

Jerabek FFO Meeting Minutes

Friday, November 3, 2023

In Person and Zoom Meeting

Present: Jessica Sanfelippo, Mr. McDade, Megan Blom, Tiffany Cuellar, Valerie Lew, Laura Brizard, Lisa Bologna, Alma Del Pego, Sharon Camarillo, Sophia Lesberg, Lindsey Smyres, Kelly Osentowski, Vanessa Neville, Katie Cummins, Clarisse Gray, Markissa Hollman, Emily Caballero, Holly Hanks, Stephanie Ward, Michelle Berkowitz Zoom: Kristin Burer, Shreya Mody, Sabrina Chapman, Kari Fields, Katie Rich, Joy Wood

Call to order: Meeting called to order at 8:05 by J. Sanfelippo. A quorum was present. K. Osentowski motioned to approve minutes from the last meeting. S. Camarillo seconded the motion. All approved.

1. Teacher's Report: SEE ATTACHED

2. Book Fair: E. Caballero

- a. Total sales: \$13,289.73. Jerabek gets 25% back: \$3,322.43.
- b. Earned less than with Scholastic. Possible reasons include:
 1. We didn't end up holding our family day
 2. We didn't sell as many gift cards (Literati's version of Scholastic's eWallet)
 3. Overall, the books and merchandise were less expensive, so people were spending less money.
- c. E. Caballero feels good about the fact that we were getting a lot more books (rather than toys and other misc.) in kids' hands.
- d. Sending out Google survey to the FFO board/committees/teachers to get feedback/thoughts about Scholastic vs Literati, time of year, etc.
- e. Having the 20% off for volunteers was helpful in getting all volunteer shifts filled.
- f. 5th grade assisting with door security was helpful.
- g. Have had some anecdotal requests about having the book fair back during Read Across America week (RAW). Proposing a second book fair the week of Feb 26th- March 1st.
 1. The incentive would be we'd get 30% cash back instead of 25%
 2. They have the spring fair version or a BOGO fair (seems like a good option)
 3. Question raised whether there would be another Family Day planned if they did a BOGO fair. E. Caballero confirmed they'd do the Family Night as it would be during the RAW.
 4. Teacher feedback was that they miss having it during RAW and like the idea of the BOGO.
 5. Consensus- moving forward with a second fair.
- h. Expect the google survey to go out this week.

3. Assemblies: E. Caballero

- a. Budget: \$3,000

- b. E. Caballero asked whether the teachers/Admin would like the FFO to plan/schedule/facilitate assemblies? Requested teacher input if they have ideas or assemblies in mind. FFO would make it equitable across grade levels. Or is there a teacher that would like to work with E. Caballero in the planning of school assemblies?
- c. Mr. McDade emphasized the struggle to find an affordable whole school assembly. Companies often offer a discount when they are already scheduled elsewhere in the area and are trying to fill their week up, but at that point it would become somewhat late notice.
- d. After much discussion and listening to teacher input from both upper and lower grades, it was decided that in an effort to make the assemblies budget equitable across the grade levels, the funds would be allocated back to the grade level budgets. Each grade level teacher team can then determine which experience (i.e., combined assembly, field trip, etc.) they want to use their funds towards. Per V. Neville's recommendation, if in the meantime, a whole school assembly like the one Mr. McDade suggested comes up, we can put it to a vote individually and pull from the reserve. If it's determined afterwards that we like it and want to continue with it in future years, then we will budget for it in subsequent years.
- e. Every grade level budget will now go from \$1,000 to \$1,500. UTK/K are grouped together, however, there is a line item in the budget to accommodate.

4. Spring Fling: K. Cummins

- a. Staff will be receiving an interest survey; this will give the Spring Fling committee an idea of how many discounted tickets should be budgeted for. Keep in mind staff can always opt out but cannot opt in later.
- b. Still working on a bidding/ticketing platform. The silent auction team wants to decide relatively soon on that so hopefully by the next time we meet we will have an update.
- c. Contract with Coronado Island Marriot has been signed.
- d. Save the date's going out soon. Usually in mid-November so we can do a Black Friday/early bird special.
- e. Hoping for 250 attendees but can accommodate more.
- f. Close to a theme and it will be announced on the save the date.
- g. J. Sanfelippo informed K. Cummins and those in attendance, that the FFO is good with moving forward with the OneCause platform if the Spring Fling committee is good with it. A lot of thought and discussion was put into the decision, including a follow-up demo with the sales rep at OneCause. V. Neville was also involved. OneCause will be useful platform for a lot of other committees/events such as PledgeDrive, Ranch Roundup, Yearbook Sales, etc. The platform is simple, modern, and eye catching.
- h. This year, OneCause is coming out of the Spring Fling budget, next year it will be worked into the budget and voted on.
- i. E. Caballero suggested holding the silent auction for a longer time. During Spring Fling some (including herself) tend to socialize and end up not having enough time to read through and bid on all the items they normally would. L. Smyres suggested an online preview of items, giving Spring Fling attendees the time to read through before going live and still affording them that social time during the event. K. Cummins liked those ideas and said she would bring back to her committee for consideration.

