toni Maderis and Tricia Barrett-Emergency Preparedness, Therese Pignotti-Drive thru, Jamie Brennan and Kris Maddox Rock-Lunch patrol/first aid; and Kristin Fodrini-Insurance

I am organizing a coffee with other PFCs in the area to share and provide input and gather insight into what the other schools are doing.

VP of Activities – Stacie Morris

No report

VP of Communications – Jana Corral

PEAK is on the PFC website and Sharon Lund will get access to the site to add notes as Parent Advisory Committee rep. Thank you to Jill Ridlehoover and Laura Blackwell for enews. Susi Farmer thank you for keeping the marquee up to date.

Financial Secretary – Erin Roeder

No report

Secretary – Michele Pitek

No report

Financials – Janine Brown

- The big change is the Jag Fund numbers with everything now up to date.
- Some of the Teacher allotments are now being reimbursed
- Purchased some technology
- The reports are marked preliminary as we work with BofA to gather our statements
- T-Shirts are up to date and showing in the positive – still waiting for one more invoice
- Balance sheet is in progress in what we have and what we are spending

Teacher Allotments

2014-2014 Teacher Allotments – Janine Brown

We have added classrooms since we voted on the budget in May. As a result we have a difference that is needed to provide the new classrooms with the same as all the other classes. The allotment is higher now. We provide 12.00pp at max enrollment, which requires us to need a little more money in the budget which needs additional vote.

Action item: Motion to increase the 2014 – 2015 Teacher Allotments by \$428.00 to accommodate the addition of 3 classrooms/teachers. Motion made by Sharon Lund; 2nd by Marita Louw

Discussion followed

Vote via secret ballot

Yes 16; No's 0 ; Abstentions 0

Motion passes by Majority vote

Strategic Planning

Strategic Planning – Proposed spending of unallocated Strategic Planning Funds for 2014-15 – Monica Chang

We have 43,000 of unallocated funds and there have been requests to use this money to fund some additional technology and an aide. The Strategic Planning reviews these requests and then if approved, forwards the requests on to the PFC to vote to spend the money.

Action Item: Motion to purchase 5 laptop computers in the amount of \$5,560 and one iPad in the amount of \$329 for the new 3rd grade classroom to be paid from strategic planning unallocated funds (total \$5889). Motion made by Susi Farmer; 2nd by Erin Roeder

Discussion followed

Vote by secret ballot

Yes 15; 0 No's; 0 abstentions

Motion passes by majority vote

Action Item: Motion to purchase 5 iPads in the amount of \$1,645 for the Reading Lab and EL learners to be paid from strategic planning unallocated funds. Motion made by Christianna Cohen, 2nd by Jill Riddlehoover

Discussion followed

Vote via secret ballot

15 yes; 0 no's; 0 abstentions

Motion passes by majority vote

The next Action item was not allocated when the budget was approved in May because we added the classroom after the budget was approved. – Colleen Dowd and Monica Chang

Action Item: Motion to approve and reimburse the district for .25 FTE Instructional Assistant (10 hours a week) in the amount of \$6,457 for the TK class room (MDUSD request). Motion made by Debbie Sullivan; Sheila Walsh 2nd of motion

Discussion followed. Determined the wording of the Action item needed to be amended to the following:

Action Item: Motion to approve and reimburse the district for .25 FTE Instructional Assistant (10 hours a week) in the estimated amount of \$6,457 for the TK class room (MDUSD request). Re-motion made by Debbie Sullivan and 2nd by Susi Farmer

Discussion followed

Vote by secret ballot

Yes 15; 0 no's; 0 abstentions

Motion passes by majority vote

Old Business

Follow up: Are the donations we make to WA tax deductible? - Monica Chang

There is a Flyer from the district that provides additional information on field trip donations and tax deductions. Please grab one

Crossing guards – Monica Chang

Foothill met with the City to assess the current situation on crossing guards. They received the same response as we did – if we want them we have to pay 50% of their costs. Crossing guard on Oak Grove Rd and Cedro - foothill will pay 50%. Foothill is willing to pay 1/4 of the costs for Blackstone and Walnut ave and Walnut and Hutchinson if we pay the other ¼ for those 2. If there is interest in incurring these costs, this request will need to go to the next Strategic planning meeting for review and then if approved, forwarded on to the PFC for a vote to spend the money. We do have the dollar amount in our unallocated funds. Northgate does not have any interest in participating in the cost of the crossing guards.

Discussion followed

New Business

None

Next Meeting

11/18/2014 at 7:00 PM in the WA Library

Meeting adjourned at 10:15 am