

BANCROFT ELEMENTARY SCHOOL, PARENT FACULTY CLUB (PFC)

MEETING MINUTES **FINAL**

April 21, 2026, 6:30pm @ Bancroft Elementary Library

The meeting was called to order by PFC President Tamara Jimenez at 6:33 p.m.

EXECUTIVE BOARD MEMBERS IN ATTENDANCE

Tamara Jimenez / President – Present
Isabel Nguyen / VP Activities – Present
Sandra Gonzalez / VP Communications – Present
Kelly Bottarini / VP Fundraising – Present
Heather Salter / Treasurer – Present
Sean Harrington / Recording Secretary – Present
Yotam Levine / Parliamentarian/Historian – Present
Linda Flynn / Principal – Present

Executive Board Members Absent:

James Heaton / VP Strategic Funds
Ruth Rossimov / Financial Secretary

OTHERS PRESENT

Seena Brownell Benavides, Evellyn Barrera, Mary Anne Parker, Morgan Doan, Maggie Rinow, Tatiana Khan, Jessica Lee, Salman Suharwardy, Jaimie Ricchiuto, Jen Liu, Melissa Porras, Jose Porras, Jessica Kelson, Raenelle Tauro, Oksana Ushkalova
On Zoom: Stefanie Lee, Joan Reyes, Jennifer Winbery, Elizabeth Silva, Karishma Bhardwaj, Maria Jose Castillo, Mimi Hardle, Lauren Batty Rosenthal, Christina Garcia, Pegah Charest, and 5 others

6:33-35 Welcome

PFC President Tamara Jimenez welcomed everyone to the meeting. Attendees introduced themselves

6:35-39 Reading and Approval of February 2026 Minutes / Sean Harrington

- Motion to approve; motion passes to approve minutes

6:39-43 Financial Report / Heather Salter

- Explanation of line-item income and expenses for the past month (available on Konstella)

6:43-46 Fundraising Update / Kelly Bottarini

- Finished this year at 130% of budgeted fundraising goal, 4% above last year

6:46-54 Faculty Reports (in addendum)

- Mary Anne Parker reporting for TK - 1st Grade
- Evellyn Barrera reporting for 2nd and 3rd Grade
- Seena Brownell reporting for 4th and 5th Grade

6:54-57 Principal's Corner / Linda Flynn

- Finished ELAC testing; next ELAC meeting scheduled for May 1
- Spring data collected for math/reading
- Grades 3-5 getting ready for state testing; starts May 4

New Business

6:57-7:15 Nominating Committee Slated Positions / Tamara Jimenez

- Open Board Positions: VP Activities, VP Fundraising, Parliamentarian
 - We have three volunteers; will vote at May PFC meeting
- What is VP Activities? Basically, someone who intends to be Vice President the following year

- Open Committee Leads: Auditor, After School Enrichment Lead, Green Team Committee Lead, Ice Cream Social, Staff Appreciation, New Family Liaison, WC Volunteer Day Coordinator, Assistant Treasurer, Field Trip Coordinator, DEI Committee, WCCD Coordinator
 - All are welcome! Many of these are good ways for parents who work full-time to get involved. *The events/services associated with these positions will not happen if the positions are not filled.*

7:16-8:04 Draft Budget / Heather Salter

- Reviewed draft budget, to be voted on at the May PFC meeting
- Note that the past few years, the PFC has budgeted a deficit, but run a surplus in actuality
- Changes to the budget, compared to 25/26 school year's budget:
 - Total Income: projected increase from \$216k to \$235.5k (YTD actual income is ~\$286k)
 - Increase projected auction income from \$80k to \$100k
 - Question: What will be the impact of TWDI transition?
 - Unknown. Immediate reduction of TK/K classrooms
 - Total Expenses: projected increase from ~\$288k to ~\$324k
 - Funded positions increase from ~\$218.5k to ~\$256k
 - Because of site budget cuts, PFC would take on a greater proportion of expenses for Intervention teacher and instructional aides
 - Fund-A-Need from auction raised ~\$10k for Intervention program
 - Decreases in Teacher Material and Field Trips because of fewer classrooms
 - Speak Up Be Safe: Currently in 1st, 3rd, 5th grades. Ms. Flynn presented feedback from teachers: 5th teachers mention overlap with curriculum
 - Option: Keep the same? Or eliminate 5th grade, with savings of ~\$3k?
- Projected deficit of ~\$88k
 - PFC has ~\$510k in reserves
- Discussion:
 - PFC has struggled to spend down reserves, in part because of difficulties negotiating structural improvements with the district. Spending money on staffing is easier because there are fewer restrictions.
 - Physical Education Instructional Aide? Or, to provide a prep period for teachers, a certificated PE teacher, which would cost \$175k+
 - Funding for field trips? It would help to have a Field Trip Coordinator. Staff can come to PFC to ask for additional funds.

