



Cottonwood Creek PFC General Meeting Minutes

Date: Sept 12th, 2019

Start Time: 7:00 PM

End Time: 8:00 PM

Attendees

CCS PFC Executive Board	CCS Staff
Eman Tai - PFC President	Lorianne Ventura
Rose Han - PFC Vice President	Krystal Shaw
Shaheen Parkar - PFC Secretary	Kristen Candaux
Kim Taylor - PFC Treasurer	Lorrin Harris
Vivian Chi - Director of Upper Grade	
Setareh Aslani - Director of Lower Grade	
Beulah Vejendla - PFC Co Treasurer	

Parent/Lead Members	Visitor
Roger Haddad	Catherine Kuo
Rabia Babar	
Florina Tong	

Meeting Minutes

Call meeting to order/Voting on last month minutes

- 7:00 PM meeting called to order by PFC President
- PFC President asked for a motion to approve the meeting minutes for Aug 29th
 - PFC Vice President made a motion to approve, and Dr. Ventura seconded.
 - Everyone in attendance voted Yes to approve meeting minutes from last month.

Principals/SSC Update

- Principal Dr. Ventura provided some SSC updates from the SSC meeting held on Sept 11th 2019.
 - Approval to add a middle school student to the SSC. Elections will be held to appoint the middle school representative on the SSC.
 - A plan is being drafted based on the input from a collaborative team on the student plan for student achievement. The focus will be on Mathematics, English and School Climate.
- From Monday Sept 16th onwards, the front gates to the school will be locked at 8:35 AM. Dr. Ventura explained that this is forefront considering the safety of all students. Parents need to be cognizant of this as this also avoids any interference during instruction time for upper grade students
- There is a bell installed on the front gate. Request at the district for cameras with intercom installation.
- School will hold an emergency preparedness drive. There will be a general and classroom emergency kit prepared for the class. Logistics are being worked through.
- The school Coyote Mascot (costume) has arrived and there will be a survey for students to name the mascot.
- CCS SSC Chair mentioned about the need for crossing guards and asked to reach out to parents for help in recruiting reliable people who want to be the crossing guards. They can reach out to the CCS SSC for details.
- Teachers are asked to remind kids about safety on the road and also if parents can be sent a reminder about traffic safety and the need to watch for kids crossing.
- Principal mentioned that she is working with Safer Routes and local Resource Officers from Dublin to have an assembly on safety and traffic. PFC will work with Principal to have Resource Officers and/or Safer Routes included as part of the agenda at a future PFC meeting.

Fundraising

- PFC Vice President talked about the great fundraising during fall check in. We have already started getting corporate matches and the potential estimated amount eligible for corporate matches is \$10,000. We will send reminders again so parents can submit receipts to their employers for matches.
- Around 12 families donated \$500 or more during fall checkin and there will be a lunch with principal for the 22 students .
 - Uppergrade students- Sept 24th
 - Lowergrade students - Sept 27th
- For Coyote Run T shirt sponsorships we have reached out to around 100 local businesses and have been able to secure about \$6000 in sponsorships.

Enrichment

- The 6 offered uppergrade enrichment clubs had over 100 students enroll and have great support from parent volunteers. As such we are able to move ahead with all 6 clubs.
- Breakfast Book club for 1-5 graders has over 80 students registered.
- Meet the Masters ART program has been purchased for 1-5 grade
 - Program has ART history along with the art lessons catered to the grade level.
 - Next steps will be to talk to teachers and brief them about the program and then hold an art docents meeting.
- For Kinder class, Kids Kreations program has been chosen. Kinder teachers can select one art project of their choice to have personalized products made from. Each kinder student will get stickers made from their art. Additional personalized products will be available to parents for purchase.
- 6-8 Art – PFC are reaching out to teachers to see program would work well for those grade levels.
- K-5 Room Parents meeting was held and if parents have any questions they can email roomparents@cottonwoodpfc.org
- For uppergrades, each grade level has parents, i.e. Class Parents for CCS Class of 2020. Class parents can help Uppergrade teachers with any parent volunteer needs. A list of Class Parents for each grade level has been shared with Uppergrade teachers and are already involved in helping with Haunted House.
- BrainPop software program for use by teachers K-8 was purchased at the start of school year through PFC donations. This program comes with the following
 - BrainPop 4-8
 - BrainPop Jr. K-3
 - Creative Coding
 - BrainPop Espanol
 - BrainPop Francais
- Scholastic News Journal for 1-8 grade was purchased by PFC. PFC is working with administration to ensure that it is distributed to all teachers. (Kinder Scholastic is provided by the district)
- PFC has registered the school for the following math competitions:
 - Math Kangaroo K-8
 - Math Counts 6-8
 - International Math Contest 6-8Communication will be sent out regarding dates and info for participating in these competitions.
- Science Fair information Night was well attended.
 - K-5 - Noncompetitive
 - Upper Grade - Competitions and entrance at the Alameda County Science Fair.
- Walk Through History program packages were received for 4th and 5th grade. 4th grade will have sessions in October and November 2019, 5th grade in April 2020.

Budget

- PFC Treasurer went through the revised version of the budget that was presented in the last PFC general meeting.

