



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 Ridlehoover, 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 their aid 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 1/4 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