

Minutes
Fallon Parent Faculty Club Meeting
Monday, September 10, 2018
6:30pm start

Community Members: see sign in sheet

Agenda

- I. **Call meeting to order: Shazia - Meeting called to order at 6:32pm**

- II. **Action Items and approval of minutes -**
 - A. **Previous meeting minutes August 27, 2018 meeting - Motion to Approve the Minutes for the September 10, 2018 PFC meeting.**
Tammy made the motion . Shazia - 2nd the motion
Ayes - All
Nayes - None

- III. **Principal - Sheri - There will be a Principal's Coffee at 9:45am with hospitality providing treats. Topic will be CASP testing because parents received score reports and want to go over how to read it. Off to a very good start. Finalize attendance count as Fallon continues to grow. CAP is now listed. Shazia - "Does Fallon have the Capacity?" Sheri - "Capacity is larger than current enrollment. If we get closer to physical capacity then the teachers may have to share rooms but we aren't there yet." Eighth grade class will decline somewhat due to Cottonwood Creek.**
SSC Meeting - Topic is Safety with performing a Site Safety Committee this year and we will choose some parents for committee. (1) We will work to make sure there are systems in place to know where students are in case of an emergency. (2) Communication - Plan is outdated right now. What is most effective and realistic way in case of an emergency. Will try to avoid early release as much as we can. (3) Reunification process - what will it be like if parents panic and come to get their children in case of emergency. (4) Threats (active shooter) - what are the best practices - Run, Hide, defend is more mainstream - ask our safety and community resources if this is the best plan.
Wildfire - The Wind, hills and drought conditions make wildfires a concern for safety. During the last fire when students were released the neighborhoods were shut down. We have great staff who are expertly trained to handle these emergencies. Mike - "I teach active shooter awareness and would love to be a part of that team."

IV. President - Shazia

- A. Update on Fall Check-in rewards, insurance, AmazonSmile, Paypal & Statement of Information - **Started process and created a spreadsheet and templates for Fall Check-in rewards. Gave the check to ASB and they will need to deliver**

It is official that we are compliant with the Secretary of State, our Statement of Information has all the updated Directors and officers as of 2018-19 school year.

Amazon Smile rep informed us that IRS Pub 78 currently lists Fallon PFC as a supporting organization of an unknown type. We need to request reclassification of our organization with IRS first, then we will be able to meet Amazon smile eligibility/requirements. Amazon Smile will help PFC get a small percentage back to school when Fallon parents shop at Amazon Online.

Paypal Fees - Ursula - "I called Paypal and found out that Paypal waves fees for non-profit. You need to go to paypal.com/charities and enter the information. Upload the IRS that id's you as a non-profit. Fax it with copy of bank statement that Paypal is linked to. Then you need to follow up that the request was received and processed."

Shazia - DO said that if PFC has insurance than the enrichment programs are good.

We added Corporate matching information on Fallon Flash

- B. Co- treasurer - Co-Chair resignation was accepted on Tuesday, August 8th. **Shazia made a motion to nominate Deepa as co-treasurer position for the 2018-2019 school year.**

Mike 2nd

Ayes - All

Nays - None

- C. **Streamlining bookkeeping - Michael purchased a safe deposit for Fallon PFC. Requesting Sheri to set up a time where we can meet on campus to write checks and do bookkeeping.**

V. Vice President/Fundraising - Riti

- A. Mustang Round-up update/flyer - **Flyer is being worked on. Sheri - "Can you confirm that the start time is at 4:30 and ends at 7:00?"**

Would like to see if Alameda County can come over and give out food.

Mafia Food Trucks are bringing 5 food trucks. The Cheerleaders will be there

Mike - "Met with a manager at Best Buy and asked if they would be willing to do a fundraiser. They will give a lump sum donation or a percentage. I need to give them a date."

Riti - "Are we willing to put banners at the school for corporations but only during Mustang Round Up. We can give a thank you in the Fallon Flash."

Sheri - "We did this a few times. No huge objections as long as there is a limited time frame. A week along the fence corner of Grafton and Kohlen or the area between the Gym and Montessori School." *Shazia* - "Maybe one day for \$500 if they give more they can have their banner up longer."

VI. Treasurer - Mike

- A. Monthly report - As of today, 9/10/18, we have \$108,209.57. Checks are coming in so the balance will change daily. *Shazia* - "We wrote a lot of checks so no big change. Transferred \$11,000.00 to cover the checks and will see that at the next meeting. There are certain things we over budgeted for and there is no loss."
- B. Computer Diagnostic Update/Cost - I put Malware/spyware on the laptop and put the optimization with geek squad. The laptop was cleaned up. Service is \$199.99 unlimited service for up to ten computers. Fallon has an account. Webroot was added.

