

Clayton Valley Charter High School
PFC General Meeting Minutes
Tuesday, March 21st, 2017 at 7:00 p.m.
CVCHS Library

I. Call to Order/President's Welcome/Introductions:

Members of the PFC Executive Board were present as follows:

Stephanie Nocerino, President
Kevin King - Treasurer
Kelley King - VP of Fundraising
Juliana Teach - Parliamentarian
John McMorris - Principal

II. Principal's Report: John McMorris reported that school safety of students and staff is his priority and he wants everyone to know that the Administration takes threats seriously and conducts thorough investigations into finding the persons involved. The Senior Brunch on March 7th at Centre Concord was a huge success and students had a great time. Parents on Senior Activities pulled it off with great decorations, good food and entertainment for the students. In regards to the PFC's role, when students asked who was behind putting it together, they expressed their appreciation. Friday, March 17th, was the last day of the third quarter. Report cards were mailed home Friday, March 24th. Multicultural Week and Rally is March 20th - 24th. Junior Prom is this Saturday, March 25th, on the USS Hornet. I'm hoping the activities do not involve any students jumping overboard. Students will be on break from April 3rd - 7th. The office will be closed Monday, April 3rd, and open Tuesday - Friday, April 4th - 7th. Please mark your calendars for 6pm, April 20th, and come visit your student's classroom. The PFC will be hosting a BBQ for teachers prior to families arriving. The Senior Ball is April 29th at Bentley Reserve in San Francisco from 8pm - 12am. Tickets are on sale from March 28th - April 21st. The price of tickets is reduced to \$110 with your ASB card \$115 without an ASB card (nonrefundable). Graduation date of June 1st is confirmed by the Concord Pavilion.

Senior "Dead Week" is May 30th - June 3rd (Tuesday - Saturday). Memorial Day is Monday, May 29th, and is a school holiday. Tuesday, May 30th, is Books & BBQ, hosted by the Senior Activities Committee. Wednesday, May 31st, is unknown. Thursday, June 1st, is graduation rehearsal in the morning and graduation at 6pm. Friday, June 2 is Grad Night at Disneyland (go to www.cvchspf.com/senior-activities-grad-night.html for more detailed information).

- Seniors Check in at Large Gym - Time to follow
- June 1 @ 11:00 PM - Board Buses at CVCHS
- June 2 @ 12:00 AM - Buses Depart from CVCHS
- June 2 @ 7:00 AM - Sit down for breakfast
- June 2 @ 9:00 AM - 9:30 PM - CVCHS Seniors at Disneyland/California Adventure Park
- June 2 @ 10:00 PM - Enter California Adventure Park for Grad Night party
- June 3 @ 2:00 AM - Buses Depart from Disneyland
- June 3 @ 10:00 AM - Buses Arrive at CVCHS

The Senior Awards Dessert is in May. Planning by CVCHS staff is underway. The coordinator is Cindy Edwards (College & Career Advisor). The PFC pays for dessert and parent volunteers and Senior Women assist with decorating, serving and clean up.

III. Faculty Representative Report: Sarah Lovick reported that Credit Recovery runs through April 14th. There is after school tutoring in C5 Monday – Thursday, and math tutoring Mondays, Tuesdays and Thursdays in the classrooms of eight math teachers. ASB leadership has a fundraiser idea to post messages on the electronic marquee in the quad (birthday wishes, congrats grads, etc.). ACT Boot Camp is March 18th and 19th. The date was changed due to a conflict with the Junior Prom on March 25th. SAT Boot Camp is April 29th and 30th. The cost is \$175. To sign up, visit www.CatalystPrep.com and click on “Bootcamp Sign-Up”. Link Crew applications are available in Student Services and are due March 30th. The interviews will be held during the month of April. There will be training in the summer prior to the Freshman Orientation Program August 8-11 during Walk Thru Registration. It provides students with 40 hours of volunteer time to include on their college resume. CAASPP Testing is April 17-28th for 10th and 11th grade students (see email sent to families March 31st). The high stakes test measures performance of the student and school. 11th is Math/English. 10th is Science.

AVID Academy

- Expanding the national program to include all grades (colleges approve)
- Geared towards college board students
 - Preps students to head in the right direction
 - Teaches study skills, time management and more
 - Maintain a target GPA 2.5

IV. Approval of Minutes: *A motion to approve the February 21st, 2017 minutes was made by Juliana Teach and seconded by Kevin King. Motion approved.*

