

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

November 12, 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, Marsha Galicia-Monroe, Deanne Giffin, Alisa Kutsel, Alyson Ogden, MaryAnne Parker, Melissa Sanders, Asma Shaikh

Welcome

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

Approval of October 2019 Minutes

Motion to approve October 2019 meeting minutes carried.

Treasurer's Report (Jennifer Enson)

Update on the current status of the 2019-2020 budget as of 10/31//2019 (distributed).

President's Report (Sarah Rhodes)

Provided technology updates (i.e., Chromebook end of life extended to June 2021 for majority) and reserve funds available: music development fund, library, Chromebooks, STEAM.

Teachers' Reports

Mrs. Giffin and Ms. Andrews provided updates for grade levels and PEAK.

Principal's Report

Discussed December 2019 conferences and Single Plan for Student Achievement (SPSA) 2020 Goals.

Committee Reports

Community Service Day, 10/12: provided recap of biggest event yet for Bancroft.

Walk-A-Thon, 10/25: Raised ~ \$35,000. Overall 56% participation.

Maker's Faire, 11/1: Fifteen makers with 100-150 attendees.

Meeting adjourned.

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

Meeting adjourned.

Bancroft Elementary PFC - November 2019 Financial Summary

Income: Dollar a day at 95%
Matching gifts at 81%
Remaining Income to come in: \$52K (auction + remaining WAT)
Total income YTD: \$147K vs budget of \$209K (70%)

Expenses: Checks written for Walk through program, Teacher materials, and office supplies
Total Expenses YTD: \$50K vs. budget of \$211K

Net Cash Available (11/30/19): \$239K

Projected Cash Balance June 2020: \$77K if we meet our income goal

Additional Chromebook Replacements: \$60K (within next two years)

Projected Remaining Strategic Funds: \$17K

**Bancroft Parent Faculty Club
2019-2020**

	<i>a</i> 19-20 <i>Budget</i>	<i>b</i> FY19-20 Nov	<i>c</i> YTD Nov	<i>d</i> Estimate Dec-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)	(2,740)	(4,009)	(5,991)	(10,000)	-	Deposit for location, etc.
4 Total 4100 · Spring Auction	40,000	(2,740)	(4,009)	44,009	40,000	-	
5 4200 · Mathletics							
6 4210 · Mathletics Income		-	-	-	-	-	
7 4280 · Mathletics Expense		-	-	-	-	-	
8 Total 4200 · Mathletics	-		-	-	-	-	
9 4300 · Walk-A-Thon							
10 4310 · Walk-A-Thon Income	27,000	20,271	22,461	4,539	27,000	-	Still need on-line check
11 4380 · Walk-A-Thon Expense	(2,000)	(1,348)	(1,415)	(585)	(2,000)	-	
12 Total 4300 · Walk-A-Thon	25,000		21,046	3,954	25,000	-	
13 6350 · Spiritwear							
14 6360 · Spiritwear Income	9,206		9,554	-	9,554	348	
15 6365 · Spiritwear Expense	(9,206)		(6,799)	(2,407)	(9,206)	-	
16 Total 6350 · Spiritwear	-	-	2,755	(2,407)	348	348	
17 4400 · Dollar-A-Day							
18 4410 · Dollar-A-Day Income (Fall)	125,000	3,466	117,456	500	117,956	(7,044)	94%
19 4480 · Dollar-A-Day Expense (Fall)	(2,000)		(510)	-	(510)	1,490	
20 Total 4400 · Dollar-A-Day	123,000	3,466	116,946	500	117,446	(5,554)	95%
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	3,790	12,993	3,007	16,000	-	81%
29 5900 · Other Income	2,500	443	443	1,000	1,443	(1,057)	
30 Total 5700 · Community Development	21,200	4,233	13,436	6,707	20,143	(1,057)	
31 Total Income	209,200	4,959	147,420	52,763	202,937	(6,611)	70%
In and Out Accounts							
36 4500 · Fall Fest Carnival							
37 4510 · Fall Fest Carnival Income	-		6,775	(6,775)	-	-	
38 4580 · Fall Fest Carnival Expense	-	(440)	(6,775)	6,775	-	-	5th Grade Outdoor Ed Payment
39 Total 4500 · Fall Fest Carnival	-	(440)	-	-	-	-	
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	45	6,120	-	6,120	45	
51 6415 · Birthday Book Expense	(6,075)		(436)	(5,639)	(6,075)	-	
52 Total 6400 · Birthday Books	-	45	5,684	(5,639)	45	45	
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	(395)	6,009	(5,964)	45	45	
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), 1STEAM IA (19.5 hr/wk)
Garden Educator	12,500		6,298	6,202	12,500	-	
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	199	4,752	6,048	10,800	-	Various teacher materials
86 7220 · Principal's Discretionary Fund	2,500		718	1,782	2,500	-	
87 7230 · Grade Level Fund			-	-	-	-	
88 7250 · Office Supplies	3,000	239	1,820	1,180	3,000	-	
89 7260 · Copy Paper	600		-	600	600	-	
91 Total 7200 · School Support	16,900	438	7,290	9,610	16,900	-	
92 7300 · Academic Support							
93 7310 · Computer Technology							
Computer Accessories	2,500		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	-	

