

BANCROFT ELEMENTARY - PARENT FACULTY CLUB (PFC) MEETING MINUTES **FINAL**

September 10, 2019, 7pm, MUR

The meeting was called to order by PFC President Sarah Rhodes at 7:00 p.m.

EXECUTIVE BOARD MEMBERS IN ATTENDANCE

Sarah Rhodes / President	VACANT / VP Fundraising
Ben Nie / Vice President	VACANT / Parliamentarian/Historian
Jennifer Enson / Treasurer	VACANT / VP Strategic Funds
Dory Barnard / VP Communications	Mrs. Schuler / Principal
David Barnard / Recording Secretary	

OTHERS PRESENT

Emily Andrews, Jayshree Bhakta, Andrea Chertoff, Julia Clennell, Gosia Dunning, Olesya Epps, Tatyana Espinoza, Marsha C. Galicia-Monroe, Deanne Giffin, Susan Gilmer, Sandra Heinen, Rattiyagorn Ives, Cyndi Joly, Alisa Kutsel, Elisabeth Lambert, Stephanie Lee, Jenny Murphy, Alyson Ogden, MaryAnne Parker, Lorrie Roderick, Anna Rowe, Melissa Sanders, Angela Sandoval, Asma Shaikh, Russell Shelley, Bryan Tibbs, Gina Tibbs, Carrie Winchell, Suzanne Yahiro Leibowitz

Welcome

Sarah Rhodes welcomed and thanked all for attending. Attendees briefly introduced themselves.

Approval of May 2019 Minutes

Sarah Rhodes motioned to approve the minutes as drafted and distributed. Motioned seconded. May 2019 minutes were approved. None were opposed or abstained.

Treasurer's Report (Jennifer Enson):

Update on the current status of the 2019-2020 budget as of 8/31/2019 (distributed).

- \$100k collected for Dollar-A-Day donations (budget = \$125k)
 - \$10k anticipated shortfall after additional/installment donations are collected
- 2019-2020 budget relies on \$16k in matching donations -- call to action for attendees to seek matching from employers
- Funded positions were mentioned
- Cash reserves stand at \$74k

President's Report (Sarah Rhodes):

- Overview of the PFC and solicited volunteers for the many vacant positions
- Outline of reimbursement procedures / check request forms are available from the office and must be approved by Event Chair
- Suggestion for contacting with questions to Sarah and Jennifer; Sarah usually responds on Fridays

Did you know the PFC has a website? Check it out at <http://bancroftpfc.org/>

Committee Reports

Spirit Wear (Sarah Rhodes for Tatiana Diaz): Update on sales to date.

Community Service Day, 10/12 (Melissa Sanders): Update on citywide event and specifics for Bancroft on Saturday 10/12. Volunteer opportunities in multiple shifts; sign-up through city. Bench painting project will be handled by district. Free t-shirt.

Walk-A-Thon, 10/25 (Melissa Sanders): Event to be held on Friday 10/25. Forms will be available 10/1. 99Pledges still used for online donations. Discussion about sharpies vs. bracelets. T-shirt available. Volunteer schedule will be shared. Big and important fundraiser.

Maker's Faire, 11/1(Cyndi Joly): First PFC family night. Kids demonstrate how to make something to other students and parents. Form available to get a booth. Refreshments will be available.

Auction (Suzanne Leibowitz): auction will be held on 3/21 at Heather Farm. Theme: Olympics! Request for volunteer(s) to sign-up this year to lead in the future. This will be Suzanne's last year leading important fundraiser. Suzanne also leads Room Parents and mentioned she was looking for leads. Meeting Monday 9/23.

Dine to Donate (Anna Rowe): multiple events planned for 2019-2020 school year. Chipotle on 9/25 is the first event. Bring flyer or phone. \$300 minimum must be met. Send message if you have ideas.

Art Appreciation (Alisa Kutsel): overview of PFC supported art appreciation program. Need parents volunteers to lead and support lessons and additional volunteers to help prep materials. No experience necessary. Lessons run from September through January; limited by time and space.

