



# **JGES PFC Meeting Minutes**

## **September 20, 2017**

### **FINAL APPROVED MINUTES**

PFC Board Meeting 5:30PM – 6:30PM

PFC General Meeting 6:30PM – 8:00PM

**Meeting Called to Order: 5:38 PM (Board Meeting 5:38 PM-6:48 PM; General Meeting 6:52 PM-7:55PM)**

**In Attendance:**

Saba Aleem – President

Gloria Cheng – Vice President

Dung Lay - Co-Vice President

Chiao Zielinski – Treasurer of Deposits

Pinal Vaidya – Treasurer of Budget and Accounting

Kanchan Sehgal - Director of Volunteers

Dr. Lorianne Ventura – Principal

Susie Krier – Teacher

**Absent:**

Michal Zielinski – Director of Communications/Webmaster

Cheryl Sud - Secretary

**Meeting Called to Order: [5:38 PM]**

PFC President Saba greeted everyone to the meeting and group introductions were made.

Dung was introduced as the new Co-Vice President. Dung explained reason for why she decided to take on the role of Co-VP. Gloria made initial motion to approved Dung as the Co-VP. Lori 2<sup>nd</sup> the motion, all in favor, none opposed, none abstained. Pinal also requested if she can also get a Co-Treasurer of Budget and Accounting to help her with the work load.

Open positions on the board still available (Director of Programs and Co-Treasurer of Budget and Accounting) and if any parent interested, board will vote that parent in.

**Approved Minutes**

The minutes for the August PFC meeting were up for a vote to approve. Susie motion to change Mrs. XXX to Hillier. Lori 2<sup>nd</sup> the motion; all in favor, none opposed, none abstained. Pinal made the initial motion to approve Minutes, Saba 2<sup>nd</sup> the motion; all in favor, none opposed, none abstained.

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

*All Staff Welcome Back Luncheon:* Lori confirmed that luncheon was fantastic. The staff really

enjoy it and appreciate it.

*Back to School Night:* Lori provided a debrief on Back to School Night. It was a great turnout and overall it went over well. For the following year Lori would like the 2nd grade through 5th grade Back to School night to be held on the 1st week of school.

*Sandia Science Night:* Gloria provided a debrief of Sandia Science Night. The parents and students had a lot of fun and it was a great turnout. Discussion were made regards to hosting Lawrence Hall of Science night. If that is something we are interested in then a proposal should be put in for that event.

*Room Parent Meeting:* Scheduled for 9/26. Need to email Room Parent and send them a message on shutterfly to remind them of the event. When emailing the Room Parent also ask if anyone would like to volunteer to be Room Parent for the other classes who doesn't have one.

*Kindergarten Handwashing Campaign:* scheduled for 9/28. Kanchan confirmed that everything is set to go. Teachers were reminded multiple times and room parent was also notified of the event. Lori suggested that next year there should be additional session of this event. Kanchan agree with Lori and thought it would be a good idea to invest in a few books and machine for the Handwashing Campaign. Kanchal would also like someone to shadow her next year regarding how to set up the Kindergarten Handwashing Campaign.

*Family Art Night:* It will be rescheduled to sometime in October or November. Currently there is no volunteer to chair this event. May consider to ask 4 parent volunteer instead of have a chairperson to host this event.

*Gator Gallop:* Everything is currently in order for Gator Gallop. Business sponsors has been contacted. We have the same amount of business sponsor who made donations compare to last year.

*Red Ribbon Week:* Catrina Waugh may chair this event. For this event a chair may not be needed if we can get enough parent volunteer to help. We can try contacting boy/girl scout troops to help tie the ribbons around the campus.

*UN Day:* No chair yet. This event may be cancelled.

*Trunk or Treat/Fall Festival:* Last call for parent volunteer to chair these two event or it may be cancelled. May consider keeping Trunk or Treat if Fall Festival gets cancelled. Gloria suggested to put a blurb on the PFC website that let parents know if they volunteer to chair Fall Festival that there will be notes on how to prepare and organize this event.

*Book Club:* This event will be cancelled. Only 8 students signed up for this event. Discussion

were made about the reason behind the low sign up rate. May consider sending out a survey to students and family on why they aren't signing up for the book club.

### **Treasury Report for 2016-2017 [Chiao/Pinal]**

Pinal updated everyone about the 2016-2017 budget report. This report was sent out to all the teachers to review. Lori reviewed report and was satisfied. Gloria made the initial motion, Saba 2nd the motion; all in favor, none opposed, none abstained.

Budget Forecast 2017-2018: By the end of September or October we will have more updates on Actuals once we establish proper connection with Member Planet deposit.

Minimum Balance Reserve: Discussions were made about reducing minimum balance to \$15,000 instead of \$50,000 since we are a non-profit organization. Gloria spoke representative from Fallon Middle School Parent Faculty Group and received information that \$15,000 would be a good amount for minimum balance. Lori suggested to have three capital improvement idea and have people vote in what they would like to improve around the campus. Here is the three ideas for capital improvement.

1. A new track and field, will need to get an estimate on cost.
2. Remodel Kindergarten Play Structure, estimate about \$40,000
3. Remodel School Library, estimate cost from \$30,000-\$50,000

A proposal would need to be submitted if we decide on approving these ideas.

By-Law changes: Lori explained procedure that is consider following the By-Law changes. Gloria will review previous notes and follow through with the By-Law process.

### **Teacher Stipends**

Teachers will have access to the expense sheet in Google docs and should manage their expense monthly. This way it would be easier for Chiao to keep up with the report.

Lori: Requested to organize the expense doc by teachers name and grade. That way it would be easier for the teacher to manage. An incentive should be put in place for the first 2 teachers who submit their receipts within the 1st 10 days of every month. The first 2 teachers would get a \$5 gift card to either Starbucks or Jamba Juice.

### **Principal Update**

PE Teacher: Currently the centre office is in the process of interviewing PE teacher. There will be a repost ad to hire a PE Teacher. We will still have one sub PE teacher for now.

Campus Supervisor: There are two campus supervisor who work 4-5 hours. Instead of two campus supervisor, it will be change to only one campus supervisor who will work for 5 hours.

Principal's Coffee: Scheduled for 9/29. Student council election speech will follow afterwards.

Boundary Committee Meeting: Scheduled for 9/21. All updates will be posted on their website within 72 hours. There will also be a feedback comment section.

### **School Site Council (SSC) Update**

Erick Sasaki would be the new representative at Student Site Council.

### **Teacher Rep Update [S.Krier]**

Susie explained that the science fund grade level spending has been updated.

### **Budget Proposal Requests**

Susie also submitted a proposal to purchase an online version of the science program for all the 4th grader class. Lori made the initial motion, Pinal 2nd the motion; all in favor, none opposed, none abstained.

Gloria propose the following budget modifications:

1. \$500 Junior Achievement
2. \$1000 Art Night ( split into 2 nights)
3. \$600 Trunk or Treat
4. \$500 Cocoa with Santa
5. \$500 Daddy and Daughter Dance
6. \$500 Mother and Son Dance
7. \$500 Egg Hunt

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

### **Adjournment**

The meeting was adjourned at 7:55PM. The next meeting will be on October 18, 2017 starting at 5:30PM for the board members and a general meeting at 6:30PM.