



John Green PFC  
Meeting Minutes  
November 19, 2013  
6:37 – 9:10

PFC President:	Nicole Clark
Co-Vice President:	Kimberly Mehr
Director of Comm.:	Gina Seely
Secretary:	Ayana Carroll & Clevestor Hines
Treasurer:	Vijji Suryadevara & Ellie Harrison
Co-Director of Volunteers:	Deanne Perko & Danielle Cooper

1. Call meeting to order – Nicole Clark
2. October Minutes were approved
3. Budget Update
  - a. The is \$94k in operating funds in JGE
  - b. The JGE treasures propose putting \$60k away in reserves (this will allow for 6 months)
  - c. 10k will go to a JGE sound system
  - d. The JGE treasures propose that the PFC maintain a reserve equal to 6 months of operating budget. Any year spending cannot exceed more than 20% of the reserve, unless initiating a strategic multi-year plan. The reserve amount would be approximately \$60,000 which is based upon an operating budget of \$120,000.
  - e. PFC President proposes the reserve be set at no more than \$30k. **Discussion and voting was tabled until next meeting.**
4. Treasures requested teachers spend stipends sooner than later.
5. Fall Festival was a success. Profit of \$1275 plus \$700.00 in auction items.
  - a. Danielle will send further communication to auction winners letting them know they won the auction item and that they should pay and collect the items.
6. Discussion around bring a PTA to John Green. Possible have the PTA organization come and speak to board and interested parents to weigh the options of a PFC v. PTA. Further discussion and investigation will go on within the board surrounding this subject.
7. Brain Pop and Lucy Calkins programs have both been ordered



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8. There was an Art-in-Action refund from the art fair in the amount of \$1,275.87. The question posed by the board is shall the funds be put back into the AI fund or shall it go into the general fund?
9. The agency that JGE has used in the past to host our Art Fair has gone out of business. The question was raised can we host our own fair without a host company? **Discussion was tabled until we are able to get input from the event chair.**
10. The Magento site is still down, but should be up by 11/20/13
11. An unknown deposit of \$2,501.55 was made and mis-categorized by the former treasurer, Vijji is working with the former treasurer to find out where the funds should be.
12. We have acquired a paid tax consultant and have them on retainer. This consultant however does not check accounts, only files the taxes. We are looking at a new accountant in Walnut Creek that provides a full service and is at a significant savings for 2014.
13. With the many different events we have going on at JG it becomes necessary to make advance payment. There is an added risk of giving our bank debit card info, so the board is looking into getting a school secured credit card. In the meantime, the debit card limit has been reduced for safety reasons.
14. Looking into various science options for JGE. Spectrum of Science is \$15.00 per child (\$12,000 total) and teachers may feel it's expensive depending on the hands-on activity. The Dome assembly may also be an option, the cost is \$895.00 per assembly and there needs to be three assemblies to accommodate the kids.
  - a. It was brought up the idea of having a dedicated floater Science teacher for JGE. The PFC likes this idea, but it is not in our budget.
15. The district office is looking into purchasing JGE a new copy machine. With the update in the new technology, we must ensure that the machine is compatible with the technology. JGE is on the top of the list to get a new machine.
16. Going to go to Mail chimp for the 2014 school year. We will begin working on the changeover.



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**Approvals:**

The JGE PFC board has approved the purchase of a hard drive for \$125-\$150 under the yearbooks budget.

- i. It was suggested that we get a cloud – looking into pricing and options

The board has approved up to \$1,000 for a cleaning machine for Frank

**Tabled Discussions:**

JGE Reserved funds  
Art in Action art show  
Spectrum of Science  
Teacher Stipend



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