

Mt Diablo Elementary

PFC General Board Meeting - Minutes

May 21, 2013 7:00PM

JUN 07 2013

MDUSD

Meeting was called to order and the minutes from the April meeting were approved.

Presidents Report – Holly Tillman

A proposal to amend the bylaws – adding the ability to reduce years or add additional years to serve on the board.

Proposed Amendment to Article VI A.4.

b) Exception for 2013-2014 School Year:

In order to ensure continuity, and to accommodate the sharing of board positions, an exception shall be made to allow officers to stay in their positions longer or shorter than two years, as approved by the general membership at the June 2013 meeting.

Holly Tillman nominated Ernie De Trinidad for President.

Bridget Gillespie nominated Holly Tillman for VP of Education.

Ernie was voted onto the board for President 2013-2015 school years.

Holly was voted onto the board for VP of Education 2013-2015 school years.

Potential co-treasurer was introduced – Jennifer Marks.

Treasurer's Report: *(Review of handouts by Tracy Teale)*

Review of current financials.

Proposed Budget 2013-2014

Total Income Projected - \$134,000

- We have added back an auction for the 2013-2014 year.
- Change going to use box tops for library and disaster prep/parent patrol
- Received \$1000 grant for the play next year. Bump up total income to \$134,000 based on the grant and increasing movie night to two nights.
- The music grant will be funded prior to the start of the 2013-2014 school year, and is to be used to cover the salary of those in charge of putting on the play/chorus.

Expenses – *(reminder these need to match income)*

- Computer Tech – is recurring item
- All school fund – field trip additional funding support
- IXL/AR – The PFC has chosen to pay for these items and Site Council will pay for a psych intern
- Bumped up paper for the teachers by \$1,000, and increased Music/Play to \$1,800
- Next year's budget includes funding the following positions:
 - two instructional assistants for 10 hrs/week each
 - one instructional asst. computer for 15 hrs/week
 - one site tech II for 10 hrs/week
 - one intervention teacher at .28570 FTE
 - one intervention teacher on post retirement contract for 19 hrs/week

Questions?

Q: Do the backpacks really need to be replaced?

A: We want uniform backpacks and uniform content. This way teacher's know what is in the backpack and where it is located. Let the teacher's decide which backpacks. If the safety committee determines that the backpacks are less expensive or other supplies are necessary they can use the remaining funds for other necessary items.

Q: Can we write exactly what is in Ed Fund?

A: Renee answered: going to give more detailed information that explains what it is and how the money is spent.

Q: Does anyone have any questions?

Comment: If you are setting a date for the auction, please consider, if it's earlier in the year it is much easier for the teacher's. I am talking January or February.

Vote:

A motion to approve the 2013/2014 budget with the discussed changes . A second motion is made to pass the budget. The 2013-2014 budget passes with the discussed changes on 8:02pm 5.21.13.

Principal's Report: (Given by Mrs Keenan)

District/School News –

It has been a difficult year. We are looking forward to the school year winding down.

We have a new superintendent who will be introduced tomorrow, Wed 5/22.

STAR Testing is completed.

Are there any questions?

Q: Do we know anything about the kinder enrollment?

A: We are mid 90's. We will have 4 classrooms for next year.

Q: Will we be bussing kids in from other schools next year?

A: Delta View is really impacted and they are changing the boundaries. They are feeling that the change of boundaries will take care of it.

Psych Counselor – Do we know if we will have a school psych next year? Yes, but we are not sure who that will be.

Mrs Keenan is hiring a psychology intern two days a week next year. The intern knows about assessing and is willing to work with the kids directly.

Teacher Liaisons –

Teacher Appreciation Week was fantastic. We really want the PFC to know how much we appreciated it!!

We didn't want for anything during the week. The car wash was fantastic, so thank you very much.

Did the date already pass for supplies on the website? It did but please submit the lists for next year. One sheet per grade level.

Committee Reports

VP Education - Bridget Gillespie

- We are still looking for someone to run Prep Night. It is going to be Aug 22nd. (Stephanie Cademartori)
 - You work on prep night information over the summer and then you are done as of the 22nd.
 - Going back to staggering the times.
 - Board members generally help during Prep Night as well.
- Amy D agreed to host the teacher luncheon the day before school starts

VP Fundraising – Renee Culp & Christine Muller

- Family Jam – raised \$7,000
- Moved the teacher pizza lunch Tuesday June 4th. (One of the auction items for a private lunch with the grade level teachers).
- Pennies For Patience – bumped to end on May 31st.
- Ice Cream Social – 2nd Thursday after school starts possibly.

Openings:

Dine & Donate – Amy D. and Cindy Liberman agreed to chair

Spiritwear –

Bricks – discussed terminating this program entirely

Stampede – Rhonda may have someone interested in the position

VP Operations – Stacy Summers

- n/a

VP Events – Sharon Degener

- n/a

Corresponding Secretary - Rhonda Caldwell

Talent Show – May 31st

Grade Level CD from Lifetouch: A collection of grade level pictures put on CD and sell them at the end of the year. The cost would be to burn the discs by Lifetouch. Stephanie will find out more details on how this works.

