



NORTHGATE

**DRAFT Minutes
PFC General Meeting
April 20, 2017
7:00 pm, Library**

Present: Joanna Sibley, Miriam Casco, Julie Chesnutt, Julie Stokol, Susi Farmer, Ann Marie Titteston, Carol Berger, Stacie Morris, DeeDee Blankley, Stacy Lauborough, Faye Mettler, Holly Hewes, Lisa Huynh, Kathy Wallrath, Jamie LaPierre, Kelly Eagan

Meeting Called to order: 7:05 pm

Treasure's Report: Miriam Casco. (see handout of initial draft of budget proposal "Northgate Parent Faculty Club; Projected Aug '17- Jul '18; Actual Aug'16-Mar'17"). Need to develop a balanced budget for next school year given this school year's shortfall and next year's reasonable income projections. Will discuss questions about various line items, working towards a budget to be voted on at May PFC meeting. See budget discussion under New Business, below.

Principal's Report: Kelly Eagan.

Upcoming Events— Leadership Garage Sale on Saturday, 9-1pm, including e-waste recycling and dumpster to dump items for a donation. Come support our students. Color Run planned for May 20th. Senior Ball May 27th. Planning for Baccalaureate and graduation speakers. Also meeting with walkthrough registration team to work out details.

Testing—AP testing is first two weeks of May. Students should already be registered. California Assessment of Student Performance and Progress (CASSPP) testing will take place for all juniors the second two weeks in May. Last year 37 students had planned to opt out, but only 2 ended up opting out. Most students do not realize that the CASSPP serves as early assessment placement/entrance tests for California colleges, so is important to take and do their best. Only one year of testing now in 11th grade instead of tests over multiple years.

Staff Morale— Staff appreciated nice luncheon this month. Next week is administrative professionals' day. The first week of May is Teacher Appreciation week; leadership is working hard getting ready. Has been strange feeling for staff over last weeks with CAPS proposal discussions; had bagels for teachers the day after City Council meeting and the hope is that we can start moving past some of the division and the effect this movement is having on our students. Everyone has different opinions but are trying to separate this from the classroom, to get messaging out that everyone is doing what they believe is right and to keep moving forward for the students' sake.

College and Career Update: Joanna Sibley for Andria Herrera. Anti-Hazing Awareness Night coming up on Wednesday 4/26 at 6:30 in the Little Theater.

Old Business:

Approve Feb 16, 2017 and March 16, 2017 Minutes: It was moved, seconded, and passed to approve the February minutes with corrected walkthrough registration dates. It was moved, seconded, and passed to approve the March minutes with correction of Spring Fling being largest PFC fundraising "event".

New Business:

Budget Discussion: Reviewed and discussed initial budget draft (see handout of initial draft of budget proposal "Northgate Parent Faculty Club; Projected Aug '17- Jul '18; Actual Aug'16-Mar'17"). Discussion proceeded in no particular order, but is summarized below by line item.

Income

Education Fund: Discussion of why initial contributions almost \$20,000 less than previous year. How can we optimize parent and community support? Most EdFund donations come in at walk-through registration. To improve on process, PFC table will be relocated to a more prominent spot and hopefully, parent confusion resulting from previous years' online donation processing fees for classroom donations (fees charged by school's ASB Works vendor) will be resolved. Walk-through registration planning team is working to get as many of the forms and payments online and working smoothly as possible. Also important for parents to be confident that they know their student's final class schedule before payment. Parents continue to request more transparency about how classroom donations are spent. Ms. Eagan said they are working on making information available by department about what funds are available and how last year's donations were used.

Discussed whether raising the EdFund's \$350 per student ask would raise total donations, or whether ask should be per family rather than per student. Most felt it would be best to focus on raising participation at any giving level. If total giving does not increase, the PFC will have to make cuts to the programs it supports.

Directory Advertising: In past, ads have been sold primarily to cover costs of printing the hard copy directories. Joanna said Earle Paynton, the Athletic Director, is working on creating school-wide sponsorship packages to market to community with various levels and features. May consider rolling PFC directory advertising into that package as long as it covers our printing costs.

PEAK: Expects to be able to contribute \$3,000 next year. Currently accumulating funds to implement feeder-pattern wide STEAM proposal.

Spring for Education: Spring event cancelled due to lack of participation, so currently an expense, not income source. Will fold sponsors and donations into

new event in the fall, the Oktoberfest. Will hold online auction of some items to recoup event expenses already incurred and follow-up with ticket purchasers.

Expenses

Campus Beautification—Was high budget this year as carryover from allowance for interior plants, which were never purchased. Fall Campus Clean-Up day was larger than usual this year, but will end year with a surplus.

Class Sections—Funds held each year to give Principal flexibility in planning master schedule. Have held funds for three sections in recent years which he hasn't had to use because the District has fully supported the schedule. Would like us to hold at least two sections for next year until schedule is compiled.

College and Career- Salary.

Communications—Constant Contact service.

Computer Technician—Salary.

