

Bancroft Elementary PFC Minutes – FINAL

October 9, 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 7:05 p.m.

Executive Board Members in Attendance

Linda Schuler - Principal; Sandra Heinen - PFC President; Sarah Rhodes – VP Communications; Jennifer Enson-Treasurer; Karla Galvez – Secretary

Others Present

Tatyana Leskowitz; Dave and Dory Barnard; Alisa Kutsel; Emily Andrews; Brook Nie; Tatyana Espinoza; Ana Zaporozhan; Melissa Horgan; Gabriela Angel; Hewi Espinosa; Angela Sandoval; Mary Anne Parker

Welcome

Sandra Heinen welcomed and thanked all for attending. Attendees briefly introduced themselves.

Approval of Minutes. September minutes were reviewed and approved as presented.

Treasurer's Report

- Jennifer Enson provided handouts of the budget (attached) and reviewed the financial status as of September.

Communications

- Sarah Rhodes reported not all teachers are on Konstella yet and encouraged Room Parents to work with them to get them signed up. Sarah reported Cindy Joly is working on hiring someone to do volunteer fingerprinting at the next kindergarten visitation day and info day to be paid by the PFC.

Principal's Report

- **Measure J Presentation.** Mrs. Schuler introduced Cherise Khaund, who will join the Mt. Diablo School Board in December, and was at the meeting to discuss Measure J on the November ballot. Ms. Khaund described the Measure as a school bond to fund school safety and technology improvements. It requires a 55% approval to pass. More information can be obtained at www.Yes-On-J.org and [/YesOnJmducd](https://www.facebook.com/YesOnJmducd) on Facebook.
- CAASP test score results and instructional assistants were not discussed.

Faculty Report. Ms. Andrews and Ms. Parker all reported on what the grade levels are currently working on:

- **Kindergarten and 1st grade.** Ms. Parker reported on kindergarten work, including hands-on math activities, learning science using the garden pumpkins and reading lessons using five little pumpkins songs. Ms. Parker also reported on 1st grade work, including working on retelling stories, learning about pumpkin life cycles, doing poster presentations, doing math with bonds, and the use of occupational therapy strategies to work on handwriting.
- **4th & 5th grade.** Ms. Andrews reported for 4th and 5th grade on behalf of Ms. Giffin who was absent. Ms. Andrews reported that more funds are needed for the 5th grade outdoor education trip and that all money is due by the end of October. For 4th grade, she reported that they are learning about Dia de Los Muertos.
- **2nd and 3rd grade.** Ms. Andrews reported 2nd graders are working on writing and on addition and subtraction math facts, emphasizing that students will need to have mastered them when they enter 3rd grade. 3rd graders have transitioned from the garden to the STEAM lab and are learning about science, weather, Native Americans and social studies.

Committee Reports

- **Fundraising & Events**
 - **Walk a thon.** Walk-a-thon will occur on October 26. Many volunteer positions still need to be filled. Pledges can be completed using the envelope sent home or on online via <https://99pledges.com/fund/bancroftelementary/addme>.
 - **Fall Fest.** Fall Fest will occur on October 20. Costume swap was well received; remaining items will be donated. 5th grade outdoor education field trip (partially funded by last year's Fall Fest) is

scheduled to occur on November 13. There was discussion of scheduling a carnival type fundraiser to occur after each year's 5th grade outdoor fieldtrip to avoid confusion that the Fall Fest is for next year's trip and not the one for the current year.

- **Community Service Day.** Sign-ups closing today but volunteers can still participate by showing up to volunteer even if not previously registered.
- **Maker's Faire Night Recap.** The Maker's Faire was well attended and received, including the inclusion of food vendors. Discussion that having food vendors could be a fundraising opportunity for next year.
- **Strategic Funds**
 - Sandra Heinen proposed to purchase a cork board to post announcements now that marquee signage is no longer available. Sandra made a motion to spend up \$500 on the cork board to be paid out of strategic funds. The motion was approved with none opposed and only 1 abstention.
 - Discussed using \$2,400 for outdoor classroom, possibly for bleacher seating. Strategic Funds Committee will discuss further at their October 25 meeting.

