



John Green PFC Meeting Minutes – Draft

June 7, 2016

4:16- 6pm

PFC President: Gloria Cheng
Secretary: Carmen Phan
Treasurer: Kristen Heiden & Meera Higbee
Director of Volunteers: Nicole Clark
Director of Communications: Jas Hayer
Co Directors of Programs: Carolyn Caballero & Carmen Martinez

In attendance: Joe Romagna, Nicole Clark, Carmen Phan, Albert Lee, Kristen Heiden, Pinal Vaidya, Kanchan Sehgal, Carmen Martinez, Kimberly Mehr and Tamara Ficarra

Absent: Gloria Cheng, Meera Higbee, Jas Hayer and Carolyn Caballero

1. Call meeting to order at 4:16pm – Carmen Phan
2. Welcome and Introductions
3. Approve May Minutes
Carmen M made motion to approve minutes, Albert seconded motion. All 6 approved
4. Recent Updates and Q&A on updates

a. Principals Update

It was fantastic to celebrate our volunteers earlier in the week. The speakers we used were the new PFC speakers. They are smaller than I anticipated, but actually seemed to work fairly well! I hope that the ceremony was well received. As you noted, we cancelled field day due to the extreme weather. The past two weeks were quite busy as we have filled 8 teaching vacancies. There will be more information on the changes in our next Gator Gazette. Open house seemed to be very successful with the food trucks. However, Principals did not that it was very difficult to have the event on a Monday evening. The teachers were very appreciative of the pizza. Thank you PFC! Kids Against Hunger was also quite successful, we donated over 20,000 meals and raised over \$2,000. Our memorial day assembly was very positive. I am hoping it is a tradition that will continue in years to come.

b. School Site Council Update

We welcomed our new members for the 2016-17 school year: Olga Bahu, Jyoti Sarin, and Jose Martinez. We have drafted two resolutions to submit to the DO. One, we are asking to designate more of the parking lot to Staff parking during school hours, and possibly divert traffic into the parking area during dropoff and pickup. Two, we are asking the city to provide crossing guard(s) for the intersection of Antone and Bridgepointe. We may ask for some help with a letter writing campaign.



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- c. Treasurer- Reports
Treasurers reviewed and updated report. We did not have copies to review. Kristen will update the report and email to the board.
5. Proposals- See Proposals-
 - a. Reserve Policy- Kristen Heiden
Need full board to review.
 - b. Permanent Name Badges for 2016-17 Board Members- Kristen Heiden
Kristen will work with Gloria.
 - c. Soul Shoppe
Carmen M made motion to increase Soul Shoppe budget up to \$14000, Albert seconded motion. All 6 approved.
 - d. Ms Kapadekar SDC Funds
Ms. Kapadekar's class had a special earmarked donation and we had made an one- time exception to allow that class funds to go to the SDC classroom including the company matching as Ms Kapadekar had used the funds towards her classroom. We had an online vote and 5 Approved. 3 Opposed.
 - e. Gator Gallop Vendor
Carmen M made motion to approve hiring an outside vendor, APEX to run Gator Gallop with a guaranteed of \$40K. Nicole 2nd motion. 9 approved. 1 Abstained. 2 Opposed, but provided no alternative solution.
6. Upcoming Events and Programs- changes applied to highlighted events listed below
 1. Gator Gallop – The VP and DOV will work together to put on the event. A parent chair is not necessarily needed, but parent volunteers are required for the day of the event
 2. Hand Washing Campaign – This requires a parent chair to go to the kindergarten classes in the beginning of the year and teach the students how to properly wash hands and ways to stay healthy
 3. Red Ribbon Week – Hand this off to the student leadership or fifth grade classes as part of the DARE program