Curriculum Assistant—Will clarify this expense. Has been billed to allow additional hourly help during the summer at setting up the master calendar and planning student schedules. Unclear if still needed.

Directory—Printing expense. Debate as to whether hard copy directory is necessary. Will look into online options.

Discretionary—Budgeted for unforeseen expenses (something breaks); can be allocated quickly without waiting for monthly general meeting.

Finals Fuel—Students love this; may be able to drop or cover solely with parent donations.

Graduation—Diplomas, covers, program paper, etc.

PFC Reserve—Need to clarify what percentage of operating expenses organization should hold. Believe some necessary minimum level to guarantee salaries.

Principal's Fund—Used at Principal's discretion; e.g., supports students representing Northgate at academic competitions such as geography bee.

Sports Medicine Intern Program—Salary. Covers instructor for sports medicine students at sporting events after school hours. This PFC expense is 50% of salary, the Athletic Boosters pays the other 50%.

Staff Development—Expenses expected to come in at least to budget. Last year this category went over budget, but is being more carefully monitored this year.

Support Counselors—Salary, in addition to \$20,000 City of Walnut Creek grant for this program.

Technology—Two new chromecarts are on order, will spend at budget.

Current year net losses for 2016-2017: \$97,851.

Deficit can be covered by undesignated carryover funds from last year. Ideally, a non-profit will use its donations each year, keeping only a reasonable reserve.

This leaves \$209, 022 in carryover money from prior years that can be budgeted for future years.

The projected Aug'17 –July'18 budget outlined on the handout would be running a deficit of \$110, 107 and would require use of additional carryover funds. The PFC cannot sustain this level of spending without additional income or making make program cuts.

From here, the budget process is as follows: Based on these discussions, a Proposed 2017-18 PFC Budget will be posted on the PFC website by May 18th for review. This Proposed Budget must be discussed, voted on and adopted at the May 25th meeting in order to assure continuity of salaried positions. This budget can then be revised next fall when Education Fund and Oktoberfest income is more clear.

Committee Reports:

Spring for Education/Oktoberfest—DeeDee Blankley. Spring for Education “Under the Big Top” dinner and auction had to be cancelled due to low ticket sales. Committee had done a great job of planning and soliciting donations, but without attendees could not move forward with event. Committee willing to roll over and help plan new event in the fall. Had many donations and sponsors that they are contacting now to rearrange. Will set up an online auction of some time-limited items in the next week or so. Will also be contacting people that purchased tickets. Will roll over as many items as possible into new PFC fundraising event for next year: the first annual Northgate PFC Oktoberfest.

Shadelands was kind to allow us to postpone our room reservation, and they already have a beer sponsor. By moving the main PFC fundraising event to the fall, will hopefully catch interest before everyone is worn out at the end of the school year. Will be fun annual kick-off party, taking place this fall on Saturday night, October 14th. Save the date!

Grad Night—JoAnna Sibley for Lisa Lamm. Ticket sales are slow, so starting to consider cutting entertainment expenses. Tell your friends to buy their tickets now! Volunteer to help that night.

Site Council-- No meeting this month.

PEAK—Dance party fundraiser with the Spazzmatics coming up on Saturday, 4/22. Will be giving each PEAK school PFC a \$3,000 donation this year, as they are saving funds to implement proposed new STEAM program in feeder pattern.

Music Boosters—JoAnna Sibley for Tamara Helfer. Jazz Band I won the Monterey Next Generation Jazz Festival for the 4th year in a row. Unprecedented success. Music students in Southern California this week. Classical concert at the Leshner coming up on 5/16; Jazz concerts at Yoshi's on 5/22. Get your tickets from a music student and save the fees.

Athletic Boosters: Stacie Morris. Athletic scholarship applications will be out soon.

Campus Beautification: The spring Clean-Up Day tentatively planned for May 6th is cancelled because no atrium renovation project because no Spring Fling fund-a-need. Ms. Gibb's special education garden was rehabilitated as an Eagle Scout Project by Patrick Chesnutt over Spring Break. It looks great! PFC campus beautification paid for topsoil and secured mulch donation; Ms. Gibbs payed for all of the plants. Her students will be planting and maintaining the garden. Spring coaches were asked to contribute to sprucing up their venues, and swim team already spent an evening pulling weeds in last fall's bioswale planting area near the locker rooms. Will resend request via booster reps. Fall Campus Clean-Up day will be on October 14th, the City of Walnut Creek's Community Service Day, the morning of the new Oktoberfest party.PFC Board: Joanna Sibley. Will be contacting current board members to see who will be returning as volunteers. Several positions, including VP Parlaimentarian and VP Fundraising were vacant this year and are needed for next year's board. We will also be needing a new Treasurer.

Meeting adjourned at 9:00 pm.

Next Meeting: Thursday, May 18, 2017 at 7pm in the Library. Please attend to discuss and vote on proposed PFC 2017-18 Budget.

Respectfully submitted,

Julie Chesnutt
PFC Secretary
4/29/17