Unfinished Business – Sandra Heinen

- **Technology Plan.** Discussed the technology support plan proposal as described in the handout provided by Ms. Heinen. Discussed the need to establish a technology oversight committee that parents can participate in. A proposal was made that PFC funding for technology be subject to the following conditions: (1) a monthly inventory report, (2) a monthly usage report, and (3) the occurrence of a PFC sponsored event where teachers can inform parents about how technology will be used in the classroom and best practices are shared. Discussion to be continued at the next PFC meeting.
- **Pedestrian Safety Proposal.** Ms. Rhodes reported that there have been 3 meetings to discuss traffic and parking issues, including a meeting with representatives for the City of Walnut Creek and Richard Jackson, Director of Maintenance and Operations for the district. Mr. Jackson made several recommendations to alleviate existing traffic and parking issues which are under consideration by Mrs. Schuler.

New Business

- **Bylaws and Cash Control Procedures Updates.** Discussion postponed to next PFC meeting.

Announcements: Sandra Heinen made the following announcements:

- Community Service Day will occur on October 13
- Next Dine to Donate will occur on October 19 at Chipotle
- Next Strategic Funds meeting will occur on October 25
- Walk-a-thon will occur on October 26

Next Meeting – Tuesday, November 13, 2018

Adjournment 9:44 p.m.

