



JGES PFC Meeting Minutes

April 17, 2019

PFC Board Meeting 5:30PM – 6:30PM
PFC General Meeting 6:30PM – 7:30PM

Meeting Called to Order: 5:40PM (Board Meeting 5:40PM-6:30PM; General Members Meeting 6:30PM-7:10PM)

In Attendance:

Saba Aleem – President
Cheryl Sud – Secretary
Chiao Zielinski – Treasurer of Deposits
Preeti Dharia – Director of Communications
Shruthi Manish –VP of Fundraising
Dung Lay – Co-Director of Programs
Kanchan Sehgal – Director of Volunteers
Nanda Tumurugoti – Treasurer of Budget and Accounting
Jim Hansen – Interim Principal
Bridgette Jakubowicz – Teacher
Susie Krier – Teacher
Colleen Pearson – Parent/Chair for TAW
Tracey Yuen – Parent/Nominee for Room Parent Coordinator
Priyanka Sharma – Parent/Nominee for President
Angie Kojrekar – Parent/Nominee for Secretary
Sabrine Nainar – Parent/Nominee for Director of Volunteers

Absent:

Sarah Tuthill – Assistant Principal

Meeting Called to Order: [5:40PM]

Housekeeping Approvals

Meeting Minutes

The minutes for the March PFC meeting were up for a vote to approve. Susie made the initial motion to approve; Nanda second the motion; all in favor, none opposed, none abstained.

PFC Nominations

Tracey Yuen – Parent/Nominee for Room Parent Coordinator

Mom of 3; younger will be Kinder; oldest will be in 5th grade next school year. Big volunteer at John Green. Invested in the school. Tracey will be Room Parent Coordinator for 2019-2020.

Kanchan made the initial motion; Chiao 2nd the motion; all in favor, none opposed, none abstained.

Priyanka Sharma – Parent/Nominee for President

Parent of 3rd grader; first year at John Green. Loves the John Green community. She was PTA president at her previous school.

Dung made the initial motion; Susie 2nd the motion; all in favor, none opposed, none abstained.

Angie Kojrekar – Parent/Nominee for Secretary

Teacher at John Green for 3 years. Son will be starting Kindergarten at John Green this upcoming school year. Wants to get involved more in the school.

Nanda made the initial motion; Susie 2nd the motion; all in favor, none opposed, none abstained.

Sabrina Nainar – Parent/Nominee for Director of Volunteers

First year at John Green this upcoming school year; parent of a kindergartener. Moved recently from the San Jose. Will help with Director of Volunteers.

Shruthi made the initial motion; Kanchan 2nd the motion; all in favor, none opposed, none abstained.

Treasury Reports

Nanda made the initial motion to approve March and April Treasury Reports; Chiao 2nd the motion; all in favor, none opposed, none abstained.

Debrief of Past Events:

Math Kangaroo (3/21): Event went well. Results pending. Awards ceremony to take place once results are in. Likely time it during the character awards assemblies at the end of the year.

Engineering Fair (3/28): Went well, no issues with the event.

Pastries with Parents (4/12): Chairs were phenomenal. Very smooth event despite resistance from some parents to move from the traditional Muffins with Moms and Donuts with Dads events. The flow of the table set-up and the eating outside worked very well. It never felt crowded or overwhelming. Photo booth was a hit. There was a surplus of food so next year need to think about the amount of food for next year. Will keep the same event for 2019-2020 next year.

Review of Upcoming Events:

Art Fair/Open House (4/18) – Aimee set for Art Fair tomorrow. Set-up took place this afternoon, and tomorrow 5 people will help set-up in the MPR tomorrow.

Easter Egg Hunt (4/19) – Chiao is all set. Ready to go this Friday with 1000 eggs. At Ted Fairfield Park in the playground area.

Family STEAM Night (4/26) – Saba has a vendor coming out (Snapology) to set up 10 stations, 1 of them being an escape room. Event is 6-8pm. Hope to get a taco truck for the event; taco truck we are speaking to may give us 20% proceeds back to us.

Multicultural Fair (5/4) – Team of chairs working on planning for this event. Working on getting sponsors to cover cost for the event.

Teacher Appreciation Week (5/6) – Colleen Pearson and Danielle Cooper co-chairing the event. They are all set for the activities for this year. Working on having a special event every day for teacher appreciation week. Theme this year will be Rock and Roll. Leaning towards decorating doors with a theme. Will follow up with team and Room Parents.

Field Day (TBD) – Think about taking a day out of the week in May to have a field day. Teachers feel May is very busy with testing, promotion, and other end of year activities. Saba to check with Tammy and also confirm with teachers on whether the event makes sense to hold.

Treasurer's Update:

Cash available is ~\$24K. End of year reserve is expected to be ~\$19K with an expected ~\$6K in expenses to cover end of school year events such as Multicultural Day, Egg Hunt, Field Day, Teacher Appreciation Week. Goal is to have \$25K at end of year reserve so proposal to make amendment to Reserve Policy in August to have a \$20K reserve at the end of the year.

Some events identified that were budgeted and no longer occurring: Geography Bee (will follow up with coordinator), Spelling Bee (will follow up with coordinator), Destination Imagination (budget dropped as this did not occur this year), and Allergy Awareness Campaign (budget dropped this year).

Discussed the need to perform an annual audit. We should technically complete one within one year of new Treasurer handover. Since existence of PFC, we don't believe an audit has been completed even though we have had at least 3 or four treasurers in the past 10 years. We plan to arrange an audit committee in the summer and get this done.

Very little risk identified as all books of PFC are already open and published to the public.

PFC General Updates:

Nomination Update and Vacancies – we will be nominating for vacancies soon.
Summer planning meeting - TBD

PFC Feedback Box Review:

Feedback received from students and parents at the Pastries with Parents event. Feedback received from parent included being sure to recognize chairs at events, particularly at the Volunteer Tea.

Principal Update [Jim]:

Heidi (health clerk) is retiring. Yvonne (Attendance Secretary) is also retiring. In the process of interviewing and hiring replacements for these positions. John Green principal position has been posted today. Lori will come back to John Green on Fridays for rest of the year for transition.

School Site Council Update [Jim]:

No updates

Teacher Rep Update [B. Jakubowicz/S. Krier]:

DTA contract has been approved. Board will finalize and approve on Tuesday. Full-time counselor at site is part of the agreement. Reduced case load for specialized teachers. Reduced class-sizes is also part of the agreement. Consistent end-time for school.

Adjournment: The meeting was adjourned at 7:25PM. Next meeting is scheduled for Wednesday, March 20th at 5:30pm.