

**Minutes**  
**Fallon Parent Faculty Club Meeting**  
Monday, November 5, 2018  
6:30 PM Start

Community Members: see sign in sheet

**Agenda**

- I. Call meeting to order: Shazia - Meeting called to order at 6:41
  
- II. Action Items and approval of minutes -
  - A. Previous meeting minutes from October 15, 2018 meeting - Motion to Approve the Minutes for the October 15, 2018 PFC meeting. Tammy made the motion . Barna - 2nd the motion  
Ayes -  
Nayes - Mike
  
- III. Principal - Sheri -
  - A. Planning and Design for PFC-funded landscape improvements: The PFC budget allocates \$15,000 for facilities improvement. Ms. Sweeney has set up a meeting with Freeda Bennett in the DUSD Facilities Department who will be the project coordinator for the landscaping. We will have 3 vendors approved by the district come to the site to understand our needs and then create bids to do the work. Sheri - “Riti, you did outreach with local businesses, but do you have people committed for beautification”. Riti - “No, it takes 60 days and most have not responded back.
  - B. Fallon’s 2018-2019 Strategic Goals: Ms. Sweeney reported that the site council has approved a strategic plan with three goals. The first goal focuses on improving outcomes for students, and Fallon will focus our work on students who did not meet the standards on last spring’s CAASPP. Even though the focus is on bringing these students up to standards, there is an incentive under the state’s new accountability model for us to promote the growth of all students. Fallon will also be exploring the possibility of “villaging” - having groups of students who are all taught by the same set of teachers. Finally, Fallon is focused on working with district leaders to revise the Math placement process. It was disruptive for a large segment of the school to have so many students changing math classes after the school year began. Riti - “Will there still be a placement test for 5th graders”. Sheri - “Yes. The HS continues to look at options for acceleration at that level.” The Fallon Leadership Team has started developing an action plan and will be reporting on progress monthly at the site council meetings. This year will be a more chronological plan. Lindy

- "Are Safety drills conducted every month?" Mike - "Working to put together process for parent volunteers."

Sheri - "We are limited in what we can do in terms of pedestrian and traffic safety. There are two jurisdictions who have to coordinate: the city and the school district"

- C. **Principal's Coffee and Update November 30th:** Principals Coffee in November and in the spring will be an open forum.
- D. **Parent Book Talks:** Barna attended the book talk with about 20 other parents. Next book will be "How to Raise an Adult". Will schedule the book talk for parents of 5th grade and 6th grade students called "The Gift of Failure". Riti "Do the "Gift of Failure" in the evening time with a winter feel to it." Sheri - "We can do that."  
Parent education funds in the PFC budget will be used to purchase copies of the book so parents can check them out.

#### IV. President - Shazia

**Good Things:** Girls Mustangs won first basketball game.

- A. **Income Taxes for 2017-18:** Income taxes have been mailed. Agus helped us with the taxes.
- B. **Annual Registration Renewal Fee Report to Attorney General of California:** The Annual Registration Renewal Fee Report has been completed and will be sent. Deadline is November 15th.
- C. **DUSD Workshop for PFC & Booster Organization guidelines:** This is a good workshop for treasurers. It is getting more rigid with balancing/reconciling your checkbooks. They do not want us writing checks directly to the vendors. We need to write the check to ASB. If you want to give anyone a gift card for their services it needs to be \$25.00 per year. Need to make sure we are up to date on paying all our vendors. We gave Stephanie a card for \$200.00. Sheri - "Should not be giving gifts of money to people who are volunteers. It is trickier to give to volunteers than to companies and ASB funds cannot be used for donations. Mike - "Reason is that the state needs to track people who receive monies because of issues that might come up in case we get audited." Sheri - "We could have a personal services contract. Also, I am concerned for Stephanie and giving her this gift card. I would rather do a personal donation, like take her to lunch." Shazia - "We can come up with something different." Sheri - "I make a motion that we withdraw the gift card for Stephanie."  
Mike - 2nd motion  
Ayes - All  
Nayes - None.
- D. **Superintendent Meeting Change of Dates:** Date changed and Riti went to the meeting. Meeting moved to Monday nights.
- E. **Treasurer Update:** Mike did not send in his resignation, as he was told by Mrs. Sweeney that is not needed. He will be focusing more

with Safety aspect of the schools. Deepa will be working on the treasurer duties and everything was turned over to Deepa. Shazia - "To be in compliance, the officer needs to hand in a resignation." Mike - "I just did as it is documented in the minutes. Also, I did not run for this position, I volunteered." Sheri - "I move that we accept Mike's resignation as Treasurer with the Fallon PFC effective immediately."

