

**DBPC General Meeting Minutes**  
**Monte Gardens Multi Use Conference Room**  
**02/27/15**  
**PENDING APPROVAL AT NEXT MEETING**

*AP-Received*  
**MAR 11 2015**  
*Fiscal Services*

In Attendance: Jenifer White, Kristine Cortes, Bryn Boughton, Claire Weer, Kathy Weires, Ann Nelson, Julia Flinker and Susan Peters

Called to order: 8:25 AM

- ❖ **Approval of Minutes:** Minutes from the last meetings on 01-16-15 & 01-22-15 were approved as distributed. No changes to the agenda.
  
- ❖ **Social Superheroes/EL Students Reclassification:** Peters introduced the program and described the lunch-time activities that take place in the D-wing classroom a few days a week, facilitated by Angela Stewart. Kids can come to work out their conflicts on the yard where they are able to discuss and work it out with the help of Stewart. They also do plays at lunch to display the positive behaviors. The goal is to develop and acknowledge each child who is working on their social skills. Focusing on Emotional Intelligence. Today the kids were honored for their positive character traits with certificates. The kids were nominated for their social superheroes attributes. Awards were also presented to the students who were promoted out of the EL program.
  
- ❖ **New Business:**
  - **Contract Positions Renewal:** The teachers were asked what is most important to them. They came back with EL Support Teacher. The proposed renewal positions include EL Support Teacher, Site Tech II position, Computer Teacher and School Counselor. A consent agenda was agreed on by the general membership to vote on all positions at one time, rather than individual votes. There was a motion to discuss the approval of the contract positions by Ann Nelson and seconded by Herbert Lee. (Positions included EL Support, Site Tech II, School Counselor and Computer Teacher.)
    - **EL Support Teacher:** Currently MDUSD provides one EL staff person but DBPC also supplement this with another EL staff member, Jenny Ross, at an equivalent of one day a week. About \$16,000 for a .20 position. DBPC to pay half, est. \$8,000.
    - **Site Tech II:** This is a position that helps take care of the computers for teachers, and is the equivalent to a one day a week position [not working with kids]. About \$9,000 for a .20 position. (DBPC to pay half, est. \$4,500)
    - **Counselor:** Psych Intern was what DBPC supported in the past, now MGE would like to shift to a School Counselor. This position will work with kids who are struggling with issues. The equivalent is a one day position for about \$4,000, but would prefer a .5 position for about \$20,000 – of which DBPC would pay for \$10,000 or .20 position.
    - **Computer Teacher:** Position would be for student instruction, either in the computer labs or in the classrooms. Question was raised regarding the cost, continuing the conversation about the EL Support teacher and alternate funding sources. Peters said that funds may cover more of the EL Support position next year. Peters explained to parents about contract positions and how they are contracted but may be laid off. We want to hire most qualified people. Parent asked about bringing in a student teacher for less money. Question from parent, do we have the money for these

positions? White reviewed our budget and explained that after all projected income and expenses, the end of year balance is projected to be at \$70,000. Past years have shown peaks and valleys in our end-of-year balance, as funds were raised for larger expenses in some years and subsequently spent following years. Goal for DBPC is to have cash balance that covers the contract positions. This year, per the budget, DBPC is expected to expend more that is brought in through revenues. Parent asked if we can go back to holding our Carnoween and auction every other year? It is a possibility, so long as there are parent volunteers to chair the auction. Parent asked about outside entity for fundraisers - they take a percentage. It has been discussed in the past but it comes with added management. Discussion moved to Peters explaining the ELCAP funding of \$38,051 for next year. EL budget next year is \$21,000. Will cover more positons than the EL. Money needs to be justified that helps particular population that falls under the EL Support.