5. Square 1 Art: H. Hanks

- a. Everyone should have received their catalog.
- b. UTK did participate.
- c. Due date: November 10th
- d. Parents can start ordering now.
- e. Better advertising starting next week.
- f. Announcement going out in the school newsletter.
- g. Percentage back: with 48% participation, 35% back

6. Pledge Drive: C. Gray

- a. Today is the last day of the Pledge Drive
- b. Just announced, we are right around \$74,000
- c. Over 200 families have contributed. Thank you to all who have posted, spread the word, explained what the FFO is and where the funds go, etc.
- d. Final numbers to be announced.
- e. The students have earned an extra recess, an extra movie night, and will crowd source an idea.
- f. Class pizza parties, two Friday's in December (Dec 1st and Dec 8th). There are some grade levels that are really close (i.e., \$300 between third grade classes).
- g. E. Caballero asked how many families we have at Jerabek- approximately 500.

7. Trunk or Treat: M. Hollman

- a. Budget: \$1,000. Came out under budget by \$164. Total spent: \$2,300.
 1. majority of funds spent on candy
 2. \$300 for gift cards for the three car winners (one winner donated the gift card back)
 3. \$90 on reusable banners from Replica
 4. Pizza and drink sales: \$725 Venmo, \$600 cash
- b. Lessons learned:
 1. We don't need to have that big of a prize. People are doing it more for the kids.
 2. Shorten event to 1-1.5 hrs.
 3. Could have done a better job at advertising when the cars, for example, for the aftercare program, needed to be out of the parking lot.
 4. Make it clearer to the decorated cars that they can't leave the event early.
 5. Voting booth needs to be manned and better advertised.
- c. Coach George was great and hyped it up. Overall, a well-executed event.
- d. S. Ward suggested having a dentist sponsor it next year.
- e. E. Caballero suggested bringing out tables from the cafeteria for a place for people to eat their pizza.
- f. V. Neville- Candy buyback happening for 5th grade promotion (The Super Dentists, \$1 per pound). Collection bin in the office. Last day- Dec 6th. So far only by word of mouth. J. Sanfelippo will send out a message.

8. FFO Newsletter: M. Hollman

- a. Discussed the possibility of combining the Jerabek School Newsletter with the FFO (Koala Korner) Newsletter as there has been some frustration/confusion with having two separate newsletters and things seem to be bleeding into each other anyway. Discussed several different ways to make this happen, but the best option seemed to be adding the Koala Korner newsletter to the bottom of the Jerabek Newsletter. Mr. McDade said he would look into options of streamlining the two separate newsletters (formats, etc. within his) and discuss with M. Hollman and J. Sanfelippo further.

9. Sponsorships: S. Ward

- a. Nicole Gire and S. Ward working together.
- b. Spring Fling has already earned \$4,000. Which is amazing!
- c. Encouraging everyone to loop S. Ward and Nicole in on any discussions that are being had with sponsors so that we are not doubling back on advertisement.
- d. Up to \$9,500 in sponsors.
- e. Committees, reach out to S. Ward/Nicole if you need help with your event, they can draft documentation to send out to those sponsors about the perks they will receive.
- f. J. Sanfelippo met with Nicole and went through the list of sponsors from the previous year. Nicole is working with MC Santos to create documentation for new, potential sponsors and trying to build relationships with new sponsors while S. Ward is reaching out to previous sponsors.
- g. L. Smyres asked if there is a list of sponsors that have already been solidified that could be shared with the committees, so they know not to reach out again to those sponsors. S. Ward said she could share the google doc with the committee chairs.