**Bancroft Parent Faculty Club
2018-2019**

	<i>a</i> 18-19 <i>Budget</i>	<i>b</i> FY18-19 Oct	<i>c</i> YTD Oct	<i>d</i> Estimate Nov-Jun	<i>e</i> FY18-19 Total	<i>f</i> F/C vs Budget	
Income							
1	4100 · Spring Auction						
2	4110 · Spring Auction Income	50,000	-	-	50,000	50,000	-
3	4180 · Spring Auction Expense	(10,000)	-	-	(10,000)	(10,000)	-
4	Total 4100 · Spring Auction	40,000	-	-	40,000	-	
5	4200 · Athletics						
6	4210 · Athletics Income	8,000	-	1,341	6,659	8,000	-
7	4280 · Athletics Expense	(500)	-	-	(500)	(500)	-
8	Total 4200 · Athletics	7,500	-	1,341	6,159	7,500	-
9	4300 · Walk-A-Thon						
10	4310 · Walk-A-Thon Income	27,000	-	600	26,400	27,000	-
11	4380 · Walk-A-Thon Expense	(3,000)	(959)	(959)	(2,041)	(3,000)	-
12	Total 4300 · Walk-A-Thon	24,000	(959)	(359)	24,359	24,000	-
13	6350 · Spiritwear						
14	6360 · Spiritwear Income	7,000	454	5,387	1,614	7,000	-
15	6365 · Spiritwear Expense	(5,500)	(4,951)	(4,951)	(549)	(5,500)	-
16	Total 6350 · Spiritwear	1,500	(4,497)	436	1,065	1,500	-
17	4400 · Dollar-A-Day						
18	4410 · Dollar-A-Day Income (Fall)	77,000	3,079	72,820	4,180	77,000	-
19	4480 · Dollar-A-Day Expense (Fall)	(1,000)	(514)	(1,949)	-	(1,949)	-
20	Total 4400 · Dollar-A-Day	76,000	2,564	70,870	4,180	75,051	-
21	5200 · Excellence in Education Fund	38,000	-	38,000	-	38,000	-
22	5700 · Community Development						
26	4780 · Box Tops	700	(21)	(21)	700	679	(21)
27	4910 · Dine 2 Donate	2,000	-	313	1,687	2,000	-
28	5400 · Matching Gifts	12,000	2,139	5,487	6,513	12,000	-
29	5900 · Other Income	2,500	806	872	1,628	2,500	-
30	Total 5700 · Community Development	17,200	2,924	6,650	10,529	17,179	(21)
31	Total Income	204,200	5,488	116,503	87,697	204,200	(21) 57%
In and Out Accounts							
32	6200 · Outdoor Education						
33	6210 · 5th Grade Outdoor Ed Income	5,035	5,035	5,035	-	5,035	-
34	6220 · 5th Grade Outdoor Ed Expense	(5,035)	(5,035)	(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	-	7,136	1,136
38	4580 · Fall Fest Carnival Expense	(2,000)	(720)	(720)	(1,280)	(2,000)	-
39	Total 4500 · Fall Fest Carnival	4,000	6,416	6,416	(1,280)	5,136	1,136
40	6250 · On-Stage Production						
41	6260 · On-Stage Production Income	1,700	-	-	1,700	1,700	-
42	6265 · On-Stage Production Expense	(1,700)	(610)	(612)	(1,088)	(1,700)	-
43	6299 · Dec/Inc to Musical Reserve	-	-	-	-	-	-
44	Total 6250 · On-Stage Production	-	(610)	(612)	612	-	-
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	15	5,490	-	5,490	490
51	6415 · Birthday Book Expense	(5,000)	(712)	(712)	(4,778)	(5,490)	(490)
52	Total 6400 · Birthday Books	-	(697)	4,778	(4,778)	0	0
53	6450 · Book Fair						
54	6460 · Book Fair Income	6,000	-	-	6,000	6,000	-
55	6465 · Book Fair Expense	(3,000)	-	-	(3,000)	(3,000)	-
56	6470 · Book Fair Purchases	(3,000)	-	-	(3,000)	(3,000)	-
57	Total 6450 · Book Fair	-	-	-	-	-	-
58	6550 · Planners & Folders						
59	6560 · Planners & Folders Income	2,000	-	1,245	755	2,000	-
60	6565 · Planners & Folders Expense	(1,600)	-	(3,187)	-	(3,187)	-
61	Total 6550 · Planners & Folders	400	-	(1,942)	755	(1,187)	(1,587)
62	6600 · Yearbook						
63	6610 · 5th Grade Yearbook Income	1,500	-	980	520	1,500	-
64	6615 · 5th Grade Yearbook Expense	(1,500)	-	-	(1,500)	(1,500)	-
65	Total 6600 · Yearbook	-	-	980	(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)	-	-	(2,000)	(2,000)	-
73	Total 4190 · Staff Wish Lists	-	-	-	-	-	-
78	6800 · Choir						
79	68100 · Choir Income	772	500	500	300	800	-
80	6820 · Choir Expense	-	-	(772)	-	(772)	-
81	Total 6800 · Choir	772	500	(272)	300	28	Chorus income deposit
82	Total In and Out Accounts	5,172	5,609	9,347	(5,371)	3,976	(452)

