

**REIMBURSEMENT FROM OUTSIDE AGENCY  
AGREEMENT**

This Agreement is entered into between the Foothill Parent Faculty Assoc. (PFA) ("the Organization") and the Mt. Diablo Unified School District (the "District") on 11/20/2013 (date).

WHEREAS, the above-named Organization wishes to provide additional services for students at Foothill Middle school; and

WHEREAS, the District is required by law to employ individuals who serve in District programs as employees of the District;

NOW, THEREFORE, for and in consideration of the mutual promises and covenants herein contained, and for other good and valuable consideration, the District and the Organization have agreed to and do agree as follows:

1. The District shall create, 25 FTE in the position of IMA 1
2. The Organization shall reimburse the District for the total costs of the employee, specifically salary, health and welfare benefits, and all statutory benefits including retirement contributions (STRS, PERS, PARS, FICA), workers' compensation, and unemployment insurance. The Organization shall be responsible for salary increases granted throughout the year. **The District shall invoice the Organization on a quarterly basis for actual costs incurred.**
3. The District shall be the employer of the individual hired pursuant to this Agreement and shall be solely responsible to direct the work, evaluate, and/or discipline. The Organization's sole involvement is reimbursement of the total cost to the District of said employee filling the position listed in #1 above.
4. This Agreement shall remain in effect:  
from 12/1/2013 through 4/30/2014
5. The Organization shall only be responsible for reimbursement through the date set for termination of the Agreement by the District. **Funding for Certificated positions must be confirmed in advance for reimbursement of the entire school year. Funding for Classified positions must be confirmed in advance for at least three months of reimbursement.**

[Signature], PFA President  
Authorized Agent

11/21/13  
Date

\_\_\_\_\_  
Site Principal

\_\_\_\_\_  
Date

Office Use Only:	
Certificated <input type="checkbox"/>	Classified <input type="checkbox"/>
EE ID: _____	EE Name: _____

## Foothill Parent Faculty Association

### Meeting Minutes

November 20, 2013

#### Attendees:

Julie Stokol, April Bush, Patty Cochran, Stacey Sutter, Stefanie Tomlinson, Kim Jenner, Jackie Byrd, Faye Mettler, Cheryl Brown, Helena Lamb, Mariam Lattanzi, and Veronica Belleci.

President, Julie Stokol, called the meeting to order at 7: 10 pm.

Motion made to approve the October minutes by Patty Cochran and seconded by Stefanie Tomlinson. Unanimously passed.

#### Principal's Report: April Bush

Busy week, attended Marzano training by Phil Warick regarding designing instruction. Looking at best practices and information was brought back to the staff on designing lessons especially focused on common core. Staff is very receptive.

Attended Superintendent presentation on funding and how it will impact our district. Not a lot of change visible, amount to schools doesn't appear to be going down, just being allocated out differently.

WAPS, technology replaced all our wireless access points. Hoping this will improve internet access. This change was made available through Measure C funding.

A6 new lab also through Measure C funding. 16 laptops from the old computer lab went to 6<sup>th</sup> grade room and others distributed to library. These were older laptops purchased by the PFA. Found out that the older laptops, at least 8 years old, cannot be upgraded anymore. Those older operating systems are no longer being supported by Windows after April 2014.

#### Faculty Report: Cheryl Brown

Marzano training, discussed at staff meeting Wednesday was very helpful. 3 main pieces were presented to help staff understand how curriculum will come together.

Helena Lamb, 8<sup>th</sup> grade core teacher, presented information on offering for the first time on June 4<sup>th</sup>, Civil War Day. WCI has been doing this event for a number of years and Foothill staff went to WCI last spring to observe the process. Provided a list of supplies they would need to borrow or get donated. This list will be posted on the PFA website. Some items need to be purchased so some fundraising may be needed. Ideally would love to be able to challenge WCI in the future. Also showed some photos from the WCI event and provided a link to WCI for a video clip, <http://www.walnutcreek.org/domain/619,Departments>USHistory> . Have 2 or 3 parents who have volunteered to help organize activities. Have 11 8<sup>th</sup> grade classes to organize. Parent volunteers will be needed to help during the event and to help with the flour bomb ammunition making that occurs a couple weeks in advance of the battle. Civil War Day is a field day with an educational theme. There are military disciplinary standards to follow by the students in the reenactment. Required to journal before and after the battle. It is a very popular learning activity at WCI.

