

# BANCROFT ELEMENTARY SCHOOL, PARENT FACULTY CLUB (PFC) MEETING MINUTES **FINAL**

---

**September 15, 2020, 7pm @ Zoom Video Conference**

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

## EXECUTIVE BOARD MEMBERS IN ATTENDANCE

Sarah Rhodes / President	Mrs. Dunn / Principal
Heather Salter Vice President	VACANT / VP Strategic Funds
Dory Barnard / VP Communications	VACANT / VP Fundraising
Ben Nie / Treasurer	
Cyndi Joly / Financial Secretary	
Jennifer Enson / Parliamentarian/Historian	
David Barnard / Recording Secretary	

## OTHERS PRESENT

Agam Patel, Alexandra Heinitz, Alice Burns, Alisa Kutsel, Alyson Ogden, Andrea Chertoff, Asma Shaikh, Deanne Giffin, Emily Andrews, Erica Tapiarene, Gail Strohl, Irina Rivera, Jessica Palomino, Julia Clennell, Kellie Hoover, Mary Anne Parker, Mary Greenwald, Melissa Johnson, Morgan Doan, Stephanie Lee, Nicholas Scanlan, Roma Villafania, Shandon Quinn, Tal Shwarzman, Tamara Jimez

## Welcome

- Sarah Rhodes welcomed and thanked all for attending.

## Prior Meeting Minutes

- May & August meeting minutes were approved.

## Principal's Report

- Campus updates
  - School garden continues to be cared for and lesson plans forthcoming
  - Waiting for new Chromebooks to be distributed by the district, expected Friday 9/18
  - Bancroft has a new network tech to support technology needs on a part time basis:  
Bridget
- Budget: reviewed school budget (separate from PFC)
  - Approx. \$31K Site Discretionary
  - Approx. \$26K Local Controlled Funded
  - District releases funds each quarter
  - Purchased 6 ELMO document cameras
  - Budget includes:
    - Laptops
    - Duplicating services (i.e., photocopies)
    - Furniture
    - Substitute Teachers
    - Postage

- Supplies
  - Teacher materials
- Distance Learning:
  - Contact the school office if internet Hot Spot is needed for connectivity
  - There have been a number of technology failures requiring new laptops
  - Teachers have requested Ready Prep & Ready Toolbox for use in their classe
- Parent Survey
  - Going out Wednesday 9/16, focus on distance learning
  - Will share the good, bad, ugly, and beautiful not only with the teachers, but also with parents
    - Desire to know what's working so we can continue to do that
    - Need to understand what opportunities there are to improve
  - Recommendation to inquire about whether the school distributed Chromebook has any problems to help assess need for future replacement by the district or PFC
    - Everyone needs working computer

### **Treasurer's Report**

Provided a recap of the 2019/2020 and June 2020 recap:

- \$222K raised vs. \$213K budget
- \$181K spent vs. \$213K budget
- Net Cash \$189K
- Need 25% reserve for expected annual operating expenses

Recapped August income and expenses

- \$50K raised through Dollar-a-Day fundraising campaign
- \$2K other income
- No significant activity for in and out accounts
- Expenses: positions, gardening supplies, and 12 chromebooks for the library out of reserves

Reviewed and approved substantial 2020/2021 PFC budget amendment through unanimous vote

- Substantial reduction in fundraising income due to reduced Dollar-A-Day, limited expectations of other fundraisers because parent volunteers are needed to lead Walk-a-Thon and Auction
- Changes in expenses: no Instructional assistants/site tech due to distance learning
- Proposed to increase teacher funds for classroom materials, supplies, and other needs
- PFC has allocated funds to purchase Ready Toolbox (Problem solving/practice workbook) since District has discontinued paying for it due to budget cuts; teachers see this as a key tool for their classes
- Budget uses reserves to cover income shortfall with substantially reduced expenses

### **Faculty Reports**

Teachers expressed gratitude to the PFC as well as the supportive Bancroft community. Took the opportunity to provide updates as well as sharing what the Bancroft teachers have invested the PFC funds back into the school and students.

#### **Ms. Parker Kinder & 1st Grade**

Kinder had an amazing launch to the year meeting with families and giving them supplies and access to Chromebooks.

