



John Green PFC Meeting Minutes
Wednesday, October 21, 2020
PFC General Open Session 6:30PM – 7:30PM

Meeting Called to Order: Sumit

In Attendance:

- Sumit Chopra: President
- Manoj Pahuja: VP of Fundraising
- Ursela Syed: Secretary
- Tracey Yuen: Director Of
Volunteers/Room Parent Coordinator
- Ritu Khendelwal: Director of Budget and Accounting
- Shikha Sharma: Treasurer of Deposits, Reimbursements & Purchases
- Joyce Trotter: School Principal
- Sarah Tuthill: Assistant Principal
- Bridgette Jakubowicz: Teacher Representative
- Ann Singh - Director of Communications
- Cindy Gilbertson - Director of Programs

Absent: Ursula ½ of meeting

Meeting Called to Order: 6:35pm

Housekeeping Approvals:

Motion to Approve Minutes from the
September meeting and 2nd motion to
approve

Principal's Update and School Site Council Update

It was shared that Principal Trotter and VP Tuthill have been reading k-3 students and will plan on reading to 4-5 graders. ASB Budget is directly for the children and overseen by the district office. In August \$10 per child towards items like Scholastic News, online resources, books, white boards, folders, art supplies. For December, we may need to further allocate for teachers. December is also national kindness month and may need to allocate funds toward that. The goal is to end the school year with a \$12,000 budget. We need a list from teachers on items they desire as well.

Requesting PFC to assist with emergency kits. Need to order food bricks, water is in barrels but no food supply. Each kit should last 5 years.

Instagram page for John Green has been created @johngreengators

Emergency kit discussion:

Vendors can be sought out for individualized kit and another for the food kit (5-6 years ago). Existing kits are expired. Principal Trotter has not found individual kits, only "bars" so far. ASB can only fund that for the kids. Fundraising is supported by ASB only during school hours, 8:30-2pm/3:00pm. We need to identify the scope of what PFC can cover vs. ASB. Principal Trotter would love to review the budget and have discussions. Sumit to look into scheduling time. Suggestion is to have the emergency kit ready before the kids go back to campus. Check on the turnaround time for the kits but there's a dependency on the district

Treasurer's Update:

We have approximately 80k. PFC closet needs to be checked for storage space in order to store files. Need to keep 5 years of records. Shika will review PFC insurance.

Spirit Wear Update:

Sumit received his :). Principal Trotter and Bhavna to work together on distribution the remaining of the spirit wear. Total 133 items were sold. Top sellers were Kelly Green t-shirt, Dark t-shirt and Cameo sports

Manoj confirmed 5 people we don't have sizes for. Requesting assistance for distribution. Maybe set up a separate table at pick up time.

Upcoming Events & Programs:

Yoga Classes:

Sumit verified that the Instructor has the liability insurance details. He can have the instructor attend the call and request what the members think about the yoga event. Principal Trotter recommended to have insurance for PFC as well.

Character Awards:

PFC members agree to have some sort of a ceremony for the children or pick up a sign at pick up time. Bridgette and PFC to discuss options

Motions Agreed upon:

Action Items: None.

Meeting adjourned: 7:45 pm