

Bancroft Elementary PFC Minutes – APPROVED

May 14, 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 7:01 p.m.

Executive Board Members in Attendance

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

Others Present

Alisa Kutsel, Dave Barnard, Dory Barnard, Ben Nie, Mary Ann Parker, Tatyana Leskowicz, Emily Andrews, Deanne Giffin, Melissa Sanders.

Welcome. Ms. Heinen welcomed everyone.

Approval of Minutes. The draft April minutes were reviewed and then were unanimously approved.

Faculty Report

- **Kindergarten and 1st grade.** Ms. Parker reported on kindergarten and 1st grade activities, including a field trip to ARF, work on reading comprehension and understanding time.
- **2nd and 3rd grade.** Ms. Andrews reported that 2nd and 3rd graders will be participating in a Field Day on June 3 at school. 3rd grade is finishing up CAASPP testing. Ms. Andrews is also working on a student choral performance to occur on May 31.
- **4th & 5th grade.** Ms. Giffin reported on the Aladdin student performance and that both grades are undergoing CAASPP testing. 5th grade students are preparing for their promotion.
- **Garden Update.** Ms. Heinen read the following garden update from Mrs. Burns:
 - “What’s been ‘growing’ in the school garden this 2018-2019 school year?”
 - Exploring the garden through various scavenger searches: rainbow color hunt, seed scavenger hunt, pollinator flower hunt, leaves with holes hunt, stages of a plant’s life cycle hunt, variety of stems hunt.
 - Studying science in multiple ways: observing the seasons of a tree, singing songs “sun, soil, water and air.....”, “there are six plant parts.....”, examining seeds, leaves, root, stems, flowers with hand lenses, being involved in the Great Sunflower Project as citizen scientists, testing soil for essential nutrients and then setting up compost bins and turning “greens and browns clippings” into compost to provide soil with nutrients.
 - Collaborative engineering challenges include: designing solutions that allow bean seeds to soar, designing pollinator wands to transfer pollen among flowers, observing roots for inspiration, and then using their ideas to design stands for garden signs to secure them into the ground.
 - What’s been ‘cooking’ in the school garden this 2018-2019 school year?
 - Each visit to the garden includes a sampling/tasting of a plant part. We have tasted all six plant parts. Nutrition and healthy meals were discussed, and students created their own tasting. Three recipes were prepared by grades K-5. They were mango leaf salad, rainbow street tacos and winter salsa.
 - Thank you for your support of the Bancroft school garden.”

PEAK Update

- Ms. Andrews reported that only about \$2,500 of the approximately \$6,000 pledged has come in so far. Ms. Heinen and Ms. Rhodes will follow up with PEAK about possibly increasing their contribution.

PFC nominations

- The following PFC Executive Board members were elected by written ballot:
 - President: Sarah Rhodes
 - Vice President: Ben Nie
 - Vice President of Communications: Dory Barnard
 - Treasurer: Jennifer Enson
 - Recording Secretary: Dave Barnard
 - Parliamentarian/Historian: Tatiana Diaz
- Executive Board member positions that remain open are:
 - Vice President Fundraising
 - Vice President Strategic Funds

Treasurer's Report

- Ms. Enson provided handouts of the budget and reviewed the financial status as of 4/30/19: cash balance is \$225K, net cash available is \$165K, cash reserve is \$51K and available free cash is \$36K (see attached budget as of 4/30/19 for full details).
- Ms. Enson discussed the need to have a better estimate of the net cost of the musical to the PFC. Current budget allocates \$1,700 but check reimbursement requests this year have exceeded that.
- Ms. Enson provided handouts of the proposed budget for the next academic year and led a discussion on various proposals, including removing Mathletics as a fundraiser, increasing the amount requested for the Excellence in Education fund to make up for elimination of Mathletics, allocating \$20K to fund a STEAM Assistant, and allocating \$400 per class to the Teacher Materials Fund.
 - After discussion and following the adjustment of certain items as discussed at the meeting, Ms. Enson made a motion to approve the proposed budget, which was seconded and then unanimously approved (see attached approved 2019-2020 budget for full details).

Next Meeting – September 10, 2019

Adjournment – 9:52 p.m.

