

BANCROFT ELEMENTARY PFC BOARD MEETING

Bancroft Elementary PFC Minutes

May 14, 2013

The meeting was called to order by Gina Haynes at 7:10 p.m.

Executive Board Members in Attendance

Jill Collins, Christine Drayton, Gina Haynes, Lisa Guarnaccia, Leslie Lafredo, Linda Schuler, Alphina Zapantis

Others Present

Vicky Brandt, Jo Ann Cooper, Janet Gay, Betsey Haberman, Jenny Gysin, Mari Mielcarski

Treasurer's Report

Leslie went through the budget updates: Out end of year forecast was \$83,000 and we are now forecasting \$104,000 in the bank at the end of the year. We started the year with \$108,000 in the bank so we are in a very good position.

Principal's Report

There will be a lot of construction this summer at this site due to projects funded by Measure C. There will be air conditioning for the library and administrative offices. The Multi-Use Room will be used by City Walnut Creek and there are no plans for upgrades to that.

Science Lab will have a meeting at Walnut Acres on May 30th. The goal is to learn about what is working well for them might be useful for our lab.

Mrs. Schuler would like to concentrate on forming two new committees for next year. These committees would be: Innovation and Technology Committee and School Climate Committee. Ideally, each committee would have 5 people.

Acquaintance Activities for Kindergarten just finished. Parents became familiar with the teachers, classrooms, etc. A Kindergarten Back-To-School Night is scheduled for 2 nights before school starts (a Monday night.) This would be for parents only and give them a chance to visit the classrooms. The following morning will be a Kindergarten visitation with K students learning about their teachers and classrooms.

Other Reports

Spell-A-Thon

Vicky Brandt gave an update on the Spell-A-Thon. We made a deposit of \$12,164.68. The winning classes were: Mrs. Hicks' class had most money, Mrs. Giffin had most 100% tests; and Mrs. Ledbetter's class most returned envelopes with money.

Faculty Reports

Mrs. Haberman presented classroom reports.

- 5th Grade: A huge thank you to PFC for wonderful teacher's appreciation week (all grades thank you.) The Art Room is lovely and thank you Julie Fustok. Getting ready for Walk Thru Revolution; in math starting algebra and taking some quick one minute assessments on math to show middle school where they are at – this is brand new.

- 4th Grade: Dissecting owl pellets – learning about food chains and food webs; had Walk Thru California.
- 3rd Grade: Finished Star Tests; working on Being A Writer and district writing prompt; in Math learning long division; working on community animal research project; preparing for 2nd and 3rd grade field day.
- 2nd Grade: Appreciate very much the instructional assistants; took walking field to our mural; in math learning multiplication and vision; in science finishing plant unit and going to Bancroft Gardens Field Trip; Ancestor's project are currently in progress.
- 1st Grade: Completed final curriculum associates; took a walking field trip to Heather Farms.

Mrs. Haberman announced to those in attendance at the meeting that she is retiring from Bancroft. She was honored at a district retirement luncheon. She mentioned how much she appreciates the school and this community and plans to be part of it.

Bancroft Buddies: Jill Collins spoke about this new program. Sarah came up with a great idea about current Bancroft families/parents becoming buddies to new parents to help them feel welcome and included. A packet was put together and will go to Kindergarten parents and new families starting at Bancroft.

Action Items:

Handwriting Without Tears for Kindergarten:

Gina made a motion regarding budget item 7340 handwriting books to increase by \$700.00. There was no discussion. Leslie seconded the motion. Motion passed unanimously.

Walk Thru Programs:

Gina made a motion to increase Walk Thru by \$1,965.00. There was no additional discussion. Alphina seconded. Motion passed unanimously.

Science Lab Budget:

Gina made a motion to increase the budget to \$5,000 for this year. Lisa seconded it. It passed unanimously.

Board Elections for 2013-2014:

Alphina passed out ballots. Gina counted the balance.

