

John Green PFC Meeting Minutes – Final

August 16, 2016

5:35 - 6:00 pm - board only meeting

6:00 - 8:40 pm general meeting



PFC President: Gloria Cheng
Co Vice Presidents: Carmen Phan & Donna Tung
Secretary: Sara Tirona
Treasurer: Kristen Heiden & Pinal Vaidya
Director of Volunteer: Kanchan Sehgal
Director of Communications: Jas Hayer
Co Directors of Programs: Albert Lee & Carmen Martinez

In attendance in board only meeting: Dr. Ventura, Gloria Cheng, Albert Lee, Kristen Heiden, Kanchan Sehgal, and Sara Tirona

In attendance in general meeting: Dr. Ventura, Albert Lee, Gloria Cheng, Kanchan Sehgal, Kristen Heiden, Sara Tirona, Donna Tung, Jas Hayer, and a total of 11 parents

Absent: Carmen Phan, Pinal Vaidya, and Carmen Martinez

1. Call meeting to order at 5:35 pm – Gloria Cheng
2. Welcome and Introductions
Gloria welcomed the parents and gave an overview of our agenda
Dr. Ventura talked about her experience so far here at Green
3. Approve June Minutes - done at board only meeting
Gloria made the motion to approve minutes with corrections requested from draft and Kanchan seconded the motion. All 3 present at the board only meeting approved.
4. Recent Updates and Q&A on updates
 - a. Principals Update - done at board only meeting
There was a concern raised by a parent that the school/PFC was hosting an event with origins related to a religious holiday (Diwali) on Nov 4.
Dr. Ventura reached out to the parent for a meeting but received no answer.
Kanchan explained that the event included the “fun” part of the celebration and religion was never part of it. Other members also added to the conversation saying that if we can have school wide Holiday parties, Egg Hunt, and Chinese New Year celebration, then Diwali should be a welcome addition to the learning and celebrating.
 - b. School Site Council Update
The parking lot was redone and more parking stalls are now available for staff. This helped in traffic conditions as less cars are entering the roundabout and this eased the congestion issue on Antone.
 - c. Teacher Rep- No Teacher Rep at this time.
 - d. President- Apex Fun Run (vendor running Gator Gallop)
Apex recommended to allow teachers to receive a certain percentage of the

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donations raised by their students. Gloria motioned against recommendation. Albert seconded the motion. All 6 approved. None opposed. Apex asked whether to include matching donations for awarding prizes. If so, Apex will take a percentage of the matching donations. Gloria motioned not to include matching donations. Jas seconded the motion. All 6 approved. None opposed.

e. DOV - IXL:

IXL is currently an online math resource funded by the district. Kanchan would like to extend the resources available for other subjects. We need to find out who the contact person is in the district so we can continue discussion.

f. Treasurer- Reports

Carmen P. reported via email that supplies revenue was \$1038.45

Donations during fall check-in was reported to be low this year and one possible reason was that people didn't see the need to donate as we have a large reserve in the bank. In previous years we have netted zero. We would like to not dip into the reserve and use the reserves for capital improvement. A reserve policy will be set and presented in the next meeting.

Kristen asked to use reimbursement form when requesting reimbursement/invoice for record keeping purpose. Following is the link:
<http://www.johngreenpfc.org/form-reimbursement-request.pdf>

A draft of the Donation and Matching policy will be created and presented at the next meeting.

Kristen presented the initial budget. Any amendments discussed will be made and reported at the next meeting.

5. Proposals

a. Family Art Night budget

We received good feedback on this event. Albert made the motion to approve \$1000 for Family Art Night to occur twice this year. Gloria seconded the motion. All 6 approved. None opposed.

b. Art in Action budget

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Docents have been paying out of pocket in the past and would like to avoid this in the future. Kristen motioned to set the AIA budget at \$11,500. Donna seconded the motion. All 6 approved. None opposed.

6. Debriefs from Recent Events

a. Fall Check-In and Registration

We had something new this year at fall check in - activity fair and food vendors. Thank you to all our PFC board, parent volunteers, school staff, custodial staff for all the hard work. Thank you to all the representatives who came out to make the Activity Fair a success.

b. Kindergarten Welcome Coffee

Kindergarten parents were invited to the MPR for a Welcome Coffee. Parents and guardians enjoyed some breakfast goodies, met new/reconnected with families, hear about some great events happening around campus, and got to hear from our principal, the PFC President and school site council members.

7. Upcoming events

- a. Back to School Nights - Aug 18 (K), Aug 30 (1-5)
- b. Yearbook Training - Sept 14
- c. Family Art Night - Sept 15
- d. Gator Gallop - Oct 7

8. Gloria reminded all to submit & review all Minutes, Agendas and proposals in a timely matter as Sara is required to submit all items to webmaster to post on PFC Website two weeks prior to Meeting.

9. Gloria adjourned Meeting at 8:40 pm.