**Bancroft Parent Faculty Club
2018-2019**

**Proposed Budget
2019-2020**

	a 18-19 Budget	c YTD Apr	e FY18-19 Total	
Income				
1 4100 · Spring Auction				
2 4110 · Spring Auction Income	50,000	60,191	60,191	50,000
3 4180 · Spring Auction Expense	(10,000)	(10,139)	(10,139)	(10,000)
4 Total 4100 · Spring Auction	40,000	50,052	50,052	40,000
5 4200 · Mathletics				
6 4210 · Mathletics Income	8,000	9,533	9,533	Deleted
7 4280 · Mathletics Expense	(500)	(434)	(434)	Deleted
8 Total 4200 · Mathletics	7,500	9,099	9,099	
9 4300 · Walk-A-Thon				
10 4310 · Walk-A-Thon Income	27,000	28,715	28,715	27,000
11 4380 · Walk-A-Thon Expense	(3,000)	(1,090)	(1,090)	(2,000)
12 Total 4300 · Walk-A-Thon	24,000	27,625	27,625	25,000
13 6350 · Spiritwear				
14 6360 · Spiritwear Income	7,000	5,764	5,764	5,500
15 6365 · Spiritwear Expense	(5,500)	(5,712)	(5,712)	(5,500)
16 Total 6350 · Spiritwear	1,500	52	52	-
17 4400 · Dollar-A-Day				
18 4410 · Dollar-A-Day Income (Fall)	77,000	76,226	76,226	77,000
19 4480 · Dollar-A-Day Expense (Fall)	(1,000)	(1,949)	(1,949)	(2,000)
20 Total 4400 · Dollar-A-Day	76,000	74,277	74,277	75,000
21 5200 · Excellence in Education Fund	38,000	38,000	38,000	48,000
22 5700 · Community Development				
26 4780 · Box Tops	700	578	700	700
27 4910 · Dine 2 Donate	2,000	1,129	2,000	2,000
28 5400 · Matching Gifts	12,000	16,514	16,514	16,000
29 5900 · Other Income	2,500	2,255	2,500	2,500
30 Total 5700 · Community Development	17,200	20,476	21,714	21,200
31 Total Income	204,200	219,528	220,767	209,200
In and Out Accounts				
32 6200 · Outdoor Education				
33 6210 · 5th Grade Outdoor Ed Income	5,035	-	5,035	
34 6220 · 5th Grade Outdoor Ed Expense	(5,035)	-	(5,035)	
35 Total 6200 · Outdoor Education	-	-	-	
36 4500 · Fall Fest Carnival				
37 4510 · Fall Fest Carnival Income	6,000	7,136	7,136	
38 4580 · Fall Fest Carnival Expense	(2,000)	(801)	(801)	
39 Total 4500 · Fall Fest Carnival	4,000	6,335		
40 6250 · On-Stage Production				
41 6260 · On-Stage Production Income	1,700	4,261	4,261	1,700
42 6265 · On-Stage Production Expense	(1,700)	(2,085)	(1,700)	(1,700)
43 6299 · Dec/Inc to Musical Reserve	-	-	-	
44 Total 6250 · On-Stage Production	-	2,176	-	
45 6300 · Odyssey of the Mind				
46 6310 · Odyssey of the Mind Income	210	-	210	210
47 6315 · Odyssey of the Mind Expense	(210)	-	(210)	(210)
48 Total 6300 · Odyssey of the Mind	-	-	-	
49 6400 · Birthday Books				
50 6410 · Birthday Books Income	5,000	5,610	5,610	5,000
51 6415 · Birthday Book Expense	(5,000)	(5,037)	(5,037)	(5,000)
52 Total 6400 · Birthday Books	-	573	573	
53 6450 · Book Fair				
54 6460 · Book Fair Income	6,000	3,348	6,000	6,000
55 6465 · Book Fair Expense	(3,000)	(1,191)	(3,000)	(3,000)
56 6470 · Book Fair Purchases	(3,000)	(908)	(3,000)	(3,000)
57 Total 6450 · Book Fair	-	1,249	-	
58 6550 · Planners & Folders				
59 6560 · Planners & Folders Income	2,000	1,245	1,245	1,600
60 6565 · Planners & Folders Expense	(1,600)	(1,593)	(1,593)	(1,600)
61 Total 6550 · Planners & Folders	400	(348)	(348)	-
62 6600 · Yearbook				
63 6610 · 5th Grade Yearbook Income	1,500	980	1,500	1,500
64 6615 · 5th Grade Yearbook Expense	(1,500)	-	(1,500)	(1,500)
65 Total 6600 · Yearbook	-	980	-	
66 6750 · Teacher Outing / Baskets				
67 6760 · Teacher Outing / Basket Income	1,100	-	1,100	1,100
68 6765 · Teacher Outing / Basket Expense	(1,100)	-	(1,100)	(1,100)
69 Total 6750 · Teacher Outing / Baskets	-	-	-	
70 4190 · Staff Wish Lists				
71 4190 · Staff Wish Lists Income	2,000	-	2,000	2,000
72 4195 · Staff Wish Lists Expense	(2,000)	(36)	(2,000)	(2,000)
73 Total 4190 · Staff Wish Lists	-	(36)	-	
78 6800 · Choir				
79 68100 · Choir Income	772	500	500	
80 6820 · Choir Expense	-	(772)	(772)	-
81 Total 6800 · Choir	772	(272)	(272)	-
82 Total In and Out Accounts	5,172	10,656	(47)	0
Expenses				
83 7100 · Funded Positions	120,000	91,187	120,000	146,500
IA and Site Tech				107,500
Garden Educator				12,500
STEAM Educator				20,000
Crossing Guard				6,500
84 7200 · School Support				
85 7210 · Teacher Material Fund Expense	25,910	14,384	25,910	10,800
86 7220 · Principal's Discretionary Fund	1,500	1,433	1,500	2,500
87 7230 · Grade Level Fund	3,000	32	3,000	Delete; not being used
88 7250 · Office Supplies	3,000	422	3,000	3,000
89 7260 · Copy Paper	600	-	600	600