- 12 votes for Jill Collins as President
- 12 votes for Lisa for Vice President
- 12 votes for Julie Fustok and Beth McKnight
- 12 votes for Alphina Zapantis for Communications
- 12 votes for Peter Bushbaker for Treasurer
- 12 votes for JoAnn Cooper for Secretary
- 12 votes for Ginny Gipson for Historian

Board Members will be officially installed at the next meeting.

Budget for Next Year:

The PFC presented the 2013-2014 PFC operating budget. The budget reflects personnel cost for 7 positions. The estimated cost of these positions is \$98,204.00. The PFC has created a budget of \$104,500.00. The PFC will enter into a MDUSD reimbursement agreement for these 7 position for the 2013-2014 school year.

Gina made a motion to adopt the budget as presented for next year. It was seconded by Lisa and passed unanimously.

Minutes:

Gina made a motion to approve the April meeting minutes as amended, it was seconded by Alpha, and passed unanimously.

Next Meeting

Next PFC meeting is expected to be on June 11, 2013.

Motion to adjourn the meeting was made by Gina. Linda seconded. Motion passed unanimously.

Walnut Acres Parent Faculty Club

Meeting Minutes

May 14, 2013

Meeting called to order at 7:05 by Nicole Padoan.

Board Members Present: Nicole Padoan, Colleen Dowd, Monica Chang, Anna Saunders, Susi Farmer, Denise Flynn, Sue Smith, Terri Lindeman, Doug Grebe, Jane Erdiakoff, Traci Olson, Fran Doggett, Melissa Sunbury, Marita Louw, Stacie Morris, LeighAnn Andrada, Heather Ann LeBlanc, Emily Johnson, Kathy Ringot, Sharon Lund, Barb Stevenson, Anna Lee, Cecilia Santiago, Karen Williamson

Non-Board Members Present: Jana Corral, Michele Pitek, Heather Rae, Melissa Suri, Paula Parker, Maureen Johansen, Chrissy Galbraith, Shannon Perez, Elizabeth Salmon-Omski, Debbie Sullivan, Kelly McCargar, Cathy Brown

Approval of April Minutes: Monica Chang

Motion to approve April minutes by Traci Olson; seconded by Sue Smith. Vote: motion passes by majority yes.

Principal's Report:

Personnel

- Superintendent situation – he is gone. We are moving forward with end-of-year activities. District looking for interim replacement.
- new 4th grade teacher – Bob Cadloni, voluntary transfer from Westwood. He has been teaching for 8 years and sold insurance prior to becoming a teacher. Bob will focus on teaching Lucy Calkin's Writer's Workshop to students with coaching support.
- new 5th grade teacher – Steve Aring, voluntary transfer from Meadow Homes. He has been teaching for 17 years in grades K, 1st, 2nd, and 5th grades. Steve will focus on teaching Lucy Calkin's Writer's Workshop to students with coaching support.
- looking for science aide (currently); Jane Moler leaving the area. Beginning with lay-offs and transfer options. Goal is to have someone in place by end of year.
- augmented counselor (Alma Sprig) time to support school community and lead Peace Path process (teaches students I-messaging, active listening and problem solving skills) This program also trains older kids to be "peace pals" and help younger kids with conflict resolution.
- continued Site Tech I support in lab. We have someone in place and want to continue next year if monies approved.
- teachers approved Writer's Workshop coach and 21st century coach, followed by technology device requests as their priorities for SP meeting
- need to search for new 21st century coach – Rhys will be Director of Instruction at Seven Hills
- searching for three parents for School Site Council members for 2013-14. Meetings held 1st Thursday of each month. Group monitors categorical expenditures and provides perspective to principal. Send paragraph of why you want to serve on SSC to Dr. Dowd

- noon supervisors needed for 2013-14. Not sure how many we will need but Dr. Dowd wants a pool of people
- Odyssey of the Mind parent volunteer sought. Odyssey of the Mind provides open-ended problems for students to solve in collaborative groups and thereby supports divergent thinking

Curriculum & Instruction

- We will receive technology input from district in the future (devices, access points) from Measure C funds – these are now being allocated by TAC (Technology Advisory Committee) starting with devices for middle schools. We don't know when we will receive this.
- programming club going well (25 kids) – after school program next year?
- 2 lead teachers for Singapore Math for 2013-14 – Ellen Bellendir for 3rd-5th and Ramah David for K-2nd grades
- district will provide training for teachers this summer (in Common Core support). School will provide PLC time
- focus from district for 2013-14 will be continued RtI with Marzano first instruction strategies
- Open House Festival on 5/23 from 5-7:15 p.m.

