

Fallon Parent Faculty Club Meeting

Monday, September 11, 2017

Meetings: Second Monday of each month at 6:30pm

Attendees:

Board Members: Mary, Seema, Jennifer, Tammy, Barna, Shazia, Stephanie, Mari, Lindy, Gloria, Sheri

Community Members: see paper sign in sheet

Agenda

- I. **Call meeting to order: Welcome and Introduction** - Seema and Mary
Seema called the meeting to order at 6:34 PM
- II. **Action Items and approval of minutes** [previous meeting](#) on 8/21/17
Seema made a motion to accept minutes from the 8/21/17 meeting
Barna seconded
Vote: ayes - all
Nays - none
Abstain - none
Motion passed.
- III. **President's report - Seema and Mary**
Getting ready for Mustang Round-Up
Expense and Reimbursement form placed in each teacher' box - some being turned in for reimbursement
- IV. **Treasurer's Report - Stephanie and Shazia**
 - A. Key Regulations, DUSD Policy & Internal Control Guidelines workshop
Received several handouts
Beneficial to have the meeting at the beginning of the year
Every PFC board member should have a copy of the handbook, especially regarding fundraising
Officers should not be a staff member, especially the Treasurer should not be a staff member
PFCs should not be signing contracts for events held during school hours.
No fundraising at elementary schools
Any activity that students are directly involved in for raising funds during the school day should be an ASB activity
This includes 30 minutes before and after school because it impacts food services.
The handbook has lots of information regarding the treasurer position

Possible changes we can make for the treasurer position is to streamline the process for writing a check
eg: Set a weekly date for check writing to streamline the accounting part

B. Profit and Loss Overview

No big changes

A. Bank charges for registration

We have 4 swipers, we can keep 2 but must return 2.

We used Fremont Bank for credit cards and the actual fee is greater than budgeted so we need to increase budgeted amount to \$2500 from \$2000 (actual amount charged is \$2437.68)

Proposing to reduce Hospitality budget from \$5000 because last year we used less than \$4000

Sheri made a motion to transfer \$500 from hospitality 62600 to bank charges 61100

Mary seconded the motion

Vote: ayes - all

Nayes - none

Abstain - none

Motion passed.

B. fall check in gifts needs \$1515

Sheri made a motion to transfer \$600 from 62720 facility improvements to 63310 fall check in gifts

Mary seconded the motion

Vote: ayes - all

Nayes - none

Abstain - none

Motion passed.

V. Vice President's Report- Jennifer & Tammy

A. Update on Mustang Round-Up - Friday, September 29

7 food trucks, possibly 8

Baja Fresh needs a table (no electricity) - this needs a facilities request - bowls and burritos will be sold

Papa John's will sell slices of pizza and a drink for \$5

Food trucks: Rice rocket, Mustache Mike's

Food items are coming prepackaged, no electricity needed

Getting food handlers license, hold harmless, and insurance from each vendor

5 \$25 gift cards and 8th grade promotion reserved seats will be available for the opportunity draws

For every \$5 spent at a vendor, an opportunity ticket will be given

Barna will send a sign-up Genius out for volunteers for the event
Several vendors will give 10-15% back to the PFC
Mrs. Young will be running carnival games
Bollywood Dancing will occur also
Basketball game is organized by the PE teachers - occurring as soon as possible to the start of the event, teachers who play will get a food voucher
No food is allowed in the gym - need a parent volunteer to monitor this
Spirit day will be Western wear that day - lead teachers were asked to talk with their departments about attending

B. Valley High fundraiser October 4 at The Habit and Chipolte 4-8 PM

VI. **Principal's Report - Sheri**

1512 students

6th grade is largest, then 7th, with 8th the smallest

All three vacant teacher spots have been filled

Welcome Mari! New teacher in mild to moderate SDC

Rachael Guinther joining 6th grade CORE

Devinda Gunasekara joining orchestra/music department

Several teachers will be going out on leave this year

One unfilled long-term sub position in 6th grade math

Likely to put 2 30-day long-term subs to fill it

Estimates for improvements to sound system will likely be less than \$20,000

VII. **Update on Communications Outreach - Barna**

A. need help updating the web page using Weebly - once updated, maintaining will be fine

Possibly have a high school student or parent set up the new site and reference the old site in the new site

VIII. **Enrichment Update - Lindy**

A. New enrichment program presentations - all new programs

3 programs actually have DHS students involved!

9/25 and 9/28 training sessions for new and returning leads and coaches

a. Math Enthusiasts: Ajay Baranwal

One class of olympiads

b. Junior Achievement: Anne Yoon

Teaches students economics

All Dublin elementaries have a program already so this will be a continuation

6 week sessions once a week for 1 - 1.25 hours in a lecture/activity style

Program title: Economics for Success
30 students in 7th grade on first-come-first served sign-up
Meeting on Thursdays starting in October
Kit donation is \$750 so there may be a participation charge of \$25-\$30/student

- c. Exciting World of Science: Surbhi Aneja
STEM based program to solve a real-world challenge
National Science Museum curriculum
8 sessions, every session involves a lab
60-80 minute sessions for 25 students
Beginning in October, once a week for 8 weeks on Mondays or Fridays
Non-competitive first-come-first-served
Students must maintain an engineering notebook
- d. HOSA JUMP: Yusuf Ansari
Safia Yusuf presenting on this program teaching about medical field and leaders in the medical field
Once a month with first meeting in October on a Friday from 4-5 PM
Possible day trips on a weekend date, some trips may be to DHS after school to learn about their academy
Fee is \$20 per student for HOSA dues
30 spots available
- e. Fallon Performing Arts: Michele Canapp
Fallon On Stage
Subscribe to Drama Notebook and a playwright subscription for lesson ideas - considering a middle and end of year performance
Begin in October
Student contribution is \$80 to help cover subscription costs and props
25 students
Possibly use the dance room
Drama and improv to begin the first 4-5 weeks
- f. Fallon Scrabble: Chan Fonseka
Learning words and Latin roots
Playing Scrabble is similar to chess because play is with a time bank
Play in a tournament in Berkeley - parent must get student there
10 students
Purchasing boards and timers
Parent donation of \$30 with additional PFC request of \$20 per student
Meeting Fridays after school beginning the end of October

B. Week of Sept 11 - placement tests (tentative dates):

- a. Science Olympiads 9/12
- b. Math Enthusiasts 9/14
- c. Mathcounts 9/15
- d. Chess tournament 9/16

- C. Week of Sept 18 - students informed of placement and must choose one program.
- D. New custodial fees for facilities use, but only on weekends for PFC.
- E. PFC Enrichment Inventory list of items costing more than \$200 is compiled and current.
- F. Training session for parent leads on September 25 and 29 for updates and best practices for class use and class management.

IX. Volunteer Update

Hearing and vision and dance volunteers need their clearance forms filled out and turned in to office for yearly clearance

X. New Business

XI. Public Forum

Meeting Adjourned: [Meeting adjourned by Mary at 8:11 PM](#)

Next Meeting on: 10/9/17

11/13/17

12/11/17

2/12/18

3/12/18

4/16/18

5/14/18

Minutes amended and approved 10/9/17.