

**Bancroft Elementary PFC Minutes – DRAFT**

**January 16, 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 7:10 p.m.

**Executive Board Members in Attendance**

Linda Schuler - Principal; Sandra Heinen- PFC President; Amiee Gordon- Vice President; Matt Gould- VP Strategic Funds; Mari Mielcarski- Historian/Parliamentarian; Ashley Foster- Treasurer (not present); Sarah Rhodes – VP Communications; Jennifer Enson-Secretary

**Others Present**

Eric Kyono, Tatiana Diaz, Pauline VanBeck, Frances Yang, Gosia Dunning, Sandi Rosenblatt, Mari Mielcarski, Mary Anne Parker, Tatyana Leskovicz, Emily Andrews, Donna Maloney, Susan Edwards, Melissa Sanders

**Welcome** – Sandra Heinen

Welcome and introductions.

**Approval of Minutes** – November minutes were reviewed and approved as presented.

**Treasurer’s Report** – Matt Gould reported for Ashley (see handout). Walk-a-thon income has exceeded the budget by over \$4,000 (almost \$12K came in through 99 Pledges on-line donations). Dollar-a-day income is over budget by almost \$4,000 for the year.

Current financial status as of 12/31/17: Cash balance is \$178K, net cash available is \$153K, cash reserve is \$43K and available free cash is \$64.5K.

**Principal’s Report-**

- New transfer policy – On January 8<sup>th</sup>, the Board approved a new ‘cohort’ transfer option. For next school year, families will be able to apply for the cohort transfer which is a higher priority level than the choice transfer option. It is unknown at this point if this new option will be available for families who applied for choice transfers during last year’s fall transfer cycle. If families have questions about amending a current application, it is suggested they contact Student Services directly for more information. Student services can be reached at (925) 682-8000 x 4069.
- Deferred maintenance list – Mrs. Schuler met with the maintenance crew this morning and asked for a list in writing of what maintenance will happen over the summer break. Potential maintenance projects include sidewalk repairs, repairs to gutters and downspouts (rain gardens may be considered), bathroom renovations, and new concrete areas for classrooms in front of the courtyard classrooms. The gutter at C-1 was repaired recently.
- Portables update – Mrs. Schuler reported that the Superintendent is intending to bring 1 or 2 portables for next year. Further discussions will be held to determine the exact need based on projected enrollment for next school year. Permanent buildings are not being considered at this point (Superintendent has indicated there is no budget for permanent structures).
- Instructional Assistant (IA) Funding – this is an important topic to start discussing as we will need the PFC to vote on how many IA positions will be funded for next school year from PFC funds. PFC is currently funding 6 IAs and a 2-day site tech for the current school year. Funding of these same positions for next year would require a budget of \$100K to account for salary increases. This funding level represents a \$8K increase in the PFCs current budget. Teacher input from last year (K-2) indicated they would like to continue the IAs. Teachers in grades 3-5 indicated they would rather see technology funded rather than IAs. Two IAs are paid through the District to support the TWDI. If we went down to 4 IAs it would reduce the budget by \$20K. A question was raised if we want to continue the shift from IAs to technology. General discussion on this included the following points:
  - PFC will need to vote on this next month (February) to maintain continuity in IAs from year to year.

- Need to consider funds required for the crossing guard and garden educator as well that are partially funded by the PFC.
- A review of the PFC budget indicates that our income is projected to be \$13K over the budget so this money could be allocated to the IA funding.
- A comment was noted that when we approved the PFC budget for this year we included only \$10K for computer reserve rather than the initial projection of need of \$25K.
- Mrs. Schuler has carry-over money from last year that is ear-marked for another set of chromebooks for the 3<sup>rd</sup> grade class moving up next year. 5<sup>th</sup> grade chromebooks will be on year 4 next year.
- After 28 years at Bancroft, Mrs. Gay is retiring this year. Suggestion was noted to find ways to provide well wishes and celebrate her as she moves into retirement.