10. Principal's Report: Mr. McDade

- a. Overallocation Teacher:
 1. Mr. McDade and Admin. team have been looking into all options. Deciding whether to restructure involves weighing out what's best for the general good (students primarily first, and our staff) and considering the right of assignment of teachers. This has been discussed several times with our teachers. Mr. McDade is obligated to use our SDEA contractual member within their job description. A decision will be made and communicated soon.
 2. Keep in mind, we came into the year with a combo class. Our intention is to stay away from combo classes, but Ms. Sandstrom has done a phenomenal job for those students impacted and has built a wonderful community.
 3. J. Sanfelippo asked Mr. McDade what date a final decision will be made regarding the placement of the new teacher and when that decision will be implemented. As well as, when parents will be notified. Mr. McDade indicated the decision would be made very soon.
- b. Special Education scheduling changes:
 1. Currently trying to redirect our students with special needs and redirect staffing. Working to narrow the focus and maximize service output (and training people up where necessary).
 2. J. Wood- asked about the status of 0.4 Ed specialist and the additional paraeducators. Mr. McDade said that the 0.4 Ed Specialist is currently transitioning into Jerabek, and they are working on the redistribution of caseloads. Para-allocation- we have one para-addition that is a hourly support and we are still trying to figure out how we can use it. Not sure if it

satisfies the whole need as I am working on rescheduling to maximize the benefit. For students changing case managers there will be a communication sent out.

c. Tier 1 Instruction (making sure its purposeful):

1. Math- the FFO has generously afforded Jerabek the Engage NY math program.
 - i. Currently speaking/working with the publisher. Whenever program adoption occurs, they are supposed to provide a level of adequate training. Teachers are taught standard and as a result spend a lot of time going back through it. Publishers provide a conceptual map- how the program navigates and interprets mathematical concepts. Mr. McDade currently working with the publisher to see where there are crossovers. The intent would be to help teachers and put it out to the FFO through an instructional based Smore, to assist parents with helping their students at home.
 - ii. MMS primarily has more accelerated math classes than common core math. Questions to be asked: do Jerabek students make up a $\frac{1}{4}$ of that population of accelerated math students? These are comparisons Mr. McDade is looking at to make sure we are giving our students the skills (and even greater skills) necessary to provide them access to all the different programs they would like when entering middle school.
2. Phonics Education-
 - i. Making sure that starting in UTK we are aligned. The FFO generously provided Foundations in 2017/2018, but we are currently using multiple programs. We are seeing some disproportionality in students' knowledge of phonemic awareness and because we are using different programs, we want to make sure students don't end up with holes. We've formed a phonics committee to break it down.
 - ii. FAST screener, not a full diagnostic test (we'll have to do more diagnostic tests) but gives us an idea of where the students are. Unfortunately, by the time you get their reports, we are at the end of the first grading period.
 - iii. V. Neville asked if teachers are still using Foundations and whether it's helpful? Mr. McDade indicated that some teachers are still using, but he is trying to determine whether it is still a helpful tool/resource. There has been a lot of discussion about it and there are probably about 5-6 programs that are being used. Teachers within the same grade levels, aren't always using the same methods to teach phonics. Mr. McDade is going through to ensure continuity and alignment.
3. Targeted intervention-
 - i. E. Caballero asked about the intervention teacher that the FFO supports and about whether we'd be using the UFLI approach this year. Mr. McDade said the UFLI method is great, it is one of many Orton-Gillingham 6 step approaches. Mr. McDade stressed the importance of gathering metrics going forward. We need to be able to show students are meeting their benchmarks on their instructional plan.
 - ii. Mr. McDade thanked the FFO for their contribution towards targeted intervention, which amounts to about 17 days of instruction, however, it's not enough to meet the need. Mr. McDade is working with Shauna

and the intervention teacher/s to create schedules that maximize time. Also exploring asking retired intervention teachers.

- iii. Since 2016, the number of students needing special education services 6 weeks after being placed in a SST (Student Study Team), has gone up by 12%. We currently don't have the metrics to see why learning is still breaking down.
 - iv. Mr. McDade emphasized the amount of time and effort that's being put into creating a structured, cohesive, and systematic approach. Really digging into the current programs and seeing if there is a stand-alone program that we can dissect word use, take it into a reading passage, and produce it in a writing sample. Very similar method is used in middle/high school. The teachers are all for vertical alignment.
 - v. In addition, Mr. McDade recently went over the SPSA (Site Plan for Student Achievement) with teachers. They narrowed down three big goals and one of them was around literacy education. Mr. McDade would like to have a "one-stop shop", a website that parents can go to. Parents are fully willing to help so the idea would be to provide the resources and the concepts of how to get there for students who may need additional support at home.
 - vi. A decision will be made around how to best maximize the 17 days to benefit the overall good.
- d. Mural-
- 1. The wallballs are not going to be here during whole-site re-modernization. Mr. McDade is directing Belen Islas back to the FFO with the 5th grade promotion funds. The mural needs to be free-standing. It will not be affixed to a wall ball as those are going to be destroyed. We can decide whether to have SDUSD affix it to a fence, etc, but it will be a sectioned mural that can be moved. Belen will need to sign a release.
- e. Conex box- spoke to Aztec and gave them the go ahead to remove it. Asked about how they are going to remove the fence and haven't heard back.
- f. Leader in Me-
- 1. SSC/SGT discussed, and Dr. McDade also spoke with parents. The feedback: parents don't really know what these assemblies and Leader in Me concepts are about. What we want to do is put it up on the website and do a better job of informing parents/families of what they can do at home.

