

# BANCROFT ELEMENTARY SCHOOL, PARENT FACULTY CLUB (PFC)

## MEETING MINUTES **FINAL**

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**May 12, 2026, 6:30pm @ Bancroft Elementary Library**

**The meeting was called to order by PFC President Tamara Jimenez at 6:38 p.m.**

### **EXECUTIVE BOARD MEMBERS IN ATTENDANCE**

Tamara Jimenez / President – Present  
Isabel Nguyen / VP Activities – Present  
Sandra Gonzalez / VP Communications – Present  
Heather Salter / Treasurer – Present  
Sean Harrington / Recording Secretary – Present  
James Heaton / VP Strategic Funds - Present  
Yotam Levine / Parliamentarian/Historian – Present  
Linda Flynn / Principal – Present

### **Executive Board Members Absent:**

Ruth Rossimov / Financial Secretary  
Kelly Bottarini / VP Fundraising

### **OTHERS PRESENT**

Seena Brownell Benavides, Evellyn Barrera, Mary Anne Parker, Morgan Doan, Oksana Ushkalova, Mimi Hardle, Jennifer Liu, Melissa Porras, Jose Porras, Josh Friedman, Tim Windebank, Jon Shikuma, Jodie Shikuma, Gloria Birch, Liz Ramos, Natalya Silkina, Julia Clennell, Adam Smith, Elizabeth Silva, Dean Baraba, Christina Garcia, Jennifer Jungmann

On Zoom: Linda Krikorian, Lisa Johnson, Jaimie Ricchiuto, Kelli Hostess, Jenny Labrum, Ximena Costa, Darya Leverant, Alisa Kutsel, Jennifer Winbery, Jenna Kolstad, Raenelle Tauro, and 3 others

### **6:38-45 Welcome**

- PFC President Tamara Jimenez welcomed everyone to the meeting and thanked departing board members Yotam and Kelly. Attendees introduced themselves

### **6:43-45 Reading and Approval of April 2026 Minutes / Sean Harrington**

- Motion to approve; motion passes to approve minutes

### **6:45-48 Financial Report / Heather Salter**

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

### **6:49-50 Fundraising Update / Tamara Jimenez**

- Fundraising at 130.9% of our goal, \$13,000 more than last year

### **6:50-59 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

### **6:59-7:03 Principal's Corner / Linda Flynn**

- Finishing state assessments; final day today
- Gathering end-of-year data and reflecting on student growth, planning next year
- Q: Kids have to line up for balls at recess?
  - A: Yes, office staff is trying out something new in response to sharing issues

## **New Business**

### **7:03-11 26/27 New Board Position Vote / Tamara Jimenez**

- Slate of nominees presented, all uncontested
  - President - Tamara Jimenez
  - VP Activities - Jessica Kelmon
  - VP Fundraising - Mimi Hardle
  - VP Strategic Funds - James Heaton
  - VP Communications - Sandra Gonzalez
  - Treasurer - Heather Salter
  - Recording Secretary - Sean Harrington
  - Financial Secretary - Ruth Rossimov
  - Parliamentarian/Historian - Isabel Nguyen
- All nominees elected unanimously
- The following three Executive Board Members will have signing authority on bank accounts: Tamara Jimenez (President), Heather Salter (Treasurer), and Jessica Kelmon (Vice President).
- Motion to change the start date of the new board to 7/1/26; motion passes

### **7:11-16 Committee Open Roles / Tamara Jimenez**

- Community services/activities that will not happen without someone leading
  - After School Enrichment Lead
  - Bobcat Tracks Newsletter
  - Ice Cream Social Lead
  - Staff Appreciation Lead
  - Also DEI Committee, Auditor, Green Team Committee Lead, New Family Liaison, Volunteer Day Coordinator

### **7:16-30 5th Grade Outdoor Ed Fundraising / Gloria Birch**

- Sales of ice cream, leis, and roses, T-shirts for 5th graders, a viewing of *Moana* (7/12 3pm), and Fall Fest (food trucks, haunted house) to support next year's 5th Grade Outdoor Ed
  - Fall Fest will be an In and Out account in the budget

### **7:30-38 26/27 Budget Vote / Heather Salter**

- Adjustment: Librarian requests \$350 - added to Teacher Material Fund Expense
- The Bancroft PFC agreed to reimburse MDUSD for the cost of the following funded positions at Bancroft School for the 2026-2027 school year:
  - One Instructional Assistant at 0.8 FTE
  - Two Instructional Assistants at 0.675 FTE
  - One Instructional Assistant at 0.4875 FTE
  - One Intervention Teacher at 0.5 FTE
- Motion to approve budget for 26/27 school year; motion passes with one opposed