- Final summation of the proposed contract positions and costs to DBPC:
  - Computer Teacher \$10,000 estimated cost for half of a .20 position
  - EL Support \$8,000 estimated cost for half of a .20 position
  - Site Tech II \$4,000 estimated cost for half of a .20 position
  - School Counselor \$10,000 estimated cost for half of a .40 hours a week position.
  - \$30,600 estimated costs for contract positions in the budget for this year.
  - \$32,000 estimated costs for contract positions proposed for next year's budget commitments.
- Discussion continued when parent asked how we are doing with fundraising this year. Answer: not great deal of extra money, maybe we could push the Read-a-thon fundraiser. Discussion on fundraiser followed.
- **Motion on the table to approve the renewal/creation of these four contract positions:**

EL Support Teacher .10 position (DBPC's part of .20 position)

Site Tech II .10 position (DBPC's part of .20 position)

School Counselor .20 position (DBPC's part of .40 position)

Computer Teacher .10 position (DBPC's part of .20 position)

**Call for a Vote was made by White. All in favor: 20. Abstentions: 0. Opposed: 0. Motion carries – 20-0-0**

- ❖ **Treasurer's Report:** Claire Weer reported that the opening balance as of 1/1/15 was \$124,923.45. Net Income for the year to date is \$38,936.61. Net Income for the month of January is \$-3,314.82 (Income: \$1,500.01, Expense: \$4,814.83). Ending balance on 1/31/15 was \$121,608.63. Bills will be coming in from the district. Parent announced we are delinquent on Registry of Charitable Trust website, although our renewal is current. Taxes have been filed. Treasurer's Report was filed.
- ❖ **New Business:**
  - LCAP Overview: Peters presented the LCAP (Local Control Accountability Plan) At-A-Glance 2014-2018. She explained how MDUSD researched what schools need. Put together into a graphic to explain the funding and district budget. Funding from district is not consistent. MDUSD tells principals what funds they will have for next year. Peters went over the feedback the district asked for, the purpose of the LCAP Plan is to make sure to meet the needs for everyone; services for all

**DBPC General Meeting Minutes, cont.**  
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kids from pre-K to high school. Peters reviewed the graphic and pointed out how Monte Gardens is meeting the criteria/plan.

- Tabled the Social Media Policy due to time restraints.
- ❖ **Principal's Report:** Susan Peters began discussing technology safety and how there are a wide range of users. We want to educate all population. There was an issue at school dealing with Social Media with some older students that required the principal's intervention even though the issue occurred after school hours. Peters wants parents to educate kids; parents need to be mature and savvy. Peters then had to excuse herself to attend the ELAC meeting.
- ❖ **Communication's Report:** Julia Flinker discussed ways we stay in touch with the community: newsletters, Eblasts, Monday Envelopes, website, Facebook. Boughton will be doing training videos for Monday Envelope. Flinker mentioned how there is only one calendar that gets updated and it's on ME. Peach Jar is another new technology that the district is implementing where District-approved flyers will be posted.
- ❖ **Teacher's Report:** Carlee Smith reported on activities grades are participating in at school. Schwartz's class put on their first performance and they worked with Araujo's class. Kindergarten is working on Opinion Writing. Anderson's class working on setting goals for themselves. First Grade play coming up 3/20 – Aesop's Fables. Parents have been helping with costumes. Second Grade fieldtrip to ART/Bowling went well. Third Grade progressing on math facts. Percussion Discussion fieldtrip is 3/18. Performance will be at the end of the month. Fourth Grade will have their Walk Through California. Fifth Grade is working on Opinion Writing and will have their Sanitation Disposal fieldtrip soon, along with the Walk Through Revolution.
- ❖ **President's Report:** Jenifer White reported that the Family Dance was fun for all. Read-a-thon is currently running and Monday is Dr. Seuss Day and kids can wear PJ's. Next Friday is Family Game Night. Restaurant Days are 3/11-3/14 at Kinders. Board nominations are coming up and parents need to start talking it up. Parents asking about 5<sup>th</sup> grade camp for next year. White said that she will send out an email to 4<sup>th</sup> grade.
- ❖ **Ways and Means Report:** Ann Nelson wanted to encourage everyone to pump up the Read-a-thon and have kids focus on minutes read and not necessarily about money raised. No additional business was discussed.

