

**BANCROFT ELEMENTARY
PFC BOARD MEETING**

Bancroft Elementary PFC Minutes
February 10, 2014

PERSONNEL SERVICES

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

MAR -6 2015

Executive Board Members in Attendance

MDUSD

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

Others Present

Jenn Boswell, Janine Hollenbeck, Wendy Iglesias, Stefanie Lee, Marga Marshal, Alyson Ogden, Hillary Osness, Cherisse Riney, Tammy Stallings; Teachers presenting: Christine Carlson (K), Deanne Giffin (4th), Peggy Grunert (1st), and Mary Anne Parker(1st) (20 signed in attendance)

President's Report – Lisa

Welcome and Introductions

Approval of Minutes – January 13, 2015 minutes were reviewed. Mari motioned to approve the minutes as corrected. The motion was seconded by Jill and the motion was passed unanimously.

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

Treasurer's Report – Matt Gould's report was presented by Lisa - see handout

Principal's Report – Linda

Teachers in attendance were introduced and the process for determining programming needs for the 2015-2016 school year was discussed, including faculty and staff discussions/surveys and the necessity to present any PFC commitment for funding positions to the MDUSD Board, this month.

Faculty Report – Deanne highlighted 4th grade's most recent accomplishments

Unfinished Business – none presented

New Business

IA Funding for 2015-2016 – Lisa presented options for PFC regarding the current funding positions and explained how the teachers were invited to express their needs to the PFC. The teachers each described the IAs' role in their classroom and the assistance provided by the ELD instructor and Site Tech II.

** Motion presented by Lisa and seconded by Janine to commit PFC to the following:

- 6 Instructional Assistants at 15 hours/week
- 1 Site Tech II at 1 day/week

Discussion included our current level of funding:

- English Language Development (ELD) teacher – 2 days/week; district funds one and PFC funds one
- Site Tech II – 1 day/week (shared with 4 other schools)
- Six Instructional Assistants – 15 hours/week, placed in Kindergarten, grades 1-5, and Library during lunches (salaries offset by revenues from Dollar-A-Day)

Voting outcome: All "In Favor"; no "Opposed" or "Abstentions"; motion passed

** Motion presented by Lisa and seconded by Jill to eliminate PFC's commitment to fund the ELD position

Voting outcome: All "In Favor"; no "Opposed" or "Abstentions"; motion passed

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Funding for New Marquee Sign – Lisa presented the notion of replacing the current marquee with a traditional or electronic marquee. Mrs. Schuler explained that bids need to be presented before PFC can consider a vote and she will submit a request for capital outlay with the district.

Funding for Projects using Reserve – Lisa asked PFC to think about projects that the savings account may be used for. Lisa and Treasurer Matt will discuss an optimal savings amount to retain and PFC will discuss possible projects for current or future year spending in a following meeting.

Update on the Garden – Mrs. Giffin described the work done in the garden over summer with PFC support and how the garden is currently utilized. Based on a survey and discussions with teachers, she explained that many teachers appreciate the opportunity to bring their classrooms in the garden but may not necessarily have the time or resources to allow more than observation there. Parent support and funding is needed for maintenance and could be used to create an outdoor classroom environment such as a seating area/ stumps/ furniture and a platform.

Committee Reports

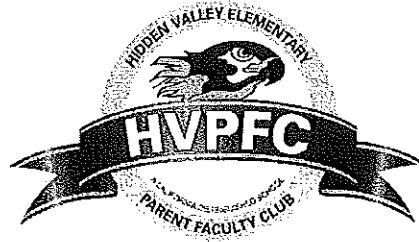
Auction Status Update – Cherisse explained ticket purchase options and that there will be no online auction

Announcements

Next Meeting – Tuesday, March 10th, 7pm

Adjournment

9:42 pm



Hidden Valley PFC meeting minutes
Tuesday, February 3, 2105

Attendees:

1. Susan Jones
2. Debbie Sibilla
3. Rich Gorton
4. Erin Fairholm
5. Kendra Hurley
6. Kathleen Barsetti
7. Angie Vickroy
8. Allison Arnold
9. Linda Pete
10. Terrie Kelly
11. Michelle Arnold
12. Chelsea Pickslay
13. Kayo Alencastre
14. Lorie Robertson
15. Dawn Kosmakos
16. Rhea Karahalios
17. Sandra Muller
18. Retha Dean
19. Kelli Davis
20. Celeste Altus
21. Liz Madieros
22. Mary Beth Swingle

Meeting called to order by Sandra at 7:04:

Motion to pass January minutes by Allison, seconded by Rhea, and minutes passed.

President's Report- Sandra:

- Spell-a-thon packets have been distributed to the students and there are posters up to advertise. Posters made were less than \$4 per. There is a link on the PFC website with all of the forms and lists available. Sponsors can pay with cash or check.
- People can still purchase Innisbrook online. There will be a link on the website. There are a wide variety of products available.

Principal's Report - Mr. Gorton:

- Big thanks to Sandra for Spell-a-thon. Student council made announcement about it today.
- Afterschool intervention program is underway on Monday, Tuesday and Thursday with all of the computers being used.