**Faculty Report**-Ms. Andrews, Mrs. Giffin (not present), and Mrs. Parker reported out on what the grade levels are working on currently:

- Kindergarten: Starting leveled reading and addition modules. Classes are making books and starting Blockout in math.
- 1<sup>st</sup> grade: Starting third unit in Wonders program. Studying long vowels, making circle maps and learning about consonant endings. Classes are doing science based learning projects on animals and are using chromebooks for research on the animals.
- Looking forward to cultural night on Feb 2<sup>nd</sup> and the auction coming up in March. A big thank you to all of the IAs.
- 2<sup>nd</sup> grade: Students are studying time and reviewing addition and subtraction. Studying parts of speech and opinion pieces. Spanish classes are focusing on tenses.
- 3<sup>rd</sup> grade: Students are learning about liquid volume and are starting research for their planet projects (all research will be done at school). TWDI classes are writing to their pen pals in Spain. Students enjoyed the assembly by Mrs. Davis about kindness.
- 4<sup>th</sup> grade: STEAM lab is being used regularly and garden lessons will return in February. Engineering is Elementary training will be provided to all teachers and then students will take part in the module. Students are looking forward to an upcoming field trip to Los Vaqueros reservoir.
- 5<sup>th</sup> grade: Students are involved in opinion writing; long division; and looking forward to their upcoming field trip to the Delta.

### **New Business**

- Letter writing campaign – a template letter is being drafted to be sent to the Board regarding the deferred maintenance list (explained in agenda item above) as well as the need for portables for next year. Parents can review the template letter and make any changes they would like before sending. The idea is to let the Board know the concerns of our community related to these items.
- 50<sup>th</sup> Anniversary Committee – The anniversary event will be held as part of Open House on April 19<sup>th</sup>. There is a meeting at 3pm on Friday (1/19) in the library for anyone interested in helping to plan the event.

### **Committee Reports-**

- PEAK Update – the last meeting was held in the Bancroft STEAM lab. Other school representatives in attendance were “blown away” by the space and were interested in knowing how they can create a

similar space at their schools. Turkey Trot (put on by PEAK) had lower participation than expected. They are interested in hearing any suggestions on how to make the event better and more widely attended (provide suggestions to Ms. Andrews). Next Meeting is Feb 5<sup>th</sup> at 5pm.

- Auction Update – Heather Farms; date is March 24<sup>th</sup>; theme is the 80s; a new auctioneer has been secured. Still looking for hotel stays or vacation packages.
- Family Nights – upcoming cultural night on Feb 2<sup>nd</sup>. Great event last year so think about participating this year if you can. Any suggestions are welcome.
- Dine to Donate – January 31st Round Table – additionally, they are giving us 31 personal pizzas that can be used as a prize to a classroom. Feb 22<sup>nd</sup>; Sabores Del Sur.
- PAC Update – Parent advisory committee for entire District; Nellie Meyer delivers a message and there is usually a special topic presentation. All are welcome to attend these meetings if interested. Pauline will look at uploading the special topic information to our website. Next topic will be a discussion about the changes in nutrition programs in the schools. It was discussed at the meeting that math is a focus at the District this year.
- Strategic Funds Update – A request was made to allocate \$2500 to construction of a platform for outdoor classroom by the garden. A supply list for the project was passed out for information. A motion was made to use \$2400 from last year's auction fund-a-need and \$100 from strategic funds for building the platform. Motion passed.

#### **Announcements:**

- Thursday night (1/18) at 6pm there is a TWDI parent meeting to discuss options for continuing the program into middle school. The purpose of the meeting is to see who is interested in helping to gather information for discussion with the District.
- 50<sup>th</sup> anniversary planning meeting on Friday at 3pm
- K registration – check on line for information

**Next Meeting** – Tuesday, February 13, 2018

**Adjournment** 9:24 p.m.