



Green Elementary PFC Meeting Agenda
August 22, 2018
PFC Board Members Meeting 5:30PM – 6:30PM

Agenda Item for PFC Board Members Session	Speaker(s)	Time
Call Meeting to Order, Welcome & Introductions <ul style="list-style-type: none"> - Introduce new Board Members: Preeti D., Nanda T., Lisa Y. - Discuss VP Fundraiser Nomination: Shruthi M. 	Saba	5 minutes
Review and Make Updates to Minutes from May Meeting	All	5 minutes
Debrief of past events: <ul style="list-style-type: none"> ● Fall Check-In (8/7) ● New Family Welcome Picnic (8/11) ● Principals Coffee (8/14) ● Back to School Night (8/16) ● PFC sponsored Staff Luncheon (8/17) Upcoming events: <ul style="list-style-type: none"> ● Kinder Hand Washing Campaign (8/31 & 9/21 – TBD) ● Chipotle Dine-In Fundraiser 9/10 ● Gator Gallop (10/5) ● Sandia Science Night – cancelled (replace with STEM night) Find another vendor) ● Red Ribbon Week – Week of 10/22 ● Fall Festival / Trunk or Treat – 10/26 	All	15 minutes
Programs Update <ul style="list-style-type: none"> ● Review Activity Listing for the year ● School Supplies (propose to eliminate going forward) <ul style="list-style-type: none"> ○ Effort outweighs payoff. PFC under funded by \$10k ● Review of event chairs (recruiting plan) ● Program Chair FAQ's (once reviewed, will be on JG website) 	Dung / Lisa / Kanchan	10 minutes
Treasurer's Update <ul style="list-style-type: none"> ● 2017-2018 Final Treasurer Report ● 2018-2019 Budget Forecast (review split PFC / ASB) ● Review Starting Cash Position & Prepaid amounts for 2018-2019 ● Fall Check-In Donations Update <ul style="list-style-type: none"> ○ Tracking of Tiered donation giveaways (water bottles) ○ Free Yearbook listing 	Nanda (Saba to cover) / Chiao	10 minutes
Feedback from 2017-2018 Survey – Key Takeaways	Saba	5 minutes
Proposals <ul style="list-style-type: none"> ● Traffic Signs (Dr. Ventura) 	Dr. Ventura / All	5 minutes
Fundraising Efforts <ul style="list-style-type: none"> ● Dine In's – Try to schedule one every other month ● Menchie's confirmed every Thursday – need to advertise, 30% return ● Amazon Smile / Box Tops - need to advertise 	All	5 minutes
Once Around/Stretch Break	All	10 minutes



Green Elementary PFC Meeting Agenda

August 22, 2018

PFC General Meeting 6:30PM - 7:30PM

Agenda Item for PFC General Meeting	Speaker(s)	Time
Call Meeting to Order	Saba	5 minutes
Welcome & Introductions	All	5 minutes
Housekeeping Approvals: <ul style="list-style-type: none"> • Approve Minutes from May Meeting • Vote in VP of Fundraising • Approve 2018-2019 PFC Budget • Approve 2018 Final Treasurer's report 	All	10 minutes
Principal Update <ul style="list-style-type: none"> • Safety Plan 	Dr. Ventura	10 minutes
School Site Council Update	SSC Rep	5 minutes
Teacher Rep Update	Mrs. Jakubowicz/ Mrs. S Krier	10 minutes
Treasurer Update* <ul style="list-style-type: none"> • Review Starting Cash Position • Fall Check-In Donations Update • School Supply Donations Update 	Nanda (Saba to cover) / Chiao	10 minutes
Upcoming Events * <ul style="list-style-type: none"> • Kinder Hand Washing Campaign (8/31 & 9/21 – TBD) • Gator Gallop (10/5) • Sandia Science Night – cancelled (replace with STEM night? Find another vendor) • Red Ribbon Week – Week of 10/22 • Fall Festival / Trunk or Treat – 10/26 	All	10 minutes
Adjournment – next meeting Wednesday September 19th	Saba	5 minutes

- *Only required if John Green community members join the General session meeting. If no new community members join the general session, these updates will not occur (as they have already been covered in the PFC Board Meeting)*