- At staff development for PBIS (Positive Behavior Intervention and Supports) teachers did a survey about climate and culture of school. There was a PBIS meeting today. Ways to clarify expectations and procedures for students discussed and included making signs such as "Respect Way" and "Responsibility Blvd." Presentation to be done at a board meeting 5-28.
- Site Council approved two psych interns or third year student for 2 days/week. They are seeing students this year, both one on one and in social groups.
- Beautification Committee met last week. They are working on a five year plan. They meet about every 6 weeks. Hidden Valley Way mural was approved and is due to start March 9 and finish at the end of Spring Break. It is going on the middle F building.
- New SDC aid hired this week. Down only one SDC aid position now.
- Parent Forum scheduled for March 3 at 6:30 pm in the MU. PFC meeting to follow at 7:30.
- Met Julie Braun Martin from the district about budget. Common Core money needs to be spent by 6-15-15, including \$12,000 for professional development. Linda asks if any of the school budget can be used to replace the money in the PFC budget. Rich notes that PFC money should just be supplemental and not used for salaries or consumables, which should come from the site budget. Rich is unclear if the school budget will have money to pay for salaries that have been paid by PFC- it is something to talk about when the school budget talk comes up at the end of February. After the site budget is figured out by the Site Council, Rich will have more information- likely by next PFC meeting. PFC currently funding 10 hours/week for Dina Oakes to keep HVE computers going. There is a district tech, but he/she is in charge of many schools and is almost never at HVE. So should Dina's salary be considered supplemental?

Treasurer Report- Chelsea:

- No programs in January.
- Checking balance is at \$28,064 and savings \$33,569.
- Reading Incentive currently has \$1,212.
- Projection of about \$5,000 shortfall between expenses for the rest of the year and income, meaning we would need to go into our savings. We should look for ways to cut back or ways to make more money.
- Many teachers haven't spent their class supply money yet. TK notes she has been getting some invoices from teachers and will turn those into PFC. New 4th grade teacher, Ms. Reikofski has \$279 left (money not spent by Mrs. West). The new long term sub for SDC, Mrs. Pape needs supplies. Prior SDC teacher didn't spend any money, so Mrs. Pape will have \$350.

Auction- Dawn:

- Invitations go out Feb 12 with students. There is a stuffing party at Dawn's house Feb 10 at 6:30.
- Teacher donations and projects due Feb 6. There will be a preview of the projects Feb 19 and 20. Online auction starts Feb 21.
- Doing a sponsorship letter for some companies in lieu of a donation letter. Looking for names of companies to send this to. For higher amounts of sponsorship, advertising space or auction tickets can be given.
- Jenny Mesones is nearly done with the auction baskets. Collecting money this year worked really well. Collected \$1700 and have spent \$1,000.
- There will be two items raffled- a 60 inch TV and a GoPro. Raffle tickets will be sold to everyone and not just at the auction.
- There will be a photo booth with casino backdrop at the auction.

- Jill Otani is gathering the teacher experiences. Deadline is Feb 6.

Reading Incentive- Celeste:

- Just placed a big order. It takes 7-10 days to deliver.
- Carts were stocked in December, but need to be re-stocked again. It is challenging keeping the carts stocked as it is difficult to get to the book sales to re-supply. The next sale is Feb 11 in Fremont.
- There are eighteen teachers regularly participating.
- She just spent \$410.

Typist Clerk Salary- Erin and Rich:

There was a lot of discussion about what TK does and what her duties are. The teachers made a list and showed this. Her position includes parts of many positions- administrative, typist clerk, noon supervisor, campus security, parent liaison. Rich is doubtful that the district will pay for this position as we have a ½ time VP and a new intermediate typist clerk. Erin and Rich ask that the PFC set money aside to bring TK in on an hourly basis for certain project-based activities, in particular:

- materials and textbooks
- safety coordination and supplies
- set up coordination for parent volunteer training.

Rough estimate is that this will take average of 6-8 hours/month, or 80 hours in the year at current hourly rate. Rich thinks the district is likely to approve this as it will be considered supplemental and not a salary.

There was also discussion about changing the job title, however it was decided to keep the title the same.

TK now making about \$21/hour. Consider raising it to \$25/hour, which over the course of the 80 hours would be \$2,000. Will bump that number up in the proposal to cover for any additional hours.

Typist Clerk and Site Support Tech 1 Salaries- Sandra Muller:

The PFC is committing to salaries for Typist Clerk and Site Support Tech 1 positions for the 2015-2016 school year. The PFC will initially budget an estimated cost of (but not limited to), \$3000 for Typist Clerk position and \$14,000 for Site Support Tech 1 position.

Sandra made a motion that the board unanimously agreed to fund the Typist Clerk and Site Support Tech 1 positions for the 2015-2016 school year. Rhea seconds the motion. A vote was taken and the motion passed unanimously.