Facility

- playground slurry process will begin on 6/14 with painting out of current lines – parents and kids need to be off the blacktop for 5 days
- Day Care in D3 or D4 this summer, theater in MUR, and Galileo in B wing
- planning for air conditioning units now; won't be placed until next year
- Salad bar begins on the last week of May 14, 2013

Volunteer Appreciation Day on May 29th at noon in MUR

State of Our School:

1. Proposed PFC 2013-14 Budget Susi Farmer / Denise Flynn

Susi presented Proposed Budget for next year (see handout). Auction results projected to be at approx \$88,000; will be budgeting \$65,000 for next year. Book Fair budget will increase for next year. Carnival budget will be reduced next year. Directory Advertising budget will be lowered. Theater Enrichment currently a negative number because of summer program salaries paid before we receive fees; Theater budget will remain same. Golf budget will be decreased. T-shirt budget will be increased. First aid supplies budget will be increased. Ice cream social budget will be increased. New Families orientation budget will be increased. Instructional supplies will be increased. Teacher allotments will be increased. Art Awareness budget will be increased. Insurance policies budget will be increased. Other recurring expenses will be increased.

Strategic Planning expenses: these expenses were split into two groups. Second group are items being proposed for next year and they are not our normal recurring expenses (21st century Coach, Site Tech I, Writer's Workshop Coach for Kinder/4th/5th grades, additional counselor hours)

Net loss of \$37,000 for this year is projected. The SP expenses will come out of our savings.

Action Item – approval of 2013-14 Budget as presented- Monica Chang

Including PFC approval of 2013-14 PFC-paid personnel:

- 1 instructional assistant at .25 FTE
- 1 instructional assistant at .475 FTE
- 3 instructional assistants at .4825 FTE
- 1 instructional assistant at .485 FTE
- 2 instructional assistants at .4875 FTE
- 1 senior instructional assistant at .25 FTE
- 1 site support tech II at .8 FTE
- 1 teacher elementary music at .2 FTE
- 1 teacher for reading intervention/ELD at .475 FTE
- 1 student support services specialist

Motion to approve by Marita Louw; seconded by Kathy Ringot. Open for general discussion. Susi Farmer: as our income goes down, the more operating expenses have to be moved from budget to SP. Vote: majority yes No: none Abstentions: none. Motion passes.

2. Proposed spending of unallocated Strategic Planning funds for 2012-13 year- Susi Farmer and Kelly McCargar

Kelly McCargar sits on SP Committee: they evaluate requests of how to spend SP monies and make recommendations to PFC for approval. They set aside monies to pay for staffing next year first. There are four items that SP is recommending for PFC to approve. Technology Reserve: need to replenish this section to use for technology if needed. Question: does our playground have a lot of conflict? Answer: no, but they are children learning social skills; this program gives kids a universal language. Jane Erdiakoff presented Kindergarten Leveled Reader Book series: go hand in hand with Writer's Workshop and will benefit the Kindergarteners in 21st century learning. The Learning Center (TLC) is our "resource room" that has been expanded; any child who needs support can come to TLC and is led by Mary Lou Richards and parent volunteers; they are requesting 2 more laptops to meet demand. Question: why spend on laptops when we are expecting Measure C money? Answer from Dr. Dowd: it might be a long time before we receive those monies. Question: should we consider a bag for children to carry technology in? Question: does District still give us money if we already buy these technology items? Answer by Dr. Dowd: yes but we don't know when. Model classroom makeovers for 4th/5th grade: proposing to makeover the writer's teachers rooms to support reading and writing via carpet for gathering, books in bins, mentor books, etc. The two classrooms that would be made over would belong to the two new teachers (one 4th and one 5th). The Writer's Workshop training would be done with these same new teachers. General discussion regarding writing ensued.

