

Medea Creek Middle School
PFC Executive Board Meeting Minutes
October 6, 2005

Keyla Treitman, Medea Creek Middle School Parent Faculty Club President, called the Board meeting to order at 9:05 a.m.

Approval of Minutes: A written report on volunteers meant for the September meeting will be added to the minutes. Motion made by Laurel Ford and seconded by Lisa Phillips, PFC Vice President, to approve the minutes of the September 8, 2005 PFC board meeting. All approved.

President's Report: Keyla Treitman reported the magazine drive is complete. Chairperson Leslie Medina has been working diligently on the directory which should be out shortly. The Hurricane Katrina Relief drive totaled \$4,463.

Oak Park Community Foundation Meeting: Board member Barbara Schwartz attended a Foundation meeting on September 13th. She reported the purpose of the meeting was to share policies and report information which has become more complex in recent years. The Oak Park Community Foundation is the umbrella non-profit organization for the MCMS PFC. Her minutes from that meeting were disbursed to the executive board on September 15th and are included as an addendum to this month's PFC minutes. Barbara reported one requirement which is not being met is the submission of a list of grants from the PFC to the school.

Superintendent's Meeting: Keyla reported that Tony Knight was close to meeting his goal of increasing enrollment in the district to 3,770 students with a total of 3,760 students. Mr. Knight is developing a facilities master plan to cover school improvements. Funding sources will be two types of bonds. Mr. Knight explained a positive result of having intra-district transfer students is an increase in district revenues of \$2.5 million. He said the district would have fewer programs, including sports programs, if it were not for these students. The district has contracted with a disaster preparedness firm at a cost of \$65,000 to better prepare the entire district for the event of a disaster that might require up to a three day stay of students and staff. Mr. Knight would like each school's parent/faculty organization to contribute an additional amount of approximately \$5,000 to help pay for such items as generators, portable toilets, and cooking supplies. Principal Laurel Ford mentioned that MCMS already had excellent supplies in place in every classroom but that the school would need to join in with this district plan.

A Friends of Oak Park Schools meeting will take place October 27th at 9:00 a.m. in Room G-9 at the High School. The organization would like to have committee chair people attend to share their knowledge on how their fundraiser works, what has worked and what has not. They will then compare strategies at the various schools. This will be a kick off meeting to provide and gather/brainstorm information.

The PFC meeting schedule is: November 3rd, December 1st, and January 12th at 9:00 a.m. in the faculty lounge.

Treasurer's Report: Treasurer Rose Covert explained the entry for school attire profit appears misleading as the items were paid for in the prior fiscal year. The monies for the Barnes & Noble book fair have not yet been submitted. The PFC membership fundraiser was most successful at \$14,999. Laurel moved and Jean Keaster seconded a motion to approve the treasurer's report. All present approved.

Principal's Report: Laurel Ford thanked chair person Sunnie Ashtiani and all volunteers for the Teacher Appreciation Dinner on Back-to-School Night. It was especially meaningful this year as due to the wild-

fires teachers did not leave school. A school dance will be held October 28th from 6:00 to 8:00 p.m. Red Ribbon Week, an anti-drug campaign, will begin October 24th. The Catalina trip for seventh graders is October 31st through November 2nd. A parent/student information session will be held October 27th at 7:00 p.m. in the gym. There will be a Halloween party on the trip. Keyla inquired about dates for Toys for Tots and Laurel explained it is an odd school holiday schedule this year, with the school break beginning December 23rd. Dates for community services projects, including Santa Comes to Agoura and Beyond and Toys for Tots, will be worked out this month.

Laurel reported she has quite a stack of wish list items submitted by teachers, with more coming in. Secretary Barbara Schwartz asked about the status of the previous school year's PFC-approved wish list. She asked about unfulfilled but approved items from last year and if funds remained appropriated to these items. She also inquired about what was to occur with the second year of the two-year wish list plan. Barbara said there had not been a report available to show items purchased the last school year. Rose and Laurel explained any unspent funds remained available in a PFC account. The PFC executive board will meet with Laurel in October to discuss current wish list items.