Transitional Kindergarten Aide-Rich:

- Cost was \$4,000 last year, split between site council and PFC.
- This was agreed upon for one year term.
- Rich really can't make the case that this is supplemental. This should come out of the site council budget as it's salary.

Meeting adjourned by Liz at 9:04. Minutes taken and typed by Kendra.

MAR 13 2015

MDUSD

Pleasant Hill Elementary Education Foundation
PHEEF Meeting
February 9, 2015

Date, Time & Location – Meeting called to order on February 9, 2015 at 7:05 PM at the Oldenbourg residence at 120 Stewart Circle, Pleasant Hill.

In Attendance - Dan Sheffield, Marianne Strumm, Lynn Valdez, Steve Oldenbourg, Matt Luttrupp, Amy Bleichner, Alisa Todd, Lisa Stauffer, Kerstie Pederson, Jennifer Philson, Angie DeBoer, Hasmig Gregorian, Lori Sugimoto, Meg Villarreal, Angela Walker, Barbara Horciza

Approval of Meeting Minutes

- Lynn Valdez made a motion to approve PHEEF Meeting minutes from December 9, 2014 and January 13, 2015; Matt Luttrupp seconded the motion
- Vote taken. Motion passes - Approved

Treasurer's Report

- Received billing from district today for PE supplies, no teacher billings
- We have between \$189K & \$237K available for next year, historically we have kept a certain amount in reserves

Principal's Report

- Measure C funds - \$130K for updating school, level playing-field technology wise:
 - 4-5 student computers per room (in addition to what is already there), 28-29 classrooms
 - smart boards in each classroom
 - district printers for each classroom
 - currently 2 computer labs up and running, will no longer have room available for math intervention
 - tech support supposed to be 1 day per week, other schools in MDUSD pay for additional tech support through PTA or foundations
- \$28K left over from common core last year....each class got elmo & projector
- Dr. Walker met with Julie Brown Martin (her new boss), she has been given \$10K for professional development for common core to be used by June, need additional funding for 4 teachers to attend...Dr. Walker requests \$3000 for professional staff development to include entire staff
- Hasmig Gregorian made a motion to approve \$3000 for professional staff development, seconded by Lisa Stauffer
- Vote taken. Motion passes - Approved
- Proposal for resource program funding for 2015-2016 school year:
 - ONE part-time certificated teacher for Reading (support K-5)
 - TWO part-time classified assistants for Reading (K-2) (3-5)
 - ONE part - time classified computer technician 19.5 hours to support TWO computer labs
 - TWO part-time classified computer assistants to support TWO computer labs
 - ONE part-time (20%) classified PE assistant one day a week to support TK/K-3 PE
 - MARE curriculum update (\$3000)
 - MARE reimbursement for teacher supplies (\$3000)
 - Development of science program similar to FAME (\$15K)

- Lisa Stauffer made a motion to approve the following resource program funding for 2015-2016 school year:
 - ONE part-time certificated teacher for reading (support K-5)
 - TWO part-time classified assistants for reading (K-2) (3-5)
 - ONE part-time (19.5 hours) classified computer technician to support 2 computer labs
 - TWO part-time classified computer assistants to support 2 computer labs
 - ONE part-time (20% - one day a week) classified PE assistant to support TK/K-3 PE
 - MARE curriculum update (\$3000)
 - MARE reimbursement for teacher supplies (\$3000)
 - Development of science program similar to FAME (\$15K)
- Matt Luttropp seconds the motion
- Vote taken - 1 abstaining vote, Motion passes - Approved

Committees

- *Spring Gala:* Lisa Stauffer
 - Fund-A-Need - Science program, will use photos from Science Night
 - No longer will have Super Bowl tickets
 - Purchased package from Madonna Inn, Hot Air Balloon with champagne brunch
 - 138 tickets sold, will not sell tickets after Feb 28
 - class baskets are in
- *E-Scrip:* Angie De Boer
 - Will need someone to take over for next year

New Business

- Teacher requests for supplies funding - plan to have Dr. Walker review requests prior to being brought to PHEEF for approval, approximately \$3400
 - Chequer/Croy - batteries for flashlights, model motorized solar system, pull-down maps
 - Orihood - purchase books for including those with disabilities
 - Joachim - field trip money for 2nd grade & classroom supplies
 - SLP - assessment kits preschool language
 - Abramson - classroom supplies
 - Parks - TK supplies
- Dr. Walker reviewed during meeting and passed for approval
- Lisa Stauffer made a motion to approve up to \$5000 discretionary funds to fulfill teacher requests for supplies, Kerstie Pederson seconds
- Vote taken, Motion passes - Approved.

Old Business

- Need to formulate a nominating committee for board members and officers (President), need to have a nomination slate by March PHEEF meeting, will need to post proposed slate in e-news
 - Hasmig has volunteered to chair nominating committee
 - Matt Luttropp, Alisa Todd, Lori Sugimoto will be part of nominating committee

Announcements

- Next meeting Tuesday, March 17th @ 7:00 PM, Lori Sugimoto's house: 1245 Crown Court, Walnut Creek

Meeting Adjourned at 9:10PM