	a 18-19 Budget	c YTD Apr	e FY18-19 Total	
90 Total 7200 · School Support	34,010	16,271	34,010	16,900
91 7300 · Academic Support				
92 7310 · Computer Technology	2,500	929	2,500	
Computer accessories				2,500
Chromebook Replacement Fund				20,000
93 7315 · Raz Kids Licensing	1,250	1,599	1,599	1,900
94 7340 · Handwriting Books	1,050	-	1,050	1,050
95 7350 · Walk Through Programs Grades 4/5	2,800	2,850	2,850	2,800
96 7395 · Field Trips	750	-	750	-
97 Total 7300 · Academic Support	8,350	5,378	8,749	28,250
98 7400 · S.T.E.A.M.				
99 7420 · Art Appreciation	3,750	3,413	3,750	4,500
100 7485 · Garden Supplies	12,500	4,685	12,500	2,000
101 7460 · STEAM Materials & Teacher Training	5,000	1,372	5,000	-
102 7462 · STEAM Consultant	4,000	-	4,000	1,000
103 Total 7400 · STEAM	25,250	9,470	25,250	7,500
104 7500 · School Activities				
105 7510 · Hospitality	2,000	951	2,000	2,000
106 7515 · Family Nights	1,200	1,082	1,200	1,200
107 7580 · 5th Grade Farewell	575	-	575	575
108 7595 · Communications	500	614	614	650
109 Total 7500 · School Activities	4,275	2,647	4,389	4,425
110 7600 · School Improvement				
111 7625 · Beautification	1,000	333	1,000	500
112 7640 · Recreation Supplies	2,000	-	2,000	2,000
113 7660 · Crossing Guard	4,617	4,616	4,617	-
114 7685 · Disaster Preparedness	500	150	500	500
Strategic Funds Expenditures		14,912		
115 Total 7600 · School Improvement	8,117	5,099	8,117	3,000
116 7800 · Administrative Expenses				
117 7810 · Transaction Processing & Bank Charges	1,800	402	1,800	1,000
118 7820 · Returned Check Fees	100	-	100	100
119 7830 · Membership Supplies	1,000	197	1,000	1,000
120 7910 · Professional Fees	600	587	600	720
121 7920 · Insurance	475	475	475	475
122 7930 · Filing fee	50	-	50	50
123 8100 · Interest Income	(48)	(5)	(48)	(48)
124 Total 7800 · Administrative Expenses	3,977	1,656	3,977	3,297
125 Total Expenses	203,979	131,709	204,492	209,872
126 Net Income	5,393	98,476	16,228	(672)