



## **JGES PFC Meeting Minutes**

### **August 22, 2018**

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

**Meeting Called to Order: 5:37PM (Board Meeting 5:37PM-7:25PM; General Meeting 7:25PM-7:55PM)**

#### **In Attendance:**

Saba Aleem – President  
Dung Lay – Co-Director of Programs  
Lisa Yang – Co-Director of Programs  
Cheryl Sud - Secretary  
Chiao Zielinski – Treasurer of Deposits  
Kanchan Sehgal – Director of Volunteers  
Preeti Dharia – Director of Communications  
Dr. Lorianne Ventura – Principal  
Bridgette Jakubowicz – Teacher  
Susie Krier – Teacher  
Shruthi Manish – Parent/Nominee for VP of Fundraising  
Sarah Tuthill – Assistant Principal  
Barna De – Library Media/Technician

#### **Absent:**

Nanda Tumurugoti – Treasurer of Budget and Accounting

**Meeting Called to Order: [5:37PM]**

#### **Approved Minutes**

The minutes for the May PFC meeting were up for a vote to approve. Dung made the initial motion to approve, Lisa 2<sup>nd</sup> the motion; all in favor, none opposed, none abstained.

**Vote in VP of Fundraising (Shruthi Manish):** Bridgette made the initial motion, Chiao 2<sup>nd</sup> the motion; all in favor, none opposed, none abstained. Congratulations, Shruthi!

**Approval of 2018 Final Treasurer's Report:** Lisa made initial motion, Dung 2<sup>nd</sup> the motion; all in favor, none opposed, none abstained.

### **Debrief of Past Events and Upcoming Events:**

*Fall Check-In:* This year there was some frustration amongst parents regarding the long lines during fall check-in. Issues that came up were around Annual Update Form and Health Forms. PFC and Staff acknowledge that significant changes will need to be made to the overall process, however, there are some aspects that will continue to remain (e.g., requirement of forms, preparation in advance of Fall Check-In by parents, etc). There was a recommendation to have fall check-in on different days (either by last name or by grade level), or spread out throughout one day (allotting more time for each Grade Level). Fall Check-In details for 2019-2020 school year will be communicated in May. Recommendation from Lori to add 10 appointments as a silent auction item to skip the line at Fall Check-In (10 spots). Not sure whether Residency Verification will have to happen on-site for the 2019-2020 school year. Will have an idea in May 2019. We really need to push the need for more volunteers next year.

*New Family Welcome Picnic:* Great turnout, total attendance was about 70 people. Left over pizza taken to the Fire Station. Menchie's was a hit since it was a hot day. Will plan to continue this event yearly.

*Principal's Welcome Back Coffee:* Great turn-out. Lori provided school update during this event. Received positive feedback about providing the Principal's Update on the first day (versus on Back to School Night as done in previous years). Parents were more attentive during this time. Will plan to continue this format yearly.

*Back to School Night:* Parents appreciated the focus on their kids' teachers & classrooms and the shorter time commitment after a long work day due to the Principal's Message being moved to Back to School Coffee on the first day.

*PFC-Sponsored Welcome Back Staff Luncheon:* Successful event; teachers were very thankful.

*Kinder Hand Washing Campaign:* Two tentative dates selected; Kanchan to confirm with physicians once booked. Not sure about volunteer need (e.g. Sign Up Genius) versus

leaving it up to Room Parent to coordinate with the parents in each class. 4 classes for Kindergarten and six 1<sup>st</sup> grade classes will need to participate in this campaign.

*Chipotle Dine-In Fundraiser:* scheduled for Monday, September 10<sup>th</sup> between 5-9pm. Thanks to Preeti for coordinating this event. Will aim for a Dine-Out each quarter. Return is 33% with a minimum of \$300 in sales. Preeti will schedule another one with Panda Express or Panera Bread in December and pass the torch on planning these events to Shruthi (new Director of Fundraising).

*Gator Gallop:* Planning underway. We have about 5 volunteers. Most of September will be planning for the Gator Gallop. Will be doing electronic lap trackers this year. DJ will come again this year. Will push sponsors as much as possible to cover cost. Will use existing balloon inflator as well to help save cost as much as possible. Proceeds from Gator Gallop will go to ASB starting this school year.

*Sandia Science Night:* Sandia Science Night is cancelled this year (there was no cost to hold this event). Since they are not available, recommendation to cancel this year and do it again next year. Lawrence Labs is also another option to consider; not free but something to consider. Lisa and Dung to look into this as another option to consider this year.

*Red Ribbon Week:* will start recruiting volunteers for this event in the next few weeks.

*Fall Festival/Trunk or Treat:* will start recruiting volunteers for this event in the next few weeks.

### **Programs Update/School Supplies:**

Collected \$19K in school supplies donations thus far, and are currently underfunded \$10K (we prepaid about \$29K). We were \$10K underfunded last school year as well. At this rate, PFC can't continue to support this school supply initiative. Teachers also sent out a message to their classroom but still unable to collect the funds from all families for all kids. Teachers appreciate having the supplies in advance and also to have standardization across the classrooms and students. PFC Board and Teacher Reps really hope this can continue year after year as it provides a lot of benefits to students, parents and teachers, however, we can only do it if we recover the cost. Teachers will attempt to do another push through the room moms and teachers as one last final effort to collect donations.