Communications (Dory Barnard): Konstella is the focal point for communicating from the PFC to parent community. Allow lead to time for distributing announcements. Getting information sooner is better. Konstella communications is also augmented by the Newsletter (Bobcat Tracks) and the PFC website.

BoxTops (Alyson Oden): overview of General Mills program. Each BoxTop is worth \$0.10. Some products are transitioning to scanning receipt in mobile app instead of turning in physical BoxTops. Check your receipt and package.

Green Team (Angela Sondoval): schoolwide focus on separating landfill, recycling, and compost. Introducing the sustainability movement to students. Volunteer opportunities to help with sorting at lunchtime.

Principal's Report (Linda Schuler)

- Thank you for your time energy of rich and robust community of staff and parents
- Staffing update: new school superintendent (Dr. Robert Martinez) started; suggestion to read his Friday Letters.
- STEAM Family Night, 9/20: support School Site Council and staff
- School Site Council Solicitation: 3 parent openings for two-year term; must be nominated and voted into position
- Facilities Updates:
 - Week of 9/23 Kindergarten playground be refurbished
 - 10/12 request for volunteers for Community Service Day
 - May 2019 Expected new portable may be usable
- Mrs. Schuler retiring in June 2020.

Adjourned at approx. 8:30pm

Next Meeting: October 8, 2019, 7pm

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BANCROFT ELEMENTARY - PARENT FACULTY CLUB (PFC) FACULTY UPDATES

September 10, 2019 Faculty updates were provided to be included with the PFC meeting minutes.

KINDERGARTEN (Mrs. Parker)

- Learning about routine and procedures
- Handwriting and writing their names
- Letters and sounds, writing numbers
- Learning the 4 B's: being safe, being respectful, being responsible, being kind
- Enjoying our garden time with Mrs. Burns and tasting tomatoes from the garden! (K-1)

1ST GRADE (Mrs. Parker)

- Everyone is learning new routines and procedures
- WEB reading - Wonderful Exciting Books (K-1)
- First grade uses the big playground!
- Reading: we are using the Wonders Program in reading
- Students are learning to write sentences using capital letters and periods to end a sentence
- In Math, we are learning to use number bonds with numbers 1 through 10
- All first grade classes work together during Math Stations
- Social Studies we are learning about School Rules and Community Helpers

2ND & 3RD GRADE (Ms. Andrews)

- Completed I-Ready Diagnostic
- Completed RAP Reading 1-1 testing
- Planning field trips for the year
- Enjoyed our first trip to the garden (2nd grade) + our engineering design challenge (3rd grade) in the STEAM lab
- Established routines/procedures

4TH & 5TH GRADE (Mrs. Giffin)

- Thank you for planners for all!
- School + Classroom routines in place
- I-Ready Diagnostics complete
- Social Studies weekly papers used for curriculum content, vocab, and close reading in Spanish + English
- Instrumental music enthusiasm - lessons begin soon
- Intro visit in STEAM this week

GARDEN (Mrs. Burns)

The Bancroft garden is alive and thriving. Although ground squirrels overtook the sunflower house this summer, the rest of the garden is in relatively good shape. We have harvested 70 lbs of produce since school began. Zucchini, tomatoes, cucumbers and bell peppers. Next Generation Science Standards (NGSS) lessons are beginning this week in the garden. Third and fifth grade helpers have started sugar snap peas, kale, cauliflower, lettuce and cilantro from seed to plant in the garden in a few weeks time. Thank you for all you do. The students and I appreciate you all. Best, Alice Burns

PEAK (Ms. Andrews)

- Our first meeting of the school year will be on Monday 9/16. Able to share out info at next PFC Meeting
- Asked for the check from STEAM matching fundraiser

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Bancroft Elementary PFC - September 2019 Financial Summary

Income: \$8500 for Dollar-a-Day (now at 87% of goal)
installments for September were charged
\$4500 for matching gifts (now at 30% of goal)
Total income YTD: \$112K vs. budget of \$209K
Walk-a-thon coming up in October, fundraising goal of \$27K

