

**Mt Diablo Elementary**

**PFC General Board Meeting - Minutes**

**May 20, 2014 7:00PM**

Meeting was called to order and the minutes from the April meeting were approved with one minor correction to Co-Treasurer, Jenny Cottam's, name that was misspelled.

**Presidents Report** – Co-Presidents Bridget Gillespie and Ernie De Trinidad

Attendees voted to approve the following board positions:

Co-President--Renee Culp

Co-Treasurer--Jenny Cottam

Corresponding Secretary--Tracy Teale

VP Events--Jill Borberly

VP Fundraising--Stacey Summers

VP Operations--Stacy Canclini

Parliamentarian--Mindy Thompson

The following PFC committee positions were filled during the meeting:

Student directory --Tiffany Habermeyer

PFC meeting childcare – Kelly ?

PFC insurance --Tom Borberly (tentative)

MDE Website --Jason Crua

Facebook --Lia Valenzuela

The following PFC committee positions are still needed:

Staff Appreciation

Ed Fund

Safety Committee Co-Chair

Spirit Wear

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

The treasurers reviewed current income and expenses to date. Next year's budget includes funding the following positions:

- o two instructional assistants for 10 hrs/week each
- o one instructional asst. computer for 15 hrs/week
- o one site tech II for 10 hrs/week
- o one intervention teacher at .28570 FTE
- o one intervention teacher on post retirement contract for 19 hrs/week

The 2014-2015 budget was presented. **Vote:** A motion was made to approve the 2014/2015 budget as presented. The motion was seconded to pass the budget.

**Principal's Report:** *(Given by Mrs Keenan)*

Aug 19 is the tentative Prep Day with the first day of school being August 25. May 28, 7:30 pm, there is a district board meeting honoring distinguished schools, including MDE. Parents are welcome to attend.

There was a suggestion to have room moms collect an additional \$2 per child next school year for the safety fund for potties for additional classrooms (computer lab, other classrooms being used for breakout sessions/reading intervention/etc). The recommendation from the group is to have a Safety Committee table at Prep Night with visuals of

what the money is used for in order to solicit donations of \$5 per family.  
Parent panel for common core standard setting needed. If you want your name submitted or would like more information, notify Mrs. Keenan.

**Teacher Liaisons:**

Thank you for all the treats and great things the PFC and parents do for the teachers and staff during Staff Appreciation Week and all year. It really means a lot.

**Committee Reports**

**VP Education** – Holly Tillman

- Talked about Prep Day preview. More information to come in eBlasts.

**VP Fundraising** – Renee Culp

- Book Fair this Thursday as well as Fiesta Night.

**VP Operations** – Renee Culp for Stacey Summers

- Staff Appreciation week going on this week. Need help with car wash

**VP Events** – Michelle Mendoza for Sharon Degener

- Reminder – last call for Yearbook sales going on now. About 55 left to sell as of Monday, May 19. Current price \$30.

**Miscellaneous**

Vendors need a specific type of insurance in order to participate in activities involving children. Need to check to see what the requirements are in addition to being fingerprinted.

Closing Statement:

Thank you all for coming .

Meeting convened 8:30pm.

## Sequoia Parents April 17<sup>th</sup>, 2014 Meeting

### SPA Board Members in Attendance:

Jessica O'Dea	Christina McCarthy	Sabrina Thompson
Erika Austen	Stacey Roth	Donavaughn Jones
Bryant Meredith	Peter Reno	Jen Holden
David Franklin	Mona Ricard	Jennifer Risken

### Association Members in Attendance:

Jen Cazares	Karen Washington	Derik Mims
Alissa Levy		

### Call to order

Jessica O'Dea called the meeting to order at 6:38 p.m.

O'Dea notes that Mona Ricard and Jennifer Risken are the teacher representatives this month, filling in for Jeanine Marks and Bonnie Tornheim.

SPA elections end tomorrow for the member at large positions; Jennifer Cazares will be president.

### Open Forum

Pete Reno reports there was an emergency preparedness questionnaire sent to teachers to report missing supplies and wish lists.

It was reported back that some don't have a crowbar or radio. And most complaints are that the supplies are heavy and in the way.

Ricard noted that some need new containers, as they are breaking. She added that the garbage cans may be too large.

### Principal Report

Franklin reports that the Distinguished School award will be announced within the week and that there will be a ceremony at the end of May, and something else in June. He added that there is a logo that we can incorporate into our school logo.

