



# JGES PFC Meeting Minutes

## November 15 2017

PFC Board Meeting 5:30PM – 6:30PM

PFC General Meeting 6:30PM – 8:00PM

**Meeting Called to Order: 5:30PM (Board Meeting 5:30PM-6:16PM; General Meeting 6:17PM-6:36PM)**

### **In Attendance:**

Saba Aleem – President

Gloria Cheng – Vice President

Dung Lay – Co Vice President

Kanchan Sehgal – Director of Volunteers

Chiao Zielinski – Treasurer of Deposits

Dr. Lorianne Ventura – Principal

Brieann Estep, Asst Principal

Bridget Jakubowicz - Teacher

### **Absent:**

Michal Zielinski – Director of Communications/Webmaster

Cheryl Sud –Secretary

Pinal Vaidya – Treasurer of Budget and Accounting

Susie Krier – Teacher

### **Approved Minutes**

The minutes for the October PFC meeting were up for a vote to approve. Minor edits made under the School Site of Council Update and Hour of code section. Lori made the initial motion, Bridget 2<sup>nd</sup> the motion; all in favor, none opposed, none abstained.

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

*Gator Gallop:* Over all the funds raised from Gator Gallop was over \$42K. Good effort on Kim and everyone who pitch in to help.

*Red Ribbon Week:* Catrina Waugh did a great job organizing Red Ribbon Week and it went over very well.

*Fall Festival/Trunk or Treat:* We had a great turn out for Fall Festival and Trunk or Treat. The layout was a little bit different from last year, but still a lot of fun. Some students mention that they miss the teacher dunk event, but the cake walk was a success. It was also nice to have student volunteers at the event to help out. There were more trunk or treat cars this year versus last year which was good and

we also net positive for Fall Festival.

*Kids Against Hunger:* Gloria is the chair for this event. Over all everything is looking good and in order. Gloria has already organized about 20 or more volunteers from Oracle. Only a handful more of parent volunteers will be needed for this event. Gloria will create a Sign up Genius and email it out to parents. A reminder notice will be sent out soon to students. Gloria will speak with Sherri on the 27<sup>th</sup> and finalize the logistics.

*Hour of Code:* Gloria will speak with Mr.Fogel and encourage teachers to get parent volunteers for this event. Gloria will also reach out to Oracle employees to see if anyone may be interested in volunteering. It may also be good idea to have the 5th graders lead the 1<sup>st</sup> graders in coding.

*Cocoa with Santa:* Saba met with Vidya and Pritam and they are excited to plan Cocoa with Santa. They will try to recruit 7<sup>th</sup>/8<sup>th</sup> graders from Fallon Middle School to form some kind of entertainment like flash mob or acapella performance. Saba wanted to see if it's possible to change the date for Cocoa with Santa to 12/21? Fallon students have an evening dance on the same day of Cocoa with Santa scheduled for 12/8. Saba will need to confirm room and date with Ellen.

*Holiday Luncheon all School:* Lori still need to confirm dates for the luncheon. For now we are shooting for the week of 12/10 on that Wednesday. PFC will pay for half the cost of food for the luncheon. We will need about 10 parent volunteers for this event. A sign up genius will be created and email out to parents.

*Last PFC Board Meeting:* Saba request to reschedule the December PFC meeting from Wednesday 12/13 to Tuesday 12/12. Everyone present was ok with the change and the meeting will be rescheduled to Tuesday December 12<sup>th</sup>.

### **Request for Photo's from all events:**

Saba met with Lori regards to having someone at every event to take photos for the yearbook. Lori will forward the link to the person in charge of taking pictures to create a page for the yearbook. Lori will also try to organize a drop site for parents to upload their pictures from school events.

### **Treasurer Document Updates [Saba]**

Inform of updated treasurer report. We are doing well in terms of revenue and fund raising. We will need to track spending for upcoming events. Saba wanted to wait until next meeting to approve Treasurer Report.

### **Teacher Expense Tracker**

Bridget asked if it's possible for PFC to help look up previous receipts that were submitted for reimbursement to reflect information that was inputted on the spreadsheet. Saba explained that as long as the teacher remembers the vendor's name and makes a note that they are not sure what the correct amount is. PFC can look it up and match it up with the actual. Bridget will pass this info along to other teachers and make a copy of the treasurer report and place in it their inbox. Saba asked the teachers to submit their receipts and input it in the Google spreadsheet monthly. Google doc can be transfer to quick book and it makes it easier to organize the budget.

**Principal Update [Lori]**

We recently had The Gator Gallop award and The Character Award ceremony. It was great to see all the students accepting the award with the support of their parents. Everyone was happy and proud of the students who accepted the award. We are still in a holding pattern for Physical Ed. Instructor and Campus Supervisor. Negotiation is still in order which means in the next 4 ½ weeks we will still get to keep our 5 hour and 4 hour Campus Supervisor. No school site council update. The meeting was cancel for this month.

**Teacher Rep Update [Bridget]**

The teachers really appreciated the Bundt cakes that were provided by the PFC for the Teacher Staff Meeting. Teachers express that they were grateful and happy to receive the support from students and parents.

**Adjournment-** The meeting was adjourned at 6:36PM. The next meeting will be on December 12<sup>th</sup>, 2017 starting at 5:30PM for the board members and a general meeting at 6:30PM.