

BANCROFT ELEMENTARY PFC BOARD MEETING

Bancroft Elementary PFC Minutes

September 12, 2011

The meeting was called to order by Gina Haynes at 7:07 p.m.

Executive Board Members in Attendance

Jill Collins, Sarah Hansell, Gina Haynes, Leslie Lafredo, Julia Moreland, Christy Paloutzian, Kim Powleson, Linda Schuler, Alphina Zapantis

Others Present

Michelle Allison, Yana Bazulina, Denise Bradford, JoAnn Cooper, Mirko Danilovic, Barbara Donovan, Betsy Haberman, Allan Manning, Paige Lane

President's Report

Gina Haynes, PFC Interim President, began the meeting. We started with introductions around the room.

- MDUSD Board meeting is tomorrow at Monte Gardens at 7:30
- Principal Schuler wanted to share her appreciation of the leadership/ambassador roles that the PFC attendees are taking at the Bancroft school. She then read a poem called "Lessons from Geese" about teamwork, leadership and encouragement.

Robert's Rules of Order

Kim, PFC Parliamentarian, presented an overview of Robert's Rules of Order, a standard format that we should use to run the PFC meetings so that information can be shared and the meetings stay on track.

- If a person is giving a report, please hold questions until they are done. When they are finished, any member in the group with a question needs to be acknowledged and granted permission to speak by the PFC President instead of asking questions directly to the presenter.
- For things that need to be voted on, you need to email out whatever you want voted on in advance of the meeting so that people can be prepared. The issue is then raised in the meeting by having a motion presented to discuss, then there is a second, and then discussion may happen. After the discussion is concluded, then a motion is formally made, and then seconded. If there is a suggestion to amend the motion, then the initial motion needs to be recalled, and then a new motion is made.

Amendment to the Bylaws

Gina distributed a draft amendment to be considered for insertion in Article VI – Duties of Officers in the Bancroft PFC bylaws that reads as follows:

"If there is no Officer from the current year PFC Executive Board that is nominated for the position of President, the current year Executive Board may nominate a parent of a Bancroft Elementary School student, enrolled for the forthcoming year and active member of this school community, for the President position."

This proposed amendment was formally discussed at the June 6, 2011 PFC meeting. Kim made a motion to revise the bylaws as presented. Kim seconded. There was no discussion. Motion passed unanimously.

Vote in 2011/2012 PFC President

A vote was taken to elect Mirko Danilovic to be the 2011/2012 PFC President. Votes were collected and he was unanimously elected to the position.

Minutes of the May and June 2011 PFC Minutes

Gina made a motion to adopt May 2nd minutes, June 6th minutes and June 16th meetings as presented. Julia seconded. Passed unanimously.

New Savings Account to be Established

Gina made a motion to discuss the possibility of ratifying the transfer of \$100,000 to a high-interest-rate Wells Fargo Savings account. Paige seconded. Leslie confirmed that there is still a checking account to handle monthly transactions and that Sarah and Leslie are monitoring account balances to ensure that there is enough liquidity for current expenses. Kim mentioned that there is nothing in the bylaws to control or regulate this type of arrangement. Gina made a motion to ratify this transaction. Paige seconded. Motion passed unanimously.

Treasurer's Report:

Leslie, PFC Treasurer, provided an update on the state of the budget and cash accounts. She presented the current state of the budget.

Budgets amendments recommended to address previous year expenses that were not submitted by the last fiscal year end (June 30, 2011):

- Dollar-A-Day expenses from previous year were not submitted. Estimate of \$1,000 needs to be reflected in the current year's budget.
- Principal's Discretionary Fund – budget for whiteboards was approved for last year's principal's discretionary fund account. The invoice was received during the current fiscal year. In addition to adjusting the budget for the current fiscal year, Leslie also proposes that we start tracking that as a separate line item.

