

**BANCROFT ELEMENTARY
PFC BOARD MEETING**

Bancroft Elementary PFC Minutes – REVISED DRAFT

June 9, 2015 <Minutes are organized by Agenda schedule; not necessarily in order of actual presentation>

The meeting was called to order by President Lisa Guarnaccia at 7:08 p.m.

Executive Board Members in Attendance

President - Lisa Guarnaccia, Principal - Linda Schuler, Treasurer – Matt Gould, VP Finance - Eva Malki, VP Communications - Mari Mielcarski, Secretary - Jo Ann Cooper, Historian - Sandi Rosenblatt, Jill Collins - Parliamentarian

Others Present

Rachel Gould, Melissa Horgan, Marga Marshall, Beth McKnight, Alyson Ogden, MaryAnne Parker(1st grade teacher), Hillary Osness, Roger Osness, Anna Rowe, Tommy Stallings, teachers presenting: Laura Timmer (4th/5th), Esther Lee (4th), Deanne Giffen (4th) (20 total in attendance)

President's Report – Lisa

Welcome and Introductions

Approval of Minutes – May 12, 2015 minutes were reviewed. Matt motioned to approve the minutes as corrected. The motion was seconded by Jill and the motion passed unanimously.

Treasurer's Report – Matt (see handout)

As of 5/31/15, Cash Balance is \$176,189, Forecast to date is \$31,630 positive net income instead of budgeted negative \$29,125, with Forecasted Cash ending at \$140,346.

The 2014/15 budget will cover expense payments through June 30, 2015, including Teacher Material reimbursements, purchases for the sick room under Safety and 5th Grade Promotion under Hospitality.

The 2015/16 budget appears as the last column on the report; highlighted line-items are new.

Principal's Report – Linda

- Introduced faculty present
- Explained 5th Grade Promotion (Thursday) and 2015/2016 enrollment expectations
- Discussed the following related to proposed budgeted expense:
 - o Street safety: the city needs to be consulted for street placement of cones outside the cul-de-sac and neighbors need to agree on proposed traffic sign and red curb/parking changes
 - o Bancroft's disaster preparedness and recovery plan: water and food provisions have expired
 - o Technology is a way to improve learning in the classroom:
 - \$30K of Site Council funds has been set aside for technology
 - \$14K estimated for classroom Chromebook set that may be shared by 2 classrooms
 - an additional access point is needed in each room
 - o As the district facilitates classroom reduction through the next few years, the effort to balance people with technology needs to be a year-to-year discussion.
 - o May need to explore changing the furniture with new technology and the changing classroom environment to have more collaboration
 - o Marquee: a new sign may add curb appeal but may not enhance communication; in light of the communication survey showing other methods of communication to be more effective, may resort to using the marquee as a general messaging board rather than a calendar of events (eg. "Welcome")
 - o In response to a child's comments relayed by Jill, explained that the proposed budget includes amounts to cover new playground supplies (balls) and field trips, and that bathrooms are a district, infrastructure issue.

Faculty Report –

In lieu of MaryAnne presenting, the 4th and 5th grade teachers in attendance discussed their Google training and benefits expected from the new technology with Chromebooks:

- Since Chromebooks are used in the class by students at their desks, students would not lose computer time during testing in the computer lab.
- More computer lab time would be free for classes without Chromebooks to use.
- Transition time is minimized between presentations, increasing instruction time.
- Keyboarding skills may be developed at younger grades with greater access to computer lab (new standards will be to be type 1 page in one hour by 4th grade).
- Paper and pencil costs would be reduced, as well as time lost due to sharpening pencils.
- The district has technology coaches for writing/reading/math/science/ELD (English Language Development) that may be requested to come into the classroom to instruct the students with their teachers on the new technology.

Mrs. Timmer explained that C-8 houses 7 iPads that are shared by all the 4th and 5th grade students and that they are in constant use; more devices are needed. She explained that students are presenting with Powerpoint and are ready for new technology.

Ms. Lee and Mrs. Giffen explained that the Google drive allows live interaction between teachers and students and increased collaboration between students (including homework); teachers may track individual student contributions and make comments online.

With technology as their first choice for additional support, the teachers were asked what their second choice for support would be. Ms. Lee said additional on-site counseling and furniture.

Unfinished Business

After detailed review of the budget and discussion of various line-items and spending scenarios, the following subjects were considered:

VOTE Reserve Spending Allowance %

Matt motioned for the PFC to establish a policy to **retain 25% percent of the operating budget as the minimum in savings. Melissa seconded the motion and the motion was passed unanimously by the remaining 13 attendees.