Action Item- approval of unallocated Strategic Planning funds as presented- Monica Chang

- replenishing of the Technology Reserve to \$12,000 (est. \$1200)
- Kindergarten Leveled Reader Book series at \$750
- The Learning Center- two laptops at a cost not to exceed \$3000
- Model classroom makeovers of 4th and 5th grade classrooms up to \$1,200

Motion to approve by Anna Saunders ; seconded by Traci Olson.

Motion to amend the unallocated SP funds for the 2012-13 year from a block vote to an individual vote by Emily Johnson and seconded by Paula Parker. Those in favor of voting separately: 6 Those against: 10 Abstentions: 4 . Motion denied.

So we are voting in a block to approve the spending of unallocated Strategic Planning funds for the 2012-13 year as presented by written ballot: Yes: 30 No: 2 Abstentions: 1. Motion passes.

3. Proposed spending of unallocated Strategic Planning funds for 2013-14 year- Susi Farmer and Kelly McCargar

Action Item-approval of unallocated Strategic Planning funds as presented-Monica Chang

- Site Tech I at .15 FTE
- 21st Century Coach
- Writer's Workshop Coach for Kindergarten, 4th and 5th grade
- Additional Counselor hours

Motion to approve by Denise Flynn, and seconded by Heather Rae . Vote by written ballot: Yes 36 No: 0 Abstentions: 0. Motion passes.

4. Proposed 2013-14 PFC Slate Monica Chang

Action Item – approval of PFC Board Members in their positions for more than 2 years (Jessyca Emelson- Auction Communications; Neila Hansel- Book Fair; Robin Piantidosi-Art Show; Leigh Silva-Theater Enrichment; Anna Lee-Webmaster; Amy Hiatt-Enews; Lori Woodworth- New Families; Alison Brassinga- New Families) and for those members who will hold more than one Committee position (Doris Kawakami-Directory and Directory Advertising; Heather Rae- Gift Wrap and Ice Cream Social; Sandra Dale- Gift Wrap and Ice Cream Social; Marita Louw- Jaguar Day, Art Awareness, Auction Wine donations; Elizabeth Salmon-Omski- T-shirts and Yearbook; Anna Saunders-Enews and Community Announcements). Motion by Marita Louw and seconded by Stacie Morris. Vote: majority yes None against and no abstentions. Motion passes.

Action Item – approval of 2013-14 Board as presented: motion to approve by Traci Olson ; seconded by Kathy Lo Brown. Vote: majority yes none against and no abstentions. Motion passes.

5. Proposed 2013-14 PFC Calendar Monica Chang

Copy handed out and will be posted on website. Jaguar Day Aug 22nd 1-6pm. Forms will be available by July 1st.

Teacher Reports:

Jane Erdiakoff: *Kindergarten:* Writer's Workshop and Common Core Books , math i-ready testing, silkworms tadpoles and plants, friendship. Working with 5th grade buddies on ideal bedroom project; field trip to Heather Farms tomorrow; excited about end of year celebrations; grateful to PFC for computers, Leveled books, a great TA week. *First Grade:* money, geometric shapes, 3-D vs. plane; growing bean plants, Community Diversity and Memorial Day; Oakland Zoomobile coming; most excited about 21st century Super Hero iPad project- Protecting our School; grateful to PFC for Aides and all the committee work or parents do and for TA week. *Second Grade:* doing Star Testing; planting bean plants and the butterfly larva are eating; finished Ancestor reports; focused on 21st century learning with Book Creator in iPads and collaborating with partners; most excited about all of the development; grateful to PFC for TA week.

