

**BANCROFT ELEMENTARY
PFC BOARD MEETING**

Bancroft Elementary PFC Minutes - DRAFT

June 10, 2014

The meeting was called to order by President Jill Collins at 7:12 p.m.

Executive Board Members in Attendance

Jill Collins, Linda Schuler, Leslie Lafredo, Jo Ann Cooper

Others Present

Cherisse Riney, Sandi Rosenblatt, Alma DiCarlo, Brenda Walsh, MaryAnne Parker, Mari Mielcarski, Hilary Osness

President's Report – Jill Collins

Introductions and Welcome.

Treasurer's Report – Leslie Lafredo – see handout through May

Highlights:

What started as a negative net \$16K budget year is forecasted to end with a \$21K profit (page 3). Despite the \$7K decrease from PEAK, several factors account for this:

- Revenues above expectations through \$8K Matching Gifts and \$2K Dining-to-Donate (under Other)
- Lower than expected amount paid for Instructional Assistants (IA) account 7100: we paid 4th Quarter of 2012/13 in addition to Quarter1-2-3 of 2013/14; we were conservative in establishing this budget last year and also expected to pay for Campus Supervision, which ended up being paid by Site budget

Garden 7385 – anticipate \$1,500 expense over with tonight's vote, but garden overhaul needed; weed block created 4 years ago has disintegrated - need to rip out and replace.

Science Lab revenue over \$5.5K with PG&E matching and 5th grade's contribution, which will be voted to roll-over into next year's Science Lab budget; being the first year, 2013/14 spending was conservative.

Summary Balance Sheet (page 3): \$135K in bank; minimum comfort level is \$50K.

Principal's Report – Linda Schuler

Thank you for a great year.

Preparing to shift positions and school years, at all levels:

- Getting new teachers and brand new curriculum - K-5 will have curriculum maps that are followed by every elementary school site to ensure uniformity and ease in student transfers; teachers in past have had manuals with specifics whereas teachers will be able to take ownership of instruction with the units – the standards are the curriculum; engaging New York website – New York has had Common Core for a number of years
- Homework being looked at: relevance to be evaluated; should be pertinent to what the kids are doing
- Reading, Writing and Math foundations with cursive/handwriting; paper& pencil still to be used
- Engaging Science Lab parent volunteers Kiori and Melissa (2nd grade parents) to incorporate Harvest- of-the-Month (HotM); will have access to science discount warehouse for supplies
- Teacher's need to incorporate garden – looking to establish a curriculum similar to the parent-supported program like art and HotM (6 times a year)
- Monkey Survey being done with teachers to indicate their interests

- Soul Shop next fall with PFC support – Programs include “Tools of the Heart”, “Beautiful Friends Forever”, “Take your time (stop and breathe)”, “You’re amazing” and painted Peace Path – stepping and walking process for cooling down; to establish K-5 common language and strategies for students and adults to use; will compliment PEP as students will be more familiar with dialogue of problem solving, making good choices, and developing life and character skills

Acknowledgment of Jill’s leadership this year as President.

Faculty Report – Ms. Parker

End of year activities in process:

- 2-5th grade Talent Shows presented to each class
- 4th Grade Field Day was today, including drawing, melting beads, tie-dying, and personal tech devices
- 5th grade Promotion - practicing in MUR
- Kinder portfolios completed – Mrs. Burke and Carlson report that it’s been an amazing year
- Auctioned Teacher Parties this month

Farewell to Ester Lee (5th) and Sarah Gamez (2nd)

Thoughts and prayers for Mrs. Bradford as she recovers from surgery; Mrs. Haberman covering for her

Other Reports – Jill Collins

Recruiting/Budget Update –

See *PFC Board & Committee Positions 2014/2015* handout prepared by Mari

- Almost every position is filled
- Cherrisse volunteering for Auction has enabled us to budget \$20K of revenue – “Hoe Down” auction is scheduled for 3/7/15 at Heather Farms

