

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

October 8, 2019, 7pm @ Library

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, Rudy Baez, Julia Clennel, Alap Dave, Gosia Dunning, Tatyana Espinoza, Jen Faught, Violeta Franco, Marsha Galicia-Monroe, Deanne Giffin, Susan Gilmer, Matt Gould, Christina Hndricksen, Cyndi Joly, Alisa Kutsel, Seichar Manda, Alyson Ogden, MaryAnne Parker, Shyam Ramanathan, Anna Rowe, Melissa Sanders, Angela Sondoval, Cleaudia Vazquez, Priyanka Vidushi

Welcome

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

Approval of September 2019 Minutes

Motion to approve September 2019 meeting minutes carried.

Treasurer's Report (Jennifer Enson):

Update on the current status of the 2019-2020 budget as of 8/20//2019 (distributed).

President's Report (Sarah Rhodes):

Reviewed cash handling procedures; availability to count cash collections on Fridays; discussed weekly Konstella digest; Fundraising / Walk-a-Thon

Teachers' Reports

Mrs. Giffin (4-5): Updates on STEAM Family Engagement Night; STEAM Lab Assistant on board; engineering challenge ("Desk Organizer"); STEAM Lab and Garden schedule; Walk-Thru California

Ms. Andrews (2-3): No grade level updates. PEAK Update; Fund-A-Need from Auction; PEAK seeking parent volunteer from Bancroft; Turkey Trot fundraiser on Thanksgiving

Mrs. Parker (K-1): Grade-level garden updates; scavenger hunt; veggie tasting; soup tasting; Walk-A-Thon preparation

Principal's Report

Reviewed tiered educational support model: academic, social, emotional, and behavioral

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

Committee Reports

Communications (Dory Barnard): Bobcat Tracks updates to Maria; 1-week advance notice requested for all Konstella notices

Spirit Wear (Sarah Rhodes for Tatiana Diaz): Reminder for last day to order 10/11/2019

Community Service Day, 10/12 (Melissa Sanders): Update on citywide event and specifics for Bancroft on Saturday 10/12. Spots full; additional volunteers welcome; opportunities (planter boxes, weeding, mulch); needs (wheelbarrows, shears, hoes, shovels); reminder to have signed waiver

Walk-A-Thon, 10/25 (Melissa Sanders): T-shirt orders due 10/10/2019; help needed; reviewed awards (individual, class, spirit); agreed to add highest class participation award

Maker's Faire, 11/1 (Cyndi Joly): Nine makers signed up; more welcome

Auction (Ben Nie): 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. Contact Suzanne Leibowitz if interested in shadowing for future.

Dine to Donate (Anna Rowe): Chipotle raised \$676. Panera scheduled for 10/23. Sorrento scheduled for lunch/dinner first three Wednesdays in November; Round Table and Yalla in the future..

Art Appreciation (Alisa Kutsel): Identified need to document for the future to avoid building from scratch; possibly build a supply database for next year; requested feedback from parent volunteers on lessons (what worked; what could be improved).

BoxTops (Alyson Oden): Request for Box Tops to be turned to avoid expiration

Green Team (Angela Sondoal): Volunteers requested for lunch trash sorting assistance; new posterboard for trash cans to assist students

New Business: Outdoor Ed 2019 issues; 2020 opportunities

Next Meeting: November 12, 2019, 7pm

Bancroft Elementary PFC - October 2019 Financial Summary

Income: Dollar a day at 91%; one more set of installments will be charged in Nov
Matching gifts at 58%
Peak check for \$5828 deposited
Total income YTD: \$129K vs budget of \$209K (62%)

Expenses: Checks written for Spiritwear, Teacher materials, office supplies, 5th Grade ODE
Total Expenses YTD: \$47K vs. budget of \$211K

