

**Dublin Elementary PFC Meeting Minutes**  
Wednesday, September 4, 2019  
Location – MPR

Meeting called to order by Vinoth Lingesan, President at 6:07 PM  
Pass out meeting agenda and budget statements to review

- Minutes from the last meeting will be online tonight

**New Business**

- Introduce new PFC board for 2019-2020
  - Co-Presidents -
    - Phuong Fiscella
    - Vinoth Lingesan
  - Director of Communications
    - Burdy Morales
  - Co-Directors of Events
    - Dawn Barbero
    - Sarah Marquez
  - Co-Directors of Operations
    - Danielle Macias
    - Erin Buick
  - Director of Finance
    - Jean Huang
  - Secretary
    - Kristen Hilton
  - Treasurer
    - Melinda Qui
- Future Planning
  - Volunteer sign-up sheet for events
    - Ice cream cart
    - Other events – will publish
  - If you are interested, sign up or reach out to board for more information
- Upcoming PFC Events
  - Scoop Night – tomorrow, September 5, 2019 – teachers are excited
  - Dineout at Dublin The Habit, September 25, 2019
  - Back to School Bash, September 27, 2019
- Introduction of teachers/faculty in attendance at meeting
  - Paige O’Callaghan Jones – 2<sup>nd</sup> grade
  - Deborah Lloyd – 3<sup>rd</sup> grade
  - Helen Clesen – Kindergarten
  - Kim Castillo – Secretary, Office Manager, Operations
  - Tammy Koeppen – Vice Principal
  - Lauren McGovern – Principal
- Budget Presentation – Jean Huang
  - Proposed Budget – review now, see the ‘Budget Variance’ going forward
  - Book Balance = what is in the bank

- Fundraiser Income – what we expect to make this year
  - Reviewed line items –
    - Back to School Bash
    - NEW this year - Birthday shout-outs – families can pay to have their child's name on the school marquee for their birthday
  - Carnival
  - Dining Out Fundraiser – 1<sup>st</sup> one is at the Habit Burger 9/25
  - Dollar-a-Day Donation – collected through ASB this year, might bring back later, don't expect much right now
  - DPIE Commissions – we get a percentage – 219 kids currently participating – think estimate more in the \$2000 range
  - See a zero – an event from last year not bringing back this year but to show people what happened last year and compare
  - Employer contributions – since no Dollar-a-Day – not expect match
  - Gala will be back this year
  - Ice cream sales
  - Online Auction – didn't do last year
  - Scoop Night
  - Spirit Wear
  - Trunk or Treat
  - No Bingo
- Question – Talent show not on list?
  - ASB will be sponsoring some events
  - Will happen with volunteers but still reviewing funding source
  - Dollar-a-Day – collected by ASB – very specific regulations
    - ASB money has to be used by student body – all students, not personnel or adults
  - Instructional or character education with that in mind, PFC sponsored, because ASB took funds, need to co-sponsor
  - Not off table – take offline and discuss.
- Expenses – go through line items
  - Fundraiser Expenses
  - Community Building – events for fun, if zero, not doing any more, increase budget for staff appreciation week/lunch
  - Enrichment and Support
    - Staff enrichment - \$250 per classroom
    - ASB field trip money – we aren't giving to others but will give to 5<sup>th</sup> grade, as ASB can't pay for chaperones – ask PFC to support parent portion for that – student portion ASB
  - Operations
    - Fees
    - Web subscriptions
- We are required keep cash reserve - \$11,000 on hand
- Emergency kits to ASB since they help kids