See *DRAFT BUDGET 2014-2015* handout – 13/14 Budget and 14/15 proposed budget

- Current proposal nets negative \$21K, but motion will include increase negative by \$2K to incorporate unspent contributions from PG&E and 5th grade this year (account 7345)
- 13/14 had budgeted negative \$10K and then an additional \$6K for a needed server
- Budget committee met several times - focused on actual expenses and needs
- Funded Positions account 7100 includes adding one more IA in order to provide the current level of service with 2 additional classes (60 students):
 - 3 English Language Development (ELD) teachers – district funds 1 at 1 day/week and PFC funds 2 teachers- 2 days/week
 - 6 Instructional Assistants-15 hours/week, placed in Kindergarten, Learning Center for grades 1-5, and Library during lunches
 - 1 day of Site Tech II support, which is shared with 4 other schools
- Soul Shop 7590 adds \$3K expense
- 7330 Library eliminated \$2K due to support from Book Fairs, Birthday Books & library reserve
- Measure C/tech money covered tech needs, \$8K more expected, therefore decrease in Computer Tech & Software (accounts 7310-7315)
- Common Core money coming in for instruction and materials (and professional development)
- Budget can be reviewed in 3 months and changed through voting process
- Forecast \$112K next year-end
- Info Days will be good gauge of what the rest of the year will be
- 5th Grade Camp and Fall Fest are In/Out Accounts – letters went home to 4th grade parents with suggested contributions toward the \$2,600/student cost after fundraising to date

Bylaws – see *Bancroft Parent Faculty Club Constitution and Rules* handout

- Changes identified with strike-outs and underlined red font (and handwriting), including:
 - President may not head any major fundraiser
 - Secretary and Treasurer positions updated to reflect current procedures

- Standing Committee list

Info Days will have an additional MDUSD employee at the front table with Tammy to reduce the bottle-neck upon entering the MU. Cost is less than \$100 and will come from the Dollar-a-Day budget -- voting was deemed unnecessary since expense is under \$100 and falls under a related budget.

Action Items

Items passed unanimously after the following actions (details and discussions presented above):

- \$1,500 for Garden Lab: Jill motioned to add this expense to the current 2013/14 budget; Mari seconded
- Proposed Budget: Jill motioned to accept the presented 2014/15 budget with an additional negative \$2K for Science Lab; Mari seconded. Budget passed with a projected net income of \$23,325.
- PFC Bylaws: Jill motioned to accept the amended handout and Leslie seconded.
- MINUTES: Motion to approve May 2014 minutes as amended, was made by Jill, and seconded by Linda.

Next Meeting – expected to be on Tuesday, September 9th.

Meeting adjourned.

Pleasant Hill Elementary Education Foundation

PHEEF
Meeting

June 3, 2014

Date, Time & Location - Meeting called to order on June 3, 2014 at 6:38 pm at Kobe Japan Restaurant.

In attendance - Joni Maurer, Tammy Maxon, Hilary Hibel, Steve Oldenbourg, Matt Luttrupp, Marianne Strum, Jennifer Philson, Amy Bleichner, Debbie Shess, Lisa Stauffer, Lori Amberson, San Sheffield, Wenlei Johnson, Hasmig Gregorian, and Angie DeBoer.

Treasurer's Report - Matt Luttrupp reported that we just received the second bill from MDUSD for the school year. We roughly have \$200,000 for 2014-2015. In keeping approximately 25% in reserves, we have about \$150,000 for programs in 2014-2015. We raised approximately \$123,000 overall this year, putting us about \$27,000 into our reserves.

Principal's Report - Not present. No report given.

Committees -

Walk-A-Thon: Angie DeBoer reported that she is currently in the process of collections - monies are due to be turned in 6/4/14, but will continue to trickle in until the end of the school year. Donations are down this year, with expected net of \$3500. Alisa Todd will chair the Walk-A-Thon next year.