	a	b	c	d	e	f
	19-20	FY19-20	YTD Nov	Estimate	FY19-20	F/C vs
	Budget	Nov		Dec-Jun	Total	Budget
95	7340 · Handwriting Books	-	-	1,050	1,050	-
96	6565 · Planners and Folders	-	1,426	40	1,466	-
97	7350 · Walk Through Programs Grades 4/5	1,520	1,520	1,280	2,800	-
98	7395 · Field Trips	-	-	-	-	-
99	Total 7300 · Academic Support	1,520	3,027	26,689	29,716	-
100	7400 · S.T.E.A.M.	-	-	-	-	-
101	7420 · Art Appreciation	-	1,067	3,433	4,500	-
102	7485 · Garden Supplies	-	902	1,098	2,000	-
104	7462 · STEAM Materials	-	-	1,000	1,000	-
105	Total 7400 · STEAM	-	1,969	5,531	7,500	-
106	7500 · School Activities	-	-	-	-	-
107	7510 · Hospitality	-	1,334	666	2,000	-
108	7515 · Family Nights	-	26	1,174	1,200	-
109	7580 · 5th Grade Farewell	-	-	575	575	-
111	Total 7500 · School Activities	0	1,360	2,415	3,775	-
112	7600 · School Improvement	-	-	-	-	-
113	7625 · Beautification	-	433	67	500	-
114	7640 · Recreation Supplies	-	347	1,653	2,000	-
115	7660 · Crossing Guard	-	-	-	-	-
116	7685 · Disaster Preparedness	-	57	443	500	-
117	Total 7600 · School Improvement	0	837	2,163	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	-	72	928	1,000	-
122	7910 · Professional Fees	70	250	470	720	-
123	7920 · Insurance	-	-	475	475	-
124	7930 · Filing fee	-	-	50	50	-
125	8100 · Interest Income	-	-	(48)	(48)	-
126	Total 7800 · Administrative Expenses	70	337	3,610	3,947	-
127	Total Expenses	2,028	49,595	161,743	211,338	-
128	Net Income	2,536	103,834	(114,944)	(8,356)	(6,566)

129	Cash Balance 11/30/19 (Savings)	50,421
130	Cash Balance 11/30/19 (Checking)	251,336
131	Outstanding Checks	(4,930)
132	Cash Balance 11/30/19 (Per Books)	296,827

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)	(10,490)	(Giffin) Includes PEAK Deposit
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 (11/30/19)	239,144	

148	Cash Reserve (25% of Op Ex)	(52,835)
	19/20 Committed Expenses Remaining	(161,743)
	Available Free Cash (11/30/19)	24,566

	19/20 Remaining Income Goal	52,763
	Projected Cash Balance June 2020	77,329

Additional Identified Unfunded Liability

2020 Add'l Chromebook Replacements	60,000
Projected Remaning Strategic Funds Available	17,329

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