**Friends of Porter Ranch Community School Booster**

**Meeting Minutes**

**November 5, 2018**

**In Attendance:**

* + - Christine Soderlund – President/Director
    - Young Davis – Vice President/Director
    - Amy Kwon – Treasurer/Director
    - Kelly Markgraf – Secretary/Director
    - Ashlee Rose – Director
    - Kandha Packirisamy – Director
    - Daniela Derderian – Director
    - Evan Press – Director
    - David Balen – Director
      1. **Call to Order:**
* Christine Soderlund called to order on 7:53am on November 5, 2018

1. **Meeting Minutes:**

* Evan Press motions to revise note to laptop estimate note to correct that the estimate was not within budget and approve October meeting minutes, David Balen seconds, unanimous approval, no abstentions.

1. **President’s Report**

* Christine asks each board member to review the conflict of interest policy that she circulated on Saturday, 11/3 and asks that any questions or concerns are raised to the board.

1. **Principal Report – Mary Melvin**

* School beautification day occurred on Saturday 11/3 and was a great success
* Playground Update: The internet is being disconnected from bungalows and they will be moved off campus over the week of Thanksgiving. Ms. Melvin has asked that the fence remain up so a sign can be hung to indicate that the playground will be going up.
* Security update:
* Ms. Melvin circulated the Fixed Surveillance Camera System Policy document (BUL-1197.1, dated 8/30/17). A request for a surveillance system has been submitted to LAUSD and it is currently being reviewed.
* Ms. Melvin submitted the request for a school police officer. PRCS will get one allocated, but there is not a trained resource currently available, so waiting for resources to come available.
* The city has approved crossing guard support at intersection of Sesnon Blvd and Mason Ave. Ms. Melvin met with the Health and Safety head and obtained approval to hire two crossing guards directly for one hour in the morning and one hour in the afternoon. The person will be required to attend training provided by the city.
* All administrators are receiving training from LAUSD for intruder on campus incidents.
* MS Science Lab Computers: The cost estimate previously came back higher than budget. Ms. Melvin has obtained an estimate from Arey Jones for the computers with a 3-year warranty and at lower cost per unit. Mr. Schmerelson’s office has confirmed they will pay the warranty/services fees, which will bring the estimate to within budget. Arey Jones cannot issue two separate invoices, so two different checks will be issued to Arey Jones.

1. **Treasurers Report** 
   * The Scholastic invoice came in over $3300 where budget was set at $1500. The overage is due to Scholastic being offered to more grade levels than planned. Daniela Derderian motions to approve addition funds (approximately $1800) required to pay the invoice in full, Young second, unanimous approval, no abstentions.
   * The 3rd grade drums estimate is $1400 where budget was set at $1000. The overage is due to a class being added and time allocated to each class was increased. David Balen motions to approve payment of the $400 difference, Evan Press seconds, unanimous approval, no abstentions.
   * The field trip budget for elementary school is $15,000 with an assumption of 2 field trips per grade level and the budget for middle school is $7,000 with an assumption of 3 field trips per grade level. In October, the 6th grade went to the Columbia Memorial Space Center. PTA paid for admission from the 2017-2018 5th grade fund raising efforts. Booster paid for buses, but cost was higher than expected as one more bus was required due to higher than expected headcount and there was a last minute cancellation from the bus company. As a result, the overall cost of field trips to date is more than expected and MS field trips may need to be cut back to 2 field trips per grade level. Ms. Amighi to revisit MS field trips with MS teachers.
   * A portion of corporate sponsor match from GIFT are being allocated to the 5K
   * GIFT funds are still being realized
   * Paid out some GIFT expenses this month
   * Some payout to STEM, AR, and classroom aides
2. **Academy Updates**

* **Middle School – Ms. Amighi**
* It is the view of the MS that it would be ideal for each student to have an assigned Chromebook. It will minimize distribution time for the teachers and coordination of the laptop carts across MS, which would result in significant time gain back over the period of the school year. A request may be forthcoming for next school year.
* The math teachers would like to order 3 sets of 30 dry-erase graph boards. The total cost estimate is $467 (with a discount of 30%). Daniela Derderian motions to approve $500 for graph boards, Young David seconds, unanimous approval, no abstentions.
* Items for future consideration:
* Providing intervention classes for failing students in Math and English
* Foreign language as an elective class
* Science Fair elective class for spring semester
* Increase homework club support for students – currently have one math teacher and one English teacher and average of 60 students in each homework club session
* Full time school psychologist for next year
* **Elementary – Ms. Wamsley and Ms. White**
* Ms. Wamsley provided updates on 3rd grade STEM pilot program and engineering and science projects
* Mr. Issac Azran, CEO of STEM & More provided an overview of program being used to support the district’s new science standards and testing. STEM & More has been brought in to provide additional support since curriculum was not immediately available to teachers. They have an established 15-week program including hands-on lessons and projects, fusing engineering into elementary science topics. They have lessons, quizzes and tests to monitor success.
* Mrs. White
* Dance classes are going well both in elementary and MS
* MobyMax being used across the board for subjects beyond Science. It’s customized for each child’s progress. Work will be sent home over holiday breaks for the children to maintain work levels.
* The PPG grant, a STEM grant, is awarded to some teachers. The grant provides $1K towards materials needed for STEM materials.

1. **Committee Reports**
   * **5K –– Young**
     + Next meeting – Tuesday, November 13th
     + Applications have been submitted to the city for event
     + Working on building subcommittees
     + Working with Tal and Kelly on corporate sponsorship for 5K
   * **Website – Kandha & Daniela**
     + Any updates can be sent to Kandha via email
     + Brief discussion around use of pictures on the website and whether Booster has permission to post based on waivers signed at the start of each school year
2. **Miscellaneous Topics**
   * Mrs.West suggested a Fashion Show as a fundraiser. She, Ms. Melvin and some other interested parents will collect some information to present at a later booster meeting.
   * Daniela Derderian raised intervention and homework club concern raised by Ms. Amighi during MS update. Ms. Melvin to revisit with Ms. Amighi and evaluate additional support options from the district.
3. **Next Board Meeting of 2018-19**

* On 12/03/18 at 7:45am, location to be determined

1. **Adjourned 9:20 am**