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4. **Fall Festival** – **Teacher experience auction portion of the event will be removed**, as it requires a lot of work by volunteers in preparation and on the part of the teachers. Also the only reason for the auction was to help offset the cost to put on the festival. The PFC is and has been financially stable enough for the last several years that it is not necessary to keep this as a zero cost item. I would also suggest considering staffing the event through Fun Services (they provide the game booths for us). We have utilized there staff on a limited level in the past but they can fully staff the game booths and food booths. The only need for volunteers would be to collect money and hand out wristbands at the door if you continue to charge for the event.
5. **Trunk or Treat** – **Cancel**, no chair needed
6. **Winter Wonderland** – Without an appropriate space to hold this event as we have in the past it will be **Canceled**. One suggestion is to make the event a craft oriented experience for the kids and no vendor is required. However a chairperson would still be needed. Volunteers could be students from Dublin High as that worked very well this past year.
7. **Holiday Boutique** – No volunteers are needed during the event, but a chairperson does need to coordinate the vendors. The boutique could be combined with the students doing crafts so the event is just one evening and would require minimal parent volunteers.
8. **Family Science/Math Night (teacher initiated)** – Not sure if this will continue to be teacher initiated or if PFC will take over.
9. **Family Movie Night** – This is a very simple event, but **may be** worth canceling if the board is considering adding more evening events.
10. **Donuts with Dad** – No change to the event at this time
11. **Muffins with Mom** – No change to the event at this time
12. **Read Across America Week** – **Hand this off to the leadership students**. The students would decide the spirit wear for the week, which they already do, and the teachers would continue to do things in class as they have before. No PFC chair is needed.
13. **Math Kangaroo** – No change at this time



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14. St. Patrick's Day Parade – This does not require a chair person. However, it is nice to have a parent volunteer the morning of the parade if the PFC wants to provide decorations or other fun items for the kids who participate in the parade.
 15. Science Fair – No change at this time
 16. Family Art Night – Add an additional night earlier in the year for a total of two family art nights.
 17. Teacher Appreciation Week – No change to the event, but I would recommend that the budget be increased to accommodate posters for all of the teacher doors and recognizing all of the staff, classified and certificated.
 18. Talent Show – No change to the actual event, but the current chairpersons would prefer to have the event earlier in the school year.
 19. **Field Day** – **Cancelling** this event because of the enormous draw on volunteers at the end of the year. It is the busiest time for most of the parents and is very taxing. Also, the weather is always a factor.
 20. Multi-Cultural Night – No change to the event, but chairpersons have asked for it to be earlier in the year.
 21. Engineering/Science Night (PFC initiated) – This was something that Carolyn initiated in addition to the teacher led science/math night. The number of volunteers requested has been significantly higher than what is actually needed. If this event is kept I would suggest only asking for 5-6 parent helpers.
 22. **BBC** – **canceled**
 23. Art in Action – No change
 24. **Junior Achievement** – The suggestion was made to scale back this program to **3-5 grade** to reduce the number of volunteers needed and to minimize the interruptions to classroom instruction.
 25. Yearbook – No change
7. Debriefs from Recent Events



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- a. Talent Show
Thank you to Committee Chairs, Melissa Pascua, Kimberly Mehr, Margaret Liang and Mona Moorkoth. Thank you for all parents, students and Staff participated.
 - b. Open House
We made \$111 from Food Truck Mafia for our open house event. Thank you Carmen Phan for organizing the food trucks for the event.
 - c. Kids Against Hunger
It went really well. On May 26, students, parents and volunteers pack and decorated 20,520 nutritious meals for hungry kids around the world. Thank you to all parents who volunteered and to Armanino for providing extra helping hands.
 - d. Yearbook Distribution
Thank you to all volunteers who helped with distribution and the team of volunteers who spent an entire morning placing a tip-in page to almost 600 yearbooks. Thank you for our yearbook committee Carolyn Caballero, Tracey O'Brien, Dee Michetti and Carmen Phan.
 - e. Field Day
Cancelled- due to hot weather
 - f. School Supplies
We've made over \$10K in school supplies sale which 10% goes back to PFC. Thank you for all the parents participated in the program. Carmen Phan has also notified Program chairs Carmen M and Albert that she will not be chairing School Supplies for the coming year.
8. Upcoming events
 - a. Fall Check In and Registration- August 9- Albert Lee will be chairing event
 9. Carmen Phan had distributed PFC By-Laws to all new Board members.
 10. Carmen Phan adjourned Meeting at 6:00 pm.