

**DBPC General Meeting Minutes**  
**Monte Gardens Multi Use Room**  
**11/15/13**

***PENDING APPROVAL AT NEXT MEETING***

In Attendance: Jenifer White, Michele Johansen, Bryn Boughton, Angela Stewart, and Susan Peters  
(Absent: April Jacobs, Alma Beltran, and Mary Vines)

Called to order: 8:20 a.m.

- ❖ **Welcome and Introductions:** Jenifer welcomed everyone and asked everyone to introduce themselves.
- ❖ **Approval of the Minutes:** Minutes from the last meeting on 10/18/13 were reviewed and approved.
- ❖ **Additions to the Agenda:** Michele Johansen asked to be added to the agenda, discussing Winter Social.
- ❖ **President's Report:** Jenifer White discussed the events calendar and reminded everyone that there is no DBPC Meeting in December. The Winter Social will be on December 14<sup>th</sup> and the Sports Basement Holiday Party is on December 20<sup>th</sup>. Volunteers of the Month for October were acknowledged: Terri Rossi for all of her hard work on the Book Fair, Jana Papas for her leadership of CarnO'ween and Seena Larkin for her work with First Grade Motor Skills. Jenifer said if anyone would like to nominate volunteers of the month that they could go on-line and do it or drop a note in the office.
- ❖ **Vice President's Report:** Michele Johansen reported the Winter Social tickets go on sale Monday, 11/18, and the event is December 14<sup>th</sup>. Michele has SignUpGenius up and running for the event. Second Graders will do a holiday music presentation at 9:00 a.m. Seating times will be at 9am, 10am and 11am. The event originally began as the Gayle Adams Pancake Breakfast, in memory of a past employee who was loved by all and passed away. We continue to hold it in her honor and her family members have continued to attend since her passing. Mrs. Peters added that it is a community builder.
- ❖ **Treasurer's Report:** April was absent and Jenifer White reported on the financials for the month of October on her behalf. As of October 31<sup>st</sup> our **current assets** for both checking and savings are **\$105,733.43**. This total includes our **net income** of **\$44,071.47**. Taking a look at our profit and loss for the period, our **total income** was **\$29,735.44**. **Total expenses** were **\$13,526.79** giving us a total **net income** for the month of October of **\$16,208.65**. Jenifer asked everyone to refer to the budget that was attached when making their decisions with the proposals that were being voted on later in the meeting. Parent asked about the Book Fair sales and when would we know what was made and the answer was that we will have a better actual in January.
- ❖ **Principal's Report:** Mrs. Peters mentioned she had a number of proposals that were to be voted on today. She reported that teachers have been working toward common core standards. They are continuing training that happens three times a year. There is a release day that will happen soon when substitutes come in while the teachers are working together. Students are tested 3-4 times a year; there are different tests to help prepare them that involve more critical thinking and analyzing. Teachers look at data to figure where the students need help. Mrs. Peters reported that we may be selected for a Field Test by the state. The field test would be in place of the State STAR test, if we are selected 3<sup>rd</sup> – 5<sup>th</sup> graders will be taking the test that would include Language Arts or Math only. The 5<sup>th</sup>

graders will still be tested in Science under the STAR test. Mrs. Peters mentioned the Common Core assessments will be taken next year. Mrs. Rogers commented that the test is completely different than anything they have taken. It will be good for the students to have the experience taking this test. Mrs. Peters wants the students to have a positive experience taking the test. Mrs. Peters reported that at the School Site Council meeting they discussed the Single Plan for Student Achievement that is posted on the district website. Mrs. Peters has a budget of \$42,000 in categorical funding and most of it is budgeted towards technology. We will need new laptops for teachers because the software will not be supporting the old XP platform and some are old and failing. Budget is limited, and she is trying to put more resources toward that. Some community donation money is coming in and is being put towards the computers. A parent suggested planning ahead for next the time we need updates/new equipment and budget it out further. Mrs. Peters said we are looking at making a 3-year plan instead of just a one-year budget. Mrs. Peters reported that the playground tables were coming soon and the hope is that they would be installed over the break. The new bike rack from the "Street Smarts" grant was installed. There will be a thank you note going to them. Katie Petty initiated a Food Drive for Monument Crisis Center from 11/18-11/22.

