

**Bancroft Elementary PFC Minutes – FINAL**

*January 15, 2019 <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 7:05 p.m.

**Executive Board Members in Attendance**

Linda Schuler – Principal; Sandra Heinen - PFC President; Kristin Cadigan – Vice President (absent); Sarah Rhodes – VP Communications; Jennifer Enson- Treasurer (absent); Karla Galvez – Secretary; Tatiana Díaz – Historian/Parliamentarian

**Others Present**

Ben Nie; Dave Barnard; Dory Barnard; Suzanne Leibowitz; Gosia Dunning; Alyson Ogden; Mary Anne Parker; Deanne Giffin; Stefanie Lee; Emily Andrews; Donna Maloney; Susan Gilmer; Melissa Sanders; Russell Shelley; Rodolfo “Rudy” Baez; Angela Sandoval; Anna Rowe

**Welcome.** Sandra Heinen welcomed and thanked all for attending.

**Approval of Minutes.** November minutes were reviewed and approved as presented (13 approved, none opposed and 3 abstentions) (16 in attendance for approval of minutes; others arrived after this vote).

**Treasurer’s Report**

- Ms. Enson was absent. Ms. Heinen provided handouts of the budget and reviewed the financial status as of 12/31/18: cash balance is \$258K, net cash available is \$215K, cash reserve is \$51K and available free cash is \$57K (see attached budget for full details).
- Ms. Heinen noted that the budget should be revised to allocate the Jamba Juice Dine to Donate proceeds to 5<sup>th</sup> grade outdoor education (line 27). Mr. Barnard noted that the negative income items under line items 10, 28 and 41 should be allocated to expenses. Ms. Heinen will follow up with Ms. Enson on revisions. Mrs. Schuler will meet with Ms. Enson to review items that need reimbursement by the PFC which will affect some of the totals.
- Ms. Heinen reported that teachers requested creating a tracking document (e.g., a Google doc) for unspent funds in the Staff Wish List fund.

**Unfinished Business**

- **Bylaws and Cash Control Procedures Updates.**
  - **Cash Control Procedures.** Ms. Rhodes reviewed cash control procedures and proposed revisions to the current version last updated in 2002, including removing references to the Vice President of Finance position. A motion to was made to approve the revisions to cash control procedures, which passed unanimously (19 approved, no objections or abstentions).
  - **Bancroft PFC Constitution and By-Laws.** Ms. Rhodes and Ms. Heinen lead a discussion on suggested updates to the constitution and bylaws, including making the Financial Secretary an elected position and updating the provisions relating to the Standing Committees and the Technology Committee.
- **Chromebook Reserve Plan.** Ms. Heinen reviewed the proposed Technology Reserve Plan. Mrs. Schuler recommended that it provide money will be allocated as goals are met. Mrs. Schuler reported there has been no changes to the Chromebook inventory since the last update and reported on classroom usage (currently, 13 to 24 minutes per device, per day). By 2020, \$84K will be needed to replace all Chromebooks (each costs approximately \$200). There’s currently 20K allocated in the reserve fund; by 2020, there will be 40K, so an additional \$44K will be necessary. The District only provides desktops for testing so we would need to dismantle STEAM Room or block it off for testing for 3 months in order to have students use desktops for testing in lieu of Chromebooks. Ms. Heinen and Mrs. Schuler will work together to establish a Technology Committee.

**Committee Reports**

- **Fundraising**
  - **Mathletics.** Discussion of Mathletics fundraiser and a Family Math Night that will precede it so students may practice their skills with the goal of reducing any anxiety about participating.
  - **Auction.** The auction will be on March 23 at Heather Farms. Auction items include a police department tour, a firehouse tour and a trip to Mexico.
  - **Benefit App.** Ms. Leibowitz gave an overview of the Benefit App and how parents and teachers can use it to raise funds for the school in any category they choose, including the general fund and outdoor education for specific grades. For example, you can buy an Amazon gift card and then use it to make Amazon purchases and do the same with other vendors like Starbucks, Southwest Airlines and Zappos.

