



John Green PFC Meeting Minutes – Final

May 19, 2015

6:15—8:20 pm

PFC President: Nicole Clark
Co-Vice President: Kimberly Mehr & Jameel Batshon
Secretary: Carmen Phan
Treasurer: Kristen Heiden & Ellie Harrison
Director of Volunteers: Danielle Cooper
Director of Communications: Angel Chou
Co Directors of Programs: Carolyn Caballero & Jyotsna Krishnamoorthi

In attendance: Nicole Clark, Carmen Phan, Carolyn Caballero, Danielle Cooper, Joe Romagna, Kristen Heiden, Gloria Cheng, Carmen Martinez, Meera Higbee, Glady Diaz

Absent: Angel Chou, Kimberly Mehr, Jameel Batshon, Jyotsna Krishnamoorthi and Ellie Harrison

1. Call meeting to order at 6:15pm - Nicole Clark
2. Welcome and Introductions
3. Approve April Minutes
Nicole Made motion to approve minutes and Danielle seconded motion. All 6 approved
4. Principal's update
 - a. There will be a second SDC, Special Day Class, Class at Green Existing (4-5 grades), New (1-3 grades)
 - b. DUSD is adding a new director in HR
 - c. Teacher Appreciation Week, teachers appreciated PFC sponsored lunch and T-shirts
 - d. DPride Day, turned out nicely and gardening shed worked out really well for Mr. Ewing for all the Gardening supplies storage.
 - e. Speakers that PFC Purchased are missing. They were stored in a locked room and Joe is going to file report with SRO and see if DUSD has some insurance to cover for missing speakers. Kristen suggested to note down serial #s and to claim insurance if there's an insurance in place. Also to have a process of large ticket item purchased to record serial #.
5. Site Council Report



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- a. Town Hall Meeting to Discuss Growth Issues on June 1!
Dublin Unified will be holding a Town Hall meeting on Monday June 1 at 6:30 p.m. at Fallon Middle School in the Multi-Purpose Room. The meeting, which is open to all, will discuss the work of the District Optimization Committee in preparation of the DOC's upcoming recommendations to the Board of Trustees on managing growth and dealing with the challenges of our rapidly-growing community.
 - b. Incoming PFC and Site Council will have a meet and greet at the yearbook distribution on June 4th.
6. Treasurer's Report- see reports
We discuss on PFC assets required to be saved as reserves. Treasurers suggested there should be guidelines for reserves as this is not discussed in our ByLaws. Board decided to implement reserves requirements should be listed in the Policy and Procedures and it should be determined every school year as the needs change every school year. Treasurers to draft policy for June Meeting.
- The following is from Dec 2013 minutes in regards to reserves: b. Items tabled from November meeting: Un-budgeted reserves- 6 months in reserves should be available at all times. Nicole suggests that no more than \$30k in reserves. There is a good amount of money un-budgeted.
- John Green PFC Meeting Minutes December 17, 2013 6:42 – 8:10
Appx \$90k is not budgeted; need to have a plan to allocate as the current is a roll over from previous years.
- How much should be kept in reserves and how should it be spent?
 - Viji made a motion to approve setting a reserve equal to 6 months of the operating budget, which is \$60,000.00. No more than 20% of the reserve can be spent in any one year unless initiating a strategic multi-year plan. Cleveator made a second to the motion and the motion was approved by a vote of 5 to 1.
- Here is the website: <http://www.johngreenpfc.org/about-us>
7. SchoolKidz/ PFC Survey



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SchoolKidz will be our a new vendor for School Supply this year. SchoolKidz is a Staples company. They will be giving us 8% discount for all orders and they have waived their delivery fee for us for this year. 8% discount will go to PFC.

PFC Survey- we are creating a PFC Survey for Parents to provide Feedback for this school year. This will be sent out within a week.

8. Proposals - see attached proposal forms
 - a. Donation to Amador Elementary PFC
Treasurers calculated approximately per student contributed amount per year is \$80, and there are about 20 students will be transferring to Amador from current school year. The board had a discussion for the donation was between \$1000 to \$2000 to Amador. Kristen made motion to donate \$1600 to Amador Elementary PFC to start their new school. Nicole 2nd motioned and 5 approved. 1 Opposed. 1 abstained.
 - b. The Walking Classroom, 4th grade
Since no motion was made, teacher will reach out for Donor to sponsor program.
 - c. Talent Show funding – See Proposal
Nicole made motion to approve \$250 for talent show. Danielle 2nd motion. All 6 approved and no Opposed.
 - d. Allergy Assembly- tabled for next meeting
9. Gloria presented Member Planet for 2015 registration
10. Next Meeting will be on Monday June 8th. Current and Incoming board members to attend as this meeting will be the last for the current board members and to transfer duties to new board.
11. Nicole adjourned Meeting at 8:20pm.