

Increase/Decrease in FTE  
6/22/10 Board Meeting

<b>School</b>	<b>Position</b>	<b>Program</b>	<b>FTE</b>	<b>Cost</b>	<b>Effective Date</b>
Cambridge Elementary	Teacher	Title I - 3011	.25	\$19,487	7/1/10
	Teacher	ARRA – Title I 3011	.25	\$19,487	7/1/10
Pleasant Hill Elementary	Teacher	Reimburse from Outside Agency – 3970	.487	\$27,541	7/1/10
	Teacher	Reimburse from Outside Agency – 3970	.087	\$4,920	7/1/10
Riverview Middle	Teacher	Quality Education Investment Act (QEIA) - 3727	2.0	\$128,360	7/1/10
<b>Total Categorical Fund</b>				<b>\$199,795</b>	
<b>Grand Total Categorical Fund</b>				<b>\$199,795</b>	

Cambridge Elementary School  
School Site Council Minutes

May 21, 2010

In Attendance: Marie Schirmer, Elisa Pierson, Joyce Densmore Thomas (ELAC), Annabel Fuenzalida, Karen Bucey, Karri Robison, Aurelia Buscemi, Joyce Densmore-Thomas, Rosalio Becerra (ELAC), Adriana De Leon (ELAC), Claudia Medina, Lucia Palacios (ELAC), Angeles Rios (ELAC),

Absent: Angelica Arias, Annabel Fuenzalida, Valentina De Jesus-Thayer

Guests: Nelson Funes, Adriana Raya, Selene Aguilar, Liliana Gonzalez, Alejandra Alba, Rosa Ramirez,

The April minutes were reviewed, Rosalio Becerra motioned to approve the April minutes and Claudia Medina second the motion. The April 2010 minutes were unanimously approved.

Marie went over the improvement plan with the committee. Summer school and early back will help students maintain progress made during the school year. Early Back will provide support to identified intensive students before school starts. Having a part time Vice Principal will help start the school and allow Marie to have more one on one meetings with each teacher. Technology- we are ordering 80 computers. Our Smart Boards have just been installed, parents will be going over to Ms. Heden's class to take a look at them. Student rewards system will encourage students to read and keep up in math. Marie will be visiting two schools June 1 & 2<sup>nd</sup> in Chula Vista & Oxnard. Chula Vista would have parents come and read in the mornings and read to the students and they are excelling. Aurelia would like to have some teachers and parents to go after the principals visit. Board Math is a program that Delta View uses and their scores are high. They take 20 minutes everyday and go over math problems. We are going to have 16 teachers trained in Explicit Direct Instruction. The 2<sup>nd</sup> year of plan focuses on writing and a Pre K program. We are going to try to have a full time math coach. Maybe having a meeting with parents 3 x a year instead of just December conferences. In the 3<sup>rd</sup> year all day kinder. These are living ideas, they are changing all the time. If you have any ideas please stop by the

principal office and talk to Mrs. Schirmer . Pre-K would like a 2nd program. (in the morning and afternoon). If your interested please come and give ideas. Claudia- if my child is going into 5<sup>th</sup> grade next year does Oak Grove have the same programs. Marie- Oak Grove has a huge program and lots of support. Maybe Ms. McCormick can let us know when they show their plan maybe our parents can be notified and go over to Oak Grove to see the program.

We voted on increasing Math coach to full time and our tech Mr. Combs time to 19 hours instead of 12 hours. Adriana motions and Alejandra seconds the motion. The motion to increase the FTE of the math coach and site tech was unanimously approved.

ELAC/DLAC meeting had good things to say about Cambridge working hard towards getting off "the list".

Measure C – district came to see what improvements we needed. Some things were gutters and cracks on sidewalks. We would like more classrooms, we would put them next to 34 and 35.

Public Input: PTA meeting is on June 3 @ 6pm, voting on next years PTA board. Marie will be showing Transformation Plan.

Pleasant Hill Elementary School  
Jennifer Voris, Principal  
2097 Oak Park Blvd.  
Pleasant Hill, CA 94523

PH: (925) 934-3341

FAX: (925) 935-3748

## MEMORANDUM

**DATE:** 6/1/10

**TO:** MDUSD Board

**FROM:** Jennifer Voris, PHE Principal

**RE:** Approval for an additional .487 Certificated Position and Increase of Current .40 FTE Certificated Position to .487 FTE

---

### Background:

This year, three .40 FTE certificated, and one .487 FTE instructional assistant, provided support for students in math and reading. The positions were funded by the Pleasant Hill Elementary Education Foundation (PHEEF).

### Request:

The PHEEF and PHE are requesting an increase of staffing so that CSR is equalized to all students in the first through fifth grades. The Pleasant Hill Elementary Foundation and Pleasant Hill Elementary would like to increase the .40 FTE Teacher Position to .487 FTE. We also request an additional .487 FTE. If approved, these positions would provide CSR for students in grades 1 and 2 in language arts and math and CSR for students in grades 3-5.