V. Treasurer’s Report: Kevin reported the following key activities and updates:

- Cash Flow
 - Inflows: we received the following deposits (\$353.60) since our November meeting:
 - \$113.32 – Employee Giving
 - \$240.28 – eScrip
 - Outflows: We are approving the following check tonight (\$0):
 - \$58.12 – Maribel Herrera (6140 – Treats for Meetings)
- Adjusted Bank Balances
 - Checking: \$28,395.83
 - Savings: \$27,565.56
 - Interest: \$0.26 (03/09/16)
- Quick Notes
 - YTD expenses are 58% of budget; income is at 71% of budget
 - We have not received our first donation from Lucky Shares / eScrip yet 😊
 - Our mid-year audit is complete
 - Our 2015-2016 tax payments will be mailed after this meeting
 - We paid both 2014-15 and 2015-16 taxes this year so the budget looks 2x original forecast. We had no payments last year.
 - We should package our 2016-17 taxes for our accountant right after our August Meeting
 - We have some remaining large expenses for the second half of the year (\$10,500):
 - \$5,000 Scholarships
 - \$3,000 Academic Letters
 - \$1,500 Every 15 Minutes
 - \$1,000 Campus Beautification

VI. Auditor Report: Marcia Mason presented the following audit:
 Scope of Audit: CVCHS PFC August 1, 2016 through December 31, 2016
 An audit was performed within the confines of General Accepted Auditing Standards. I have examined the transactions for the period August 1, 2016 through December 31, 2016 and found they fairly represent the financial position of the CVCHS PFC as of December 31, 2016. This includes checks numbered 3041–3079. The financial statements have been prepared in accordance with generally accepted accounting principles with adequate disclosure of income and expenses, with the following exceptions:

1. The requested expense reimbursement dated August 15, 2016, was not signed by a PFC officer for approval.
2. Check #3059 dated August 16, 2016 made out to Senior Activities in the amount of \$3,000 is missing the expense reimbursement request paperwork.
3. Check #3068 dated November 12, 2016 made out to Beth Fisher in the amount of \$40 was missing the expense reimbursement request paperwork.

Outstanding Checks:
 #3075 \$119.00
 #3079 \$197.18

These are minor items and are insignificant in comparison to the size and flow of this account. An auditor does not correct or make policy/procedures for the PFC but informs the PFC on the consistency of use by those with activities related to the financial statements.

VII. Fundraising Report: Kelley King reported that the Shares program is powered by eScrip and we no longer receive a monthly payment from the Shares program as we had in prior years, because the proceeds are directly deposited through the eScrip program. The following question was asked: “What grocery stores support the Shares powered by eScrip program?” The following answer was given: “Lucky, SaveMart Supermarkets, Smart Foods, and Foodmaxx.” eScrip income in 2016 (Jan-Dec) was \$1,681.98.

VIII. Leadership/Student Report: No report.

IX. Old Business:

PROPOSED 2017-2018 Executive Board & Committees

EXECUTIVE BOARD

- President Kevin King
- Executive VP Jen Raman
- VP Fundraising Dawn Schadek
- Treasurer Marcia Mason
- Secretary Sylvie Castaniada
- Parliamentarian Marta Vanegas

● COMMITTEE CHAIRPERSONS

- Auditor Marta Vanegas
- Campus Beautification Peter Schadek
- Eagles Eye Editor Kelley King

- Holiday Faire Stephanie Nocerino & Kimberley Madrigal
 - Hospitality Lisa Butterfield
 - Senior Activities Katie Dresdow & Claudia La Monaco
 - Webmaster Computer Club
- Hospitality – Lynn and Mike Galliano reported: To thank the teachers and staff, at Open House on April 20th, there will be a free BBQ with tri-tip sandwiches, teriyaki chicken sandwiches, or grilled vegetables for the vegetarians. Sides are baked beans and coleslaw. Iced tea, lemonade and water will be provided. Serving for teachers and staff will begin at 4:30 pm. Once all staff have eaten, there will be a limited number of sandwiches and veggie plates available for parents to purchase. The cost will be \$10 for tri-tip, \$8 for chicken, and \$6 for veggies (all with sides). The proceeds will benefit the PFC. The decision was made to provide enough food for 50 people (sales).

X. New Business:

a. T-Shirt Sales: T-Shirt sales have begun and 9 were sold at Freshman Registration. A total of 74 were bought from Simply Designs in various sizes and 3 different styles: “CVCHS Mom” in v-neck and glitter letters, “CVCHS Dad” round neck and no glitter, “CVCHS Lil Sis” round neck and glitter letters. Stephanie gave reimbursement form to Treasurer for \$300 deposit made and balance remaining is \$296 check request to pay Simply Designs. The PFC will sell T-shirts for \$15 giving PFC a 50-53% profit per T-shirt. The “Mom” and “Lil Sis” shirts were purchased for \$7.50 each and the “Dad” shirt was purchased for \$7 each.

b. Reminder App: The Reminder App is an iPhone application that sends text and/or email reminder messages to those that sign up. This app has been very useful to teachers and coaches reminding or messaging parents and students. The PFC uses it now to remind parents of meetings or events.

XI. Open Forum:

XII. Meeting adjourned at 8:10 p.m.