Also, in terms of budget tracking for rolling accounts:

- Leslie and Mrs. Gay (Bancroft's Librarian) had a discussion about the funds available to the library. It was Mrs. Gay's understanding that if there was unspent birthday book money it gets rolled into the next year's fiscal account. Right now, this rolling account, according to her records, is around \$5,000. Technically this doesn't happen in the PFC budget, since it is a cash-based budget.

Gina made a motion to:

- Increase Dollar A Day for the Fall drive by \$1,000 (for 2011-2012 only)
- Increase Principal's Discretionary Fund \$3,200 (the amount for the whiteboards)
- Document a library reserve for \$5,000.

Alphina seconded. No discussion. Motion was approved.

Leslie mentioned that new expense forms are being created to add more details about what accounts are impacted and a place may be added to recommend approval by the committee lead for particular areas (e.g. Auction, Spell-a-thon).

Kim asked about the status of the audit and Gina said that the review is in process, she's still working with Mark on that.

Principal's Report

Principal Schuler has said that the beginning of the school year has been going well.

- They are reviewing last year's STAR achievement data. API data grew by 20 points up to 912 which is extraordinary. Each of the student groups progress is also being reviewed (e.g. gender, second language learners, learning disabilities, ethnicities) to make sure that we are closing any gaps and that all students are achieving. The teachers are doing web-based assessment to identify what student needs are.
- The number of students per classroom is stabilizing a bit. In second grade we still have 17 openings. We expect that those will be filled with students who don't have space in their home schools.
- We are welcoming a new 4/5 grade class – the Special Day Class (SDC). The students in this class have special needs and a smaller classroom setting.
- Back to School night went well. Thanks so much to Stephanie Lee of the Diane Adair day care center for putting together support for the night – over 180 students attended their program.
- We are in the process of getting the instructional assistants established in the classrooms with specific assignments. Most instructional assistants are here Monday, Tuesday, Thursday and Friday.
- We are getting the IXL math updated so that students can start practicing. This is also the case with RAZ kids.

- We're accessing more learning websites through the County, and those will be made available to the teaching professionals.
- The solar project funded by the Measure C bond needs to be completed by April 2012. The start for Bancroft will be in December 2011. At first the plan was that the panels would be placed along the back playground wall, but things have changed. These panels will now be placed in the parking lot where we do our carpool drop off. This change was based on experiences at other schools and sensitivity to placement near neighborhood homes. They are going to have to remove the trees and the parking lot will be closed. In the short run, it will disrupt the flow of how the drop off happens, but in the long run, it may be better for the students since the solar panels won't be directly in the students' way. Principal Schuler has asked for the Measure C committee to develop solutions on how to establish an alternate drop off during the construction months. Principal Schuler has also been working with Stephanie from the Diane Adair Day Care center to identify what works for her as well. Principal Schuler would really like parents, PFC, teachers, etc involved. If you want to be involved, please contact Gina. After the construction, the drop off parking lot will be opened again so that the normal drop off processes can be re-established. Feel free to contact Principal Schuler if you have any questions.
- Outdoor Ed will be the end of November; the information meeting will be October 18th. This year the Bancroft students will also be going with Valle Verde. This year the cost is expected to be \$280-\$300 per students. It will be three nights long.
- As a wish list item, it would be nice to look at replacing the marquee in front of the school. We might want to look at some fundraisers – perhaps eWaste or a shredding company.
- Two instructional assistants have resigned – Kim McCann and Riley McBride. There are substitutes in place now. Applications are being accepted for the positions.
- Noon assistants are needed.
- Three School Site council positions are open. A constant contact message has gone out about requesting applications.
- Parent Advisory Committee meeting – one parent per school attends. We need a new representative for this year. Alpha said that she would be willing to fill that role.
- Katie Pierceall is coordinating the October 1st volunteer day. It starts at Heather Farm at October 1st and then at 9 a.m. they have an orientation meeting. Projects include the front flower boxes, fixing the benches on the playground, stenciling paw prints, and working on the school garden. Katie's purchased those materials.