8:05-13 Strategic Funds Requests / Tamara Jimenez

- Deep freezer - Presented by Laura Rosenthal
 - To be housed in the office, for Ice Cream Social and other events. Maybe smaller fundraisers for hot days? Between \$200-300
 - Motion to approve up to \$500 to go toward the purchase of a deep freezer
 - Motion passes unanimously

8:13-32 Bylaws Change / Tamara Jimenez

- Two amendments proposed to PFC bylaws, to be voted on at May PFC meeting. Amendments require a $\frac{2}{3}$ majority.
- Venmo:
 - At the beginning of an event in which purchases are to be made by Venmo for donation to the PFC, the Venmo Lead for the event will send a screenshot of their starting Venmo balance to the PFC Treasurer and President. It is recommended to have a starting value of \$0 for convenience. At the end of the event, the Venmo Lead will send screenshots of their Venmo account balance and of all individual transactions from the event to the PFC Treasurer and President. The Venmo Lead will then donate all funds to the PFC the same day, either by check or online transfer (e.g. Zelle).
 - To amend cash control policy as a specific exception
 - Discussion: Why just Venmo? Why not just use Square?

- Investment Authority and Financial Stewardship:
 - Section 1. Purpose
The Board of Directors is authorized to invest the organization's idle funds to preserve capital while generating a reasonable rate of return. The primary objectives of all investment activities, in order of priority, shall be:
 1. Safety: Preservation of principal.
 2. Liquidity: Ensuring funds are available to meet operating requirements.
 3. Yield: Maximizing investment income.

Section 2. Permissible Investments

The Board of Directors is granted the authority to invest surplus funds in "low to no risk" financial instruments. These are limited to:

- Certificates of Deposit (CDs): Provided they are held at federally insured financial institutions (FDIC or NCUA).
- Money Market Accounts: Insured accounts offering higher interest than standard savings.
- U.S. Treasury Obligations: Bills, notes, or bonds backed by the full faith and credit of the United States government.

Section 3. Limitations and Diversification

No investment shall be made that jeopardizes the immediate operational needs of the Parent Facility Committee. The Board shall maintain a minimum of [Insert Dollar Amount or Percentage, e.g., three months] of operating expenses in a standard liquid checking or savings account.

Section 4. Oversight and Reporting

The Treasurer shall provide a report at each regularly scheduled Board meeting detailing the current status of all investments, including maturity dates, interest rates, and the name of the holding institutions. Any movement of funds into or out of these investment vehicles requires a majority vote of the Board of Directors and must be recorded in the meeting minutes

8:33-35 Talent Show / Maggie Rinow

- Friday 4/24 5-8pm
- 4th graders selling concessions and flowers to fundraise for next year's Outdoor Ed

Meeting adjourned at 8:36 p.m.

Upcoming Events

- Talent Show 4/24
- Open House/Art Show 4/29

Next meeting: May 12 2026

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

Teacher Updates:

Mary Anne Parker - TK, K, and 1st Grade

TK – They are working on the letter W. In Math they are working on numbers 1-10 in their Animals Meadow Book. They are learning sequencing stories, reading stories of Frog & Toad Are Friends. They are planning a signing show just for TK parent/caregivers and the TKers have been practicing their songs.

Kinder - When I walked through the grades today the Kinders looked so much like first graders already! They were working on creative writing, the Letter Q and writing about Butterflies. In Math, Kinders are learning about teen numbers. In Garden, Kinders planted Pumpkin plants!

First Grade – Is working hard on the Science of Reading Phonics Slides and the students are incorporating their learning in their spelling and writing. We are learning about adjective and multiple meaning words. We are reading about Animals and Inventions including a story about sound, which ties into our Science Unit about Sound. In Math, we are adding 3-digit numbers, adding 10's to any number, equal expressions and we are starting learning about shapes. We are looking at open and closed shapes, their attributes and decomposing shapes to make other shapes.

We are also getting ready for OPEN HOUSE!

Thank you for the Amazing Auction, Kelly did a fantastic job and the team!

Everyone is looking forward to the Talent Show this Friday. The kids are so excited!

Mrs. Burns said it was a fabulous Community Day so many alumni came back to help from Middle School and High School. Mrs. Burns mentioned it would be great to have a helper to direct people what needs to be done and so that she could also talk to the parents and alumni joining the Community Day at Bancroft.

Evellyn Barrera - 2nd and 3rd Grade

Second grade:

ELA/SLA - wrapping up Unit 5 in Wonders and Maravillas, moving on to Opinion writing

Math - wrapping up measurement and moving on to time and using graphs and data to answer word problems

Social Studies - Citizenship and Community workers/heroes

Science - wrapping up ecosystems/habitats, moving on to matter

Working on end of year assessments - STAR math and mClass

Getting ready for Open House

Third grade:

ELA - Unit 6 Week 1 (Last unit/Last 5 weeks)

Writing - Animal research writing and diorama making (D3&D4)

Math - Students finish Unit 12 (telling time) and have moved on to Unit 13 Measuring liquids, mass, rulers, and data

CCWD (Contra Costa Water District) is coming on 4/24 for a presentation for all 4 classes.

CAASPP testing starting May 4th

Recorder concert for third graders before Open House at 5:15pm

Seena Brownell - 4th and 5th Grade

Finished *Esperanza Rising*

Opinion Writing

Fractions

Biography Presentations