Doug Grebe: *Third Grade:* working on physical sciences of energy and motion, long division and measurement, research and writing projects, book reports from the character's point of view, STAR testing, field trips to Los Vaqueros, getting ready for Open House. *Fourth Grade:* doing literature circles with By the Great Horn Spoon; decimals, measurement and geometry; recently finished study of

electricity; students participated in research study with North Carolina State University- students used an App developed by graduate students to learn about electricity; Social studies is Gold Rush; focused on 21st Century learning by CA Museum Projects in which they work in groups of four to research a CA site and create a visual presentation of information they gathered as well as create a model of the site; work will be displaced in MUR at Open House; next field trip to Tech Museum in San Jose; most excited about CA Museum projects; grateful to PFC for iPads that are used for CA Museum Projects. *Fifth Grade*: Weather reports are done; currently doing Star testing, finishing up research paper on famous American, in social studies: finished TCI work; June 12th is Star Party at night and also fifth grade party that day; they are concerned in 5th grade about field trips for next year re: getting enough money. Discussion followed.

Committee Reports:

Nominating- Sue Smith:

We have placed 68 volunteers on 49 committees and have 7 empty spots. 19 new parents have joined the PFC Board. Kathy Brown, Maureen Johansen, Heather Rae, Debbie Sullivan, Paula Parker, Jana Coral, are all new in this room tonight. Thank you to Auction Leads Melissa Sunbury and Kathy Brown.

Executive Committee Reports:

Nicole Padoan – President – Thank yous

John Connolly for Golf, Robin Piantidosi for Art Show Naomi Hughes Stanley for instrumental music enrichment, Traci Olson for upcoming Open House, Teacher Appreciation Kristi Leto and Christine Park, Escrip Heather Michaels and Stephanie Dark: WA is in top 5% of money earners in nation!

Monica Chang – VP Activities - Jaguar Day...be there.

Anna Saunders – VP Communications: no report.

Susi Farmer / Denise Flynn – Treasurer: no report

Sue Smith – Financial Secretary: no report

Terri Lindeman – Secretary

Please fill out Committee Chair Confirmation letter and get to Secretary. Tell Secretary if your contact information is incorrect on slate.

President thank you and hand off -Nicole Padoan

Nicole has been on the EC for four years and is now handing off the Presidency to Monica Chang. Thank you to Doug Grebe and Jane Erdiakoff for attending PFC meetings and giving input. Thank you to Kelly McCargar for serving on SP. Thank you to Executive Committee.

Introduction of 2013-14 Executive Board- Monica Chang

Monica Chang as President, Stacie Morris as VP Activities, Jana Coral as VP Communications, Susi Farmer as Treasurer, Kathy Ringot as Treasurer, Michele Pitek as Secretary, Sue Smith as Financial Secretary

Old Business:

none

New Business:

none

Meeting adjourned at 9:25 pm by Monica Chang.

Next PFC Meeting:

August 21st at 7pm in the library

Respectfully Submitted,

Terri Lindeman, PFC Secretary

PFC SPECIAL MEMBERSHIP MEETING
May 23, 2013
Meeting Minutes

Opening:

Meeting called to order at 2:53pm.

Briefly reviewed request to fund Intervention Specialist and the vote that was taken at the April 16, 2013 meeting. Most members present today were present then. When we submitted the reimbursement agreement and minutes, the district informed us that the vote cannot have "limiting language" such as "to a maximum of \$30,000". In researching the estimated cost for the Intervention Specialist position, there is a large salary range and the new estimated expense is \$26,000-\$42,000 for a 2-day per week Intervention Specialist. A question and answer period followed:

Q: do we have enough cash in the bank to cover the full cost of the Instructional Assistants and the proposed Intervention Specialist, assuming the top of the salary range?

A: Yes.

Q: Does the school have a say in who we hire?

A: Yes. Mrs. Cronan will conduct the interviews and select the candidate.

Q: Will funding the Intervention Specialist position affect other items in the budget?

A: No. Our budget projections are based on maintaining the same budget we had this year.

It was suggested that we adjust our budget and see how much fundraising we need to do in order to continue funding the Instructional Assistants and Intervention Specialist. A teacher brought up the report that Governor Brown has more money than expected and he has pledged to devote it to education, the hope being that our site budget might be able to fund the position at some future time. General consensus that it will be good to have data on hand to see the effectiveness of the Instructional Assistants and Intervention Specialist to be able to make an informed choice if/when we have to pick between funding the positions.