VII. Communications - Barna *Shazia* - "I asked for change at the last meeting and Barna did a great job and put in a lot of work on the new Fallon Flash." *Barna* - "I had trouble finding pictures so please when you take pictures of events, send them to me." *Shazia* - "We have place on the web to make gallery to store the pictures." *Barna* - "Does Enrichment have a clause and if so please let me know if a parent says no."

- A. Payment for Weebly & Constant Contact - Weebly is paid thru 2021 in the amount of \$216.00 and we have transferred from Google to Weebly. Constant contact is just for the newsletter and Weebly is for the PFC site. When money runs out they will let us know that money is running low. *Corrie* - "I can help with Constant Contact." I have confirmed the facility for Starry Night. Not sure what we are going to see and it is set for October 17th. *Sheri* - "Sharbach is stepping back from advisory and the students need to ask their teachers who will be the CJSF advisor. *Shazia* - "Can Barna connect with Deepa to make sure they have password and can log in? I have been answering treasurer emails and want to make sure that Deepa and Mike can log in."

VIII. Secretary - Tammy - See Agenda Item II

IX. Director of Volunteers - Lindy - Last meeting two parents immediately volunteered to help with Copy Squad. *Sheri* - "I am meeting with them on Monday morning. If we need more parents than these two will be the trainers. We are getting backed up on paperwork. We can put some FAQ's in the Fallon Flash." The first dance went very well. Leadership helped out a lot. Mustang Round Up is next event. *Shazia* - "A lot of parents are needing information. Can we build up the volunteer list?" "Barna, how can we stop sending the Fallon Flash?" *Barna* -

“You can send me information but they can just click on the unsubscribe button.”
Sheri - “Maybe put a note on the top to say go to bottom of the page to unsubscribe.”

X. Enrichment - Judi/Sangeeta

- A. Corrie Murguia - I have a background in musical theater. I would like to meet with the students once a week for a couple of hours. Would like to present a group number from each decade starting in the 1930's. I would put together a portfolio by the decade so at the end of the year there are 8 or 9 musicals that can be presented. I would love to help students get experience in case they want to move on. *Sheri* - “I love it and think that it is a great opportunity. We have a chorus here and suggest you meet with the Chorus Teacher as well as the Band and Drama teacher and talk to their kids.” Corrie - “I have resources at Las Positas as well as other speakers that are involved in theater.”

Budget is \$1,200.00

Meetings: Thursdays or Fridays after school for 2 hours.

Barna - “Think about how to get volunteers.”

Would like about 25 students. *Lindy* - “There tends to be a lot of students who are interested, say 60. Once you have a class you have to see how consistent students are in attendance. The program will start to thin out towards the end.” *Sheri* - “You need to have attendance requirements from the beginning. Have parent sign off and if they miss a few weeks then the space is open to other students. And you need to think about space. The MPR stage won't be set up all the time and there is also the dance room.”

Mathcounts - Introduce concepts that make math easier to understand and/or who wants to learn more to get to the next level. Once a week for an hour. 6th, 7th, 8th. Prepare students for the competition. Their foundation in math should be strong in order to understand. *Lindy* - “In the past years we had a program called Math Olympics for four years and parent decided to do a different program and no one has continued it. Would you like to continue with this.? It will begin in November with 1 class per month.”

Parent - “Can I add an enrichment class? Thinking about French for conversational French. I would like to teach it.” *Shazia* - “We can talk offline.”

Lindy - “I will be talking for scrabble.” There are 10 games each session with 3 games between students and teachers. They purchased professional level boards, learned board etiquette and plan to invest in scrabble timers. They are registered members of North America Scrabble Players. All students who have reached a certain level will be encouraged to take part in competition and National level is in the West. Starting

sometime in October with 20 students. All information will be in the Fallon Flash.

Parent - "There are schools who host the PSAT exam and wonder if we can host the PSAT exam for middle schools. I spoke to DO and they are not interested." *Sheri* - "The PSAT 89 will be given to 9th graders. Don't know if there is interest and may have to pay extra for a proctor. We can gather more information. It might take away from an instruction day if it is given on a school day. If it is a school day everything would have to be paid for and no student can be left out." *Barna* - "DPIE pays for whole amount at HS." *Sheri* - "I feel it needs to be raised at the Site Council level. What objective are we trying to meet by having 8th graders take it? Does Wells have the same interest in the test?" *Shazia* - "I will take it to the Board."

XI. New Business & District Committee Updates

- A. Coffee with Principal - 9/12 @ 9:45 -10:45 AM
- B. Superintendents Meeting -9/14
- C. Astronomy Night-10/17
- D. *Mike* - "I am purchasing shelving for the containers." *Shazia* - "Did you get lights." *Sheri* - "There are no power cords.
- E. *Shazia* - "I reached out to DPIE for beautification grant and they declined. There is a new board and they have changed their philosophy. DPIE is paying for tests so they won't give anymore money."

XII. Public Forum

Adjourn: 8:25 PM