Jill motioned to set aside **\$60K of reserve to be spent on technology as determined by an oversight committee of at least four people, including a Board member, Mrs. Schuler, one teacher and one additional parent. Melissa seconded the motion.

Discussion:

- Both parents on the oversight committee could be Board members.
- The oversight committee would preside until all the \$60K is disbursed.

Voting outcome: The motion was passed unanimously by the remaining 13 attendees.

The following PFC Members were appointed to the oversight committee: Matt Gould (Treasurer), Jill Collins and Tommy Stallings.

New Marquee Sign 2015/16 – Lisa summarized previous discussions on funding a new school sign and extended her hope that the project be revisited in the future

VOTE Operating Budget 2015/2016 – Matt motioned to approve the budget column distributed with the Treasurer's Report, with the following updates:

- For the period beginning July 1, 2015 and ending June 30, 2016, net income of \$131 based on \$174,286 in income and \$174,155 in expenses
- Forecast includes income and teacher material expense related to receiving grades 3/4/5 SDC
- Reduction of Science Lab and Traffic expense due to spending completed this year
- \$110,000 total for Funded Positions (includes additional \$38K from what was approved in February):
 - o 7 Instructional Assistants at 15 hours/week (six approved in February plus additional IA \$12K)
 - o Two site-tech days (one approved in February plus additional \$12K)
 - o Additional counselor day (\$14K)

Outcome: Lisa seconded the motion and the vote was passed unanimously by the 13 remaining attendees.

VOTE PFC Edited By-laws – Jill motioned to approve the edited by-laws distributed by email to the PFC Board and to include the following:

- Quorum of 7
- Mission Statement as stated at the previous meeting
- Organizational Chart with new Board Member positions and refined details of job descriptions as presented at the previous meeting
- threshold for reserve spending

Outcome: Hillary seconded the motion and the vote was passed unanimously by the 13 remaining attendees.

VOTE PFC Board Members 2015/2016 – Hillary motioned to vote in the individuals listed on the organizational chart distributed at the April meeting. Mari seconded the motion and the motion was passed unanimously.

New Business – Lisa

PFC Wells Fargo Banking – account needs to be updated with new signers

PFC President role distribution (see handout) – Lisa discussed details in the handout; Mari and Hillary have been working on Info Days

PFC Future Guidance

- In the absence of an elected president, Lisa suggested that PFC Board members take turns facilitating the monthly meetings based on the alphabet (see PFC Monthly Meeting Schedule for assignments). Mrs. Schuler is available to meet in the previous week to help set the agenda.
- In the storage room by the staff room there are costumes that may be sold, a popcorn machine and premade signs for various events.

Thank Yous – Mari and Marga presented the following outgoing PFC Board members with a card from PFC with special notes of thanks for their year(s) of service: Lisa Guarnaccia, Eva Malki, Jill Collins, Jo Ann Cooper

Committee Reports – none

Announcements

Next Meeting – Tuesday, September 8th, 7pm

Adjournment

10:29 pm

Call to order 7:03 p.m. Motion to approve the minutes by Ernie. Seconded by Renee. Approved no changes.

Presidents Report – Co-Presidents Renee Culp and Ernie De Trinidad

- Book fair went amazingly. Thank you to Tara for the great job!
- Review of current open PFC Board positions – we really need people to fill these roles.

Welcome to the new PFC board and committee members.

Available Executive Board positions: (Positions are held for 2015-2017)

VP Secretary: Norma Galdamez

VP Education: Joy Muhlestein

Co-VP Treasurer: Jennifer Marks

Co-President: Oversees all meetings, VP of PFC w/current Pres.

Still come committee positions available: (All positions are for one year 2015-2016)

MDE Education Fund: Organizes and runs Education Fund (Eagle Fund -\$1 a day fundraiser, \$180 a year) (Parent Prep Day through November only).

Dine and Donate: Stacey Canclini and Mindy Thompson

Yearbook: Erin Bennett

Staff Appreciation: Denise Tougeron

Spellathon: Kate Laverick

Treasurer's Report: (Review of handouts by Jennifer Marks and Jenny Cottam)

Treasurers report. Review of current financials. Review of proposed budget for 2015-2016 school year. Holly Tillman motioned to approve budget including reimbursement cost to district for all positions. Renee Culp 2nd. All in favor of approving. No one abstained and no dissent.

Principal's Report: (Mrs. Keenan)

- Thank you to all the parents – you all are amazing. Wonderful community of parents and volunteers.

