

John Green PFC Meeting Minutes
Wednesday, October 13th, 2021
PFC General Open Session 6:30 PM-7:30 PM

Meeting Called to Order: Bhavana Nathani @ 6:33 pm

Attendees:

- Bhavana Nathani: Co-President
- Joyce Trotter: School Principal
- Bridgette Jakubowicz: Teacher Representative
- Tina Bhatia/Sarah Butt: Co-Secretaries
- Ritu Khendelwal: Director of Budget and Accounting
- Shikha Sharma: Treasurer of Deposits, Reimbursements and Purchases
- Amy Shumylo/Emily Sill: Co-Directors of Communications
- Lohita Chennamsetty: Co-Director of Programs
- Ellan Tong: Director of Volunteers/Room Parent Coordinator
- Zumana Calcuttawala/Kimberly Mehr: Co-VP Fundraising

Absent:

- Natasha Giannini

President's Update:

- Bhavana attended the superintendent's meeting. The meeting was not just for elementary, but middle and high school as well and they learned about different programs that have been planned for this year. There was a lot of discussion about air purifiers. In the end, they created a WhatsApp group for presidents, which will be a good forum for exchanging information and answering any questions.
- Bhavana also met with our VP last week, and they went over fundraising ideas, a possible read-a-thon, and the Belief fundraiser. They also talked about possible fundraising with the help of local restaurants.

Housekeeping Approvals:

- Tina Bhatia motions to approve September meeting minutes.
- Sarah seconds.
- All in favor.
- Motion passes.

Principal's Update:

- Mrs. Trotter spoke about a star gazing event held by Mr. Ewing's class taking place in the evening (October 13th). She spoke of how wonderful it was to have an outdoor event that she and the students were so excited about. She stressed that all parents and students have been instructed to wear masks, ensuring health and safety for all.
- Next week, the school is engaging in Emergency Preparedness Week. The parents will receive a note from Mrs. Trotter, explaining the protocol of all the various drills that are typically held at a school. Tammy will be sending out the email. A fire drill is held monthly by state mandate.
- On Monday, Oct. 18th, students will be sent to the cafeteria for their Safety Drill Assembly and will listen to a short talk, approximately 15 mins, educating them about the different drills.
- Fire drill will be held on Tuesday. This should take approximately 10 mins.
- Wednesday, students will take part in the Shelter in Place drill. They will be instructed to stay inside, in whatever room they are in, until the drill is over. This may occur in instances where there might be a harmful or unidentified smell outside, in which case it is safer for the students to remain inside their classrooms until it is safe to go outside. Students can resume their learning in this instance.
- Thursday, students will have their Earthquake drill, for the Great California ShakeOut with all the other schools in the district. Students will be taught to duck, cover and stay in place until the teacher has checked surroundings, and proceeds to instruct them to evacuate the building.
- Friday, students will have their Lockdown drill. During this drill, students are instructed to stay where they are and be very quiet. This includes situations where the student might be in the restroom as well. This drill will show the students what to do in case there is any dangerous activity occurring on school property, such as an intruder or a dangerous animal on campus.
- The following week (Oct. 25th-29th) is Red Ribbon Week. Each day we have a special theme of the week and a slogan. More information will be sent to parents shortly. Monday will be "I'm crazy about making healthy choices for me". Tuesday is "crazy hair day". Wednesday is "love yourself and your strength". Students will be encouraged to wear red or pink. Thursday is "team up and exercise for a healthy me". Friday is "Go Gators exercise".
- Friday (Oct.29th) is our Halloween celebration. Students can wear costumes or green spirit wear. It is a minimum day, but filled with lots of activity. We will be having our Halloween Parade, which due to safety precautions, will not be visible to parents. Following the parade, teachers will have special activities in their respective classrooms. Mrs. Trotter expects it to be a fun- filled day for the teachers and students.

Treasurer's Report:

- As of September 30th, 2021:
- Total Bank Account Balance: \$83,774.22

- Amazon smile: \$109.3
- Gate support: \$150.00
- Member Planet: \$300.00

By-Laws Approval:

- Mrs. Trotter had suggested at a previous meeting that a committee should be formed to update current bylaws. The committee formed consisted of Tina, Shikha, and Kimberly.
- Tina thanked Kimberly and Shikha for the countless hours of poring over the bylaws and coming up with an updated, more streamlined version. She also thanked Mrs. Trotter for her help and support throughout the process.
- Tina motions to approve the updated bylaws of the John Green PFC.
- Mrs. Jakubowicz seconds.
- All in favor.
- Motion passes.
- The updated version of the bylaws has been shared with the PFC Board.