Expenses: Magnet expense came through
Checks were written for spiritwear, bday books, and a variety of teacher materials
Paid half of salary for garden educator
Total expenses YTD: 10K vs. budget of \$211K

Cash Balance (9/30/19): \$269K

Projected Cash Balance June 2020: \$83K if we meet our income goal

Additional Chromebook Replacements: \$60K

Projected Remaining Strategic Funds: \$23K

**Bancroft Parent Faculty Club
2019-2020**

	<i>a</i> 19-20 <i>Budget</i>	<i>b</i> FY19-20 Sept	<i>c</i> YTD Sept	<i>d</i> Estimate Oct-Jun	<i>e</i> FY19-20 Total	<i>f</i> F/C vs Budget	
Income							
1	4100 · Spring Auction						
2	4110 · Spring Auction Income	50,000	-	-	50,000	50,000	-
3	4180 · Spring Auction Expense	(10,000)	(1,000)	(1,044)	(8,956)	(10,000)	-
4	4 Total 4100 · Spring Auction	40,000	(1,000)	(1,044)	41,044	40,000	-
5	4200 · Mathletics						
6	4210 · Mathletics Income	-	-	-	-	-	-
7	4280 · Mathletics Expense	-	-	-	-	-	-
8	8 Total 4200 · Mathletics	-	-	-	-	-	-
9	4300 · Walk-A-Thon						
10	4310 · Walk-A-Thon Income	27,000	-	-	27,000	27,000	-
11	4380 · Walk-A-Thon Expense	(2,000)	-	-	(2,000)	(2,000)	-
12	12 Total 4300 · Walk-A-Thon	25,000	-	-	25,000	25,000	-
13	6350 · Spiritwear						
14	6360 · Spiritwear Income	9,206	-	9,206	-	9,206	-
15	6365 · Spiritwear Expense	(9,206)	(6,179)	(6,179)	(3,027)	(9,206)	-
16	16 Total 6350 · Spiritwear	-	(6,179)	3,027	(3,027)	-	-
17	4400 · Dollar-A-Day						
18	4410 · Dollar-A-Day Income (Fall)	125,000	8,490	108,641	16,359	125,000	-
19	4480 · Dollar-A-Day Expense (Fall)	(2,000)	(510)	(510)	(1,490)	(2,000)	-
20	20 Total 4400 · Dollar-A-Day	123,000	7,980	108,131	14,869	123,000	-
22	5700 · Community Development						
26	4780 · Box Tops	700	-	-	700	700	-
27	4910 · Dine 2 Donate	2,000	-	-	2,000	2,000	-
28	5400 · Matching Gifts	16,000	4,568	4,972	11,028	16,000	-
29	5900 · Other Income	2,500	-	11	2,489	2,500	-
30	30 Total 5700 · Community Development	21,200	4,568	4,983	16,217	21,200	-
31	Total Income	209,200	11,548	112,070	94,103	209,200	-
In and Out Accounts							
36	4500 · Fall Fest Carnival						
37	4510 · Fall Fest Carnival Income	-	-	-	-	-	-
38	4580 · Fall Fest Carnival Expense	-	-	-	-	-	-
39	39 Total 4500 · Fall Fest Carnival	-	-	-	-	-	-
40	6250 · On-Stage Production						
41	6260 · On-Stage Production Income	8,000	-	-	8,000	8,000	-
