



Cottonwood Creek PFC General Meeting Minutes

Date: November 12th, 2020

Start Time: 7:00 PM

End Time: 7:55 PM

Attendees

CCS PFC Executive Board	CCS Staff
Eman Tai - PFC President	Dr. Lorianne Ventura
Jill Schaub - Vice President	Shelly Parada
Kim Taylor - Treasurer	Denise Saylor
Shaheen Parkar - Co Treasurer	
Susan Kuang - PFC Secretary	SSC Member
Muneeza Khan - Director of Programs	Rose Han

Meeting Minutes

Call meeting to order

- 7:00 PM meeting called to order by PFC President

Voting on meeting minutes

- PFC Co treasurer motioned to approve meeting minutes from the October 8th general meeting.
- Second to the motion to approve made by PFC Vice President
- All in favor: 10, Against: 0, Abstain: 0

Principal's Update

- Moving forward Cottonwood will remain Kindergarten through 8th grade school.

- Signature community program met for the first time a couple weeks ago. Staff input, action items, family inputs, communities members are researching different programs were discussed. Another meeting after Thanksgiving break and review all inputs.
- Dr. Moirao, Mr. Hobbs, Dr. Campbell, Mr Stephens are talking about schedule time with the city to talk about beginning phases of a gym.
From the board of trustees meetings and Dr. Moirao weekly emails regarding the survey that was sent regarding if parents want students returning to school in a hybrid capacity or distant learning. When, where and how it will happen?
- School site working out the logistics of when this will happen to ensure safety of students and staff Day to day activities and tasks will still be the same prior to virtual learning.
- Dr. Ventura thanks PFC members for TPT subscriptions.
- Reminder to parents next week is a 4 day week off including this Friday 11/20.
 - Offices will be open through lunch time only. Lunch service during Thanksgiving week and will be held at Fallon Middleschool and Dublin Highschool.
 - 5 days worth of lunch/breakfast will be provided
 - During holiday break no staff will be on campus. Occasionally, school will have district office personnel working on projects and custodians going through school for routine maintenance
 - If parents see someone that doesn't belong at school are asked to contact police or contact Dr. Ventura via email.
 - Families are welcome to bike walk around school but practicing social distancing.

Yearbook

- Ms. Saylor wanted to give a big push for the yearbook and Google classroom. Wants to encourage families to purchase yearbooks this year and to post more pictures on Google classroom.
 - Examples of picture to capture is focusing on at home with social distancing
- Interviews are welcome to those who have served the country. This will be in the yearbook as a tribute to them

SSC Updates

- Discussed the best way to prepare for school opening in January
- CCS Parent asked about safety concerns. As we're going backwards to the purple tier. Are there any ideas of what this means for re-opening discussions
 - Dr. Venture expressed that there has not been any updates or further talks regarding the new setback due to covid. School will prepare as if we will re-open as previously scheduled in January.
 - On school site there will be 3 hand washing stations at key locations
 - Different grades enter at different gates to ensure separation
 - Different grade levels will start at different times which will depend on when we come back and what is in alignment with the law
 - The main goal is to limit the numbers of people entering at one location at the same time

- Recess on black top will have separate markings to ensure social distancing
- Emergency plans are discussed as well
- Dr. Ventura encourages families to join SSC meetings or email Dr. Ventura if there's any further questions or concerns
- CCS Parent asks how many students are allowed to be in the classroom. Dr. Ventura answered with up to 15 student maximum. A triangular device used to ensure separation of student desks in the classroom. Desks arrangement should be done in December, desks will face the presentation area, there will be no sharing materials, no face to face desk facing

Budget Updates

- Budget updates are available for anyone to view on the PFC website anytime
- No significant changes in our proposed budget that was approved last general meeting in May until we know how the rest of our school year will look like
- PFC Treasurer goes over the year to date income we brought in and our spending
 - Fall check in was a success
 - We have a gap in fundraising
 - Normally line items are presented but because we don't know how the school year will look like everything budget is in one lump sum
 - Stipends are going well, teachers are using funds

Enrichment Updates

- PFC Director of Programs went over programs we've purchased so far for this school year
 - Scholastics \$4574
 - Quill \$550
 - TPT subscription \$2400
 - Flocabulary \$2500
 - Dissection kits for 7th grade \$1000 from grants and \$535 from enrichment funds
 - Komochi \$1760
 - Holding off on any other purchases until we figure out what's going to go on in the near future
- CCS Parent mentioned her student did not receive any science kits. CCS President said this depends on the timing when the teachers are giving them out. This year is for 7th grade only. No funds for 6th grade for this year. Dr. Ventura added that some 6th grade teachers are looking into something but not sure when those will go home

Community Events Updates

- Bingo Night registrations have started and 50 families registered 6-8th on Wednesday 11/18 and K-5th Thursday 11/19. Still waiting for more registrations. If there's no additional registrations moving forward Bingo will merge on one day on Thursday 11/19.

Dr. Ventura and Ms.Saylor are going to be the moderators for Bingo Night.

- PFC went over Science Fair dates and briefly went over what was discussed at Science Fair Night.
- Food Drive- PFC Vice President went over a couple options for holiday donation
 - ASB is doing a food drive with Alameda County food bank. FC will be collecting cans or dry goods as well. Drop off will be during materials pick up
 - Currently working with a local women and childrens shelter Shepherds Gates. Gift basket option was selected.
 - 2 theme gift baskets. Goal is to build 5 each of the 2 themes. Deliver at the end December.
 - PFC President suggested this will be a good opportunity for yearbook students to join for the drop off
- No hard discussions made for any Holiday Events
 - PFC Parents suggested we can look into virtual Holiday activity and suggested for each even to offer an online link for families to post pictures. The idea is to have the link to each topic instead of Google classroom where all pictures are combined

Adjournment

- Next General PFC Meeting December 10th Thursday 7:00 PM via Zoom
- Meeting adjourned at 7:55 PM