Net Cash Available (10/31/19): \$223K

Projected Cash Balance June 2020: \$88K if we meet our income goal

Additional Chromebook Replacements: \$60K

Projected Remaining Strategic Funds: \$28K

**Bancroft Parent Faculty Club
2019-2020**

	<i>a</i> 19-20 <i>Budget</i>	<i>b</i> FY19-20 Oct	<i>c</i> YTD Oct	<i>d</i> Estimate Nov-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)	(225)	(1,269)	(8,731)	(10,000)	-	Deposit for DJ
4 Total 4100 · Spring Auction	40,000	(225)	(1,269)	41,269	40,000	-	
5 4200 · Athletics							
6 4210 · Athletics Income	-	-	-	-	-	-	
7 4280 · Athletics Expense	-	-	-	-	-	-	
8 Total 4200 · Athletics	-	-	-	-	-	-	
9 4300 · Walk-A-Thon							
10 4310 · Walk-A-Thon Income	27,000	2,190	2,190	24,810	27,000	-	
11 4380 · Walk-A-Thon Expense	(2,000)	(67)	(67)	(1,933)	(2,000)	-	
12 Total 4300 · Walk-A-Thon	25,000		2,123	22,877	25,000	-	
13 6350 · Spiritwear							
14 6360 · Spiritwear Income	9,206	348	9,554	-	9,554	348	
15 6365 · Spiritwear Expense	(9,206)	(620)	(6,799)	(2,407)	(9,206)	-	
16 Total 6350 · Spiritwear	-	(272)	2,755	(2,407)	348	348	
17 4400 · Dollar-A-Day							
18 4410 · Dollar-A-Day Income (Fall)	125,000	5,349	113,990	11,010	125,000	-	91%
19 4480 · Dollar-A-Day Expense (Fall)	(2,000)		(510)	(1,490)	(2,000)	-	
20 Total 4400 · Dollar-A-Day	123,000	5,349	113,480	9,520	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	4,231	9,203	6,797	16,000	-	58%
29 5900 · Other Income	2,500	5,828	5,839	1,000	6,839	4,339	PEAK deposit
30 Total 5700 · Community Development	21,200	10,059	15,042	10,497	25,539	4,339	
31 Total Income	209,200	15,183	129,377	81,755	213,887	4,339	62%
In and Out Accounts							
36 4500 · Fall Fest Carnival							
37 4510 · Fall Fest Carnival Income	-	6,335	6,335	(6,335)	-	-	
38 4580 · Fall Fest Carnival Expense	-	(6,335)	(6,335)	6,335	-	-	5th Grade Outdoor Ed Payment
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 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 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)	(5,639)	(6,075)	-	
52 Total 6400 · Birthday Books	-	-	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 Total 6450 · Book Fair	-	-	-	-	-	-	
62 6600 · Yearbook							
63 6610 · 5th Grade Yearbook Income	1,500	-	1,260	240	1,500	-	
64 6615 · 5th Grade Yearbook Expense	(1,500)	-	-	(1,500)	(1,500)	-	
65 Total 6600 · Yearbook	-	-	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 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 Total 4190 · Staff Wish Lists	-	-	-	-	-	-	
78 6800 · Choir							
79 68100 · Choir Income	-	-	-	-	-	-	
80 6820 · Choir Expense	-	-	-	-	-	-	
81 Total 6800 · Choir	-	-	-	-	-	-	
82 Total In and Out Accounts	0	0	5,964	(5,964)	0	-	
Expenses							
83 7100 · Funded Positions							
IAs and Site Tech	127,500		28,477	99,023	127,500	-	6IAs (19.5hr/wk), 1 ST (2d/wk),
Garden Educator	12,500		6,298	6,202	12,500	-	1STEAM IA (19.5 hr/wk)
Crossing Guard	6,500	-	-	6,500	6,500	-	
1 TOTAL 7100 · Funded Positions	146,500	0	34,775	111,725	146,500	-	
84 7200 · School Support							
85 7210 · Teacher Material Fund Expense	10,800	1,097	4,553	6,247	10,800	-	
86 7220 · Principal's Discretionary Fund	2,500	49	718	1,782	2,500	-	
87 7230 · Grade Level Fund	-	-	-	-	-	-	
88 7250 · Office Supplies	3,000	1,324	1,581	1,419	3,000	-	
89 7260 · Copy Paper	600	-	-	600	600	-	
91 Total 7200 · School Support	16,900	2,471	6,853	10,047	16,900	-	
92 7300 · Academic Support							

