

**Northgate High School PFC Board Meeting
September 17, 2015, 7pm
Northgate High School Library
Minutes**

7:10 pm – Meeting called to order by President Alisa Mac Cormac.

Board Members Present: Alisa Mac Cormac, Lisa Lamm, Betsy Ortiz, Julie Chesnutt, Lisa Spencer, Monica Zorman, Marianne Cook, Yvonne Ortega, Sally Anderson, Katie Pierceall, Holly Hewes, Tricia Zucker, Lisa Spencer, Monica Zorman, Sally Anderson, Dee Dee Robillard, Sandra Percario, Jo Anne Moore

Other Attendees: Michael McAlister, Linda Clark, Carolyn Moore, Youngmi (Joyce) Kim, Deanne Sommerville, Kim East, Linda Graham, Kathy Vendel, Kristin Mortl, Anne Giannini

Minutes: Motion: It was moved and seconded to approve draft minutes of the May 21, 2015 meeting. Motion passed.

Principal's Report: Michael McAlister

Three Goethe Institute students visited NG and were impressed with PFC organization and its benefits, including on-site counselors. Important contribution to students' educational excellence. Support counselor Simi Markar hired, 3days/week, so every day covered. New College & Career assistant Julia Locatelli hired, very capable and will free up Mrs. Clark to meet with the students. College & Career Center working with new academic advisors to prepare academic plan for every student. New Vice Principal Ms. Eagan brings technical expertise and fully staffs administrative team.

Registration ran smoothly and start of school year has been extremely successful relative to previous years. Need to improve online registration system, including eliminating service fees at school website. Please send your ideas for improving the process. Thank you to walk-through organizers and everyone who volunteered.

Scheduling--Mr. Fey and Ms. Brown worked diligently to create a master schedule that allows every student has at least 6 classes for the first time in many years. Unfortunately, 9 freshmen with 7 classes each had to be removed from art classes to allow students with only 5 classes to participate.

New system in place to track tardies is working. Six students were identified the first week, and only 1 student last week. Students are out of the hallways and in their class.

Study Sessions—New structure working well. Mentors are meeting with students who struggled last quarter. Link-Crew working with freshmen. Students must stay in

assigned room. No long lunch period this year, but considering whether to eventually allow for some passes to other classrooms.

Facilities--NG was built for 1,200 students and has over 1,600 enrolled. The front entry area previously being used as a classroom was unsafe and inappropriate, and 56 students were originally not able to take UC required science because of space limitations. Mr. McAlister persuaded district to add three modular classrooms, which should be installed by late October. New lighting was installed over teacher work areas.

Communication—Moving away from robo-calls. Will be using text alert service, twitter, and regular e-newsletters. Goal is to know what is going on. Starting Friday Forums—second Friday of every month, one hour to discuss whatever you'd like with the principal. Responding to a question as to whether all students would need a photo release for these postings, Carolyn Moore of the art department believes it is covered in the technology release form unless a student specifically opts out. No current NG students have a photo opt out.

There was a question as to whether the grad night shed is being moved or replaced for construction of the modular classrooms. Mr. McAlister will look into this.

Treasurer's Report: Lisa Lamm. Lisa prepared a reference with descriptions of each budget line item (Northgate 2015-16 Budget, Category Descriptions), and also handouts with actual numbers for last year (Northgate PFC Budget 2014-15 rev 1.15.15) and current Northgate PFC Budget 2015-2016. Almost \$195,000 carried over from last year, though goal as non-profit is to spend the money within the year donations come in. Sometimes happens because expenses not incurred for items we must budget ahead for (salaries, class sections) and income line items planned very conservatively. We also always plan a reserve, which sometimes carries over. Year-to-date update: Undesignated carryover funds of \$56,617 will remain unallocated until Education Fund numbers are clear. These will be discussed and allocated by vote at a general PFC meeting. Under shopping rewards, Safeway is no longer participating in e-scrip, but generously offered us 95% of last year's funding for this year. They are moving to a grant process for their donations next year. Safeway shoppers can still help by purchasing gift cards through BroncoBucks. Amazon is currently the biggest shopping rewards program. Amazon donates .5% of selected purchases for shoppers registered and shopping through smile.amazon.com to organization of their choice. PFC still looking for a shopping rewards coordinator.