## Executive Committee Reports

### President's Report: Julie Stokol

New account at B of A to make deposit accessibility easier. The bank needs to know who authorizes the change in signers, which will be the president. Signers for checks will be treasurer, president, 1<sup>st</sup> vice-president and 2<sup>nd</sup> vice-president.

Online letterhead available, contact Julie via email and will send to you.

Parent, Sabine Kroeber, has followed up with her interested in having a salad bar available for students at lunch. Students could buy a salad as a full meal or side dish. Met with cafeteria manager, Mary. First need to purchase a salad bar cart which costs around \$3500. Willing to do two fundraisers to gather that money. Could do a pilot in offering the salad bar in January to look at student and staff interest before starting funding options. Parent, Jackie Byrd, indicated that there are grant options for school programs through Whole Foods. Salad bars for schools will be explored further. Would need parent volunteers to supervise and monitor the salad bar.

Because of the teacher focus on new curriculum, the year is very labor intense so teachers could use some help in classroom cleaning. Maybe could do something during teacher appreciation. Would have to be an afterschool project or add to community service day.

### Treasurer's Report: Stacey Sutter

Doing well so far, \$102, 000 in education fund. Magazine drive expecting another \$250 to be added to what's on spread sheet of \$18, 613.00. Matching funds come in later in the year.

Safeway changed the way they provide money back to schools so we may not meet the budget target.

Over on campus beautification by \$3.00.

Insurance payment went up slightly. Mrs. Bush will look into asking about insuring our own insurance at the school to cover/protect technology

Information to the accountant for taxes, submitted this past Saturday due December 15<sup>th</sup>. Submit bank statements ending July 31<sup>st</sup> along with board minutes and board member list.

## Old Business

### Motion: Julie Stokol

Motion to eliminate the Instructional Library Assistant position, effective December 1, 2013. Motion made by Patty Cochrane and seconded by Stacey Sutter. Unanimously passed.

Motion to fund an Instructional Media Assistant, ~~at 10 hours per week, up to \$3,500 for~~ remainder of school year, effective December 1, 2013. Motion made by Patty Cochran and seconded by Kim Jenner.

Patty Cochran amended the motion for a 0.25 per week FTE effective December 1, 2013.

The Amended Motion now reads:

**Motion to fund an Instructional Media Assistant at .25 per week FTE effective December 1, 2013. Motion second by Kim Jenner. Unanimously passed.**

#### New Business

##### 8<sup>th</sup> Grade Activities: As presented by Julie Stokol

Working with faculty on Friday May 16<sup>th</sup> for 8<sup>th</sup> graders to 6 flags in Vallejo, 10:30 am to 4:30 pm, working on a late start for that day but would need options for those needing academic help.

##### eScrip: As presented by Julie Stokol

Two new programs researched by Stephanie Dark.

1. Amazon smile, register a beneficiary to Foothill Parent and Faculty Association. 0.5% of the purchase. We have not officially signed up yet. Their contract is unusual because you cannot use online marketing to promote the program. Amazon.smile will be on the website where inquiries can be directed. Best promotion is to spread word of mouth.
2. Shopper-roo put together by former teacher. You download an app and take a picture of your receipt. A percentage goes to the school. Shopper-roo sells the general information to marketing group for buying trends. Getting more information on restrictions if we can shop anywhere.

##### PEAK: Mariam Lattanzi

Volunteers for the Turkey Trot, 32 more required. Only available slots open are 7-10:30 am for course workers and 7-11 am site helpers. Business mixer at Rocco's was very successful.

##### Strategic Planning: Faye Mettler

Anticipating money coming from Measure C for technology so focus of PFA unbudgeted funds will be directed to campus beautification, specifically the seating in the quad and MU. In December will look into quotes on folding tables for the MU, picnic tables and benches. Also looking at landscaping support, it would be helpful to have a parent to work with horticulture to develop plans and design.

Goal to have some beautification done for May Open House. Idea to develop Open House to a more of a community minded event. Looking at some parent leadership to help with this as well.

##### CALMAPPs presentation: As presented by Julie Stokol

Presentation in January at PFA meeting on how we as parents can help our children around learning and assessment in January understanding common core

Meeting adjourned at 8:40pm.

Next meeting will be held Wednesday, January 15, 2014 in the Foothill library.