The following motion was made and approved: The PFC will reimburse the district for the cost of a .4 FTE of Intervention Specialist for the 2013-2014 school year, which is estimated to cost \$26,000-\$42,000.

The vote was unanimous, 20 members present and voting in favor.

The meeting was adjourned at 3:03pm.



Meeting Minutes
Foothill Parent Faculty Association
May 15, 2013

Attendees:

April Bush, Rebecca D'Lima, Julie Sokol, Holly Hewes, Stacy Lauborough, Lisa Lamm, Stacey Sutter, Faye Mettler, Carol Berger, Sabine Kroeber, Mary Anne Parker, Leah Kellum, Kim East, Robin Strange, Deidre Rubcich, Joanna Sibley, Stephanie Tomlinson, Alphina Zapantis, Debbie Dvorak, Kim Jenner

Meeting called to order at 7:10 pm by Stacey L., Stacey Sutter moved to approve meeting minutes from April and May 1st meeting, seconded by Leah Kellum. Motions passed unanimously.

Principal's Report: April Bush

Mrs. Bush and several staff members received the Distinguished Recognition Award for Foothill on Friday in Sacramento. The teachers and staff approved a new bell schedule for next year. They voted to add an additional 30 minutes a week for academic preparation. Students who need targeted instruction will be able to meet with the teachers during this period. If students are not in need of targeted instruction they can do silent reading, homework in MUR, or attend club meetings.

Staff members are starting a web page for Foothill Middle School which will be used for them to post requested items. Donors can access the web page see what is needed and donate specific items. Coffee with Dave is the last Friday of the month. The Vice Principal is working on the master schedule for next year.

New staff members to Foothill include Katie Weber as a PE teacher, Carolyn Hull from Riverview Middle school will be taking Mrs. Moser's position, and Ms. Higgins will take Elaine Green's position.

There will be new electives next school year, which will include a Horticulture class, Energy and Environment class, and a Video Production class.

Executive Committee Reports

President's Report: Stacy Lauborough

There are 256 8th grade students who are going to Raging Waters this month. The activities committee is in need of additional 6th and 7th grade parents to help set up and take down the 8th grade dance. Lights and water are needed for the 8th grade promotion and the raging waters trip.

Volunteer positions that are still available for next year include a Vice President, Auditor, Fall Social, PAC advisor, Staff Appreciation, Welcome Chair, and Advertising for the directory.

Walk Through Registration will be on Wednesday, August 21st, and Leah Kellum is requesting volunteers to sign-up to work on the day.

Treasurer: Lisa Lamm

On May 5th Laura McMann completed an audit for the PFA. Lisa is requesting that outstanding expenses be turned in.

Amend Advertising line item from 0 to \$2000 and the Ed Fund from 0 to \$90,000.

Lisa amended the balance of the budget to \$60,000 for the 2013-2014 school year.

Old Business:

Holly Hewes made a motion to amend the May 1st meeting minutes, to change the wording to read PFA will pay the salaries of the following positions for the 2013-2014

Instructional Assistant Computer Lab-.4875 FTE,

Instructional Assistant Library-.25 FTE,

Site Support Tech II-.25FTE,

Secondary Teacher-.34 FTE (two at .17FTE)

Librarian-.20 FTE (two half days),

1-2 Counselors, up to 28 hours combined for funding to \$36,000.

Patty Cochran seconded the motion and it was unanimously passed.

Faye Mettler made a motion to approve the 2013-2014 PFA board slate with the addition of Kim Jenner and Debbie Dvorak, and Joanna Sibley, It was seconded by Holly Hewes, and unanimously passed.

New Business:

Smart Start 7th grade- Robin Strange, Joanna Sibley. The new 7th grade smart start program will be 5 weeks long and will be held in the Fall. The cost is \$3.00 per student and the Site Council may fund \$1000.00 for the program.

Book Fair- Carol Berger, Faye Mettler. The book fair is May 20-24 from 8 to 3:00 and will be held during Open House. They are looking for volunteers to help with the book fair and especially need volunteers for the night of Open House.

Meeting adjourned by Stacey L. at 8:21pm