



Cottonwood Creek PFC General Meeting Minutes

Date: Oct 10th, 2019

Start Time: 8:40 AM

End Time: 9:40 AM

Attendees

CCS PFC Executive Board	CCS Staff
Eman Tai - PFC President	Lorianne Ventura
Rose Han - PFC Vice President	
Shaheen Parkar - PFC Secretary	
Kim Taylor - PFC Treasurer	
Vivian Chi - Director of Upper Grade	
Setareh Aslani - Director of Lower Grade	

Parent/Lead Members
Roger Haddad

Meeting Minutes

Call meeting to order/Voting on last month minutes

- 8:40 AM meeting called to order by PFC President
- PFC President made a motion to approve the meeting minutes for Sept 12th
 - PFC Director of Upper Grade made a motion to approve, and PFC Secretary seconded.
 - Everyone in attendance voted Yes to approve meeting minutes from last month.

Principals/SSC Update

- Dr Ventura talked about the biggest fundraising of the year, the Coyote Fun Run and how students are excited to be part of it.
- Goals have been identified for the school plan for student achievement.
- Currently Cottonwood has partial music Prep for 16 classes. Mr Tran has been monitoring the weekly music prep class. Currently waiting for the credentials to be received for the candidate who is selected before they can start full time.
- School is also currently looking looking to fill in the English development class teacher as there is an increase in the number of students for the English development program.
- Dr Ventura also informed that the school health nurse has taken up the offer at the high school and school will be posting the post for a full time health nurse.
- Grades will be sent at the end of next week..Middle school grades will be provided during the conference.
- This week we participate in the Great Shake Out Drill. The purpose of the Great Shake Out is to get everyone prepared for major earthquakes, so we use the ShakeOut as an opportunity to learn what to do before, during, and after an earthquake
- SSC Updates
 - Change in officers for the SSC as Mr Haddad takes on the role of Co Chair for SSC and Rose Han takes the role of the Chair for SSC.
- Fuel Your School Program
 - Our special guest Michael Utsumi talked about the Donors Choose program by Chevron USA called Fuel Your School.
 - In the month of October 13 cities across Contra costa and alameda have been given the opportunity to have a project grant funded which is STEM related.
 - Teachers have to register at the Donors Choose program and get the program in.
 - \$100 gift certificate was also provided to the school to be used for any project.
 - Dr Ventura mentioned that she has sent a reminder to the teachers about this grant.

Enrichment Program Update

- Meet the Masters ART program
 - Docents meeting was held last week and a schedule has been sent to all art docents so that they can finish one artist in a period of 2 months.
 - The art lead will work with the room parents for classes with missing art docents.
- Math Kangaroo
 - Cottonwood is registered as a center for giving the Math exam.
 - Only Cottonwood students registered for Math Kangaroo will be allowed to attend the testing center.
- Science Fair
 - Deadline for submitting the project proposal is Oct 11 for Middle school students.
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- Magic Circus Assembly for K-3
 - Currently available dates for this assembly are 02/24-02/28.
- Barnes and Nobles Book Fair
 - Nov 12-Nov 17 are the reserved dates for the Book Fair.
 - Nov 12 kickoff will start with storytelling by Dr Ventura. CCS Band will play and PFC is looking to have some dine outs in that area during the Book Fair days.

Budget

- Special Funding Request - Rebecca Teams
 - Drama teacher for upper grade requesting special funding in the amount of \$685 to purchase 30 scripts and rights for Annie Junior Spring production.
 - The Purchase rights can be used year after year, but this year it is only going to be for one production.
 - Alternate funding resources will be used for any props needed for the production.
 - Can be used for beginner drama also.
 - PFC President made a motion to approve the special funding request of \$685 for the cost of script and production rights for Annie Junior Production.
 - PFC Director of Upper Grade seconded the motion
 - Everyone in attendance voted Yes.
 - SFR was approved at 9:09 AM on 10/10.

Event Update - Upcoming events in the month of October/November

- Coyote Fun Run
 - Parents will be allowed to come and cheer for the students.
 - T shirts for the coyote run will be distributed during the morning of Coyote Run.
- Trunk or Treat featuring The Haunted Hall
 - PFC is looking into hiring a resource officer for this event.
 - PFC would need a lot of volunteers to direct parents and kids to the trunk or treat parking lot followed by The Haunted Hall and directing them back.
 - PFC will try to purchase the walkie talkie before this event. Also, per Dr. Ventura the school's walkie talkies can be used.
 - As in the past, PFC will be providing all the candy. Candy provided by the PFC will be nut free and dairy free (i.e. no chocolates) to avoid allergy issues. Registered cars or trunk or treat are not required to but can bring their own treats as long as they follow the guidelines in the registration form.
- Camp Parks Candy Collection
 - Before the collection drive, flyers can be sent across so parents can get candy during the collection drive.

Public Forum:

- During the Coyote Fun Run discussion, the PFC members requested Dr Ventura that this year if we detail out how ASB will use the funds raised. With transparency it would be easier for fundraising for next year.
- Parents had a concern about not having a permanent music teacher for certain grades and Dr Ventura mentioned that till we get the full time music teacher we will get subs as music teacher but also mentioned that we are close to finalizing the music teacher(waiting for credentials).
- Parent volunteers brainstormed on ways how teachers can be more vocal to parents while requesting for volunteers for any enrichment program or events, so that there is participation across the grade level.

Adjournment

- Meeting adjourned at 9:40 AM
- Next General Member PFC Meeting
 - Nov 14th - 7:00 PM - 8:00 PM in E205.