- ❖ **Teacher's Report:** Mrs. Rogers was the teacher representative for this month. She thanked the parents club for all the support. The teachers are concerned about the laptop software change coming up. Mrs. Peters said we are restricted to purchase the technology that is approved and selected by the district. If a parent wishes to buy computer for school they can go to the district website to find out the correct computer that is being purchased/supported.
- ❖ **Communication's Report:** Bryn Boughton reported that there is an on-line Volunteer of the Month submission form and there is an on-line Comment Box, plus there is an actual box in the office. Bryn said she just posted the 5<sup>th</sup> Grade Resource page for Math, it's on the website. Will try to add more subjects for different grades. Bryn asked for help organizing it. The deadline for the December Newsletter is 11/21.
- ❖ **Ways and Mean's Report:** Angela Stewart announced that Monday the 18<sup>th</sup> is the deadline for the Art 1 Program. It has been super great. A parent said it was easy to order on-line. Mrs. Rogers commented that it went really easy and the kids loved it. Good feedback from the folks at the meeting.
- ❖ **New Business:**
  - **Proposal – Headphones:** Motion to bring to the table (Jana Pappas made the first motion, Herbert Lee made the second motion). Headphones were purchased earlier in the year with the expectation that the parents would purchase them all. Not all were purchased by parents and we now have an overage. Mrs. Peters is asking that the parent club cover the cost of \$478.70. We would then be able to sell the surplus next year and recoup the money. DBPC can deduct this amount (\$478.70) from any additional sales next year. A parent asked if we could make one more push to ask the community, another parent asked if we could bump up the price of them next year to help cover some of the costs. Mrs. Peters needed to mention that the budget is limited; we will have some Measure C funds coming later; but not available now. A vote was called. Those in favor had it. There was one abstention. Motion carried, the DBPC will pay remaining balance of \$478.70 to cover the cost of the headphones.
  - **Proposal – Safety/Emergency Training:** Mrs. Peters stated that few of the staff is current on their CPR Training. The proposal is for Emergency Response training and Mrs. Peters has a colleague who

offers great training in CPR/ First Aid Training and also trains the use of the defibrillator. Training \$695.00, Books and Certification \$240.00, AED \$1,500 (approximate), a total of \$2,435.00. Motion to bring to the table (Whitney Flores made the first motion, Jana Pappas made the second motion). Many parents had questions regarding the AED and wanted more information. It was discussed that we could remove the equipment and keep the training. Patrick Grove made a motion to amend the proposal to remove/table the purchase/cost of the AED in order to get more information. Jana Pappas seconded. Vote was called to amend, those in favor had it. Proposal was amended. Next, the call to vote to support the training for 24 teachers was made. Those in favor had it. Motion carried that the DBPC will fund the cost of \$935.00 for Staff Emergency First Aid/CPR/AED training.

- **Proposal – English Learner Support Teacher:** Motion to bring to the table (Jana Pappas first to make a motion, Maria Bangalan to second motion). Currently Monte Gardens only has a English Learner Support teacher here one day per week. The proposal is to create an additional position of an English Language Support Teacher for an equivalent of one day per week (.20 FTE). Teachers initiated a Walk to Language period for students, where EL students receive their ELD instruction focusing on speaking and listening skills. The EL Support Teacher would work with groups of EL students for 30 minutes daily based on their CELDT levels to focus on ELD at a later time and teachers can support the students in other areas of reading and writing interventions during their WTL. The estimated cost for this position would be \$12,000 for January to June. The EIA/LEP funds from the site budget would cover \$4,000. Asking the DBPC to fund estimated cost of \$8,000 to cover the remaining cost of the position. Jen White called the vote. Majority in favor. Motion carried to support the new EL Support Instructor, the DBPC contribution of approximately \$8,000.
  
- **Proposal – Second Computer Lab:** Motion to bring to the table (Claire Weer first to make a motion, Prapurna Mokkaapati to second motion). Mrs. Peters shared the need for the second lab. Students will be testing in the current lab, there is not enough time for students to use lab for basic skills. Keyboarding requirements in learning pages dependent on grade level in the future. Teachers did not want computers on wheels that would have been 20 laptops on carts, just too much time lost with its use. Having two labs free up the one lab which kids test in. The computers have been ordered and are coming and were funded by Measure C. Furniture paid for with community donations. The proposal is that the DBPC pay for networking and security camera estimated cost of \$5,000, Electrical upgrade estimated cost of \$2500 and software estimated costs of \$2,000, total estimated cost of \$9500. Questions from parents asking if we could buy software that controls all computers that would help to turn them all on automatically and save class time for the kids who would not have to get set up when they come into computer lab. Mrs. Peters expressed her continuing need to have parent volunteers to help support the program and to form a technology committee. Mrs. Peters reported the work got moved up and computers arrived sooner than expected. That is why we didn't budget prior to now. Mrs. Peters said that the computer lab will be used not only for testing, but also keyboarding skills and help with project learning; it will be utilized all year. Parent asked to amend the proposal to include the software for a "boot up hub." Motion to amend (Tom Quinlavin first to make a motion, Heather Minuk to second motion). Vote called to add cost to proposal to have central logon software. Majority in favor. Call to vote to support the second computer lab. Those in favor had majority, two abstentions. Motion carried to support the second computer lab with an estimated cost of \$10,500.

❖ **Open Forum:**

- Parents from the October meeting who had asked to discuss the extra yard duty personnel and individually fundraising for Outdoor Ed, were not present at this meeting, therefore the topics were tabled.
- Tom Quinlavin asked to discuss Foundation Center and brought information to Mrs. Rogers our teacher rep.
- One parent commented that her child 'loves' the Walk to Language program.

No further matters. The president asked if there were any objections to adjourn the meeting. No objections were made.

Meeting adjourned at 9:43 a.m.

*Minutes Approved (Date):* \_\_\_\_\_