The online assessment, new smart balance, has begun, and appears to be going very well across the country. Our testing will be the 2<sup>nd</sup> week of May. It is an official practice test.

Currently the school is undergoing a security system upgrade.

## **President's Report**

O'Dea states that the final meeting for this school year, and its board, is the 15<sup>th</sup> of May.

The main goal of tonight's meeting is the budget; we need to make some decisions, as Franklin needs to report back to the District.

## **Treasurer's Report**

Meredith met with fundraising committee and reports that the year looks pretty good, though we may be \$2,000-3,000 short. We raised \$148K. Our reserve is at \$45K, we may need to give or take \$2k from the reserve.

## **Open forum**

Franklin stated that at the staff budget meeting in March it was agreed that if funding was approved, they would like to continue with the same people. If the board does not approve funding all staff would go, and we would have to hire different staff if approved at a later time.

O'Dea commented that there is currently no auction chair, which brings in one of the most dollar amounts (\$55K, after expenses). And this could impact the staffing.

The RTI is currently servicing 51 students and has helped about 80 total students in 1<sup>st</sup> to 4<sup>th</sup> grades. Franklin hope to incorporate the kinders into the intervention

Franklin noted that the school was very lucky to have this funding and to have hired Mrs. Auby. And that a great deal of our Distinguished School award was based on the RTI.

O'Dea suggested that we only vote on the RTI function of our budget at this meeting.

Franklin reports that the staff feels that the RTI is one of the most important things at our school.

David: at staff meeting priority, we understand we need to be creative with the second half of money. We will discuss the assistants later.

Jen Holden made a motion to approve the funding for the RTI positions; Austen seconded that motion. All were in favor (12); and there were no nays or abstentions

Franklin will visit other staff at next meeting.

## **Teachers' Report**

Ricard wanted the board to know that as a staff they are very appreciated of parents. She thanks the board for the continued support.

Risken added that the RTI, the Green Team and the ACE classes are great, and thanks to the board.

## **Election**

Roth reports that the election is going well; and for the first time no paper ballots were send, as it was all electronic.

## **Auction**

Austen reports the sign-up parties are selling, but needs help getting the word out.

## **ACE**

Cazares spoke to Viva (from the Spanish class), and has gotten the go ahead to expand the ACE Spanish class to Kinders. Edwards-Nixon will be doing a kinder gardening class. Kids' art program couldn't commit going forward.

## **New business**

In our bylaws, we would like to change a portion of Article IV, Section C to say "Each family is entitled to one vote which will be multiplied by the number of students currently attending the school."

Holden made a motion to approve the changes to the bylaws; Mercer seconded the motion, all were in favor (12); and there were no nays or abstentions. Roth will make the change.

Next meeting is May 15<sup>th</sup>

Meeting was adjourned at 8:02 p.m.



WALNUT ACRES  
Jaguars

# MINUTES

Walnut Acres PFC

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*Date | time 5/20/2014 7:00 PM | Meeting called to order by Monica Chang, PFC President*

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## In Attendance

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### **Board Members Present:**

Monica Chang, Stacie Morris, Michele Pitek, Susi Farmer, Sue Smith, Colleen Dowd, Kathy Ringot, Melissa Sunbury, Cathy Lo Brown, Traci Olson, Anna Halverson, Emily Johnson, Debbie Sullivan

### **Non Board Members Present:**

Debbie Wall, Shauna Keling, Anna Baghdasaryan, Michelle Reilly, Sharen Lund, Caroline Derempay, Cathy Canillas, Erin Roeder, Doug Grebe, Jane Erdiakoff, Christianna Cohen, Jenn Bridge, Lia Bush

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## Approval of Minutes

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The minutes were read from the April meeting. Motion to approve April minutes by Sue Smith; second by Shauna Kelling Vote: motion passes by majority yes.

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## Principal's Update

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### Upcoming events

- WA Kindergarten fingerprinting dates on Tuesday, 5/20, and Thursday, 5/22 have been established with the district for appointed times
  - 1 person showed up today for their appointed time
- Open House Festival – 5/22, 5:00-7:15 p.m.
- Memorial Day Holiday – 5/26
- Distinguished School Recognition Ceremony at the Mt Diablo District school board meeting- 5/28 at 7:15 p.m.
- Sing-out on Friday, 5/30 – Celebrating Diversity
- Jaguar Day on Thursday, 8/21