- Emergency kits? State not provide? Site based. Not mandated, but as a community and district we want to provide them.
- Comment – think parents would be happy to contribute to school for the well-being of the kids but want to know where money is going to and how it will be spent. If this info was shared with them it might be helpful.
- Lauren McGovern - a PFC budget and ASB budget– both have parents support – important to see how broke down – both impact students
- Will be on website for people to see. Tell parents to check website. Print out and have at check in day/one or two in the office.
- Budget Variance sheet see going forward.
- Question –tight fiscal year – what we aren't getting as much income? Will we exclude events – how addressed?
  - Jean – budget under estimate income and overestimate expenses
  - Tends to even out
  - Don't think need to take out a whole event
  - The numbers based on previous years
- The budget will run as it appears or better
- If things changes be transparent
- Will bring bank reconciliation to meetings – have July but not August
- Questions on budget? No
- Excited for the Gala
- Vinoth Lingesan motion to pass budget – all in favor, no oppose.
- Teacher's Update
  - Thankful for the teacher enrichment fund.
  - A couple teachers did use it – ask them to use or pass on to another teacher.
- Site Council
  - Sarah is double duty on site council as well.
  - Talked about “Character Strong” program – kids get it this week
  - Piece for school and to go home
  - This month the theme is “courage” – different activities and exercises that they are doing with each other
  - Lauren – kids define what courage is and means, exercise with courage, and being asked to do a challenge to encourage them to take a risk
  - Staff theme also courage – before next staff meeting, what can I do to make our relationship better? Colleague to collage or asked a loved one. Examples:
    - Calling someone who has made an impact on them in front of class
    - Risk taking and the other person receiving
  - 8 traits total – 2 per trimester
  - What is site council?
    - 2 large parent groups – PFC (events and memories) school site work on 10 instructional goals for the year
    - Healthy kids survey – climate – main question to evaluate, “Do students feel there is an adult they can trust on campus?”
    - Safety – campus safety, PE, basketball courts

- Character Strong – how will it involve family?
  - A letter from staff will go to families – frames the strategy – ideas for dinner conversations going past asking “how was your day,” lends itself to conversations, character dare, also a list of books to incorporate
  - Split K-2nd, 3rd through 5th
  - This is district wide initiative
  - Emotional level – tight knit community
  - Life skills
- ASB Finance Presentation – Kim Castillo
  - Associated Student Body – has to be used for student safety, enrichment, restricted to use for students only
  - Money rolls over year after year as your child goes through the school
  - Doesn't roll over special education preschool – own group
  - Jaws-a-thon – biggest income source for field trip, etc.
  - Jaws-a-thon – a percentage to each line item
    - Ex 5% for music – instruments, recorders
  - It will roll over and replenish – more go into the budgets
  - Put it towards grade level
  - Also overall things – like the garden to help various supplies, PE not a grade level but need equipment, run club, library, music
  - 3<sup>rd</sup> graders get recorders – come out of the budget
  - Pay student body
  - Pay for prizes of contests
  - Fine Arts Day – covers all the supplies
  - See 5<sup>th</sup> grade camp – try to make it affordable for them – scholarships
  - Start in 3<sup>rd</sup> grade – percentage to current grade, smaller lower grader
  - Discussion regarding how percentages calculated
  - Where do 5<sup>th</sup> roll? If they don't spend – goes to general fund
  - Grade level grants – come up budget and % allocations – each grade level \$2000 – things outside fine arts, field and science – last year a grade level wanted chrome books, other grades wanted readers, leveled books for book club, above and beyond, as a grade level what they want to spend it on – bring to the meeting and explain why they want it and we vote on whether or not can spend it. Can't use folders, carpet – has to be enrichments.
  - GATE – what is it for?
    - For supplies to do activities with the students
    - Last year breakout challenge so money went to buying that
  - We don't vote on this budget – not proposed
  - Every grade level same percentage from Jaws-a-Thon
- Principal's Report – Lauren McGovern
  - A lot of the updates imbedded in other discussions tonight.
  - Really great start to school year – good energy.
  - A lot of construction to school over the summer – new roof certain areas, HVAC units, carpets, etc. – more to continue.

- Space and growth issues
- Impact outdoor activities
- Superintendent plans to bring Dublin EI into full modernization – proper program space- no portable, actual classes
- More discussion at district level to modernize facility
- Additional questions?
  - DPIE program? – Afterschool, DPIE – hire teachers at site – classes such as coding, typing, drama, speech, those courses have to start after the school day – 3:00 on because staff
  - Some outside vendors, art program, chess, speech, those can start at 2 because not district employees
  - DPIE – pay teachers and percentage back to school and PFC
  - Each class runs through trimester
  - See courses on DPIE website
  - Can sign up more than one – each class once a week
- Continue discussion on how to support talent show
- Motion to adjourn meeting by Kim Castillo, 2<sup>nd</sup> by Jasmin Schroder
- Meeting adjourned at 7:11 PM