Next meeting: Tuesday June 11th

MT. DIABLO ELEMENTARY PFC BUDGET

	2013/2014
INCOME	Budget
Donations/ Community Building	
Ed Fund	50,000
Movie night	2,800
Spell a thon	25,000
Family night	1,000
Spirit	2,500
Music/Play grant	1,000
Auction	20,000
Dine/Shop and Donate	5,000
Dances	4,000
Stampede/Carnival	4,000
Talent Show	500
Subtotal Donations/Community Building	<u>115,800</u>
Other Income	
Interest	200
Scrip/Shares Card	9,000
United Way/Employer Matched	10,000
	<u>19,200</u>
Other Service/Income	
Box Tops - library	1,200
Box Tops - Disaster prep / Parent Patrol	500
Disaster Supplies	400
Yearbook	9,900
Subtotal Other Service/Income	<u>12,000</u>
Other Service/Expense	
Box Tops/Book Fair-Library	(1,200)
Box Tops - Disaster prep / Parent Patrol	(500)
Disaster Supplies	(400)
Yearbook	(9,900)
Subtotal Other Service/Expense	<u>(12,000)</u>
TOTAL INCOME	<u><u>135,000</u></u>

EXPENSES

2013/2014

Budget

Ed Programs	
Computer Technology**	5,000
Curriculum Support & Enrichment	4,200
Instructional Assistants***	40,320
Music/play	2,000
Speech	250
Reading Intervention	36,700
PEP	2,500
Recess/Physical Ed. Development	1,500
Science Night	350
Teacher Stipend****	7,250
Backpacks	1,680
All school fund	670
Grade level fund	3,720
IXL	3,300
A/R	5,460

Student/Staff Supporting Programs

Paper (staff)	4,500
Staff Appreciation	500
Yard Duty Support	7,600

Other Operating Expenses

Childcare- PFC	450
CPA- PFC	800
Insurance - PFC	600
PFC Paper & Printing- PFC	1,500
PFC- Operating Expenses	3,800
Prep Night	350

TOTAL EXPENSE

135,000

Total Income in Excess

Of Total Expense

0

**Computer/tech funds go towards school tech plan and is under the jurisdiction of school tech committee.

***Instructional assistants are allocated as:

\$12,000 for kindergarten aide(s) = 20 hours a week

One computer lab aide at 15 hours/week and a computer

lab technician 10 hours/week.

Tech = \$15715

Aide = \$11424

****\$250.00 to include SH

JAN 07 2013

MBUSD

**Sequoia Parents Association
Minutes of May 23, 2013**

SPA Board Members and Association Members in Attendance:

Natalia Bello	Mike Daley
Terri Edwards-Nixon	David Franklin
Tannaz Heaney	Bryant Meredith
Michelle Minty	Jill Newquist
Jessica O'Dea	Kristin Randall
Jennifer Risken	Carol Sprecher
Erika Austen	Jen Holden
Donavaughn Jones	CJ Lamborn
Jen Minglana	Christina McCarthy
Jen Mercer	Peter Reno
Stacey Roth	Sabrina Thompson
Bonnie Tornheim	Evelyn Trahan

SPA Board Members Not In Attendance

Jennifer Cazares

Call To Order

Carol Sprecher called the meeting to order at 6:35 p.m.

Introductions

All attendees introduced themselves. The 2013-2014 Board Members introduced themselves:

Jessica O'Dea	President
Erika Austen	Vice President
Bryant Meredith	Treasurer
Stacey Roth	Secretary
Jen Holden	Member-At-Large
Donavaughn Jones	Member-At-Large
Christina McCarthy	Member-At-Large
Jen Mercer	Member-At-Large
Peter Reno	Member-At-Large
Sabrina Thompson	Member-At-Large

Minutes

Michelle Minty moved to approve the minutes from the April Meeting.

The motion was seconded. Twelve board members were eligible to vote. The motion was approved with twelve votes in favor, none opposed, and no abstentions.

Open Forum

The board discussed the fact that Ms. Marks, the staff member hired to fill the Intervention teacher position paid by SPA, has been used as a substitute teacher for Ms. Shedore while she is out on disability. Dr. Franklin confirmed that Ms. Marks' salary would continue to be paid by SPA while she serves as a substitute. Some members of the board remarked that Dr. Franklin was acting within the scope of his duties as site administrator. Some members of the board and some attendees raised concerns about the precedent this set for staffing positions paid for with parent Association funds. Others inquired whether the District could pay for all or part of Ms. Marks' salary while she serves as a substitute, but were told this was not possible.