### **7:38-8:26 Strategic Funds Requests**

- Motion to allocate up to \$200 from strategic funds to reimburse the librarian for expenses incurred this school year; motion passes unanimously
- Shed next to C7 classroom for STEAM Lab supplies; district has signed off on use of space
  - \$750 for shed, \$130 for gravel/supports, plus delivery costs
  - Motion to allocate up to \$1500 from strategic funds for a shed for STEAM Lab use, including shed, delivery, gravel, tax; motion passes unanimously
- 5th Grade Celebration Stage
  - Background: School does not budget funds for 5th grade Outdoor Ed; PFC contributes \$5000; Families contributed \$620 per student
    - This year's fundraising team raised \$17,000, significantly more than was required for Outdoor Ed; corporate matching brought in \$10,000 (to PFC general fund)
    - Surplus funds went to hoodies (\$5000), buses (\$1194), cabin leaders (\$1984), scholarships (\$1560), yearbooks (125 for \$3990), field trip transportation to Chabot (\$1500), leaving about \$1700

- Request: Funding for an outdoor state (~\$5000 and party supplies (~\$1000) for 5th grade celebration (moving outside this year)
- Discussion
  - Why are the \$10,000 from corporate matching not earmarked to 5th grade?
    - Corporate matching funds donated to PFC generally as a non-profit
  - Were the funding choices made a result of a discussion among the entire 5th grade community?
    - They were made by majority decision by the fundraising committee
- Motion to allocate \$3903.04 from strategic funds for stage and party for 5th grade celebration; motion passes unanimously
- Request for \$4200 for additional cost of teachers who attended Outdoor Ed; motion passes

#### **8:26-35 Bylaws Change / Tamara Jimenez**

- Two amendments proposed to PFC bylaws (text in addendum). Amendments require a  $\frac{2}{3}$  majority vote.
- Venmo: To allow for collection of funds through Venmo to be donated to PFC
  - Motion passes with a  $\frac{2}{3}$  majority
- Investment Authority and Financial Stewardship: To allow for investment of PFC funds
  - 8 online, 19 in person
  - Motion passes with a  $\frac{2}{3}$  majority (one abstention)

**Meeting adjourned at 8:36 p.m.**

#### **Upcoming Events**

- Volunteer Appreciation TBD

**Next meeting: August 2026**

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

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# Teacher Updates:

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

TK – Finishing assessments for year; year-end performances

Kinder - Sight words

First Grade – ing endings for words, compound words; addition and subtraction with 10's to 100; shapes and solids

Open House; Students in plays

## **Evellyn Barrera - 2nd and 3rd Grade**

### **Second Grade:**

ELA/SLA - Final unit (Unit 6) in Wonders/Maravillas, Opinion writing

Math - graphs, time, money

Science - matter

Wrapping up assessments/starting report cards, planning for end of year parties!

C4 earned 40 Super Bests and will have Stuffy Day on Wednesday

Thank you PFC for a great Staff Appreciation Week and all your support!

### **Third Grade:**

ELA - Unit 6 in Wonders. Finishing next week

Math - Geometry

Science - Life Science

Social Studies - Citizenship and Civic Engagement

Finishing CAASPP Testing

Have some fun activities planned for the last week - Field Day for all of 3rd grade! 😊

Thank you PFC!

## **Seena Brownell - 4th and 5th Grade**

### **4th Grade**

We read biographies and wrote informational essays about the people we read about. They created bottle buddies that represented the person they read about. They are working on reading texts and collecting details that lead them to the main idea. In math, we are learning to multiply fractions by whole numbers. We are also learning how to use a protractor to measure angles and classify angles as obtuse, right, or acute. Measurement: how to convert metric units of length. How to convert customary units of weight and liquid volume. We are also learning how to create and use line plots to solve problems. We are learning how to solve area and perimeter problems using a formula.

We've been dissecting squid and learning about the internal and external structures that help them survive. We have also been building circuits in science. SS we are studying The Great Depression and migration. We had Ms. Nakae come as a guest speaker to talk to C10 and C11 about her family's experience in a Japanese Internment Camp.

### **Fifth grade**

We finished family life, working on unit 11 in math, and working on unit 6 in Maravillas. Students had their Ojalá Niños presentation last week and raised \$ 1,200.

Adding on, still reading Esperanza Rising, working on our 5th-grade promotion speech, and adjusting the recipe project. We have Heather Farms Picnic, Pancake Breakfast, and the Chabot Space and Science center.

# Amendments to PFC Bylaws:

- Venmo Receipts (Cash Control Procedures Amendment)
  - 1. This section constitutes the only authorized exception to Bank Accounts, Section 1.C (Bancroft PFC bank accounts will not allow online transfers).
  - 2. Prior to any event in which Venmo payments will be accepted, the designated Venmo Lead shall send a screenshot of their starting Venmo balance to the Treasurer and President. A starting balance of \$0 is recommended.
  - 3. At the close of the event, the Venmo Lead shall send screenshots of their ending Venmo balance and all individual transactions from the event to the Treasurer and President.
  - 4. The Venmo Lead shall transfer all funds collected to the PFC by check or online transfer (e.g., Zelle) no later than the same day as the event.
- Investment Authority and Financial Stewardship (Cash Control Procedures Amendment)
  - 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.