

Sequoia Middle School PFC Minutes for September 1, 2015

PFC board members present: Jamey Carman, Claudia Pacheco, Kim Coleman, Evelyn Whiffin, Jane Enloe, Diana Fetterman, Kevin Honey, Lisa Keck, Jennifer Cazares, Amanda Szakats, Angela Stewart, Jennifer Talbot, Mary Vines

Others present: Jennifer Greenwood, gift wrap coordinator

PFC members absent: none

Call to Order:

Jennifer Talbot called the meeting to order at 7:04. Those present at the meeting introduced themselves. There was no correspondence to report.

Diana Fetterman moved and Jennifer Cazares seconded approval of the minutes with corrections.

President's Report:

Jennifer Talbot said she felt good about the PFC team for this year. She made a chart of PFC activities, which will be updated throughout the year.

Principal's Report:

Kevin Honey thanks the PFC for their work at registration and Diana Fetterman for back-to-school hospitality for the teachers. There were 942 enrolled students at the beginning of the year. The breakdown by grade is:

322 -6th

314-7th

306-8th

Traffic has been a challenge this year with some neighbor complaints.

We have a number of new staff members:

Clare Racette - Counselor

Ernie Minglana - Core 7

Beth Kim - Core 7

Mary Hanjes - Math

Claudia Pacheco - Community Service Assistant

Melanie Bernal -Science

Carie Wade - Office Manager

Claudia Pacheco has been hired as a community liaison and is greeting parents at school. One third of families speak Spanish at home. With the help of the PFC, Sequoia Middle has about 400 Chromebooks, a ratio of one Chromebook per two students.

Additions to the curriculum include Writer's Workshop, with students writing more in class and on demand. With the new Common Core adoption, all the math classes are piloting materials. Classes are also using Membean, an online vocabulary software. Teachers are able to divide classes in half, with one half using software and the other half working on writing.

Back to School night is next Wednesday from 6:30 p.m. to 8:25 p.m.

Students had an assembly speaker on Aug. 31, Phil Boyte. Topics included goal setting and empathy. He also did a workshop with leadership students. School leadership would like to do three assemblies a year for community building. The cost of this speaker was \$2,800 for the whole day.

Treasurer's Report: Evelyn Whiffin discussed expense and income on this month's report. The PFC took in about \$5,000 in evergreen donations and \$24,891 at Camp Sequoia. The PFC then discussed the upcoming budget for the year. The following changes were made: the science department grant income (this grant has already been used) and agendas (now paid for by the school) were removed from the budget. Department donations (also administered by the school) were zeroed out. Escrip donations were changed to \$500 due to Safeway dropping from the program. Food trucks was changed to \$500, water bottle services to \$750 and office supplies to \$300.

Jennifer Talbot is looking to reduce the business insurance expense. She mentioned that Sequoia Middle School's parent/teacher group pays just \$200 per year. She will meet with Kim Coleman to decide on insurance options.

Field trip fund - The PFC discussed giving each grade money to offset the cost of field trips when parents cannot or don't donate. Diana Fetterman suggested about \$15 a student and recommended still asking students for funds for each field trip. Kim Coleman moved and Jamey Carman seconded a motion for \$15,000 for field trips to be divided among three grades. The motion carried by voice vote. This will be a new budget item.

Library funding - Kevin Honey asked that the PFC move to pay for one day of library staffing so that the library can be open both Monday and Tuesday. Diana Fetterman moved that the PFC fund a day of library for the 2015 - 2016 school year. Jane Enloe seconded the motion. The motion carried by voice vote. Evelyn Whiffin left the meeting early and did not vote.

Kim Coleman moved to approve the budget with the changes and addition of the field trips. Diana Fetterman seconded the motion. The motion carried by voice vote. Evelyn Whiffin was absent.

Vice- principal's report: Jamey Carman reported that he hoped all schedule changes were complete and that kick-off assemblies for the Believe fundraiser were today. Lisa Keck added that the vice principals were visiting core classes to talk about expectations for Sequoia Middle students. They are also updating school safety plans.

Teacher representative's report: Jane Enloe reported that teachers were busy with the beginning of a new year and encouraged attendance at Back to School night.

Ways and Means: Kim Coleman reported that the Believe fundraiser has started and Sees will be in November. Jennifer Greenwood reported that the Believe assembly was today and students got their packets. Jamey Carman will do drawings for prizes. They are getting a hold of volunteers and will have team to distribute orders. They need one more person for accounting. They have posters to hang in core classes. Core teachers can earn \$50 of product based on their students' sales.

Communications : Jennifer Cazares reported that they are using a new Website, Wordpress, and started using Facebook and Twitter again. She is advertising "Like us on Facebook and Follow us on Twitter." Some people need to right click on images to see them in newsletter, particularly with MDUSD accounts.

Hospitality: Diana Fetterman reported that directory proofing will be at Back to School Night and she needs four big tables out by 6 p.m.. Having both the online and hand forms as been challenging. She has been using Access and will hand off the directory duties next year. The next person can decide the best way to collect and input the data. She hopes to get the directory to the printer by the end of next year. Directories will be handed out in Science class. She also reported that the teachers enjoyed a back-to-school lunch from Togos.

Volunteer coordinators: Mary Vines reported that she and Angela Vines inputted the names of those who said they would volunteer into a database. She and Angela Stewart are waiting for the first event.

Registration - The PFC discussed registration. Many parents wanted to pay for school funds with credit cards, and the cashiers using two iPads each for next year was discussed. Also, many parents lost their demographic form that came in the mail and those will be likely be picked up on campus next year rather than mailed.

Book Fair - Kristin Randall is running the book fair from Sept. 14th - 18th and has someone shadowing her.

Back to School Night -- Claudia Pacheco will look into food trucks and will pass the information to Jen Cazares and school staff to put in the email blast and TGIF.

Above the Fray - Kevin Honey reported that Above the Fray will be Sept. 24 to educate parents and the community about cell phones for middle schoolers. It is hosted by the Pleasant Hill Education Commission and the PFC.

Open Forum: Jen Talbot mentioned that we might want to have a subcommittee meet to talk about upcoming events and utilizing volunteers. She is also talking to the president of Pleasant Hill Middle School about joint education nights. The meeting was adjourned at 9:04.

Respectfully submitted by Amanda Szakats