Faculty Reports

For Kindergarten/First Grade/Second Grade: Mrs. Bradford and Mrs. Haberman will be presenting for these grades. Kindergarten classes are all full. They love their Instructional Assistants. Back to school night went well. They encouraged parents to attend the PFC meetings. They started parent stations. They have a field trip coming up to the pumpkin farm. They are missing Kim McCann for physical education, and Judy Barber for library. First grades are starting the baseline tests and WEB reading. They are helping kids get used to the longer days. In Second grade the teachers are now giving up part of their lunch time so that they have everything ready for the PE classes but PE is going well. They have learning groups that are starting soon. Curriculum testing is this week, and then we will put the kids into groups. Field trip is planned to Mitchell Canyon. It will be with same naturalist that went with the classes to Rock City last year, but they'll be taking buses.

A question was raised about the fact that library time for the Kindergartners is not covered by an Instructional Assistant this year. Principal Schuler clarified that MDUSD does not automatically include library time for Kindergartners. The library is not closed off to the Kindergartners, the teachers can bring the Kindergartners into the classrooms for library time and the teachers have started to do that, and in addition are introducing the students to the computer lab. We did lose the recess and lunch time in the library.

For Third/Fourth/Fifth Grades: Mrs. Donovan presented updates for the upper grades. The focus has been on how the instructional assistant resources can be distributed. Now we can dive into the Curriculum Associates testing work. Because this is our second year doing this, the teachers don't have to spend so much time learning how to use the testing systems. The SDC (Special Day Class) teacher and her children are settling in well. The teachers would like volunteer help on Wednesdays since the IAs will likely not be available on that day.

Other Reports

Walk-A-Thon

Jill said that the Walk-a-thon is in motion – it's planned for October 11th. Pledge envelopes are going out this week. T-shirts will also be for sale. There will be goody bags. All of the items have been donated. There will be three times for the grades (grades will be combined). There will likely be closing ceremonies as well.

Auction

Michelle presented an update on the Auction. New location will be Walnut Creek Marriott. There will also be a large block of rooms at the hotel at a discounted rate. Stephanie from Diane Adair has also expressed willingness to have child care available that night (potentially even overnight). The date is Saturday, February 25 – 5:30 – 11:30. Having a good buzz – being at InfoDays helped out. Lots of volunteers already. Meeting is next Monday at 7 p.m. in the library for the volunteers. Michelle already sent out 500 requests for donations and she's getting good responses back. Still looking at business donations, will also be doing sponsorships. Parent donations will start in the October timeframe. The only potential issue is a raffle permit – 90% of the proceeds have to go back to us, 10% to expenses. This raffle permit can cover multiple events but the dates have to be spelled out on the permit. A PFC Board member needs to sign the permit request, so Michelle will work with Mirko on that. Hoping to target 210 people at this event. Depending on the number of people who attend, we may need to increase the expense associated with food costs. Cost of tickets is \$40 per person until Fall Fest (Oct 22). After that it will be up to \$50 per person.

Fall Fest

Gina noted that we still don't have anyone for the lead chair for the event. We need to find someone soon or the event will be cancelled. Gina will send out information for this.

Room Parent

Denise asked when we will have the room parent meeting. Gina will follow-up with Yana.

Dollar-A-Day

Julia presented a quick update. The current total is at \$31K for Spring, \$25K for Fall – around \$15,000 in cash/check deposits and \$10,000 in recurring payments. We plan to include a note in the Bobcat Tracks to give updates on the program.

PFC Website

Gina and Christy, co-VPs of Enrichment, have been working with Kemal to rebuild the website. The plan is to send out a link for feedback before it goes into production. The plan is to go live within the next month or two. The hope is to make it user-friendly so that Kemal can teach representatives to make maintenance easier.

Next Meeting

Next PFC meeting is expected to be on October 3, 2011.

Motion to adjourn by Gina Haynes. Mirko seconded. Motion passed unanimously.