- The highlights of the changes were as follows:
 - Updated Fundraising income based on Fall Check-in results (last year we budgeted conservatively using 2018-19 actuals as we did not have any prior year history)
 - Increased Fall Check-in donations associated with the increased number of students enrolled this year
 - Removed Third Grade Recorder donations; these will not be collected by the PFC this year (the donations from parents with third grade students will run through ASB).
 - Added After School Clubs as a flow-through line item; the addition is budget neutral (incoming funds will have a corresponding outgoing expense)
 - Added an additional \$4400 to the Enrichment Program bucket
 - With increased donations during the fall check in, PFC Treasurer checked with the PFC Vice President if the corporate donations line item should remain at 10% of gross dollars (\$4500) or if it should be increased to reflect \$10k that VP projected earlier in the meeting. PFC Vice President concurred that we should keep it at the same amount due to uncertainty as to when and how much the corporate matches will come in.
 - Income from After School Treats was added as a new line item--will offset the removal of Cash for Class and other smaller fundraising income changes.
- Staff had a question about why the PE and Athletics Grant combined the two together as both these programs are different and have separate needs (in addition items used for PE should be kept separate from items used for Athletics). Principal Ventura explained that this was agreed upon by the Uppergrade PE/Athletics Director, as it is the same teacher for both; that way they can decide how best to distribute this grant money. Dr Ventura said next year we can revisit this line item and then decide if we need to separate the two.
- Staff had a question about what is covered under the Uppergrade Core Grant as 8th Grade does not have Core. PFC Treasurer explained that English and History are covered under Core.
- Clarification was made after questions about Uppergrade Electives Grant - the intention of this Grant was to cover six elective areas (Yearbook, Drama, Leadership, World Language, PLTW, and 6th Grade Wheel)
 - Clarification was made that the \$1,000 grant for this specific area could be split across the six elective teams since collaborative spending would be more difficult here
 - Acknowledgment was made that \$1000 split between six electives was not a round number, so proposal was made to increase to \$1200 to allow for an even \$200 split
- Teacher in attendance had a question about Grade Level Grants - how are they to be spent? Can they be split or do they have to be spent collectively?
 - PFC Treasurer explained that the intention of the Grade Level awards is to encourage collaborative spending at the Grade Level; referred to the financial guidelines where the details around what example items can be used to reimburse the Grant money is mentioned. Hard Copy of the guidelines will be placed in the PFC file cabinet in the front of the office.
- Some of the ideas the teachers mentioned they can use the grant money for is guest speakers, and field trip support.

- Staff had a question on what the Book Fund is and how to access it. PFC Treasurer mentioned that these funds were gifted to the school to help teachers who are brand new to teaching to help them build their classroom libraries. The check has already been issued to CCS and Principal Ventura will be handling the distribution of those funds for book purchases.
- In terms of securing additional books for experienced teachers, PFC Vice President then added that PFC is working in collaboration with Barnes and Noble to set a date for a Book Fair at Barnes and Noble where 20% of the proceeds will go to school.
 - Teachers can come up with a wishlist for their classrooms that parents can donate directly in addition to the 20% going back to the school from every purchase.
 - Date for completing wishlists as well as Fair dates are being coordinated and will be communicated.
- Voting on the revised budget
 - PFC President asked for a motion to approve the revised budget with the following amendments
 - Increase the budgeted amount from \$1000 to \$1200 for Upper grade Electives Grant which is shared amongst 6 elective courses making it easier to divide equally.
 - PFC Treasurer noted that \$1,700 of the total \$6,700 budgeted for Scholastic News was actually paid out of last year's budget under a Special Funding Request, so that \$1,700 should come out of Line 6003. Discussion amongst the meeting attendees resulted in agreement to keep the budget in Enrichment and reallocate the \$1,700 equally to Line items 6004/6005/6006.
 - PFC Co-Treasurer seconded the motion
 - Everyone in attendance voted Yes.
 - Revised Budget was approved at 7:55PM on 9/12.

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

- Upper Grade Movie Night - September 20th
 - Student only event for upper grades.
 - Survey is sent to the upper grade kids for logistics around how many students will attend and for movie choice.
- Astronomy Night - September 26th
 - School wide event for stargazing in collaboration with the East Bay Astronomy society.
 - Event will start at 7:00 PM and East Bay Astronomy Society will get all the equipments etc.
 - First 50 students will get a small treat.
- International Walk and Roll
 - Coincides with the International Walk and Roll day on Oct 2nd .
 - Signup for walking bus and volunteer help to be sent out.
 - Dr Ventura will have a shoutout in the assembly a day before the Walk and Roll day.
- Coyote Fun Run

- Parents will be allowed to come and cheer for the students.
- PFC has received about \$6000 worth of sponsorships for the PFC T shirt donation to the school fun run that each student will receive to wear during the Coyote Run as well as all future spirit days.

Public Forum:

- Upper grade teachers mentioned that afternoon meetings are difficult for the teachers to attend. PFC president will work with Dr. Ventura to revisit the PFC meeting timings.
- Parents had a concern about the vandalism in the CCS school areas. Dr Ventura is working with the officials to address that.
- PFC president has reached out to DTA to identify ways we can support elected official to fund more for schools across California.

Adjournment

- Meeting adjourned at 8:00 PM
- Next General Member PFC Meeting
 - Oct 10th - 11:30 AM - 12:30 PM in E205. (time subj to change)