Cookie Dough: Lisa Phillips, Vice President, reported chair person Anali Freeman will distribute sample cookies at student nutrition on Monday.

See's Candy: No report.

Novemberfest: Lisa reported chair person Debbie McPherson has more volunteers this year than last.

After school Ice Cream: Lisa reported sales are going very well. Laurel thanked Terri Baklayan for fulfilling her great idea to have this program a year ago.

eScrip: Lisa reported that chairperson Laura Almada has received approximately \$900 to date.

Book Fair: Lisa reported the book fair will take place December 9 at Barnes & Noble. The committee is working to have teachers scoop ice cream at Coldstone Creamery as well as have the school chorus perform.

Directory: Lisa reported the interruption of the wildfires has delayed the directory by a couple of days. Keyla asked for input on wording for the cover, which will include: 1) California Distinguished School; 2) National School of Excellence; and 3) Model Middle School. Chairperson Leslie Medina will provide a disk to Ruty of parents signed up to read the newsletter online.

No Frills: Chairperson Jean Keaster has worked closely with Lisa and Keyla on developing the letter for this fundraiser. Last year 800 families received the letter, of which 150 participated. The goal this year is to raise participation to 400 families. Some plans to do so include a monthly thermometer in the newsletter to show No Frills fundraising success and a monthly column with the names of families who have donated. Individual thank you letters will be sent out through the classroom. There will be a banner to serve as a reminder. The school's functional skills class will put on labels and stuff envelopes. The vast majority of families has one child and donates \$100. This price has not gone up in years and now the executive board has approved an increase in the suggested donation to \$125. There will be a Gold Panther level of a donation of \$175 per child for which a family's name will be engraved on a plaque to hang in the office. The letter will be mailed in one week.

Decorative Tiles: Sophia Fischer and Keyla met with art teacher Mrs. Mintz. The plan for this fundraiser is to have Sophia be the overall chairperson and also have an art coordinator. About once a month vol-

unteer parents with some artistic talent will gather to paint the tiles. There will be a dedicated art cart. We still will have a student tile painting club during lunch.

Volunteers: Chairperson Terry Baklayan inquired about having air conditioning in the gym. She said this was the biggest complaint during the hot days of registration and was also an issue on Back-to-School Night. Discussion took place regarding this issue, and it was pointed out that it is raised yearly. Energy costs would be extreme. The district has in place a directive to cut back on energy costs. The large fans in the gym are too noisy to run during such gatherings. A solution continues to be an issue. Terri reported that Laurel proposed having more volunteers in order to help watch students during passing periods. Terri has arranged to have two volunteer parents for every office shift. One volunteer can be pulled from the student window to go outside during the passing period, leaving the office with one parent at all times. Terri will meet with Laurel soon to go over ways to bring in volunteer parents to help with research as well as possibly helping teachers correct papers during their time at school. They will further consider having these volunteers help students during passing periods.

Newsletter: Chairperson Ruty Levy reported this year we will not send newsletters individually to teachers and district personnel but will provide it online. Discussion was held as to the need for notification that the newsletter is posted. Ruty and co-chair Stanley Hansrajh reported not enough newsletters were printed so 66 families had not received the mailer. Keyla asked that they have these printed up and utilize office volunteers to distribute them to the appropriate students via the classroom. Rose said in past years the school absorbed the cost of printing the newsletter. Laurel asked for the PFC to pick up this expense. Rose requested a budget amount to produce the newsletter and it was determined to be \$400. Keyla will look into the costs of keeping this in-house or taking it out of house. Rose proposed approval of \$170 a month to print the newsletter. Terri moved, Laurel seconded and all approved this motion.

Magazine Drive: Rose reported the gross amount brought in for this ASB fundraiser is \$107,000.

The meeting was adjourned at 10:02 a.m.

Recorded by PFC secretary Barbara Schwartz

Attendance: Keyla Treitman, Laurel Ford, Lisa Phillips, Barbara Schwartz, Rose Covert, Ruty Levy, Stanley Hansrajh, Jean Keaster, Terri Baklayan, Julie Kerns, Cynthia Gill