Meeting adjourned at 10:45 AM

**Minutes Approved (Date):** \_\_\_\_\_

**Wednesday, March 25, 2015**  
**1:00-2:00 PM Ms. Urias' Room-C-6**

**AGENDA**

- I** Welcome and Introductions, Establish Quorum
- Members Present: Susan Peters (principal, SSC Chairperson), Laura Muller (teacher rep), Michaela Urias (teacher rep), Katy Anderson (teacher alternate and secretary), Nichol Gallagher (SEA, classified rep), Jenifer White (DBPC president), Sylvana Chavez-Foncea (ELAC president), Denise Rodezno (parent rep), Maria Bangalan (parent rep).
- Additional individuals present: Sarah Franks, newly hired computer teacher.
- II** Read and Approve Minutes from February 25, 2015
- Jenifer White moves to approve minutes from February 25, 2015 meeting, seconded Laura Muller. 9 approve 0 oppose 0 abstain.
- III** **School Site Plans-SPSA/LCAP Plans for next year:**
- Discussion/Approval of continuation of budgeted positions:
- Site Tech II, EL Support Teacher, Elementary School Counselor, Computer Teacher Positions-Vote
- Site Tech 2 position, .20 FTE, funded by site discretionary funds (0301) .10 FTE and DBPC (3970).10 FTE. DBPC has agreed to fund that next year.
- EL Support teacher, .20 FTE, funded .10 from DBPC and .10 from LCFF Supplemental budget (0930).Computer teacher .20 FTE, looking to increase to .40 for the rest of this year (.30 FROM 3705 Common Core Technology budget and .10 DBPC BUDGET) and .20 FTE for the 2015-2016 school year, funded half from DBPC and half from site.

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VIII Public Comment/Questions & Answers

Outdoor Ed next year is scheduled for September. This will promote class and teacher bonding, but does shorten time for fundraising. Fourth grade parents are asked to attend meeting tomorrow night.

Thank you to teachers helping at carpool and being present outside at the end of school day.

A parent asked about inviting after school program "Matholympia" to come to our school. Participants work with teacher/parent volunteers to work with/think through word/story problems; then on 'test day' they work on similar problem and data is compared with participant schools across nation, find national rating of individual students and MG team. There would need to be a teacher sponsor, paid for by DBPC. Enrichment programs help increase positive branding for MG.

IX Next Meeting: Wednesday, April 15, 2015 at 1:00 PM

May meeting in first week of the month (May 6). Final draft of Single plan is coming due.

X Adjourn

Motion to adjourn from Laura Muller. Seconded by Maria Bangalan. 9 in favor, 0 oppose, 0 abstain.

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MAR 27 2015

BUDGET & FISCAL SERVICES

## Foothill Parent Faculty Association

### Meeting Minutes

March 18, 2015

Julie Stokol, April Bush, Anna Saunders, Stacey Sutter, Faye Mettler, Jackie Byrd, Stephanie Dark, Cheryl Brown, Lisa Haynes, Kathy Ringot, Jamie LaPierre, Kim Harris, and John Heim.

President, Julie Stokol, called the meeting to order at 7:06pm.

Motion made to approve February 2015 PFA minutes. Motion by Stacey Sutter, second by Anna Saunders. 12 Yes votes, 0 No votes. Passed unanimously.

#### Principal's Report: April Bush

On Thursday, March 26<sup>th</sup> Foothill is being evaluated for California Gold Ribbon Status, award for schools instead of the previously named Distinguished School. Foothill is looking to be recognized for *integration of technology into instruction*. Committee will be on campus meeting will selected faculty and parents. Will find out in a couple weeks after the committee visit if we receive the award for this year. In appreciation to Theodora Pappas who submitted the application.

In the past student assessment testing in the spring was STAR testing, last year it was called Smarter Balance, now this year, the name adopted by the State is CAASPP (California Assessment of Student Performance and Progress). As last year CAASPP is based on Common Core questions assessing in math and ELA (English Language Arts and Literacy). Students will be rotated through the labs funded by Measure C and parent contributions. 4 labs areas including the library and A8 will be set up for CAASPP testing over a 2 week period. 125 kids testing at a time so using hardwiring labs versus wifi.

