

**Bancroft Elementary PFC Minutes – FINAL**

**September 11, 2018** <Minutes are organized by Agenda schedule; not necessarily in order of actual presentation>

The meeting was called to order by PFC President Sandra Heinen at 7:02 p.m.

**Executive Board Members in Attendance**

Linda Schuler - Principal; Sandra Heinen - PFC President; Kristin Cadigan - Vice President; Sarah Rhodes – VP Communications; Amiee Gordon- VP Strategic Funds; Jennifer Enson- Treasurer; Karla Galvez – Secretary; Tatiana Diaz - Historian/Parliamentarian

**Others Present**

Ria Bhatt; Tatyana Leskovicz; David Bernard; Yanira Hurtado; Lori Pawasittilhot; Ana Zaporozjan; Dory Barnard; Alisa Kutsel; Emily Andrews; Deanne Giffin; Nicole Jenkins; Brook Nie; Tatyana Espinoza; Melissa Horst; Stefanie Lee; Kathy Biddick; Gosia Dunning; Becky Harrington; Kelly Westover; Angela Sandoval; Matt Gould; Alyson Ogden; Danny Fried; Margot Perez; Mary Anne Parker; Nicholas Gaunt; Hazel Gaunt; John Harrington; Melissa Sanders; Cyndi Joly; Elisabeth Lambert; Kim Harris

**Welcome**

Sandra Heinen welcomed and thanked all for attending. Attendees briefly introduced themselves.

**PEAK Representative Presentation.** Kim Harris briefly described the PEAK educational foundation, discussed new funding mechanisms under consideration and introduced Ms. Andrews as the new VP of School Relations at PEAK. Ms. Harris then presented the PFC with a \$500 check and an additional \$250 check for art appreciation.

**Approval of Minutes.** May minutes were reviewed and approved as presented. None were opposed or abstained.

**Review 2018-2019 PFC Board/Chairs/Opening** . Ms. Heinen reviewed the status of PFC board and other positions openings. Open positions include VP of Fundraising, Auditor and Assistant Treasurer. Every event has a designated chair.

**Treasurer's Report**

- Jennifer Enson provided handouts of the budget approved in May and the financial status as of August 30, 2018.
- Changes in projected income include increases to auction, walkathon, dollar-a-day and excellence in education incomes due to having more students at school; decreases include Athletics and matching gifts income. In and out accounts stayed about the same.
- On expenses, funded positions increased due to increase in salaries and the PFC's desire to fund more instructional assistant time (an additional \$20k was allocated which came out of the technology reserve). Additional funds were allocated to garden education since this is no longer being funded by the district. Soul Shoppe expenses have been removed from the budget. Funds for school improvement were also allocated.
- Ms. Enson reviewed receipts as of August 30, 2018 as summarized in the table handout provided.
- Mrs. Schuler noted that Soul Shoppe expenses have been removed from the budget because expenses are being covered by a grant and that the allocation for Handwriting Without Tears in the budget may not be sufficient because we have an extra kindergarten class this year. Mrs. Schuler also addressed funding needs for instructional assistants (discussion is below in Principals' Report).

**Principal's Report**

- **School Improvements.** Mrs. Schuler discussed recent school improvements including new gutters, new drainage, sidewalks repair, updated bathrooms, restriping of the blacktop, painting of a USA map, the Bancroft marquee sign replacement, repair and replacement of benches, restoration of grass area (fencing will be removed once the sod has taken root expected to be in October) and new water fountains. All water fountains were tested this past year and new filtration systems have been installed throughout.

- **Staff.** All positions are filled except for the instrumental music teacher and one site technician. The district is looking for a replacement for the instrumental music teacher who is unavailable due to an injury. We have a site technician substitute but need a permanent replacement.
- **New trial recreational program.** "Sports for Learning" recreational specialists will be at the school on a trial basis on Tuesdays and Thursdays providing games related to STEM and math curriculum for students 1<sup>st</sup> through 5<sup>th</sup> grade. Cost for 2 days is \$15,000; a portion of the [site council?] budget is being used to fund it. Mrs. Schuler also discussed the "cub cave" program which is an opportunity available to students during recesses for game room play on Mondays, Tuesdays and Fridays in the room next to library.
- **Traffic/Parking.** Traffic congestion at drop-off and proposed solutions were discussed. The PFC agreed to address this issue at a future meeting dedicated to traffic and parking issues specifically. Mrs. Schuler also reported a new crossing guard contract needs to be entered into.
- **Chromebook Updates.** The technology plan has expired so a new plan is in process in consultation with teachers. Chromebooks will need to be replaced for 5<sup>th</sup> graders soon because the operating system cannot be updated after a certain date, therefore limiting their usefulness. Other Chromebooks will need to be repaired or replaced. There will need to be a budget plan for these expenditures. Mrs. Schuler will work with the district network technician to provide the expenditure estimates at the next PFC meeting.
- **Instructional Assistant Report.** Consistent with the PFC's desire to fund more Instructional Assistant (IA) time, Mrs. Schuler made the following motion:

I make a motion to approve three Instructional Assistants FTE from .0375 (15 hours per week) to 0.45 (18 hours per week). The employees currently filling these positions are- Maryann Nacarra, Paul Bayley, Maritas Montifar, and two Instructional Assistants FTE .0375 (15 hours per week) to .4875 (19.5 hours per week). The employees currently filling these positions are Candi Mannoni, Eunice Chung. The funding is to be reimbursed by Bancroft Parent Faculty Club to MDUSD for the 2018-2019 school year. The total estimated costs for the additional .45 FTE (18 additional hours) has been calculated by the fiscal department for MDUSD at \$13,020.00.