First Grade also had a materials pick up day and is having another currently with writing journals, themed learning projects with activities for the current and the upcoming seasonal themes.

We wish to thank PFC for Teacher Material Supplies Funds.

Below are the lists of what Kinder and First Grade have been purchasing and plan to purchase.

#### Kindergarten Teacher Classroom Funds/Purchases

Twistable crayons  
Glue sticks  
Scissors  
Supply boxes  
Crayons  
Laminating sheets  
Water colors  
Foam letters  
Birthday cards, pencils, stickers  
Laptop holder (for zooming)  
Teachers Pay Teachers lessons specific to distance learning ie assessments via zoom  
Dice  
Play dough  
Construction paper

Kindergarten has many hands on projects, we hope we can continue to prep these projects for future material pick ups.

#### First Grade Teacher Funds

We have outlined below how we have been and plan to use our "teacher funds." The items we have purchased and are choosing to purchase can be used during distance learning or in a school setting making them viable for any learning format we may experience this year.

1. What are we using our "teacher funds" to purchase?

- Supplies and teacher made materials previously sent home including:
  - Folders
  - Sheet protectors
  - Composition books
  - Color printer ink
  - Paper
  - Laminating sheets
  - Cardstock
  - Bags
  - Book rings
- Teachers Pay Teachers
  - Digital and print supplemental curriculum for all subjects in English and Spanish (math, writing, reading, phonics, writing, social studies, science, PE, and STEAM)
  - Digital learning presentations
  - Digital lessons and boom cards for Seesaw, Wonders, EngageNY, Spanish grammar, vocabulary, and math
- Scholastic News
- Whiteboards
- Chart paper
- Picture cards for Spanish and English language development instruction
- Classroom books
- Pocket charts
- Supplemental technology equipment for distance learning

#### **Ms. Parker 2nd & 3rd Grade**

1. Many Teachers Pay Teachers supplemental academic activities
2. Art supplies such as construction paper, tissue paper, card stock, and oil pastels
3. Sheet protectors to create take home whiteboards
4. Dry erase whiteboard pockets/clipboards
5. Color coded bins to mirror dual language classrooms
6. Ink cartridges (b/w & color)
7. Anchor charts
8. Incentives
9. Materials for writing journals- duct tape, cardboard
10. Subscription for Boom Cards (interactive flashcards)
11. LED monitor for some teachers who need a larger screen to see students
12. One teacher- headset with microphone to record videos

We would like to ask permission from the PFC for possible funding to purchase light covers for our fluorescent lights. The lights have been causing migraines for both students and teachers. These are the lights in the pod classrooms.

#### **Ms. Giffin 4th & 5th Grade**

Purchased already or want/need to purchase:

- Gooseneck For iPhone/camera
- Monitor for second screen to see kids
- Light for camera
- Head set with mic
- Printer ink
- Online materials for students in google classroom
- Programs- Flocabulary and Quizlet
- Spanish grammar books
- Science materials
- Watercolors/clay for home lessons
- Class book sets for close reading literature study
- Stamps for pen pal letters

#### **Committee Reports**

- Sarah Rhodes shared that there are opportunities for parent involvement:
  - Room parents still needed; sign up through Konstella
  - Need leads for fundraisers (walk-a-thon and auction)
    - Andrea Chertoff and Jessica Palomino volunteered to lead A-thon
    - Heather Salter offered to share her research for a read-a-thon
- September is the only opportunity to order Bancroft spiritwear to share school pride
- Alisa Kutsel, Art Appreciation Lead, suggested hosting a fundraiser to support the art program that would allow students to voluntarily provide their art to Art Sonia for purposes of selling reproductions and the PFC would receive 20%. Written proposal requested.
- Dine to donate at Round Table Pizza on Wednesday 9/16

### **New Business**

- Parent inquired about a 2020/2021 Bancroft Yearbook to capture this extraordinary and unprecedented time through photographs, possibly send out as a survey to gauge interest
- Parent suggested Kona Shave Ice as a possible community appreciation/fundraiser event
- Parent inquired about the possibility of Outdoor Education for the spring for 5th graders
  - Tentative plan for a shorter 2 night/3 day event at a different location than prior years
- Parent inquired about whether planners will be distributed this year
  - Mrs. Dunn will check on this and report back

Adjourned.