42	6265 · On-Stage Production Expense	(8,000)	-	(935)	(7,065)	(8,000)	-
43	6299 · Dec/Inc to Musical Reserve	-	-	-	-	-	-
44	44 Total 6250 · On-Stage Production	-	-	(935)	935	-	-
45	6300 · Odyssey of the Mind						
46	6310 · Odyssey of the Mind Income	210	-	-	210	210	-
47	6315 · Odyssey of the Mind Expense	(210)	-	-	(210)	(210)	-
48	48 Total 6300 · Odyssey of the Mind	-	-	-	-	-	-
49	6400 · Birthday Books						
50	6410 · Birthday Books Income	6,075	-	6,075	-	6,075	-
51	6415 · Birthday Book Expense	(6,075)	(436)	(436)	(5,639)	(6,075)	-
52	52 Total 6400 · Birthday Books	-	(436)	5,639	(5,639)	-	-
53	6450 · Book Fair						
54	6460 · Book Fair Income	6,000	-	-	6,000	6,000	-
55	6465 · Book Fair Expense	(3,000)	-	-	(3,000)	(3,000)	-
56	6470 · Book Fair Purchases	(3,000)	-	-	(3,000)	(3,000)	-
57	57 Total 6450 · Book Fair	-	-	-	-	-	-
62	6600 · Yearbook						
63	6610 · 5th Grade Yearbook Income	1,500	1,260	1,260	240	1,500	-
64	6615 · 5th Grade Yearbook Expense	(1,500)	-	-	(1,500)	(1,500)	-
65	65 Total 6600 · Yearbook	-	1,260	1,260	(1,260)	-	-
66	6750 · Teacher Outing / Baskets (AUCTION)						
67	6760 · Teacher Outing / Basket Income	1,100	-	-	1,100	1,100	-
68	6765 · Teacher Outing / Basket Expense	(1,100)	-	-	(1,100)	(1,100)	-
69	69 Total 6750 · Teacher Outing / Baskets	-	-	-	-	-	-
70	4190 · Staff Wish Lists (AUCTION)						
71	4190 · Staff Wish Lists Income	2,000	-	-	2,000	2,000	-
72	4195 · Staff Wish Lists Expense	(2,000)	-	-	(2,000)	(2,000)	-
73	73 Total 4190 · Staff Wish Lists	-	-	-	-	-	-
78	6800 · Choir						
79	68100 · Choir Income	-	-	-	-	-	-
80	6820 · Choir Expense	-	-	-	-	-	-
81	81 Total 6800 · Choir	-	-	-	-	-	-
82	Total In and Out Accounts	0	824	5,964	(5,964)	0	-
Expenses							
83	7100 · Funded Positions						
	IAs and Site Tech	127,500	-	28,477	99,023	127,500	-
	Garden Educator	12,500	6,298	6,298	6,202	12,500	-
	Crossing Guard	6,500	-	-	6,500	6,500	-
1	TOTAL 7100 · Funded Positions	146,500	6,298	34,775	111,725	146,500	-
84	7200 · School Support						
85	7210 · Teacher Material Fund Expense	10,800	950	3,456	7,344	10,800	-
86	7220 · Principal's Discretionary Fund	2,500	-	669	1,831	2,500	-
87	7230 · Grade Level Fund	-	-	-	-	-	-
88	7250 · Office Supplies	3,000	-	257	2,743	3,000	-
89	7260 · Copy Paper	600	-	-	600	600	-
91	Total 7200 · School Support	16,900	950	4,382	12,518	16,900	-
92	7300 · Academic Support						