Teacher Liaisons:

- Thank you for everything. Very appreciative of the additional paper and common core support.

Committee Reports

VP Education – Holly Tillman

- Prep Days – there will be two like last year. August 17 9am-noon and August 18 4-7pm.

VP Fundraising – Stacy Summers

- No report.

VP Operations – Stacey Canclini

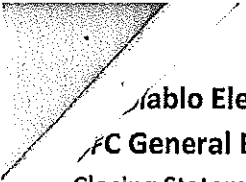
- Last order of spirit wear has been delivered. Working on a different design for next year.

VP Events – Jill Borberly

- Talent Show went very smoothly and successfully. Made about \$1,000 before expenses.
- Yearbooks distributed today. Still have copies available to be sold after school Wednesday and in the morning on Thursday.

VP Communications - Tracy Teale.

- Deadline for posting to the weekly eblast or on our school Facebook or website, please contact Tracy and all submissions must be received by midnight Friday before the Sunday edition.



Ablo Elementary

FC General Board Meeting - Minutes

June 09, 2015 7:00PM

Closing Statement: Thank you all for coming .Meeting convened 8:26pm.

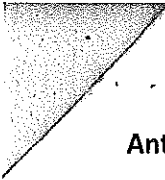
Mt. Diablo Elementary PFC
2015/2016 Budget

<u>INCOME</u>	<u>Budget</u>
Donations/Community Building	
Ed Fund	48,850.00
<i>Vendor Faire</i>	
<i>Holiday Shoppe</i>	
<i>Marquee</i>	
<i>Spirit Wear</i>	
<i>Book Fair</i>	
<i>Family Night</i>	
Movie Night	3,000.00
Spell-a-Thon	25,000.00
Auction	20,000.00
Dine and Donate/Shop and Donate	5,000.00
Dances	5,000.00
Fall Festival	7,000.00
Talent Show	700.00
Subtotal Donations/Community Building	<u>114,550.00</u>
Other Income	
Interest	50.00
Scrip/Share Cards	10,000.00
United Way/Employer Matched	6,000.00
Subtotal Other Income	<u>16,050.00</u>
Other Service/Income	
Box Tops - Library	1,000.00
Box Tops - Disaster Prep/Parent Patrol	1,000.00
Disaster Supplies - Kinder Funded	400.00
Musical/Play	500.00
5th Grade Science Camo/Promotion	500.00
Subtotal Other/Service Income	<u>3,400.00</u>
Other Service/Expense	
Box Tops - Library	(1,000.00)
Box Tops - Disaster Prep/Parent Patrol	(1,000.00)
Disaster Supplies - Kinder Funded	(400.00)
Musical/Play	(500.00)
5th Grade Promotion	(500.00)
Subtotal Other Service/Expense	<u>(3,400.00)</u>
TOTAL INCOME	<u>130,600.00</u>

Mt. Diablo Elementary PFC**2015/2016 Budget****EXPENSE****Budget****Ed Programs**

Computer Technology	5,000.00	Funds go towards school tech plan and is under the jurisdiction of the school tech committee.
Curriculum Support & Enrichment	4,340.00	
Instructional Assistants	46,360.00	Kinder Aide/s 20 hours/week \$14,225, 1st & 3rd grade Aide 5 hours/week \$3,560, Computer Lab Tech 15 hours/week \$27,575, \$1,000 for data entry
Reading Intervention	37,500.00	Tsao intervention support at .3 FTE and Hollenbeck reading support at post retirement contract
PEP	2,500.00	
Recess/Phy Ed Development	1,500.00	
Science Night	550.00	
IXL	3,500.00	
A/R	6,300.00	
High Achieving Program (PowerPoint)	2,500.00	
Subtotal Ed Programs	<u>110,050.00</u>	
Student/Staff Supporting Programs		
Paper (staff)	6,000.00	
Soap	350.00	
Staff Appreciation	700.00	
Yard Duty Support	7,600.00	
Subtotal Student/Staff Supporting Programs	<u>14,650.00</u>	
Other Operating Expenses		
Childcare - PFC	450.00	
CPA - PFC	850.00	
Insurance - PFC	600.00	
PFC - Paper & Printing	1,500.00	
PFC - Misc. Operating Exp	2,000.00	
Prep Night	500.00	
Subtotal Other Operating Expenses	<u>5,900.00</u>	
TOTAL EXPENSE	<u>130,600.00</u>	

Total Anticipated Income in Excess of



**Mt. Diablo Elementary PFC
2015/2016 Budget**

Anticipated Total Expense

0.00