### Personnel/Class Updates for 2014-15

- Losing Mrs. Hartman, Mrs. Amundson, Mrs. McCormick, Mrs. Turetszky, Mrs. Decarsius, and Mrs. Otsuka
- Hired Mrs. Smith in office as secretary
- Hiring Mrs. Andrada (1<sup>st</sup> grade), Mrs. Diebel (3<sup>rd</sup> grade), and Mrs. Lux (Transition kindergarten)
- Appears that we will have a K/1st grade combo class, and a 2<sup>nd</sup>/3<sup>rd</sup> combo class, given current numbers (That may change!)
- Need 3<sup>rd</sup> grade teacher, 4<sup>th</sup> grade teacher, Reading Intervention Specialist, reading intervention-assistant, and 2 new assistants
- District targeting classes at CSR numbers of Kindergarten- 29 students and Grades 1-3, 28 students, but may increase class size to maximum numbers during year rather than overflow students

- School Plan for Student Achievement developed and approved by School site council– due 5/23/14 to district
- Safety Plan developed and approved by SSC – due 5/13/14
  - includes payment of one half of 1 crossing guard (corner of Wiget & Blackstone)
  - includes AED training

#### Teaching and Learning in 2013-14

- Still training and applying learning, as we plan for 2014-15
- 'Rounds' process for Teachers will take place on Thursday, 5/29. This is an all day process in which teachers observe other classes in a group and take back what they feel could work in their class
- Discussing alternatives to traditional spelling at next staff meeting
- Considering whole school math fun for next year- Problem of the Month
- Smarter Balanced assessment process went fairly smooth

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## Teacher Reports

Mrs. Erdiakoff/Mr. Grebe

Kindergarten :

- Language arts –publishing how to books, persuasive writing
- Math –different ways to represent a number
- Science- frogs, silk worms, egg laying animals, pond life
- Social Studies – citizenship and diversity
- 21st century learning- engage NY, Raz kids, iready, 5<sup>th</sup> grade buddies, collaborative work in writing
- Our next field trip is to Heather Farms
- Most excited about performance at open house, bubbles work, parent volunteer tea
- We are grateful for the open house stars, teacher appreciation week

1st grade:

- Language arts – vowel digraphs
- Math-tell time
- Science – we planted 5 beans each we will record the growth
- 21<sup>st</sup> Century-critical thinking with problem solving in math
- Our next field trips is the zoomobile coming to WA
- Most excited about open house
- We are grateful to the PFC for the volunteers and the work they do and our assistants

2nd Grade:

- Language Arts – Reading and assessing
- Math –telling time and multiplication
- Science – life cycles and plants and butterflies
- Social Studies – geography in correlation with ancestor reports
- 21st Century –beginning computer programming and scratch
- Next field trip is walking to the Ygnacio Valley library
- We are excited about open house
- We are grateful to the PFC for the door banners

3<sup>rd</sup> Grade:

- Math-focusing on probability, long division and standard weights and measurements
- Social Studies-visited CCWD Los Vaqueros water shed
- 21<sup>st</sup> century –building geometric tetrahedron kites
- Our next field trip is in house presentation from ARF on responsibilities of pet ownership
- Most excited about the growth of our students and they are ready for 4<sup>th</sup> grade
- Grateful to the PFC for ongoing support and teacher appreciation

4th Grade:

- Language Arts-writers workshop with argument writing
- Math – converting fractions to decimals
- Science-electricity and magnetism

- Social Studies-CA statehood the gold rush and the development of the railroad
- 21<sup>st</sup> century –working in collaborative groups to develop our CA museum projects
- Our next field trip is to Sacramento
- We are most excited about the CA museum projects
- Grateful to the PFC for teacher appreciation

#### 5<sup>th</sup> grade

- Math - Geometry
- Science – oobleck
- Social Studies – The constitution and bill of rights
- 21 Century learning – Design thinking with K buddies
- Next field trip is to Six Flags
- Excited about last day of school
- Grateful for teacher appreciation

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## Committee Reports

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### Nominating – Sue Smith

We made a lot of headway thanks to the letters sent out from Monica Chang and Susi Farmer. As a result the only positions that are critical and left open are

- Enews and community announcements
- New Families
- Auction support (we have the committee leads now we need help in each of the committees)
- Nominating chair

Thank you all for stepping up!

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## Proposed 2014-2015 PFC Slate

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### Proposed 2014-2015 PFC Slate – Monica Chang/Sue Smith

Proposed Slate with openings of Enews and community announcements, New Families, Auction support (we have the committee leads now we need help in each of the committees) and a Nominating chair was proposed.