Spring Gala: Lisa Stauffer reported that initial planning for the 2015 Spring Gala is underway. They are looking at: decreasing ticket costs, change in venue, theme, change in date, and potential changes to online auction and overall database. They are planning on having an information table at AIOD regarding the Spring Gala, as well as possible ticket sales. We will have a meeting July 1, 2014 at which a proposal will be presented to the PHEEF Board to approve to move forward with 2015 Spring Gala planning.

Spell-A-Thon: Steve Oldenbourg reported that a complaint has been lodged with the district against the Spell-A-Thon. The district has requested & been sent procedural documents. The district is currently investigating the complaint. We are awaiting results.

Loyalty Programs: Matt Luttrupp reports that we made about \$13,000 in loyalty programs this year. Discussion commenced regarding ways to improve participation in loyalty programs.

AIOD: Wenlei Johnson reports that forms have been turned in. A portion of our

meeting in July will be dedicated to planning AIOD.

Tile Wall: Tammy Maxon is looking for someone to take this project over. Marianne Strum is interested in co-chairing – she would need someone else to help her. College Park ceramics teacher is willing to assist again.

Old Business – Resource Program 2014-2015

Dr. Walker has met with the district and must get approval to reinstate the classified positions (Reading Lab IA and Computer Lab IA) in order to meet union regulations by June 10.

Steve Oldenbourg made a motion to approve funding for ONE IA Computer - 4875 or 19.5 hrs/week AND ONE .49% Instructional Assistant for 2014-2015. These two Instructional Assistants would cover the Computer Lab and the Reading Lab. The PHEEF Board is willing to fund up to the maximum un-benefitted positions.

A question was posed: Is it possible to hire a credentialed computer teacher? Steve Oldenbourg responded that this is currently under review by administration.

No further discussion.

Matt Luttrupp seconded the motion. Approved 8-0.

New Business –

Nominations for new PHEEF Board members for 2014-2016:

- Lori Amberson nominated by Lisa Stauffer, seconded by Steve Oldenbourg
- Lisa Stauffer nominated by Amy Bleichner, seconded by Matt Luttrupp
- Wenlei Johnson nominated by Tammy Maxon, seconded by Steve Oldenbourg
- Hasmig Gregorian nominated by Joni Maurer, seconded by Tammy Maxon
- Heidi Mispagel nominated by Steve Oldenbourg, seconded by Matt Luttrupp

Nominations of existing PHEEF Board members for 2014-2016:

- Hasmig Gregorian nominates Steve Oldenbourg, Joni Maurer, and Matt Luttrupp for another term, seconded by Lisa Stauffer.

Steve Oldenbourg motions to vote for the slate of PHEEF Board member nominations of: Lori Amberson, Lisa Stauffer, Wenlei Johnson, Hasmig Gregorian, Heidi Mispagel, Steve Oldenbourg, Joni Maurer, and Matt Luttrupp for the term om June 2014-June 2016.

We discussed that the Board can vote on an addition at any time.

Angie DeBoer seconded the motion. Approved 8-0.

Nominations for Board Officers for 2014-2015 academic calendar:

- Amy Bleichner nominated for Secretary by Joni Maurer, seconded by Lisa Stauffer
- Hasmig Gregorian nominated for Assistant Treasurer by Lisa Stauffer, seconded by Matt Luttrupp
- Matt Luttrupp nominated for Treasurer by Steve Oldenbourg, seconded by Amy Bleichner
- Steve Oldenbourg nominated for President by Joni Maurer, seconded by Amy Bleichner

Steve Oldenbourg motioned to approve the nomination slate of PHEEF Board Officers: Steve Oldenbourg as President, Matt Luttrupp as Treasurer, Hasmig Gregorian as Assistant Treasurer, and Amy Bleichner as Secretary.

No discussion.

Lisa Stauffer seconded the motion. Approved 8-0.

A suggestion was made for next year to include a Communications/Social Media position on the Board.

Comments – Marianne Strum thanked PHEEF for making MARE week happen again this year. The kids really seem to enjoy it.

Meeting Adjourned - 8:40 pm