	a	b	c	d	e	f
	19-20	FY19-20	YTD Oct	Estimate	FY19-20	F/C vs
	Budget	Oct		Nov-Jun	Total	Budget
93 7310 · Computer Technology						
Computer Accessories	2,500	81	81	2,419	2,500	-
Chromebook Replacement Fund	20,000	-	-	20,000	20,000	-
94 7315 · Raz Kids Licensing	1,900	-	-	1,900	1,900	-
95 7340 · Handwriting Books	1,050	-	-	1,050	1,050	-
96 6565 - Planners and Folders	1,466	-	1,426	40	1,466	-
97 7350 · Walk Through Programs Grades 4/5	2,800	-	-	2,800	2,800	-
98 7395 · Field Trips						
99 Total 7300 · Academic Support	29,716	81	1,507	28,209	29,716	-
100 7400 · S.T.E.A.M.						
101 7420 · Art Appreciation	4,500		1,067	3,433	4,500	-
102 7485 · Garden Supplies	2,000	902	902	1,098	2,000	-
104 7462 · STEAM Materials	1,000	-	-	1,000	1,000	-
105 Total 7400 · STEAM	7,500	902.33	1,969	5,531	7,500	-
106 7500 · School Activities						
107 7510 · Hospitality	2,000	974	1,334	666	2,000	-
108 7515 · Family Nights	1,200	26	26	1,174	1,200	-
109 7580 · 5th Grade Farewell	575	-	-	575	575	-
111 Total 7500 · School Activities	3,775	1,000	1,360	2,415	3,775	-
112 7600 · School Improvement						
113 7625 · Beautification	500	231	433	67	500	-
114 7640 · Recreation Supplies	2,000	61	347	1,653	2,000	-
115 7660 · Crossing Guard						
116 7685 · Disaster Preparedness	500		57	443	500	-
117 Total 7600 · School Improvement	3,000	292	837	2,163	3,000	-
118 7800 · Administrative Expenses						
110 7595 · Communications (Konstella)	650		15	635	650	-
119 7810 · Transaction Processing & Bank Charges	1,000	-	-	1,000	1,000	-
120 7820 · Returned Check Fees	100	-	-	100	100	-
121 7830 · Membership Supplies	1,000		72	928	1,000	-
122 7910 · Professional Fees	720	60	180	540	720	-
123 7920 · Insurance	475	-	-	475	475	-
124 7930 · Filing fee	50	-	-	50	50	-
125 8100 · Interest Income	(48)	-	-	(48)	(48)	-
126 Total 7800 · Administrative Expenses	3,947	60	267	3,680	3,947	-
127 Total Expenses	211,338	4,806	47,568	163,770	211,338	-
128 Net Income	(2,138)	10,378	87,773	(87,979)	2,549	4,339

129 Cash Balance 10/31/19 (Savings)	50,418
130 Cash Balance 10/31/19 (Checking)	235,711
131 Outstanding Checks	(10,886)
132 Cash Balance 10/31/19 (Per Books)	275,244

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		Wrote check to MDUSD Oct 2019
2020 Trip Reserve - Current 4th Grade	(139)	
2021 Trip Reserve - Current 3rd Grade		
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 (10/31/19)	223,397	

148 Cash Reserve (25% of Op Ex)	(52,835)
19/20 Committed Expenses Remaining	(163,770)
Available Free Cash (10/31/19)	6,792

19/20 Remaining Income Goal	81,755
Projected Cash Balance June 2020	88,548

Additional Identified Unfunded Liability

2020 Add'l Chromebook Replacements	60,000
Projected Remaning Strategic Funds Available	28,548

\$98K -\$40K reserves - Replacement costs for min. 393 computers set to reach AUE by Jun 2020