



Cottonwood Creek PFC General Meeting Minutes

Date: November 10th, 2021

Start Time: 7:01 PM

End Time: 7:47 PM

Attendees

CCS PFC Executive Board	
Eman Tai - Co-President	Jasmine Kaur - Spiritwear and Events
Kim Taylor - Treasurer	Rachana Shrivastava - Enrichment & Programs
Gaurav Bardia - Co-Treasurer	Madhura Bhatt - Enrichment & Programs
Shaheen Parkar-Communications & Technology	Nida Ahmed - Afterschool Clubs & Tournaments
Susan Kuang - Secretary	

CCS Staff
Dr. Lorianne Ventura
Shelly Parada

Meeting Minutes

Call meeting to order

- 7:01 PM meeting called to order by PFC Co President - Eman

Voting on meeting minutes

- PFC Co President motioned to approve meeting minutes from the October 14th general meeting.
- Second to the motion to approve made by PFC Communications & Technology Director
- All in favor: 9, Against: 0, Abstain: 0

Principal's Update

- 1) Dr. Ventura recapped on the PFC Trunk or Treat event and photo booth
 - a) Received positive feedback from CCS families
 - b) Reservations helped the event greatly. This prevented overcrowding
- 2) This month CCS will celebrate empathy as part of integrity and action character traits.
 - a) Mrs. Van Lare as well as counselors completed in class or grade level assemblies to talk about empathy. Goal is to develop a positive school culture
- 3) Feedback from committee to become more active on Instagram. Lori will start posting more often (possible 1-2 posts a day) and will add on the next newsletter update to ask families to follow the CCS Instagram account.
- 4) Past 2 week CCS has had a few positive Covid cases. Will continue the process to keep students and staff safe.
 - a) Reminder to students if there are any symptoms at all to be aware. Since it is the flu and cold season this could be misinterpreted as that and not releasing this possibly could be Covid.
 - b) Dr. Ventura wanted to let families know that if families are not ready to get vaccinated it is their choice. Nobody will be judged if they're vaccinated or not. Dr. Ventura is seeing many students are vaccinated or going to get vaccinated. CCS will continue to be masked and continue safe Covid protocols
- 5) 6-8 grade dance Friday 11/12/2021 on the CCS blacktop. ~74 students are signed up.
- 6) Next week will have the Fractured Fairy Tale performances in which drama students write the play themselves. This is based on teenage issues that are current and relevant and also in alignment with a fairy tale.
 - a) 2 performances during the school day
 - b) Tuesday evening 11/16/2021 committee based performance
- 7) Reminder no school 11/11/2021 in observance of Veteran's day. Next week is standard week. Friday no school for staff work day (office staff and custodians will be on campus)
- 8) Robin will retire at the end of December; replacement will training with Robin after the Thanksgiving break. Replacement will be introduced in the next newsletter.
- 9) Mrs. Vivera new library tech started last week. Background is in design and marketing. Looking to start an anime club on campus.
- 10) Dr. Ventura and CCS staff thanks PFC for all of the support and help building our committee.

SSC Updates

Dr. Ventura-

- 1) Last weeks SSC meeting it has been determined that board of trustees will move forward with a gym
 - a) Possible site will be determined later; possible southeast corner of track and field area
 - b) Black top won't be affected
- 2) Next meeting will talk about 2 committees
 - a) Smaller committee including principal and one SSC representative and one staff representative
 - b) Larger committee will discuss how to form this committee

Enrichment

PFC Co President

- 1) Authors Society is online based and will continue with Mrs. Nia through the Spring Semester
 - a) Going forward will be looking for someone to coach and continue with the Authors Society Club for next fall in person.
 - b) Club consists of 10 kids
 - c) CCS staff mentioned 2 staff will help put the word out

Events

- 1) Trunk or Treat
 - a) PFC Communications and Technology director recapped on the Trunk or Treat event was a success. Will want to go forward with the photo booths and add more trunks going forward.
 - b) PFC Afterschool Clubs & Tournaments director thanks Mrs. Saylor, Mrs. Prada and Dr. Ventura for helping with the traffic flow and participating in the event all together.
- 2) Science Fair
 - a) PFC Co President and PFC Afterschool Clubs & Tournaments director decided to extend the registration deadline to 11/10th.
 - b) ~60 applicants in the 4-5 grade level
 - c) ~30 applicants in the 6-8 grade level
 - d) ~64 applicants in the K-3 grade level; will try to see as the date of science fair comes closer to get more applicants for K-3
 - e) Will need judges and coordinators for this event. Will be discussed in the next PFC board meeting.
- 3) Winter Staff Appreciation
 - a) Date TBD; possible earlier in the month on Tuesday
 - b) Mrs. Prada will bring up at the next staff meeting to see what everyone is comfortable with either indicival or buffet style (with mask and gloves).
- 4) Winter Drive-thru
 - a) Dr. Ventura will reach out to Denise Saylor to see if winter lights tunnel will be feasible

Budget

PFC Treasurer-

- 1) Quarterly spending update-
 - a) On target with budget with everything that happened so far
 - b) Enrichment-
 - PFC Enrichment director-
 - i) Paid for Flocabulary; TPT and Walk-Thru. Biggest spending was \$5,000 in which it was paid upfront for the field trip fund. Dr. Ventura would prefer to go through PFC for the \$5,000 field trip fund, however, PFC Co President expressed that it may be harder for PFC to manage. Dr. Ventura will talk to Robin and get back to PFC on this matter.
 - ii) Total spent ~\$27,000 and ~\$7,000 remaining
 - iii) PFC Treasurer -Wanted to clarify that if there's money that's unallocated and there are needs in any other grades/programs PFC is open to hearing about it. PFC Co President confirm this information is correct and asked Mrs. Prada to bring this up at the next staff meeting.
 - c) Stipends and Grade Level Grants-
 - i) Seeing a lot of activities
 - ii) Class room stipends 25% spent; slowly seeing grade level spending but expected to see increase after winter break
 - iii) Wanted to remind CCS teachers that the funds are there and to utilize them
 - d) Carryover-
 - i) Still have a lot of spending that have yet to happen
 - ii) Usually will not try to carryover anything other than the minimum of \$15,000
- 2) ABS Funds-
 - a) PFC Co President asked about updates from Dr. Ventura.
 - i) Amount has not changed since the principal's weekly; just over \$34,000 that was gained from Coyote Fun Run in which it does not include any expenses (\$2,000 in operational expenses). Funds were divided by grade level teams and then speciality programs.
- 3) K-8 Spring Musical-
 - a) Rebecca Teames requested \$950 which covers licensing material for the Wizard of Oz.
 - i) PFC agreed to increase the funding for drama by \$800 in October.
 - ii) In years when licensing and scripts are needed, it will be handled in SFR but does not have to go through a membership vote because we are able to support these funds out of enrichment. The scripts and licensing is not needed year after year and only as needed, therefore, it didn't make sense to set aside a budget.
 - iii) PFC Treasurer will send out an email to Mrs. Teames in regards to this update

Closing Statement-

Dr. Ventura

Wanted to express that CCS is rich in diversity of culture. And wants to celebrate and recognize the different cultures and does not want to devalue any cultures. Wants to bring

this up in PFC General meetings and SSC meetings to bring this up to families gather ideas on how we can acknowledge everybody.

Next General Meeting:

December 9th Thursday 7:00 p.m. via Zoom