Will get individual student results from this testing but no school wide score. Assessment will provide baseline scores for future comparison. As some point, we will start seeing school rankings.

Through California Department of Education, CAASPP website has practice and training tests online, [www.caaspp.org](http://www.caaspp.org).

On March 31<sup>st</sup>, the Street Smart group, a walking, biking and skateboarding education organization will be on campus after school. Students participating in the rally can get a free bike helmet and be eligible for other fun prizes.

#### Faculty Report: Cheryl Brown

Are winding down the school year by prepping for the big year end class events in Core. 7<sup>th</sup> graders will be picking their Renaissance character, 8<sup>th</sup> graders preparing for their Civil War Day and new this year, 6<sup>th</sup> graders going to the Greek Festival in Oakland.

Faculty truly is thankful for the efforts and generosity of all the PFA does.

PE department enjoyed the Health Fair that was held today in the gym. The program, organized by the PFA, offered fantastic activities and a variety of vendors to educate the students on health issues.

## Executive Committee Reports

### President's Report: Julie Stokol

It has been a month of Parent Power at Foothill, all in the name of health!! I would like to extend a big thanks to our PFA coordinators for Smart Start, Lisa Haynes, Julie Mayer and Robin Piantidosi and their team of parent educators, who are wrapping up the 6th grade Smart Start program in classrooms this week and next. Lisa will share more with you later in our meeting.

A second big thank you goes to Andrea Smethurst and her team of parents for today's Health Fair. Together, they produced a very successful fair for our students in the gym during PE classes. About 25 organizations participated, engaging with our students about everything from healthy eating tips, autism awareness, prison prevention to crime prevention, importance of sleep and emergency preparedness. Students walked around the various tables, asking questions and getting sign-offs from at least participating organizations to obtain their daily PE credits. They really seemed to like it.

Andrea could not be here tonight and so she would like me to report that she believes they came in under budget, thanks to donations procured by one of the parents helping to plan the event. It was a big endeavor. For future health care planning purposes, she recommends a committee of 8 to 10 people. Also suggests increase partnership with school for logistical concerns (they brought in tables they may not have needed, etc.)

We are working on our 2015-16 Slate: Anna Saunders is willing to serve as president next year and Susi Farmer as treasurer. I am still checking with existing chairs but some known openings are: Parent Patrol, PEAK, at least 1 Magazine Drive position, 8th grade activities. If you have an interest in any of these or an exec position, contact Anna Saunders or me.

### Treasurer's Report: Stacey Sutter

Doing well in our income, As of March 5<sup>th</sup> at \$132,098, budget is \$136,050.00. Confident it will be achieved with Matching Funds, most come in near end of the fiscal year in July.

Largest expense is class size reduction, also not paid out until July.

Presenting proposed PFA budget for 2015-16 in April.

### Vice President's Report: Anna Saunders

Last 2 Sports Basement gift cards sold, money goes to PFA.

If you can recommended anyone from the feeder schools for a position on next year's PFA Board, please let us know.

**Secretary - Strategic Planning: Faye Mettler**

Strategic planning meeting for Thursday, March 26<sup>th</sup>, exploration using unallocated funds for landscaping.

Flyers circulated for the Parent Education Night hosted by Northgate PFC on Tuesday, April 28<sup>th</sup> 6:30pm in the Northgate Little Theatre. Abby Medcalf, PhD will speak on the topic of "motivating kids to make good choices". She was well received last spring.

**Old Business**

**Motion**

1. Motion to increase 2014-15 allocation for Counselors by \$7,000 from unallocated funds to a total of \$36,000.

Motion made by Stephanie Dark and seconded by Jackie Byrd.

Addressing an error in billing from City of Walnut Creek.

12 Yes votes. 0 No votes. Motion unanimously passed.

**New Business**

1. Motion to fund class size reduction in math and science for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade for a total of .51 FTE for the 2015-16 school year.

Motion made by Stacey Sutter and seconded by Kathy Ringot.

