

**John Green PFC Meeting Minutes**  
**Wednesday, December 15th, 2021**  
**PFC General Open Session 6:30 PM-7:30 PM**

**Meeting Called to Order:** Sarah Butt at 6:32 pm

**Attendees:**

- Bhavana Nathani/ Natasha Giannini: Co-Presidents
- Joyce Trotter: School Principal
- Tina Bhatia/Sarah Butt: Co-Secretaries
- Ritu Khendelwal: Director of Budget and Accounting
- Shikha Sharma: Treasurer of Deposits, Reimbursements and Purchases
- Emily Sill: Co-Director of Communications
- Lohita Chennamsetty: Co-Director of Programs
- Ellan Tong: Director of Volunteers/Room Parent Coordinator
- Bridgette Jakubowicz: Teacher Representative
- Kim Mehr: Co-Vice President

**Absent:**

- Zumana Calcuttawala: Co-Vice President
- Amy Shumylo: Co-Director of Communications
- Bhawana Singh: Spiritwear Chair
- Surekha A: Co-Director of Programs

**Housekeeping Approvals:**

- Tina motions to approve November meeting minutes
- Mrs. Jakubowicz seconds
- All in favor
- Motion Passes

**President's Update:**

- Bhavana spoke about our first Walk and Roll event for the school year which was held on 12/15/21. She thanked Tina, Shikha, Lohita and Zumana for helping make it a successful event. She is also looking forward to Winterfest on Friday, December 17th.

**Principal's Update:**

- Mrs. Trotter mentioned how excited students and staff members are about the upcoming winter break. The teachers have many special activities planned for their students next week. She mentioned that they have completed the school plan for student achievement SPSA, and this was done in coordination with the staff providing input as well as the school site council. She said that our school plan is based upon the district LCAP and their goal as a whole district. She requested some time, approximately 10 minutes, at the January meeting to go over what our school goals are to give a little insight into some of the work that has been done.
- Mrs. Trotter mentioned spirit days coming up next week. Monday is a “Frosty the Snowman” theme and our teachers have links to songs about Frosty that they will share. Students are encouraged to wear winter hats, scarves and faux fur. Tuesday is “Jingle Bell Rock”, and students are encouraged to wear holiday sweaters. Wednesday is “Must be Santa” and “Santa Claus is coming to Town”. Students are encouraged to wear holiday accessories such as Santa hats, or wear the color red.
- Mrs. Trotter spoke about the amount of money donated for the December Dash. She mentioned suggesting to staff that they should utilize the help of a company to help with fundraising, but leadership staff insisted on doing it by themselves. She was nervous when they had only \$8,000 on Monday, but she was thrilled that as of today, they have received a total of \$28,889! She thanked the community for their generous donations. She mentioned how proud she was of the students who had a chance to participate in this event.

#### **Treasurer Report:**

- Amazon total revenue was \$104.79
- Payment to Al-Hambra for water delivery: \$57.96
- Halloween gifts to students: \$380
- Total expense: \$614.32
- Total money in account: \$83,510.77
- Shikha mentioned that all pending payments will be made before the holidays. She also noted that we have received about \$120 from a Benevity account.
- Shikha recommended that we should transfer all emails to gmail instead of the pfc.org account. She noted that the pfc.org account has a very small capacity and this became quite cumbersome for her. She and Emily will meet privately and come up with a solution regarding this issue.

#### **Action Items:**

#### **Fingerprinting:**

- Tina brought up the fact that both the treasurers and VP’s are not fingerprinted. She was able to reach out to someone in the district, who then emailed them the live scan form. They will get it done during the holiday break.

### **Walk Through California and Walk Through America:**

- Tina noted that we have an email approval for the amount for the Walk Through California and Walk Through American Revolution. It was \$614 for the fourth graders, and \$2300 for the fifth graders. So the total amount comes out to approximately \$2900.

### **Future Fund:**

- Shikha mentioned that she has still not received any response about the future fund amount deducted from our account. It is about \$170. She notes that it should not be deducted from the PFC account in the future.
- Shikha suggested declaring it as a bad debt.
- Mrs Trotter suggests that perhaps they are charging PFC because our PFC were the people who were collecting the money.
- Tina suggested before declaring it as a bad debt, we could reach out to the district office for some guidance. Tina to update in January.

### **Junior Achievement and Project Cornerstone:**

- Mrs. Jakubowicz sent out a survey to staff, and 85% of the staff is in favor of using Junior Achievement this year, and 95% of the staff is in favor of using Project Cornerstone this year. Within these percentages, some said they would prefer to teach it themselves and some said they would like a parent volunteer, whether it is in person or over zoom.
- Shikha to email Mrs. Trotter and Tina, the contact information to source additional Project Cornerstone books. Mrs. Trotter & Tina to jointly make the call to finalize details. Shikha to email the information to both by Friday December 17, 2021.

### **Walk and Roll Update:**

- Lohita mentioned that they had about 146 students participate. The next one is scheduled to be on January 19th. We will also have a bike mobile set up that day, from 2:00-4:30 pm. Students can bring their bikes to be fixed.
- Tina mentioned that there was a little confusion if the students would still get a sticker if they came by car. Tina insisted that all students should receive a sticker regardless of mode of transport. Shikha recommended that students who drive to school should not get a goody. Mrs. Trotter mentioned that not all students can actually walk or roll to school and need to come by car, especially some of our SDC students. It was mutually decided that everyone will receive a goody regardless of how they were transported to school.

### **Winterfest:**

- Emily was able to put together Winterfest in a matter of fourteen days. It will be held on Friday, 12/17/2021 from 5-7 pm. She thanked Tina for helping post flyers up on campus. Tammy sent out an email to parents. It was also posted on the PFC website as well as Facebook. Emily purchased the cookies and dropped them off in A19. Decorations have also been taken care of. More volunteers are needed to greet and clean up.
- Ellan sent out a sign up genius and followed up with room parents.
- Tina added that there was a wonderful committee for Winterfest. One of the parents was able to get 10 large and 10 small poinsettias donated by Home Depot. This parent even sourced coffee for us, which was canceled later.
- There was some concern voiced about using an instant pot for boiling water for hot chocolate. It was suggested that perhaps using the stovetop would be a safer option.

**Spirit Wear:**

- No update.

**Adjournment:**

- Meeting adjourned at 7:23 pm
- Next PFC meeting 01/19/2022 at 6:30 pm