### **Action item – Approval of the PFC Board members in their positions for more than 2 years and for those members who will hold more than one committee position**

Motion to approve the 2014-2015 PFC Board members in their positions made by Sue Smith, Second by Shauna Kelling

Motion open for questions and discussion

Anna Halverson volunteered for New Families

Alix Alloco volunteered as co-chair for Carnival

Chair stated 2/3 vote needed to pass motion

Vote proceeded; 24 yes 0 no 0 abstentions

Motion approved

### **Action item – Approval of the 2014-2015 PFC Executive Board as presented**

Motion to approve the 2014-2015 Executive board made by Anna Halverson, Second by Anna Baghdasaryan

Motion open for questions and discussions

No questions

Chair stated 2/3 vote needed to pass motion

Vote proceeded; 25 yes 0 no 0 abstentions

Motion approved



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## Proposed 2014-2015 PFC Calendar

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### Proposed 2014-2015 PFC Calendar – Stacie Morris

There are a couple of changes on the calendar this year. First book fair and read a thon will be moved to spring. There are a few teacher in service dates. School starts earlier this year and on a Monday. Finally, the Class Auction projects will be deleted since we have the online auction.

### **Action item – Approval of the 2014-2015 PFC Calendar as presented**

Motion to approve the 2014-2015 PFC Calendar made by Traci Olson; second by Cathy Lo Brown

Motion open for questions and discussion

No Questions

Chair stated 2/3 vote needed to pass motion

Vote proceeded; 24 yes 0 no 0 abstentions

Motion approved

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## Executive Committee Reports

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### President – Monica Chang

- The Golf tournament made \$6500 vs their budget of \$4000
- Thank you to our Art show chair for the great effort Robin Piantodosi; Golf tournament chairs James Vanderbeek and Todd Scheid; Open House chairs Jodi McGee and Erin Eyerly; Kristi Leto and Debbie Sullivan for Teacher appreciation; District liaison – Beth Bremer; Year Book – Erin Jordahl and Elizabeth Salmon-Omski and finally, our Recycle program – Christianna Cohen
- I also want to highlight the Executive Board and thank Sue Smith, Financial Secretary and Nominating and Susi Farmer our Treasurer.

### VP of Activities – Stacie Morris

Open house needs a few volunteers to help between 6:00 pm – 7:00 pm by serving food and/or clean up.

### Financial Secretary – Sue Smith

The PFC stars promotion are up and ready for the Open house. The plan is to place stars all over the school and classrooms specifically on everything that is PFC funded including our staffing aids. This effort is to make obvious how your money is being spent within the classroom.

### Secretary – Michele Pitek

Those that are serving on the 2014-2015 PFC Board will need to fill out a Committee Chair Confirmation sheet. Please turn those into me via email or place in the Secretary folder in the office.

### Financial Report – Susi Farmer

#### **Balance Sheet**

- Other income reflects Peak check, Target other income we benefit from
- Escript continues to slide down due to program changes
- Yearbook will go down with costs of remaining

#### **Operating Expenses**

- Dr. Dowd and I will discuss computer capital account
- We purchased planners for next year
- Principal discretionary fund has a little left
- Art Awareness stays the same
- Waiting last quarter of the school year for the Staffing

- Net income of \$79,000

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## summer Teacher Salaries

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### Summer Teacher Salaries – Dr. Dowd

Last year over the summer we took monies to pay for Teachers to collaborate for 3 days to plan for the next school year. We are continuing to move forward with 21st century and now more than ever is professional development important for teachers and to take time to learn and prepare for what they need to accomplish for the next school year. Once again I have asked if we can have monies to put towards teacher work time for the summer. Teachers will work far more than these few days but this is a way we can honor their commitment to us by giving them something for their time. This would be for all teachers in each grade level to come together over the summer for 3 days. The amount requested may not cover everything and if so, then I will make up the difference with my budget.

Susi Farmer stated that the computer capital has a budget of \$10,000 and after we input expenses we will have about \$8100 left over in the account to cover these expenses.

**Action item – Propose to take existing \$8,100 from 2013-2014 capital account and move it to the 2014-2015 budget to pay for the teachers working in July/August.**

Motion to approve to take the existing \$8,100 from 2013-2014 capital account made by Shauna Kelling; second by Susi Farmer

Motion open for questions and discussion

Discussion Followed

Chair proposed to use secret ballot – Members agreed

Chair stated 2/3 vote needed to pass motion

Secret Ballot Vote proceeded; 23 yes 0 no 0 abstentions

Motion approved

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## Proposed 2014-2015 Budget

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### Proposed 2014-2015 Budget – Susi Farmer

The majority of the changes that are listed in the 2014-2015 budget were reviewed in detail at the last meeting so here is quick recap.