	a 18-19 Budget	b FY18-19 Oct	c YTD Oct	d Estimate Nov-Jun	e FY18-19 Total	f F/C vs Budget	
Expenses							
83	7100 · Funded Positions	120,000	9,552	34,132	85,868	120,000	-
84	7200 · School Support						
85	7210 · Teacher Material Fund Expense	25,910	1,336	7,092	18,818	25,910	- Various teachers
86	7220 · Principal's Discretionary Fund	1,500		859	641	1,500	-
87	7230 · Grade Level Fund	3,000		-	3,000	3,000	-
88	7250 · Office Supplies	3,000	52	427	2,573	3,000	-
89	7260 · Copy Paper	600	-	-	600	600	-
90	Total 7200 · School Support	34,010	1,388	8,378	25,632	34,010	-
91	7300 · Academic Support						
92	7310 · Computer Technology	2,500	258	747	1,753	2,500	- Repairs
93	7315 · Raz Kids Licensing	1,250	1,599	1,599	(349)	1,599	349 Raz Kids licensing
94	7340 · Handwriting Books	1,050	-	-	1,050	1,050	-
95	7350 · Walk Through Programs Grades 4/5	2,800	-	-	2,800	2,800	-
96	7395 · Field Trips	750	-	-	750	750	-
97	Total 7300 · Academic Support	8,350	1,857	2,346	6,004	8,699	349
98	7400 · S.T.E.A.M.						
99	7420 · Art Appreciation	3,500	1,252	2,993	507	3,500	-
100	7485 · Garden Educator & Supplies	12,500	132	132	12,368	12,500	-
101	7460 · STEAM Materials & Teacher Training	5,000	-	-	5,000	5,000	-
102	7462 · STEAM Consultant	4,000	-	-	4,000	4,000	-
103	Total 7400 · STEAM	25,000	1,383.88	3,125	21,875	25,000	-
104	7500 · School Activities						
105	7510 · Hospitality	2,000	267	267	1,733	2,000	- Ice cream social expenses
106	7515 · Family Nights	1,200	269	269	931	1,200	- Maker's Night receipts
107	7580 · 5th Grade Farewell	575	-	-	575	575	-
108	7595 · Communications	500	-	614	-	614	114
109	Total 7500 · School Activities	4,275	536	1,150	3,239	4,389	114
110	7600 · School Improvement						
111	7625 · Beautification	1,000	255	255	745	1,000	- Community Service Day Supplies
112	7640 · Recreation Supplies	2,000	-	-	2,000	2,000	-
113	7660 · Crossing Guard	4,617	-	-	4,617	4,617	-
114	7685 · Disaster Preparedness	500	-	150	350	500	-
115	Total 7600 · School Improvement	8,117	255	405	7,712	8,117	-
116	7800 · Administrative Expenses						
117	7810 · Transaction Processing & Bank Charges	1,800	120	240	1,560	1,800	- Quick Books charge (2 months)
118	7820 · Returned Check Fees	100	-	-	100	100	-
119	7830 · Membership Supplies	1,000	-	137	863	1,000	-
120	7910 · Professional Fees	600	-	-	600	600	-
121	7920 · Insurance	475	-	-	475	475	-
122	7930 · Filing fee	50	-	-	50	50	-
123	8100 · Interest Income	(48)	-	-	(48)	(48)	-
124	Total 7800 · Administrative Expenses	3,977	120	377	3,600	3,977	-
125	Total Expenses	203,729	15,092	15,092	153,929	204,192	463
126	Net Income	5,643	(3,995)	110,758	(71,603)	3,984	
127	Cash Balance 10/31/18 (Savings)	50,388					
128	Cash Balance 10/31/18 (Checking)	188,846					
129	Outstanding Checks	18,838					
130	Cash Balance 10/31/18 (Per Books)	258,072					
131	Music Development Fund (Reserve)	(5,377)					
132	Library Fund (Reserve)	(5,091)					
133	Outdoor Ed Reserve Funds						
	2018-2019 Reserve-Current 5th grade	-					
	2019-2020 Current 4th Grade	-					
	2020-2021 Current 3rd Grade	(43)					
	2021-2022 Current 2nd Grade	-					
	2022-2023 Current 1st Grade	-					
	2023-2024 Current K	-					
137	Fund-A-Need (Reserve)	(2,400)					
138	Choir (Reserve)	(114)					
139	STEAM (Reserve)	(4,654)					
140	Chromebook Replacement (Reserve)	(20,000)					
141	Computer Technology Reserve	(4,624)					
142	Garden Reserve	(250)					
143	Net Cash Available (10/31/18)	215,769					
144	Forecast for Remainder of FY	(71,603)					
145	Allocated Cap Ex	(4,465)					drinking fountain payment
145	Cash Reserve (25% of Op Ex)	(50,932)					
146	Available Free Cash (10/31/18)	88,768					