11. President's Report: J. Sanfelippo

- a. Shout out and thank you to the committees that have things going on since the last meeting. E. Caballero, thank you very much for all the hard work on the bookfair and being willing to do another one. M. Hollman, the Trunk or Treat was a great event. Seems like very positive feedback and something we'd like to continue with next year. C. Gray, with the Pledge Drive. What a long haul over the last couple of months of having to promote and I think we have a pretty good outcome. Happy about that!

12. Open Topics:

- a. V. Neville- need to start publicizing the need for a new treasurer for next year. Discussed putting an announcement in the newsletter.

- b. E. Caballero asked about gaining access to the FFO safe in the office. J. Sanfelippo-Kristin Burer has instructions.

Meeting adjourned at 10:01 by J. Sanfelippo

Respectfully Submitted,

Lindsey Smyres

FFO Secretary

Grade Level Reports: November 2023

Jerabek Elementary Family Faculty Organization

Grade Level	Teacher Representative	Report
UTK/K	Clark	<p>October has been an awesome month in kindergarten! We got to participate in our first book fair that the students were so excited about! Our entire kindergarten attended Bates Nut Farm and learned about pumpkins which we followed up with a pumpkin experiment in our makers space in the STEAM lab. The students are learning their directions and how to navigate Cubeto right, left, and forward. We are moving onto our Module 2 lessons in math where we are focusing on geometry and how to identify shapes. In science we are starting our Wild About Weather unit where we explore how weather effects humans. We had a lovely Halloween Parade on the kindergarten playground. Our room coordinators threw some awesome parties for all of our classes. The library has been so much fun with our Librarian, Ms. Cooper, reading stories with spooky sound effects. The kids are happy, healthy, and having fun learning!</p>
First	Lew	<p>How is it already November?! We're leaving our skeleton lessons behind (except for Dia De Los Muertos) and moving toward fall leaves and learning how to be leaders in our communities as we write our personal mission statements. In STEAM we'll be engineering and designing the homes of the Wampanoag and the Pilgrims. Our Word Studies include phonemic awareness (Haggerty), glued sounds (Foundations) and spelling (Signs for Sounds). First Grade Writer's have been showing off what they know in writing "How-To" books on whatever they know how to do! How to Pull out Teeth is a popular book writing topic! In math we have been learning subtraction skills and how to apply our math skills to word problems. A special shout out goes to the FFO for making our October extra fun with the events such as the TRUNK OR TREAT and the Costume sales.</p>

Second	Brizard	<p>Second grade finished their Halloween and Fall narratives and we will be starting our Nonfiction Habitat writing. We have started Module 4 in Engage NY. We are in the 4th Benchmark about Many Characters, Many Points of View. Students are enjoying reading Scholastic News. We are finishing our Mystery Science lessons on Animal Adventures. Students loved participating in Trunk or Treat and having amazing classroom Halloween parties.</p>
Third	Cuellar	<p>October Third graders just finished their Multiplication/Division Unit. We are now working on <i>Time and Measurement</i>. We are busy drafting and taking our Personal Narratives through the Writing Process. Government is all wrapped up and we have moved onto Landforms. The students have made some fantastic <i>Hispanic Heritage</i> inspired art (come and see)! Overall, our third grade group is doing AMAZINGLY WELL! We are so proud of their progress as students and their willingness to take on new challenges. A big SHOUT OUT to the FFO for the wonderful Book Fair--THANK YOU!</p>
Fourth	Bologna	<p>November: 4th grade is working hard to complete several units before the end of the grading period. We are finishing up our personal narrative unit in writing, our human body unit in Mystery Science, and are well into our multiplication/division unit in math. Our students are working hard to memorize their multiplication facts and are using an app called Xtra math to show their knowledge of this. We are also all working hard to complete our 40 book challenge this year and are keeping track of our reading through the accelerated reader app. In this app, our goal is to have every student read 1,000,000 words this year. Many of our students are more than halfway to their goal already and this is only November!</p>

Fifth	Del Pego	<p>47 days into our school year and our students are working hard...</p> <p>In our writers' workshop- students are revising and editing the narratives.</p> <p>We have finished module 1 in math and are ready to assess module 2 in the coming week. Kids are learning how to multiply large numbers using the standard algorithm as well as working with decimals.</p> <p>In science we are continuing earth science- studying earth's spheres and water in our planet.</p> <p>Students are ready 30 minutes a day to improve their literacy skills.</p>
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