Auction system renewal

insallments
magnet purchase

6IAs (19.5hr/wk), 1 ST (2d/wk),
1STEAM IA (19.5 hr/wk)

Staff development hospitality

	a	b	c	d	e	f	
	19-20	FY19-20	YTD Sept	Estimate	FY19-20	F/C vs	
	Budget	Sept	YTD Sept	Oct-Jun	Total	Budget	
93	7310 · Computer Technology						
	Computer Accessories	-	-	2,500	2,500	-	
	Chromebook Replacement Fund	-	-	20,000	20,000	-	
94	7315 · Raz Kids Licensing	-	-	1,900	1,900	-	
95	7340 · Handwriting Books	-	-	1,050	1,050	-	
96	6565 - Planners and Folders	916	1,426	41	1,466	-	
97	7350 · Walk Through Programs Grades 4/5	-	-	2,800	2,800	-	
98	7395 · Field Trips	-	-	-	-	-	
99	Total 7300 · Academic Support	916	916	28,291	29,206	-	
100	7400 · S.T.E.A.M.						
101	7420 · Art Appreciation	1,067	1,067	3,433	4,500	-	
102	7485 · Garden Supplies	-	-	2,000	2,000	-	
104	7462 · STEAM Materials	-	-	1,000	1,000	-	
105	Total 7400 · STEAM	1,067.43	1,067	6,433	7,500	-	
106	7500 · School Activities						
107	7510 · Hospitality	126	360	1,640	2,000	-	Welcome back coffee
108	7515 · Family Nights	-	-	1,200	1,200	-	
109	7580 · 5th Grade Farewell	-	-	575	575	-	
111	Total 7500 · School Activities	126	360	3,415	3,775	-	
112	7600 · School Improvement						
113	7625 · Beautification	-	202	298	500	-	water timers, garden items
114	7640 · Recreation Supplies	286	286	1,714	2,000	-	
115	7660 · Crossing Guard	-	-	-	-	-	
116	7685 · Disaster Preparedness	-	57	443	500	-	
117	Total 7600 · School Improvement	286	545	2,455	3,000	-	
118	7800 · Administrative Expenses						
110	7595 · Communications (Konstella)	-	15	635	650	-	
119	7810 · Transaction Processing & Bank Charges	-	-	1,000	1,000	-	
120	7820 · Returned Check Fees	-	-	100	100	-	
121	7830 · Membership Supplies	60	72	928	1,000	-	
122	7910 · Professional Fees	-	120	600	720	-	Quickbooks (Jul/Aug)
123	7920 · Insurance	-	-	475	475	-	
124	7930 · Filing fee	-	-	50	50	-	
125	8100 · Interest Income	-	-	(48)	(48)	-	
126	Total 7800 · Administrative Expenses	60	207	3,740	3,947	-	
127	Total Expenses	9,703	9,703	168,576	210,828	-	
128	Net Income	2,669	108,331	(80,437)	(1,628)	0	
129	Cash Balance 09/30/19 (Savings)				50,416		
130	Cash Balance 09/30/19 (Checking)				227,966		
131	Outstanding Checks				(9,085)		
132	Cash Balance 09/30/19 (Per Books)				269,296		
	COMMITTED RESERVES						
133	Music Development Fund (Reserve)				(6,968)		
134	Library Fund (Reserve)				(7,339)	(Gomes)	
135	Outdoor Ed Reserve Funds						
	2019 Trip Reserve - Current 5th grade				(6,335)		\$6335 Fall Fest 2019 Income
	2020 Trip Reserve - Current 4th Grade				-		
	2021 Trip Reserve - Current 3rd Grade				(139)		Benefit
	2022 Trip Reserve - Current 2nd Grade				-		
	2023 Trip Reserve - Current 1st Grade				-		
	2024 Trip Reserve - Current K				-		
136	Fund-A-Need (Reserve)						
137	On-Stage Production (Reserve)				(1,591)	(Smythe)	
138	Choir (Reserve)				-	(Andrews)	
139	STEAM (Reserve)				(4,654)	(Giffin)	
140	Chromebook Replacement (Reserve)				(20,000)	(Schuler)	
141	Computer Technology (Reserve)				(4,624)	(Schuler)	
142	Garden (Reserve)				(132)	(Burns)	
143	Approved Strategic Funds:						
	Playground Equipment				(700)		
	Kinder Nature Course				(5,700)		
144	Net Cash Available (09/30/19)				211,114		
148	Cash Reserve (25% of Op Ex)				(52,835)		
	19/20 Committed Expenses Remaining				(168,576)		
	Available Free Cash (09/30/19)				(10,297)		
	19/20 Remaining Income Goal				94,103		
	Projected Cash Balance Jun 2020				83,807		
	Additional Identified Unfunded Liability						
	2020 Add'l Chromebook Replacements				60,000		\$98K -\$40K reserves - Replacement costs for min. 393 computers set to reach AUE by Jun 2020
	Projected Remaning Strategic Funds Available				23,807		