Education Fund Report: Trisha Zucker and Dee Dee Robillard. Many more donations were paid by check than last year. They are still being received and recorded, but have tallied \$128,581 in direct donations and approximately \$3,200 in corporate matching. They are following up with families to complete corporate matching forms. Next meeting should have data by class, participation, and numbers. Donation stickers will come in the mail with a thank-you note from student leadership.

Need to consider what will be necessary to keep donation and PFC participation levels up as we move towards an exclusively online registration process. Thank you to all the generous donors for supporting our students.

Insurance Coverage Discussion:

The PFC had been asked last year by the NIMB president to consider alternative companies when renewing the organization's insurance coverage. Anne Giannini, a NG parent and risk manager by profession, presented a policy comparison she prepared at Executive Committee's request (see handout Northgate Parent Faculty Club, Insurance Policy Comparison, September 2015) to find the best coverage for our needs. The Executive Committee reviewed this comparison and recommended moving from Alliant to a policy with AIM (Alternative #2). Motion: It was moved and seconded to change insurance policies to AIM (Alternative #2), with a maximum premium payment of \$3000 for the year. Discussion: NIMB switched to AIM last year. Company reputable, specializes in PTA and school policies, has appropriate coverage available, complies with all of our contracts, is able to secure additional D&O liability coverage to get to same limits as previous carrier, offers a lower premium cost. Automobile coverage will be secured through rental contract when renting any vehicles. Both policies reputable according to Dee Dee Robillard's conversation with long-term state PTA president. Motion Passed.

Committee Reports:

College & Career Center Report: Linda Clark. Enthusiastic about new administrative assistant. Busiest time with seniors, but will happily make appointments to meet with parents or students.

Athletic Boosters –Tomorrow is the Battle of the Creek and 40th anniversary football game.

NIMB –Betsy Ortiz. Marching band has a new director who is a great fit. Jazz I plays at the Monterey Jazz festival this weekend. March-a-thon was successfully completed but fundraising numbers not in yet.

PEAK – Melissa Sunbury. There were over 1000 runners in the Walnut Run, more from MDUSD schools than last year. Online registration is open for the Turkey Trot, which brought in \$12,000 last year for PEAK schools. PEAK are working with WCEF and Macy's downtown on a new community event—a charity shopping day which might include selling gift cards for shopping discounts, a fashion show, art show, and choral and band performances.

Campus Beautification- Julie Chesnutt. Have new committee volunteer, Dinah Baharin. Planning underway for Campus Clean-up Day, October 10th, 9-12. In

conjunction with City of Walnut Creek Community Service Day. Working to finalize indoor plant installation.

Site Council – Trish Zucker. Four site council parent representatives are needed for two-year commitments. Council meets first Tuesday of the month to allocate LCAP funds from the state. Hoping to have candidates available for a vote before first meeting October 6th. Please contact Trish if interested.

Technology Committee—Carolyn Moore. Committee’s goal is to coordinate technology systems and purchases. Helping to fund Mr. Tobin’s new help desk class. Haven’t met yet this school year.

New Business:

2015-2016 PFC Board Positions – Discussed how to encourage more parents to participate in PFC. Open positions still include: parliamentarian, shopping rewards coordinator, donations coordinator for auction, time of reflection coordinator, and teacher representative. Ms. Moore will discuss PFC teacher representative possibilities with the department chairs.

Motion: It was moved and seconded to elect the following to board positions:

Finals’ Fuel—Katie Piercall

Campus Beautification—Dinah Baharin

Motion passed.

2015-2016 PFC Sponsored Events— Our new insurance policy requires that all PFC sponsored events be voted in at a general PFC meeting. Motion: It was moved and seconded to add Campus Clean-up Day, October 10, 2015 to the list of PFC sponsored events. A complete list of sponsored meetings and events will be compiled and voted on at the next meeting.

Motion passed.

Meeting adjourned at 8:35 pm.

Respectfully submitted,
Julie Chesnutt,
PFC Secretary