The motion passed with none opposed or abstaining. The plan is for the increased IA hours to result in the availability of an IA throughout the day at learning centers. Two bilingual assistants are funded separately by the district for kindergarten and first grade.

**Faculty Report.** Ms. Andrews, Ms. Giffin, and Ms. Parker all reported on what the grade levels are currently working on:

- **4<sup>th</sup> & 5<sup>th</sup> grade.** Ms. Griffin reported on the use of Chromebooks, the status of iReady diagnostics, class rotations in specific subject areas and using Google Docs editing tools through Google classroom. The classes also reviewed the rules for using school technology accounts. 4<sup>th</sup> grade now has a TWDI class and PE is done together with other 4<sup>th</sup> grade classes 1 day a week. To update the information in the social studies textbook, parents have been asked to contribute to a social studies weekly newspaper in English and Spanish. Garden and STEAM rotations are starting this week, with students being able to taste garden grown summer produce. New supplies purchases were made for STEAM.
- **2<sup>nd</sup> and 3<sup>rd</sup> grade.** Ms. Andrews reported on garden visits, the completion of iReady testing and starting of lessons, pairing with kindergarteners to assist in the use of Chromebooks, and the start of Art Appreciation lessons. Ms. Andrews thanked Tatyana Espinoza for her considerable volunteer assistance.
- **Kindergarten and 1<sup>st</sup> grade.** Ms. Parker reported on Kindergarten work on math stations, vowel sounds, learning name writing, doing self-portraits and using Chromebooks. 1<sup>st</sup> graders have an upcoming life skill assembly (on respect, responsibility and kindness) and are working on iReady for math, using math game stations, learning number bonds, phonemic awareness, writing complete sentences, and have also had garden visits.

**New Business – Sandra Heinen**

- **First 40 Volunteering.** Discussion on using First 40 parent volunteers. Reminder all parents are automatically part of the PFC.
- **Water Dispenser Vote.** Discussion of funding of water dispenser in courtyard where the kids eat. Ms. Heinen made motion to fund water dispensers in the courtyard for up to \$6K to be paid out of strategic funds. The motion was approved with none opposed or abstaining.

- **Tech Plan.** Discussion of technology support plan providing for goals and monthly reporting on progress at PFC meetings, with \$10K being allocated out of strategic funds for replacement of technology if the goals are met. More details will be presented at the next PFC meeting.

## **Committee Reports**

- **Fundraising**
  - **Walk a thon.** Date is set for October 26. Kristin Carrillo and Stefanie Lee will be managing it this year and will need a lot of volunteers.
- **Events**
  - **Info Day:** Sarah Rhodes reported info day went well and that she received requests to have only one pay station.
  - **Art Appreciation.** Alisa Kutsel proposed art projects for the school and mentioned art fundraising opportunities. More details will be discussed at future meetings.
  - **Family Night.** Maker Fare will be October 5. Sign-ups for volunteers will be sent out soon.
  - **Volunteer Day.** Walnut Creek Volunteer Day will be on October 13. Volunteers are needed.
  - **Fall Fest.** Date is set for October 20. Tatyana Espinoza and Tatyana Leskowicz will be managing it this year. There will be a planning meeting on Tuesday, September 18 at 7 pm. Notices will be sent out soon. There will not be a costume re-sale this year. Instead, it will be a costume swap and the remaining items will be donated.
  - **PEAK Races.** Ms. Andrews reported on the upcoming Break A Sweat for Education and Forma Gym Turkey Trop races in Walnut Creek on October 6 and November 22, respectively. Information will be added to the PFC website.
- **Strategic Funds**
  - Amiee Gordon reported there is only two people as of now so they need more volunteers for this committee.
- **Communications**
  - Cindy Joly reported on parent interest in having another volunteer fingerprinting night. She also reported that the summer play dates were well attended but that next year we need to either limit it to kindergartners or market it to the broader school so more students from the other grades will participate.
  - Sarah Rhodes reported she has updated Konstella with all the current parent information and committees so parents can look them up and sign up to volunteer via Konstella. She also reported Lauren Cook will be sending out Bobcat Tracks/Blasts/Tracks on the Sunday after each PFC meeting.

## **Announcements:** Sandra Heinen made the following announcements:

- Ice Cream Social will be September 14
- Next Dine to Donate is tomorrow at Roundtable Pizza. Dine to Donate is held monthly on Wednesdays and portion of the proceeds goes back to Bancroft.
- Crossing guard: people should report to Sarah Rhodes or to Katie Bruner at the City of Walnut Creek ([Bruner@walnut-creek.org](mailto:Bruner@walnut-creek.org)) if the crossing guard is not present for work between 7:40-8 am.

**Next Meeting** – Tuesday, October 9, 2018

**Adjournment** 9:30 p.m.