#### Income

- Auction is now back in the budget since we have a team. Thank you.
- Jaguar Fund will be increased to \$450.00.
- Read a thon will be moving to a new time of the year so we lowered slightly.
- Escrip program changes are affecting our budget so we lowered slightly.
- T-Shirt sales were significantly down this year, so that was lowered. Everything else is the same.

#### Expense

- Curriculum support Instructional supplies were at \$6250.00 this year. There are items in that number that we will no longer be paying for so we reduced this amount to \$2150.00.
- Teacher allotments went up reflecting new class structure.
- The rest is consistent.

#### Operating expense

- Credit card fees went up due to auction and some potential changes we foresee coming up.
- Our insurance went up so that number is higher.

#### Staffing expense

- You will see the \$8100.00 that we just approved.
- The rest of the numbers are provided by the district as an estimate of salaries.

The way our budget works we have to raise enough money to cover our expenses. Up to that point we see a net zero.

**Proposed Strategic planning expense for 2014-2015 school year**

- This amount comes out of our savings.
- We included a crossing guard, noon league, office support etc.
- Overall projecting we will spend \$71,000 from our existing savings.

**Savings Analysis**

Started school year with roughly \$150,000 in savings. For this year we were able to raise \$85,000 more than what we budgeted for which goes into savings. We spent in the Strategic planning area \$86,000. So projecting next year with \$148,000 in savings at the beginning of the school year.

If we break even with budget numbers and spend \$72,000 in projected strategic planning, I predict we will have \$75,000 left in savings at the end of next year.

**Action Item – Approval of the proposed 2014-2015 Budget as presented**

Motion to approve the proposed 2014-2015 Budget made by Anna Halverson; second by Debbie Sullivan

Motion open for questions and discussion

Discussion Followed

Chair proposed to use secret ballot – Members agreed

Chair stated 2/3 vote needed to pass motion

Secret Ballot Vote proceeded; 21 yes 1 no 0 abstentions

Motion approved

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**Proposed spending of unallocated Strategic Planning Funds for 2014-2015**

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The Strategic planning committee meets and discusses all of the positions listed. The district needs us to formally approve to re-hire each of the positions as listed below. This is a formal commitment that we will pay for these positions.

**Action item – Motion to reimburse the district for the cost of the personnel as included in the 2014-2015 budget and as listed below. (The inclusion of this Action item is required by MDUSD)**

- 1 One 0.475 FTE Instructional Assistant position for 2014-15 estimated at \$11,569.
- 2 Four 0.4825 FTE Instructional Assistant positions for 2014-15 estimated at \$50,642
- 3 Two 0.4875 FTE Instructional Assistant positions for 2014-15 estimated at \$27,222
- 4 One 0.485 FTE Instructional Assistant position for 2014-15 estimated at \$10,470
- 5 One .25 FTE Instructional Assistant estimated at \$6,980
- 6 One .8 FTE Site Tech Support II position for 2014-15 estimated at \$61,763
- 7 One .15 FTE Site Tech Support I position for 2014-15 estimated at \$6,433
- 8 One .475 elementary teacher (reading lab and ELD) for 2014-15 estimated at \$40,000
- 9 One 0.20 FTE elementary vocal music for 2014-15 estimated at \$18,142

Motion to approve the proposed spending of unallocated Strategic Planning Funds for 2014-2015 made by Kathy Ringot; second by Sharon Lund

Motion open for questions and discussion

Discussion Followed

Chair proposed to use secret ballot – Members agreed

Chair stated 2/3 vote needed to pass motion  
Secret Ballot Vote proceeded; 21 yes 0 no 1 abstentions

~~Motion approved~~

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### Introduction of 2014-2015 Executive Board

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Sue Smith and Susi Farmer will be leaving the Executive Board as their children move on to Foothill and having served 2 years.  
Replacing them will be Erin Roeder and Janine Brown

In addition, Monica Chang, Stacie Morris, Jana Corral, Kathy Ringot and Michele Pitek will continue in their current roles

Thank you for all of your hard work.

Colleed Dowd also thanked the Board and welcomed the new board members.

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### Old Business

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None

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### New Business

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None

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### Next Meeting

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8/19/2014 at 7:00 pm in the MUR

Meeting adjourned at 8:45 pm