



Cottonwood Creek PFC General Meeting Minutes

Date: September 10th, 2020

Start Time: 7:00 PM

End Time: 7:54 PM

Attendees

CCS PFC Executive Board	CCS Staff
Eman Tai - PFC President	Lorianne Ventura
Jill Schaub - PFC Vice President	Denise Saylor
Susan Kuang - PFC Secretary	
Kim Taylor - PFC Treasurer	
Shaheen Parkar - PFC Co-Treasurer	
Muneeza Khan - PFC Director of Programs	

Parent/Lead Members	Visitor
Madhura Deshpade - Math Kangaroo Lead	Gabi Blackman
Setareh	
Heman	
Rose Han - SSC President	
Preeti	

PFC President's Introduction

- Ways of getting in touch with PFC
 - Twitter
 - Facebook
 - Newsletters
- In the weekly Principal updates a link to the Facebook page and name of Twitter account are provided. For the newsletter visit the school website at cottonwoodcreek.org to subscribe for the newsletters which will start at the end of September.

Principal Dr. Ventura's Update

- Teachers worked all summer to prepare for the school year. Having to use the new learning management system, Canvas, and create their virtual classrooms to support our students.
- School was able to coordinate materials, textbook pickup and school pictures at the start of the year which was successful and ran smoothly.
- School added additional teachers for band/orchestra and world language.
- We have expected enrollment increases due to the matriculation that we had coming up. At the start of year one we had some smaller class sizes or small grade levels i.e. 2 years ago we had (4) 3rd grade classes which progressed through now we have (5 1/2) 3rd grade classes which created the opportunity for us to increase in 4th grade this school year.
 - We now have (5) 4th grade classes
 - Last school year we had (4) 4th grade classes and (3) 5th grade classes because of this (4) 4th grade class we now have (4) 5th grade classes.
 - We have not received a lot of new enrollment for families moving in that hasn't been equal to families moving out of the neighborhood. We will continue the next 2 years to maximize enrollment. Next year we will add a 5th grade class and continually that will move up to 6th-8th grade.

CCS Parent expressed their concerns with issues with the campus software. Then asks if it's an isolated or school wide issue. Dr. Ventura responded that she would need more information and suggested reaching out to the students' teacher first. This could be an isolated situation but would need more information.

SSC Updates

- Rose SSC Chair updates information from SSC meeting earlier this evening
 - SSC meeting discussed how well the new year started and how virtual learning is running, programs provided for virtual learning.
 - Dr. Ventura discusses the data from the STAR assessment that will be analyzing 3x days a year. Based on the data teachers and staff will be working on students who need additional support/intervention program.

- Goals weren't completed from last year due to SIP. Goals will be moved from last year to this year.
- SSC consists of parents, teachers and administration. Meetings are open to the public. Next meeting SSC will talk about plans for student achievement and school safety.
- Rose was asked to join the district meeting to discuss district learning continuity plan. This plan was developed by the district because of Covid
 - Discusses different details regarding this school year
 - Types problems we're facing
 - How we will be reopening when the time comes.
 - Social and emotional learning support for students. Counselors will be available for students during this different time. Any student, families that need help can let teachers know and they will get in contact with the school counselors for them.
 - The draft has been updated and will be discussed during the district board meeting and hopefully be approved by the board.

Budget

- PFC Treasurer briefly went through budget that was approved in May
 - Fall check in donations we made \$40,500
 - PFC budgeted \$45,000
 - With the successful fall check in PFC will proceed with enrichment plans as it was approved in May.
 - PFC was able to issue grants and stipends awards to both primary and upper grade levels which we budgeted at \$11,450.
 - ASB leadership grant and the classroom start up funds were issued
 - Classroom start up funds are different from last year. Last year this was called Book Fund managed by Dr. Ventura to help support teachers to start building classroom libraries. Because we had a good amount of new teachers last year we used the same budget line but generalized it as a start up fund which will still help new teachers and numerous teachers who change grades and classrooms for basic classroom set ups.
 - Any questions from teachers they can contact Dr. Ventura for suggestions using this bucket of funds.
- The awards were introduced earlier to get the teachers going so that there's full utilization of the PFC money by the end of the year. The letter with an attached google sheet to each recipient so that they can outline for the PFC what their plans are going to be for funding and the timing related to the individual expenses. This isn't a firm confirmation of their plans. Also, this will help us to identify any gaps in funding that we can use enrichment dollars for.
- Actuals will be presented every quarter going forward.

CCS Parents asked if the reimbursement forms are only available to board members or any members. PFC Treasurer replied that the forms are available upon request. They are available to the general membership.

Fundraising

- PFC Vice President reviewed our fall check results. Our goal was \$45,000. Raised \$40,500. Per student bases we are at 35% participation. 65% that have not donated.
- Highest level of support is Kindergarten. We're hoping that as students move up grade levels we get the same support. We recommended \$180 per student. As we go through the rest of the school year we will work with the teachers and Dr. Ventura to see if we do need to raise additional funds if not we do have some carry over funds from last year.
- Ideas for future virtual fundraising
 - Read-a-thon
 - Hula-hoop-a-thon.