Principal's comments

Dr. Franklin passed around the results of the survey of parents and teachers regarding the best use of SPA funds. He also passed out a chart about Response to Intervention, showing the progress of the individual students. Students in the 1st and 2nd grades are showing improvement. Students in the 3rd are not showing improvement, but the 4th and 5th grade students are showing good growth. One of the advantages of a Response to Intervention program is that, for students who do not respond to intervention, a strong case is made for testing and services. Once students are in third grade, it is harder to get as much growth, because if they don't have the basic building blocks down, it's hard to get them to grade level and keep them moving.

President's report

Carol Sprecher recognized the current board members for their service to the Association. Carol also passed out information on an upcoming PTA training.

Teachers' report

Tannaz Heaney thanked Terri Edwards-Nixon for organizing an amazing Staff Appreciation Week. She also complimented the parent who painted the new silhouettes. Dr. Franklin informed the board that the bricks will be installed as soon as bricks donated by Home Depot arrive.

Jennifer Risken reported that Sequoia Elementary had five finalists among 27 individuals honored at the MDEA awards dinner. Mrs. Risken won for her community service and Dr. Ogden won for lifetime achievement. Mrs. Risken also announced that our Green Garden did not win the Seeds of Change grant.

Treasurer's report

Carol Sprecher reported the fundraising committee's recommendations for next year:

- The fundraising committee plans to set goals for what can comfortably be raised and have the Association budget within those guidelines.
- Make current events that are money-makers better.
- Explore fundraisers that bring in at least \$5,000 or more.
- Explore current popular community building events, such as the BBQ, to make money (e.g., selling wristbands for activities, bringing in food trucks, etc.).
- Have an eScrip sign up at All-In-One-Day, during a separate time period, to bring in approximately \$15,000.
- Build tiers into the Dollar-A-Day campaign with different items for each tier.
- Provide a buyout for time rather than fundraising, such as \$500 per family.
- No restaurant fundraising.
- Work on better marketing of fundraisers through Claycord, Pleasant Hill Patch, and posters around school.
- Have more sign-up parties, such as Halloween Bowling, Fall Ball, Father/Daughter Dance, or a pub crawl to bring in roughly \$7,500.
- Host a Walk-A-Thon to bring in about \$10,000, Spell-A-Thon with a goal of \$25,000, Auction with a goal of \$40,000, and perhaps a Read-A-Thon. Total possible income from fundraisers will be \$152,000, while maintaining a \$50,000 reserve.
- The Golf Tournament has been put on hold for now.

The board discussed and made recommendations for the budget for the 2013-2014 school year. The board was able to bring the recommended budget to within a few thousand dollars of the \$150,000 the fundraising committee hopes to raise.

Mike Daley moved that we vote to fund three Instructional Assistant positions at the current level (.475 FTE) to serve 1st-3rd grades for the 2013-2014 school year. The motion was seconded. Eleven board members were eligible to vote. The motion was approved with ten members in favor, none opposed, and one abstention.

Mike Daley moved to fund the computer lab assistant at half the current number (from .475 to .2375 FTE) for the 2013-2014 school year. The motion was seconded. Eleven board members were eligible to vote. The motion was approved with eleven members in favor, none opposed, and no abstentions.

Auction

Erika Austen reported that the auction will be held March 15, 2014. Hollie Monroe will serve as auction co-chair.

Outreach

No report.

Restaurant Fundraisers

Mike reported that only one of the checks from the restaurant fundraisers bounced. Mike also reported that he was able to bring in a \$500 donation from his employer.

Communications

No report.

Staff Appreciation

Terri thanked all of the room parents and parents who volunteered time and food donations toward a successful Staff Appreciation Week.

Composting

No report.

ACE

Michelle reported that she and Christina will meet with Jennifer Cazares to transition the program.

Outdoor Ed

Kristin Randall reported that \$4,100 of the \$35,000 trip has been funded. Approximately 66 students have indicated an interest in attending.

Project H.O.P.E. Food Drive

Jessica O'Dea reported that donations last month were low. She will put the bins out next week. The Sequoia community has donated over 1,250 lbs. of food.

Nominating Committee

Carol reported that the electronic election was successful. The cost of the election was \$49, a big savings over years past. Only 10 paper ballots were sent home, with five returned. Generally, voting was down this year.

Action Items Recap:

- The Amazon.com link will go in the eblast next week with a reminder regarding graduation gifts, Father's Day, etc.
- School supply lists have been given to Carol.
- Erika discussed sign-up parties and resolved the issue at the fundraising meeting.
- Jessica will work on the banner next school year.
- The survey regarding budget/funding is done.

Adjournment

The meeting was adjourned at 9:18 p.m.

Action Items

Jessica will follow up on the banner next school year.

New business

All-In-One-Day will be 8/22/13. New board members are expected to attend. Jessica will plan AIOD.

The meeting was adjourned 9:18 p.m.