Trunk or Treat Update:

- We have 31 cars for Trunk or Treat. Ellan was pleased with the number of cars signed up as well as the parents who are volunteering with their time/effort. Each grade level has been given a 30 minute interval to go through all the cars. A question was raised about whether siblings from different grades will be allowed to attend the same time interval, but the answer has yet to be determined. Ellan also proposed setting up a photo booth to make it a little more fun and festive.
- Ellan proposed having a candy donation drive the week of the 25th. One of the parents, Sana, was kind enough to create a candy donation box. To make it more exciting for the kids, maybe she will make it look like a monster and the kids can “feed the monster”. A location for the box has yet to be determined.
- Ellan also suggested hiring Karen’s Yard Card’s to decorate for Halloween. Maybe a Happy Halloween sign to make the school look more festive. She estimated a cost of \$150. Other decorations were discussed, such as hay bales/scarecrows and inflatables.
- Ellan shared an update on Empower. They are not only interested in decorating a trunk at the event, but they are also willing to donate the remainder of the candy.
- General Liability Insurance has to be renewed for any future campus events. Shikha passes motion for insurance renewal. Board members second. Motion passed. The cost will be \$644, but will be brought down to \$624 with a \$20 discount.

Virtual Costume and Pumpkin Decorating Contest:

- Lohita sent out costume posters last week. Ideas of what the prize should be were shared.

- Bhavana suggested an alligator stuffed toy that the students might like to get as a prize.
- Shikha suggested a certificate of recognition online or a medal with a ten dollar e-gift card. Total amount for gifts estimated to be \$450. Certificates were vetoed. Majority of members agreed that a student would prefer a tangible prize over a gift card.
- It was decided that the 8th of November is when the winners will be announced.
- Shikha asked if the decorated pumpkins could be displayed. Mrs. Trotter is concerned about the pumpkins not being picked up before the weekend, the location of where we could put them, and too much touching of the pumpkins. Suggested maybe taking pictures with your pumpkin instead and sharing the pictures on facebook.

Red ribbon week:

- Shikha and Lohita went to the office and noticed a number of red ribbons. Suggested decorating campus with the red ribbons and positive notes written on small hearts by kids displayed outside of the library. Mrs. Jakubowicz suggests it should be optional. Keep it simple. Mrs. Trotter suggests putting them up in the cafeteria area or outside the library. We would need roughly 750 hearts. Mrs. Jakubowicz suggested making the template and sending it to all the teachers and giving them the option of doing it or not. Maybe two templates: one for younger kids and one for the older kids.

Walk and Roll:

- Zumana and Lohita are to chair this event. Lohita suggested “Walk and Roll” starting next month. She contacted Alameda County Safe Routes to School and there are quite a number of programs to choose from. Members suggested doing this once a month, on a Wednesday.
- Tina suggested having a mobile bicycle repair shop set up outside the school, for parents and students who need their bicycles repaired. This has been successful in the past and very popular with parents.
- Mrs. Trotter responded positively to the idea of a “walking school bus”, stressing that parents respond favorably to this because there is a sense of community attached to it. Kids meet at a designated spot and walk to school together.
- Possible prize ideas were discussed for students who are “walking” or “rolling” to school. Stickers and pencils can be given at each entrance, or possibly inside the classrooms.

Spirit Wear:

- All three back ordered items for online spirit wear were received. Bhawana will be dropping them off to school tomorrow.
- Three wrong items (online spirit wear) were resolved and dropped off to school.
- VLA (tier gift and online spirit wear order): some parents have not picked up theirs yet, but Bhawana will send out a reminder email.
- One of the students has moved to Dougherty. Bhawana will be dropping off their tier gift over the weekend.

- Spirit Wear Purchase: have sold past inventory to 15 parents so far.
- Bhawana appreciates all the help from Shikha, Tammy and Travis for the distribution of tier-gifts and online spirit wear orders.

Adjournment:

- Meeting adjourned at 7:42 pm
- Next PFC meeting: 11/18/2021