- **Fall Fest/Outdoor Ed.** Ms. Rhodes lead a discussion regarding whether Fall Fest should continue to be the primary fundraiser for outdoor education since Dine to Donate raises approximately \$2k and only 1 person has to coordinate it, whereas Fall Fest required the coordination of 180 volunteers and raised \$5k. The group discussed the need to ask parents to submit funds by the end of 4th grade instead of by September of 5th grade.
- **Strategic Funds**
  - Mr. Barnard provided an overview of recent proposals and reported that the next meeting of the Strategic Funds Committee will occur on January 24 at 7 pm at Panera, at which the Committee would be seeking input on which of the previously identified needs the Committee should act on.
  - Mrs. Schuler proposed postponing projects in light of the district's ongoing work on the facilities master plan in connection with Measure J and the upcoming funding needs for Chromebooks.
  - Previously approved projects will be continued to be pursued subject to feasibility and other considerations such as district approval.
  - Discussion of the need to update Strategic Funds procedures and incorporating them into the Bylaws.
- **Parent Advisory Committee (PAC) Update**
  - Discussion of the November PAC meeting during which participants raised concerns that elementary schools do not have textbooks aligned with the Common Core math standards adopted by the State Board of Education, so resources like EngageNY are being used instead. The next PAC meeting will be on March 21.
- **Events**
  - Holiday Cheer Family Dance Party on December 7 was well attended and received.
  - Family Math Night will take place on February 6.
  - Family Culture Night will take place on February 22.
- **PEAK Update**
  - Ms. Andrews reported on the discussions at the PEAK's Executive Board meeting, including a discussion about matching contributions for a STEAM fund in need at auction.

**Principal's Report.** Mrs. Schuler reported on a variety of items described below.

- The school will be part of an airship flyover photo while holding the Carnival Cruise Line Banner on the Bancroft play field on Saturday, January 26, 2019 at 2:15 p.m. For our participation, Carnival will award the school a \$2K grant which will be put towards classroom STEAM education and programming. An additional \$1K will be awarded if we achieve "1000 likes" on social media via the Bancroft PFC Facebook page. Participation is optional.
- There will be a facilities master plan townhall meeting for the Bancroft community on Tuesday, February 19.
- 2 parent volunteers are needed for Site Council. Site Council meets every month on Thursdays, 3-4 pm.
- Kinder registration orientation will be on January 29 and the TWDI information night will be on February 26.
- Continued funding for Instructional Assistants and the Site Technician to be discussed at the next PFC meeting.
- The Chromebook count was reported (as reported above under Chromebook Reserve Plan).

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

- **Kindergarten and 1<sup>st</sup> grade.** Ms. Parker reported on kindergarten work, including reading of The Mitten, lessons about Martin Luther King Jr., starting iReady testing, preparing for the 100<sup>th</sup> day of school celebration on January 29, and working on math number partners. 1<sup>st</sup> grade is working on learning about text features (headings, captions, etc.), narrative writing, math (addition, subtraction and place value), social studies lessons about Martin Luther King Jr., science units on weather and animal habitats using Chromebooks, and preparing for the 100<sup>th</sup> day celebration.
- **2<sup>nd</sup> and 3<sup>rd</sup> grade.** Ms. Andrews reported 2<sup>nd</sup> grade is focusing on time, subtraction, double digit regrouping, reading informational texts and social studies lessons on people who fought for a cause. 3<sup>rd</sup> grade is working on fractions, STEAM civil engineering, writing with proper sentence structure and keyboarding skills. Continued practice of math facts was encouraged.
- **4<sup>th</sup> & 5<sup>th</sup> grade.** Ms. Giffin reported on a California history learning unit and the upcoming 4<sup>th</sup> grade field trip to John Muir and the STEAM lab showcase.

**Announcements.** Ms. Heinen made the following announcements:

- Dine to Donate: February 6 at Mooyah
- Family Math Night: February 6
- Athletics: February 7 for 4<sup>th</sup> and 5<sup>th</sup> grade and February 8 for kindergarten through 3<sup>rd</sup> grade

**Next Meeting** – February 12, 2019

**Adjournment** – 9: 35 p.m.