These are staffing related items which need to be voted on prior to the rest of the PFA budget in April so that this information can be submitted to the District. Purchasing 3 class sections lowers student numbers from 37 to 33 students or less.

12 Yes votes. 0 No votes. Motion unanimously passed.

2. Motion to fund Computer Lab Assistant Position at .4875 FTE.

Motion made by Anna Saunders and seconded by Lisa Haynes.

Person in the computer lab assists students and teachers. Works around 3.5 hours a day. Lab can be used during lunch by students with Lab Assistant present. Assistant also trouble shoots issues in all 4 labs.

12 Yes votes. 0 No votes. Motion unanimously passed.



3. Motion to fund an Instructional Media Assistant (IMA) position in the library at .25FTE for the 2015-16 school year.

Motion made by Jackie Byrd and seconded by Stacey Sutter.

Position so library can be open during lunch, also helps with text book in fall and spring. IMA able to check books out for students.

12 Yes votes. 0 No votes. Motion unanimously passed.

4. Motion to fund one section .17 FTE of technology instruction.

Motion made by Anna Saunders and seconded by Kathy Rigot.

Would like to modify position for 2015-16, this year helped with getting technology ready for what is coming in with Measure C monies. For next school year, position utilized with new Computer 2 class and Mouse Squad which is will be a student-center IT Team, working. Tech instructor will oversee Mouse Squad to address class technology needs. Additionally, will work with students and staff in integrating technology in the class.

12 Yes votes. 0 No votes. Motion unanimously passed.

#### **PEAK: Kim Harris**

Postposed stakeholder meeting to next month, \$2300 budget likely made to Foothill, presenting check next month. PEAK participating in the Sports Basement Charity Madness. When you shop at Sports Basement mention PEAK, to keep them going in the charity rounds. If your charity makes it to the end you get a donation bonus.

Chamber of Commerce Teacher Appreciation April 16<sup>th</sup> for all Walnut Creek teachers at Sports Basement.

#### **PAC: Kim Harris**

PAC is an opportunity for the superintendent to present District activities to the parent community. At the latest meeting, the superintendent shared changes in policy of new discipline model. Levels of severity outlined to help standardize across the District disciplinary issues. Restorative justice approach.

Local Control Accountability Plan (LCAP) Exemplars were outlined in 4 areas; college and career, parent and community engagement, professional learning and special populations. Items highlighted in each of these areas.

Some programs being reintroduced into the District; understanding college and International Baccalaureate degree at Ygnacio Valley. Also reintroducing middle school athletes. This will include transportation for 4 sports basketball, soccer, flag football and dodgeball. Goal is noncompetitive participation to encourage good sportsmanship and activity. This is in addition to WC afterschool league.

Chart of Foundation and Supplemental Services, Programs and Expenditures as part of LCAP was shared by the superintendent at the PAC meeting. Helps schools better define LCAP if looking for other funding.

**Smart Start: Lisa Haynes**

Smart Start, a great parent lead resiliency and refusal skills course, covers topics such as cyberbullying, tobacco, marijuana, alcohol, prescription drugs, and peer pressure. Parent volunteers are trained through CHD. Program finished Tuesday, 19 parent volunteers in 11 6<sup>th</sup> grade classes of 303 students following the drop rotate schedule for a class. Parent facilitators are passionate about this life skills program.

Shared comment left in a question envelope by a student, dated 3/3/15:

*'I know a person who stopped drinking because of what I told him about alcohol. Thank you for teaching me about all of this info. With this info young lives can be saved from rumors.'*

Also shared some positive feedback from one of the Teacher Evaluation forms:

*'Parent leaders in my two cases were organized, empathetic and inspirational! Thank you! Obviously, these parent volunteers need to be very carefully chosen. Good pick here!*

Socials skills program changes for next year are still not clear but parents still willing to be part of it. Putting together some ideas to present to Mrs. Bush before the next PFA meeting.

Meeting Adjourned at 8:17pm.

Next meeting will be held April 15<sup>th</sup> in the Foothill library.