Ursula - 2nd motion

Ayes - All

Nayes - None.

Deepa and I have been meeting and working together. We need a Co-Treasurer. Two people have shown interest. Shazia - "I request that we get a 2nd signor, as it is requested by the District that checks need to be signed by 2 officers. Can we do an online vote because we have pending items or do I wait for the December meeting on the 10th?" Sheri - "We need to have an election." Shazia - "This wouldn't be an election, it is an appointment. The President can make an appointment. Do we need to wait for the December meeting or can I make the appointment?"

Mike - "I think you need to have more transparent information for the next treasurer that comes along. The transition was poor and not professional."

Shazia - "There was a separate nomination committee and as incoming president I was given everyone signed nomination form, which tells me the person understood their duties. Unfortunately I cannot answer for what happened to Mike and what happened during the nomination process, it was done last May 2017. Stephanie has been a great resource in training our treasurers and she has put in many hours training Mike."

Sheri - "I recommend to Shazia that Deepa and I meet with whoever comes on board to discuss the position."

Sheri - "I just read the bylaws and resignation needs to be in writing. The appointment can be done by the President and we can vote for the appointment online."

Shaleta - "I will make a motion that the President can appoint the new treasurer with online approval by the board members."

Deepa - 2nd the motion

Ayes - All

Nayes - None

Mike - "All the check cards have been turned in. All the purchases made on the card are on the statement. All the receipts have been given to you."

Shazia - "We still need some reimbursement forms signers by you, and DEepa will work with you."

Mike - "The extra ink was not returned."

**F. 8th Grade Promotion:** We did not collect money at the Fall Check-I\*n. Should we wait until the end of the year and start fresh?

Sheri - "We need to make sure students understand what they are donating for. One for the dance and one for the field trip. Doesn't matter when we start but must be clear on communications. PFC can charge a fee for the dance but not for the breakfast. Riti - "Talk to Mary because she has a lot of information." Shaleta - "If you do it online then you need to put it in the notes." Shazia - "If we do PayPal, there will be a fee. Would rather have

checks.” Sheri - “Might want to wait until January because of new treasurer coming on board. Do we have a committee?” Shazia - “Danielle and Colleen have offered.”

V. Vice President/Fundraising - Riti  
Nothing to report

VI. Treasurer - Deepa

A. Treasurer's Report: All actions need to go on the quickbooks.  
Donations: Made \$71,543 and corporate matching is coming in.  
Public support - Need to check on that.  
Total Income: \$121,362.00  
Expense: We don't get charged from the bank. They charge us \$730 which is for merchant services.  
Offices - Still working on this. It went higher because Mike purchased some extra office supplies. He will be giving them to Deepa. PFC  
Administrative Expense - Need to check.  
Academic Grant is the most used. It is not up to date. Sheri will check on this. Sheri - “I think it was \$37,000 allocated and concerned that we are \$20,000 under what we budgeted.”  
All the grant reimbursements will have Sheri's signature to complete the reimbursement process.

VII. Communications - Barna

MDAS is tabled until we have clarification.

VIII. Secretary - Tammy - See Agenda Item II

IX. Director of Volunteers - Lindy - No Report

X. Enrichment - Judi/Sangeeta

Trying to get together with Suresh to get answers. Lindy will connect with Judy.  
No word on co-director.

XI. New Business & District Committee Updates

A. Superintendents Meeting update- Riti (Franck Castro Update): Riti attended the Superintendent's Meeting which was mostly on elementary. Sheri - “The ASB cannot use its funding to pay for adult expenses of our employees. If a teacher takes kids to the leadership conference, we can pay for the kids expenses but not the teacher. Issue is we may need to add a budget line item to continue adult expenses supporting ASB activities.” Shazia - “Does the district give us funds for this?” Sheri - Yes, but very little.”  
District approved food trucks that can come to schools.

November 15th and December 6th there are special board facilities meetings.

November 13th there is an architect meeting for the new HS.

There is an opening for a new board member for the school board because Joe Gianini resigned.

- B. CBOC Committee Meeting update- Shazia (Tour of Cottonwood): This committee makes sure the bond money is used in the proper way. It is open to public, anyone is welcome.

## XII. Public Forum

Adjourn: 8:40