Enrichment

- PFC President review this year enrichment funds
 - This school year PFC did not divide each program into individual buckets. Due to this year's circumstances we decided to leave it as one bucket and in addition to this we had asked teachers to fill out the grant proposal forms. We're also reaching out to get feedback regarding different ways that we can utilize the enrichment dollars to the best way possible for student's needs. Spreadsheets were sent out to all departments to get their feedback on ways that we can support them.
- Confirmed programs
 - Scholastics (online and school magazines) for 1st-5th grade
 - Quill (vocabulary and grammar) for 6th-8th
 - Flocabulary
- Art program pending
 - As of right now no online program fits our school needs.PFC is working with staff to see if there's any need for an art program
- PFC decided against Brainpop this year because they have a free version of it that was made available to schools which we're now using.
- We have after school program clubs running for 5th-8th graders as well as Book Club (formally named Breakfast Book Club) we have almost 150 students in our club programs.
- Math Kangaroo-
 - Madhura Desphapde is our lead for Math Kangaroo program
 - We received great responses from families and interests from K-7th grades.
 - Last year we had ~126 kids registered.
 - 25 of the kids received national grants.
 - 4 kids had gold medals which secured 1st rank in the U.S.

- Math Kangaroo lead has sent a letter to Dr. Ventura for registration information this year and will be released to families when the time comes.
- This will be a one day event which will happen in Spring. They are offering more practice programs for free for those who registered.
- A distribution is planned for those who won awards and for those who participated will receive t-shirts on 9/18.

CCS Staff asked if it's possible to get the names of the 25 students to give them recognition in the yearbook. Dr. Ventura responded that an email will be sent to CCS Staff. Math Kangaroo lead suggested we ask parents to send pictures of the students in the Math Kangaroo t-shirts along with the prizes and certificates when they come pick up their materials on 9/18.

CCS Parent asked if we are still going forward with Walk Through. PFC President responded we missed the 60 day refund policy. If the program can not be completed in person we have to do a virtual program with Walk Through. At this point teachers are not interested in doing the virtual program. Right now we have dates reserved in the Spring in hopes we can have an in person session. PFC are looking at programs through virtual guest speakers to see if there's other ways to engage students in programs such as Lawrence labs doing a virtual science field trip. As of this moment nothing is confirmed until we work out the best way of a virtual environment. Hopefully, by the end of September we will receive more guidance from teachers. More information will be provided in the next PFC meetings.

CCS Parent wanted to verify that Spring walk through was reserved for 4th-5th grade but for the Fall this was reserved and paid for 6th grade. PFC President will have to check back with teachers regarding this concern. Dr. Ventura then confirmed we didn't have it in the fall (cancelled), therefore, the credit will carryover in the Spring if we go back. If we do not go back then those funds will carry over to their 7th grade year whether it's Walk Through or something equivalent to that program. The funds that went for last year 5th grade that didn't receive this will stay until they can get that program. If they grow out of the program an alternate program will be provided. Students can also participate in their 8th grade year as well.

CCS Parent asked are there anything planned for GATE or does that come DUSD directly? DR. Ventura replied with nothing at Cottonwood has started at this time. A GATE meeting is in the near future and will receive more information afterwards. We will find out more information at a later date. Mrs. Johnson is our GATE liaison at Cottonwood Creek.

CCS Parent asked if Art in Action will happen this year. PFC President responded that we have not been using Art in Action but used Meet the Masters. Due to students being on Zoom face to face with teachers for approximately 5 hours a day we're not getting many teachers that would like to use the virtual time for art instruction but this may change over time. Our art program is digitized and available for teachers to utilize if they would like to and will pursue that once teachers show interest.

Community Events

Tentative events for September/October

- Drive through Meadowlark Dairy (ice cream/soft serve) or Kona ice (shaved ice) once PFC confirms updates will be sent to families.
- Take out Tuesdays through our Dine-Out program. PFC will help out the school coordinate and promote.
- Halloween drive through. We will reach out for volunteers and figure out the set up for this event.
- Tournaments at school for our school Clubs in Winter and Spring
 - Chess and Debate will be districtwide
 - Math will be in the regional competition
- PFC will also be promoting geography and spelling bee competition. Information will be released as they come up starting sometime in January.
- Science Fair- last year we had great success and a large amount of participation. PFC are looking for parent volunteers to help run this program.
- Mentorship program run by math coach- Recruit coaches from our local communities who want to get some mentorship to prepare for the science fair and also to help upper grades to participate in the Alameda County Science Fair.
- Schoolwide Yearbook Classroom- All students can sign in to share pictures. CCS Staff suggests posting pictures in a variety of ways such as student pickup materials at the location, wearing Spiritwear shirts, showing students doing homework etc.

Gabi Blackman-Board of Trustees brought to our attention that there's an important agenda item at the board meeting on 10/13/2020 to discuss the Cottonwood Creek configuration. Gabi encouraged PFC to do an outreach to the community for them to review some of the materials for the meeting and join the meeting to express their inputs.

Adjournment

- Meeting adjourned at 7:54 PM
- Next General Member PFC Meeting
 - Oct 8th - 7:00-8:00 PM via Zoom. Zoom link will be posted on the PFC website agenda shortly before the meeting and the waiting room will be open until 7:30 PM.