

Fallon Parent Faculty Club Meeting

Monday, October 9, 2017

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

Attendees:

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

Absences: Tammy

Community Members: none

Agenda

- I. **Call meeting to order: Welcome and Introduction** - Seema and Mary
Mary called meeting to order at 6:35 PM
- II. **Action Items and approval of minutes** [previous meeting](#) on 9/11/17
 - A. Discussion regarding “no signing contracts” under the treasurer’s report from 9/11/17:
 1. Shazia clarified the statement to say “PFCs should not be signing contracts for events held during school hours.”
 - B. Additional information discussed: if a fundraiser is held during school hours by PFC, the funds will go to the ASB at the school site. This is based on Ed Code.
 1. Mary will contact Michelle McDonald for clarification.
 - C. Mary made a motion to accept minutes from the 9/11/17 meeting.
Barna seconded
Vote: ayes - all
Nays - none
Abstain - none
Motion passed.
- III. **President’s report - Seema and Mary**
 - A. Container update - 20 or 40 foot containers
 1. 40 foot container with delivery and everything will cost \$3900 + tax and delivery (about \$4200)
 2. Wait until mid to late November, the prices will decrease
 3. Mary will work with Mr. Jackson on the location, possibly near the PE container
 4. Superintendent’s council meeting notes -
 - a) schools discussed their fall check in
 - b) DPIE creating 2 scholarships in memoriam
 - c) 10/11 PSAT for DHS students
- IV. **Treasurer’s Report - Stephanie and Shazia**
 - A. **Profit and Loss Overview**
 1. Received more corporate matching
 - B. **Treasury process update**
 1. Shazia handed out “reimbursement process” for line item budgeted items
 - a) Thursday will be the check signing, new requests will be picked up on Thursdays

2. Special funding request form for items not on line item budget - gets approved by lead teacher, then Mrs. Sweeney, then the board
3. Shazia handed out the "duties of the treasurer" description
4. Bank authorized signer - we have 2 authorized signers
Seema and Tammy are authorized signers
Stephanie can write the checks
Seema will call the bank and find out who can sign the checks
 - a) Currently most duties are completed by one person but it is a lot for one person; corporate matching is being completed by second treasurer
 - (1) proposing to separate the duties
 - (2) Mrs. Sweeney suggests the presidents work with the treasurers on the separation of the duties
 Seema and Mary will meet with Shazia and Stephanie to look at treasurer duties
- C. Stephanie will be filing our 2016-17 tax statement
- D. Mrs. Sweeney asked for the items on the budget report that shows \$14,681 has been spent on academic grants since July, items were reviewed

V. Vice President's Report- Jennifer & Tammy

- A. Mustang Round-Up review
Very fun and successful
Baja Fresh wants to come back next year - gave \$40
Papa John's - did not donate any money back to us
Food trucks - 2 food trucks did not do well and will not be able to contribute what they thought they originally said they would
- B. Dine and Donate -
Chipotle gave \$178; not sure about the Habit
Goal was to make \$500
Baja Fresh said they would be willing to run an event with us - we will wait until we see how much we raised from the first two

VI. Principal's Report - Sheri

- A. Principal's coffee is Wednesday, October 18th with the topic of what is coming up for the 2nd quarter and an open Q&A.
 - a. Shazia asked about an evening "principal's tea" and Mrs. Sweeney said she would be happy to have one possibly 3rd quarter.
- B. Final results for SBAC test showed 83% overall proficient in math and 87% overall proficient in ELA, both are up slightly over the previous year. Overall in the state of CA, the SBAC scores were level. Every year our ELA scores are slightly above math. The average performance levels for math (3.4) exceeded that for ELA (3.3).
 - a. Achievement gap with certain populations having a lower score than overall population
- C. Every teacher treats each student individually to help meet the needs of each student.

VII. Update on Communications Outreach - Barna

- A. Reached out to Katherine Utsumi from DHS PFSO for help with PFC website and waiting to hear back.

VIII. **Enrichment Update - Lindy**

- A. All but three enrichment programs have started
- B. Parent volunteers have attended workshop hosted by Lindy
- C. Lindy addressed students in each program regarding behavior expectations
- D. Parent volunteers are appreciative of the use of the classroom and teachers are welcome to stay in their classrooms during the programs.
- E. Groups start at 3:30 and school ends at 3:11 so classrooms may be locked which results in loss of program time while someone is looking for a person to open the rooms.
- F. Bollywood performance inside the MPR during the Mustang Round Up did not have the sound system set up but there may have been a miscommunication on the location and needs for the performance.
- G. Fees collected for Enrichment programs should be handed directly to PFC Treasurer (Stephanie).

IX. **New Business**

- A. New department requests
 - 1. PE has \$1800 budgeted, they are requesting \$2421.38 for 15 suspension stretching bands
 - 2. Questions regarding warranty, housing of them after school hours, mounting, and does it require safety review by DO?
 - 3. Mary made a motion to increase the PE academic grant by \$725 to \$2525 with \$413 coming from the Scholastic math magazine and \$312 coming from the math scientific calculators which were under budget
Seema seconded motion
Vote: ayes - all
Nayes - none
Abstain - none
Motion passed.
- B. Special funding requests:
 - 1. Mrs. Sharbach and Mrs. Healy teach literacy intervention
 - a) Requesting \$500 for Dec 7th production of a Christmas Carol
 - b) Total cost of the trip is \$1500 including a purchased lunch or \$1100 if students bring their own lunches
 - c) Mrs. Sweeney made a motion to ask teachers to send a letter of intent to identify how much money parents can donate.
Seema seconded the motion.
Vote: ayes - all
Nayes - none
Abstain - none
Motion passed.
 - 2. Stephanie Jones our custodian is requesting 10 white plastic folding tables for up to \$500. WalMart has these for \$38.88 each plus tax.
 - a) 63900 line item of \$1500
 - b) Mary made a motion to use up to \$500 from line item 63900 miscellaneous to purchase the 10 folding tables.
Seema seconded the motion.
Vote: ayes - all
Nayes - none

Abstain - none
Motion passed.

X. **Public Forum**

Meeting Adjourned: Mary closed the meeting at 8:15 PM

Next Meeting on: 11/13/17

12/11/17

2/12/18

3/12/18

4/16/18

5/14/18

Minutes approved 11/13/17.