### **Programs Update:**

Dung provided an update on responsibility between Director of Volunteers and Director(s) of Programs. One time event falls under jurisdiction of Director of Volunteers (Kanchan). Year-round events are under discretion of Director of Programs (Dung and Lisa). Dung and Lisa

are still in process of finalizing year round programs. Any parents interested in Yearbook should be directed to Lori. Lori is still deciding the number of students for the committee (received 18 solid applications). Character Education, GATE Enrichment, and Run Club are all coordinated by teachers/staff. Art in Action Chair has been identified as Aimee Chan. Preeti requested Lisa/Dung to confirm all programs on PFC Website.

**Fundraising Efforts:** Box-Top fundraising will be an official fundraising effort this year. Preeti will include a blurb on what Box Top fundraising is and how parents can give back to the school through this Box Top initiative.

**Treasurer Report and Cash Update:** For 2017-2018 school year, gross profit was \$73K. Underfunded by \$17K because pre-payments of \$28K of the supplies. Total expenses for 2017-2018 was \$91K.

For 2018-2019 school year, budget split between ASB and PFC. PFC to use donations from Fall Check In and Fall Festival. Major funding for ASB/General Account coming from the Gator Gallop. Estimating \$25K profit for Gator Gallop (conservative estimate). Other Income sources for PFC will be E-scrip, Box Tops, Amazon Smile, Dineouts, Menchies (every Thursday), Eco Program Income. These income sources estimated to bring in \$3K.

Robust discussion surrounding teacher stipends/classroom expenses. Teacher Classroom Funds \$5K (total for all 35 classrooms; \$142.86/classroom). Stipend budget for new teachers is \$1500. Lori and teacher reps to discuss classroom funds with teacher at next staff meeting. Lori suggests to reimburse what has been spent to date by teachers and ask teachers what upcoming expenses they have and plan accordingly. Based on proposed income/expenses, PFC to be under \$2K, ASB under \$800. Recommendation to show Student Council budget side by side at next meeting for more clarity around the budget.

*Fall Check-In Donations Update:* Total prepaid expenses \$36,681. Total Money collected at Fall Check-In \$51,590. Grand total cash is \$64,573 as of 8/22. Tier Donations track: Yearbook to 4 families. Water bottle to 11 families. Magnets to 82 families.

**Feedback from 2017-2018 PFC Survey – Key Takeaways:** 13 responses were received (out of 800 families) so not a great sample size but at least it gives us an impression of what parents are thinking about the PFC. Key highlights/frustrations that were noted were that the website was not current (solution: Preeti working hard to update and keep content current), questions around not knowing what is happening (solution: will focus on communication of events/calendar). Around the topic of Family Dance and Pastries with Parents, we received mix of responses. Rationale to change these events to “family-type” events is to address the different dynamics of families. Need to ensure that we plan for bigger space and enough

volunteers. Overall feedback about programs were that everyone felt all programs were valuable/extremely valuable.

**Event Proposal:**

*Traffic Signs [Dr. Ventura/Sarah Tuthill]:* Sarah Tuthill has seen frustration at school drop-off with long lines. Proposal to order 2 signs to show 1) where school drop off line starts (first cone marker by the school office) instead of having staff wave cars down and 2) a sign that says that passengers must exit to the right of vehicle. Safety patrol will be trained starting next week. Signs are large signs that fold out. There has also been a request for more police patrol given some close calls that occurred near sidewalks and main roads the first week and a half of school. Request for signs is \$300. Dung made initial motion to approve; Kanchan 2<sup>nd</sup>; all in favor, none opposed, none abstained.

**Principal Update [Lori]:**

First week of school was a success. Connectedness between students, teachers, staff, and parents is especially important in the first week of school. Principal's Coffee, Back to School Night, and Staff Luncheon were all very well received and created that connected environment. Picnic with Parents is coming up at the end of this month which will also offer more opportunity to connect with the Green community. This is a first time event and will requires pre-registration because we need to ensure that everyone who is on campus should be on campus for safety reasons. So far we have about 70 families registered.

Weekly Sunday emails and other emails from Lori are not getting to all families. School is aware of this issue and working with district office on this. If families don't receive the email, letters can be found on principals page on the website.

Safety week is coming up soon so that everyone is aware of how we respond to an emergency. Tomorrow (Thursday 8/23) is the first drill and an email will be sent out. Social emotional component will also be added this year (e.g., kindergarten student crying and not wanting parent to leave). Next week, phone calls will also go out along with an email.

A couple teachers along with Ms Tuthill are going to Project Cornerstone training tomorrow so that we bring this program to our school.

**School Site Council (SSC) Update:** No meeting thus far for the 2018-2019 school year. First meeting will be in September. Will be working on School Data, Safety Plan, and other pertinent issues.

**Teacher Rep Update [Bridgette/Susie]:** Appreciated that back to school night was on the first week. Having school supplies on first day was also amazing. Thankful for the Welcome

Back Lunch. Bridgette requested the spreadsheet to send to teachers to document their classroom's parent volunteers/room parents; Kanchan will send to Bridgette to get to all the teachers.

**Adjournment:** The meeting was adjourned at 7:55PM. Next meeting is scheduled for Wednesday, September 19<sup>th</sup> at 5:30pm.