

**SEQUOIA MIDDLE SCHOOL
PARENT FACULTY CLUB
General Meeting
September 5, 2023, at 7:00 pm**

Attendees: Leann Hutchings, Shauna Potts, Douglas Corbin, Rebecca Machado, Christina Flint, Ifeyinwa Obi, Nicole Evje, Jennifer Bamberger, Sarah Reynolds, Alaka Frolick, Amy Norris, Christina Parra, Ann Nelson, Karina Iana.

Call to Order: 7:01 PM

Board Member Reports

- **President** **Leeann Hutchings**

No report from the President, but excited to start a great year. We are off to a bit of a rocky start with fundraising, which we will address at tonight's meeting.

- **Vice President** **Shauna Potts**

There were no reports, but the Vice President thanked Principal Corbin for being present at the backlot morning drop-off.

- **Principal** **Douglas Corbin**

- Principal Corbin wants to see if there are any parent volunteers for the PAC Parent Advisory Committee.
 - Christina Flint, PFC Treasurer, commented that if anyone on PFC wanted more information on the PAC, she would be happy to talk with anyone interested as she has been on the PAC Committee.
- There will be an Open House at SMS, and Principal Corbin would like to get some support from PFC to get more family engagement with possible food trucks at the Open House.
 - Date for Open House: May 15, 2023, Time TBA
- Coffee with Corbin begins on campus on September 22, 2023, 8:15 am-9:00 am.
 - A few of the Coffee's with Corbin will be on campus.
 - Christina Parra (PFC Secretary) suggested they alternate the Coffee with Corbin from on-campus to Zoom so that working parents can attend the meetings.

- **Faculty**

Rebecca Machado

No report. It's her first time as a Teacher Representative for PFC.

- **Treasurer**

Christina Flint

- We fell short of our fundraising goals as we weren't allowed to be at the Registration Walkthrough, as that is where PFC makes the majority of the fundraising money.
- **Context:**
 - Our Walkthrough Goal: \$25k
 - Raised: \$ 6,209.07 or 25% to goal.
- **Option 1: CUT \$15k**
 - This doesn't 100% make up the difference, but we might still be able to pull in a bit more from folks who have said they would donate later, and we do have some in reserve.
- **Option 2: Cut \$7.6k, add online auction**
 - This requires that we add in an auction with a projected income of ~\$7,400.
- **Option 3: Not Cuts, Add Live Auction**
 - In this option, we don't cut anything but commit to an in-person auction with a projected income of ~\$15,200.
- **Motion: We move to make cuts to the PFC 2023-2024 Budget as Proposed in Option 2.**
 - First Motion: Ann Nelson:
 - Seconded the Motion: Christina Parra
 - All attendees voted in favor of the Motion.
 - Those unable to vote: Principal Corbin and Vice Principal Obi
- **New Teachers Budget & Hospitality Cuts:**
 - Their new reimbursement budget is \$110.
 - Receipts for purchases that predate 9/5 will be honored up to \$250.
 - The first item to come back is the teacher reimbursement.
 - The hospitality cuts also included the Alhambra water.

Option 2: Cut \$7.6k, add online auction.

This requires that we add in an auction with a projected income of ~\$7,400

What gets cut? See Table Below.

Option 2: Cut \$7.5K	Amount	Notes
Hospitality	\$1,810	All remaining following expected reimbursements
Teacher Grants	\$4,000	43% reduction - grants would be reduced to \$110 per teacher
Homework Club	\$0	
Admin Budget	\$200	All
Career Day	\$800	All
Character Building	\$300	All
Office Supplies	\$150	56% Reduction
Business Insurance	\$240	48 Reduction - over budgeted
Option 1: Cut \$7.5K	\$7,500	

- **Vice Principal** **Ifeyinwa Obi**

No Report.

- **Ways & Means** **Open**

No Report.

- **Communications** **Nicole Evje**

- We now have a PFC Website that has been updated with new information for the 2023-2024 school year.
 - The Board Meeting Dates, Agendas, and Minutes will be posted on the PFC Website.
 - The website also has a location to make Donations to PFC.
 - There is also a Volunteering section for Parents who would like to help out PFC at our events.

- **Hospitality** **Alaka Frolick & Sarah Reynolds**

- Hospitality did their first event with the Back to School Breakfast and Luncheon for the Teachers. The Teachers enjoyed the luncheon.

- The next big event for the Teachers is the Holiday Luncheon.
- Teacher Feedback from Rebecca Machado that the Teachers enjoyed the luncheon.

- **Volunteer Coordinator**

Jennifer Bamberger

- Thank you for the help with Walkthrough.
- Alika and Jennifer cleaned up the PFC Shelves.
 - There is PFC documentation from 2008, and we need to decide on shredding the paperwork. Jennifer will volunteer to shred all of the old documentation.
 - Otis Spunkmeyer Fundraiser is now going on at school. We will need a few volunteers to collect money on September 15, 2023. We will collect as much money in the morning for the fundraiser. Amy Norris will help collect that day as well.
- A signup genius will be prepared for the Holiday Luncheon volunteers.
- We do need coordinators for Restaurant Nights as we are still trying to get a Fundraiser Person.
- We must recruit a parent for the Eighth Grade Activities for all Graduation Celebrations.

- **Member-at-Large**

Amy Norris

No report, just ready to help.

New Business

- Book Fair will be held on Monday, November 13, 2023-Friday November 17, 2023.
 - Scott Mehl and his wife will coordinate the book fair for PFC.
 - Book Fair Set Up Thursday, November 9, 2023, in Library.
- Campus Beautification Day for Saturday, October 28, 2023
 - Campus Representative Jim Bergman let Shauna Potts know that Ms. McBrayer wants to do a campus clean-up on Saturday, October 28, 2023.
 - It will be tabled for the next meeting.
- Next Meeting Approve the May 23, 2023, Minutes
- Sixth Grade Schedule
 - Principal Corbin will look into possible changes to the sixth-grade schedule. The sixth graders had lunch very early.
 - The bell schedule needs to be revised.

Adjourn: 8:21 PM

Minutes Approved:11/07/23