



John Green PFC Meeting Minutes
Wednesday, September 15, 2021
PFC General Open Session 6:30PM – 7:30PM

Meeting Called to Order: Bhavana Nathani 6:36pm

Attendees:

- Bhavana Nathani/Natasha Giannini: Co-Presidents
- 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 & Purchases
- Amy Shumylo: Co-Director of Communications
- Lohita Chennamsetty/Surekha A: Co- Directors of Programs
- Ellan Tong- Director Of Volunteers/Room Parent Coordinator
- Bhawana Singh- Spirit Wear Chair
- Kimberly Mehr
- Tegh Chhatwal-Parent
- Jyothi- Parent

Absent:

- Zumana Calcuttawala- Co-VP Fundraising
- Emily Sill: Co-Director Communications

Housekeeping Approvals:

- ❖ Approve minutes from August meeting
 - Tina Bhatia motions to approve August meeting minutes
 - Mrs. Jakubowicz seconds
 - All in favor
 - Motion passes

Principal's Update:

- ❖ Calming Kits for the classrooms
 - Calming Kits were purchased with money given by DPIE. The kits cost \$1800
 - These kits are used as tools and introduced as tools to the kids and it goes back to the Professional Development Class that the teachers attended in August
 - These kits are given to grades KG-5
 - Younger grades are given 8.5x11" posters which are about feelings. The kids are invited to add how they feel to these posters
 - Most of the general education classes have received these kits. Awaiting more boxes, where the kits will be distributed to the remaining classes like SDC, Music, PE.
- ❖ Field Trip
 - Our kindergarten classes are getting ready to have their first field trip for the year
 - Pumpkin Patch field trip for the kindergarteners at Green Elementary.
 - Location will be at Green Elementary itself, and the staff patio will be converted into a pumpkin patch for the students.
- ❖ Emergency Backpacks
 - DUSD provided new Emergency backpacks for all the classes at the school. They have been distributed.
 - It contains all the emergency information, has a list of students in the class and basic first aid supplies
 - Shikha Sharma, asked a question as to how these emergency backpacks are different from the SOS kits provided. They are different because these backpacks don't contain perishable items like food and water and contain more information about the students in the class.
- ❖ PPE
 - The school has also received additional PPE material for use by the students and staff
 - We have received adult and kid size facemasks and sanitizers.
- ❖ Noon Supervisors
 - Mrs. Trotter was hoping to announce that we are fully staffed with noon supervisors. However, they received one resignation today (9/15/21)
 - The school hopes to be completely staffed with noon supervisors soon.
- ❖ Yearbook
 - Mrs. Trotter has been in touch with AP Vision, finalizing details about the yearbook.
 - Awaiting a final agreement with AP Visions, as to the cost of the yearbook.
 - Once that is finalized, the cost will be conveyed to parents with details on how to purchase.
 - We have a teacher volunteer who will be spearheading the yearbook project.
 - She will be creating files for each classroom, where the teachers will be able to drop pictures of various activities.
 - That way each class will have representation in the yearbook.

- ❖ Halloween Parade
 - The school plans to have a student/teacher parade at school. Details are being finalized. Unfortunately no parents will be allowed on campus.
- ❖ Band
 - Amy Shumylo, asked a question about masking for band
 - Mr. Silva has mentioned there will be spacing, and the band may take place on the outdoor stage. Masks will be mandatory.
 - Mrs. Trotter to reach out to Mr. Silva to get more information on band and wind instruments.

Treasurer report:

- ❖ Revenue
 - \$26,583.45 Total revenue received from Fall check- in
 - Shikha added that \$100 PayPal donation was also received in August
 - \$109.13 received from Amazon Smile
- ❖ Expenses
 - Back to school expenses: \$314.05
 - Staff Reimbursement: \$243.94
- ❖ Total Revenue/Bank Balance
 - Total Revenue on our books: \$25,799.61
 - Total funds in bank \$84,494.17
- ❖ Future Fund
 - Shikha Sharma, again brought up the Future Fund charge of \$169.65
 - She has reached out to Tess Johnson without any response
 - Mrs. Trotter has suggested to reach out to Kim Vanner, Tess Johnson's secretary
 - At this moment, there is no need to add Mrs. Trotter to the email chain. Tamara Ficarra will be the point of contact from the school.
- ❖ Taxes
 - Shikha Sharma brought up if we would like to keep the same tax consultant, Penny Lane or change her, as she charges \$1000 each year which is expensive.
 - Ritu Khnadelwal has suggested Manjas CPA from San Ramon who would need to see our books first, in order to get an idea about the cost for filing taxes. But has stated it should cost between \$400-700.
 - Natasha and Bhavana have given permission for Manjas, CPA to view our books so that we can get a better rate on tax filing.

Co VP-Fundraising Position

- ❖ Kimberly Mehr submitted her nomination form to the Board
 - Tina motions to appoint Kim Mehr as Co VP- Fundraising
 - Natasha seconds
 - All in favor

- Motion passes

Staff Stipend Increase

- ❖ Mrs. Jakubowicz brought up the possibility of an increase in staff stipend to \$350
 - Shikha Sharma brought up the question as to the exact number of staff that this stipend would be applicable to.
 - Treasurers Shikha & Ritu were hesitant with the increase, since there would be events for the year and there would not be sufficient funds for these events
 - Staff stipend increase would be used for the students of the school.
 - It was finally agreed for a stipend increase from \$200 to \$300
 - Mrs. Trotter makes a motion to use PFC funds for a staff stipend increase of \$300 for each of the certificated staff and \$75 to the APE and \$75 to the OT staff that serve John Green for a total of 40 Certificated staff and 2 district staff members that service our students
 - Natasha seconds
 - All in favor
 - Motion passes

❖ Trunk or Treat

- Trunk or Treat to be held on 10/29/21 (Friday)
- Natasha & Kimberly to chair the Trunk or Treat
- Candy donation will be asked from parents
- If enough candy donations from parents are not received, the PFC would be willing to spend funds to make up the difference
- Co-Directors of Programs Lohita/Surekha and Shikha to chair the pumpkin decoration and costume contest.

❖ Gator Gallop

- Kim Mehr was unable to connect on Zoom and will reach out to Mrs. Trotter personally to talk about Gator Gallop
- Mrs. Trotter also mentioned that two grade levels have shown an interest in organizing the gator gallop. She will be talking to them next week.

❖ Spirit Wear Update:

- Received online and tier orders on 9/15/21
- Bhawana would need to sort and separate and bag each order and drop it off at the school office on Friday 9/17/21 or Monday 9/20/21
- Mrs. Trotter sought clarity on how the orders will be brought.
- Bhawana clarified that the tier orders are already sorted and individually bagged. She would be individually bagging the bulk orders.
- The office would just need to drop off the orders to each teacher's box for distribution to students

- Some items are still on backorder and Bhawana to reach out to the vendor to see when these back order items will be ready.
- If the wait is long, Bhawana will email the parents and inform them of the delay.

❖ **Room Parent Update:**

- We have 100% representation of room parents for each classroom, thanks to the help of Mrs. Trotter and Mrs. Jakubowicz
- First room parent meeting will be on Friday 9/17/21 8:30-9:30 AM
- Mrs. Trotter and Mrs. Jakubowicz viewed and approved the deck for presentation on Friday at the Room Parents kickoff meeting.

❖ **Superintendents Meeting**

- Bhavana to attend the meeting on Friday 9/17/21 via Zoom

Adjournment:

- ❖ Meeting adjourned at 7:32pm
- ❖ Next PFC Meeting 10/20/21 at 6:30pm