### Overview of Proposed Program for 2010/2011

The PHEEF funded staff would provide instruction in language arts and math in the following capacities:

1. First grade teacher, .487 FTE to teach language arts and math in a CSR model, 16 hours/week. Additional time would be used for individual and grade level planning to assure quality and continuity of program across the grade level. **This is an increase of FTE from .40 FTE to .487 FTE.**
2. Second grade teacher, .487 FTE to teach language arts and math in a CSR model, 16 hours/week. Additional time would be used for individual and grade level planning to assure quality and continuity of program across the grade level. **This is a new position.**
3. Third, fourth and fifth grade teacher, .40 FTE, math teacher. This teacher would work with the grade level to provide flexible math groups at each of the grade levels, 4 days a week. Class sizes would be reduced across the grade level for the math block for 3.5 hours per day. Additional time would be used for individual and grade level planning for a well articulated program.
4. RSIP teacher, .40 FTE to teach to support reading intervention as part of the RTI 2 model for at-risk readers.
5. RSIP Instructional Assistant to support the reading intervention model

**Fiscal Impact to District or School:**

None. PHE Education Foundation has pledged \$ 150,000 toward the total project of teacher and instructional assistant support. Please see the attached minutes and budget report.

Thank you for your support of our current instructional program and your consideration of this request. Please contact me if you have any questions or need clarification.

**Cc: Rose Lock, Assistant Superintendent of Elementary Education Services,  
Julie Braun-Martin, Director of Personnel, Steve Oldenbourg, President, PHEEF**

## Pleasant Hill Elementary Education Foundation

## Minutes to the May 11, 2010 Board Meeting

## In attendance:

Steve Oldenbourg, President  
Stacey Schiager, Vice President  
Gary Jensen, Treasurer  
Matt Luttropp, Assistant Treasurer  
John Hanken, Secretary  
Lori O'Brien, Board Member  
Kathleen Olson, Board Member  
Erika Vestergaard, Board Member  
Debbie Shess, Gala Chair  
Hilary Hibel, Member  
John Ormerod, Member  
Josette Alexander, Member  
Lynn Valdez, Member  
Jennifer Voris, Principal

---

---

Steve Oldenbourg called the meeting to order at 8:02 am.

**Roll****Minutes**

Gary Jensen moved to approve the minutes to April 13 meeting as amended. Motion carried.

**Treasurer's Report**

- Current assets stand at roughly \$221K including Gala income not yet posted to financials
- The Board held a meeting on May 10 to create a budget for the 2010-11 school year (see attachment)
- The budget was based on an assumption that the Foundation would take in roughly \$150K over the school year. Expenses projected at \$123K
- Given the budget income expectation, Foundation income could be below expectations by 10% and not jeopardize the spending budget
- A discussion followed regarding the most cost efficient method for processing credit cards

**Action Item**

- Treasurer and Gala team to compare credit card processing costs and procedures and decide on methodology going forward

**Principal's Report**

- Measure C will go before voters on June 8 and is intended to support school infrastructure
- One project that might be affected at PHE would be the boiler, which breaks frequently. Another is expansion of the Kindergarten playground to allow for trikes that are in storage and

to accommodate the larger number of students than what the yard was designed to support.

- If volunteers are interested, Sequoia Middle School will be hosting call banks with 45 minute shifts to call potential voters. Volunteers with excess cell phone minutes are encouraged to bring their own phones.

### **Old Business**

- Principal Voris requested that the Foundation pledge an additional \$40K for support of Reading Support for grades K-3 for the 2010-11 school year, in addition to funds already pledged
- A brief discussion followed to clarify the overall program, details of which are attached to these minutes
- Matt Luttrupp moved to approve Principal Voris' request for \$40K to fund Reading Support for K-3 for the 2010-11 school year. **Motion Carried**
- Kathleen Olsen moved that Foundation expressly support the educational program proposed by Principal Voris for the 2010-11 school year, as detailed in the attached proposal and to be funded my monies pledged at this meeting as well as the \$115K approved at the March 9, 2010 Foundation meeting. **Motion Carried**
- Principal Voris thanked the Board and volunteer Members for their hard work and expressed confidence that the programs funded by the Foundation will greatly benefit the learning environment at PHE in the coming school year

### **Committee Reports**

#### **Tile Project:**

- A vendor has been selected, "All in the Kiln", which will provide firing of the tiles, a staff person for 2 hours to assist with the event and kits for creating the tile artwork
- Dates will be Friday, May 21 from after school until 5:00 PM

#### **Communications:**

##### **Action Items**

- A subgroup will hold a meeting on May 24 in the evening to discuss messaging strategy and cooperation with other groups for 2010-11 school year

### **New Business**

#### **Board Recruitment and Nomination Polices:**

- A brief discussion centered on the need to define and communicate what constitutes membership in the Foundation, how the Foundation recruits new volunteers, and how the nomination process for the Board and officer positions should function
- John Hanken moved that the Board empanel a Bylaws Subcommittee to articulate a membership policy and strategy, create a policy and process for implementing Board and officer nominations and elections, and review Foundation Bylaws for possible revisions for the 2010-11 school year and beyond. **Motion Carried**

##### **Action Items**

- Steve Oldenbourg to solicit volunteers via email and select members of the Bylaws Subcommittee

All In One Day

- Kathleen Olsen volunteered to continue in her capacity as AIOD coordinator for the 2010-11 school year

Next meeting will be June 8, 2010. Steve Oldenbourg adjourned the meeting at 9:00 am.

Respectfully submitted,

John Hanken  
Secretary, PHEEF