

**SEQUOIA MIDDLE SCHOOL
PARENT FACULTY CLUB
Executive Meeting
October 3, 2023, at 7:00 pm**

Attendees: Leann Hutchings, Shauna Potts, Douglas Corbin, Christina Flint, Christina Parra, Nicole Evje, Alaka Frolick, Sarah Reynolds, Jennifer Bamberger, and Amy Norris.

Call to Order: 7:03 pm

Board Member Reports

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

No Reports

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

No Reports

- **Principal** **Douglas Corbin**
 - Renaissance Program Event on October 27, 2023. Carie Wade (SMS Manager) wants to know if we will do the shopping and set it up.
 - The item is to be discussed in New Business.
 - Two new teachers will start next week, 10/16/23.
 - Alhambra Water: SMS Staff trying to see if they can take over the account. According to SMS Staff, the Alhambra account is in collections.
 - Per Christina Flint (PFC Treasurer), we need to close the account.
 - We expect one more invoice for water.
 - The account is current and not in collections.
 - Idea on the water from Shauna Potts (VP). Can we order another refill station?
 - Per Mr. Corbin, the additional work order takes 9-15 months, hopefully by 2024, to get another refill station.
 - The first School Site Council meeting was on Monday 10/2/23.
 - Upcoming meetings:
 - ELAC meeting 10/5/23, School site mtg 10/24/23, Coffee with Corbin 12/1, Campus Beautification event October 28, 2023, Fall Fest Social on Halloween 10/31/23 after school.
 - Coffee With Corbin is in person for 12/1/23. There were 22 people who attended October's Coffee with Corbin.

- Nicole Evje asked if Mr. Corbin can consider having a Zoom Coffee with Corbin as working parents cannot attend in person.

- **Faculty** **Jim Bergmann & Rebecca Machado**

No Faculty Representatives Present

- **Treasurer** **Christina Flint**

- Recap on Fundraisers by Jennifer Bamberger in Volunteer Coordinator New Business.
- Alhambra Water Account: Christina will schedule a time to pick up the empty water bottles to close the account.
- Removal of Principal Keck from Bank Account – For Approval
 - Former Principal Lisa Keck was removed from the PFC Account by Chase Bank. In order to make this official and for Chase Bank Documentation, we will take a vote to remove Former Principal Lisa Keck from the Chase Bank Account.
 - A motion was made by PFC Vice President Shauna Potts to remove Former Principal Lisa Keck from the Chase Bank Account.
 - PFC Secretary Christina Parra seconded the motion.
 - Ayes: 9
 - Nays: 0
 - Motion Passed with 9 Ayes and 0 Nays.

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

No Report Vice Principal Not Present

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

No Report.

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

- Sharing PFC Financial Information:
 - Nicole Evje would like to share financial information on the PFC website to let people know how our fundraising is going.
 - Jennifer Bamberger will send different charts she has for fundraising to post on the PFC Website.

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

No Reports. Hospitality is starting to think about Holiday Events for the SMS Staff and Teachers.

- **Volunteer Coordinator** **Jennifer Bamberger**

- A Sign-Up Genius was made for Otis Spunkmeyer Distribution on November 1, 2023.
 - Jennifer created a Sign-Up Genius for the Sorting / Pick-up of Sold Items for the Fundraiser.
 - This sign-up will have time slots for parents to volunteer to sort all sold items as well as pick-up times for those students who sold for the fundraiser.
 - Total Retail \$23,816.00 and profit for SMS is \$11,128.45.
 - Otis Spunkmeyer owes us money.
 - SMS should receive a check for \$3,297.45 after we receive all of our goods sold.
 - Book Fair November 13-17, 2023.
 - Leann will check in with Scott Mehl on the Coordination of the Book Fair and will keep us posted via text or email.

- **Member-at-Large** **Amy Norris**

No Reports at this time.

New Business

- Renaissance Brunch (Otherwise known as Gold Star Lunches)
 - Carie Wade, SMS Manager, contacted SMS Hospitality to pick up Brunch Food and set up the Renaissance Brunch.
 - Shauna will email Carie with Alaka Frolick and Sarah Reynolds email information to set up the Brunch.
 - The Brunch will take place on Friday, October 27th, 2023.
 - PFC does have the budget for this, and Alaka and Sarah will work with Carie Wade to set up the Brunch.
- Alhambra Water Account Cancellation
 - Christina Flint will work with the SMS Office to gather the last water bottles to close the account.
- City of Pleasant Hill Crosswalk Improvement Project

- Let parents know the Crosswalk Improvement Project is on Boyd at Patterson by Sequoia Elementary School. The City of Pleasant Hill will put in pedestrian lanes, crosswalks, and flashing stop signs. Traffic is going to be bad at Boyd and Patterson. This will begin in Fall 2023 and be completed in early 2024.
- Read-A-Thon (Collaboration with Mrs. Starick)
 - Amy Norris met with Mrs. Starick and talked about fundraising ideas.
 - Amy will work with Mrs. Starick to put together a Read-a-thon.
 - Amy will create a pledge form, a date, and a fundraising goal.
 - Mrs. Starick would support the Read-a-thon as she is the English Department Director for SMS.
 - Amy will provide a possible proposal for the following general meeting and a tentative month for the read-a-thon for March 2024.
- Fundraising – Dine & Donate, Other Events in the Pipeline
 - Kelly Jerome is hard at work for Dine and Donate events.
 - The Snow Cone Truck will occur on Wednesday, October 11, 2023, and Kelly will contact Principal Corbin with the information to provide to the school community.
 - Kelly is working on a Dine & Donate for:
 - Mountain Mikes Pizza in November 2023.
 - Ice Skating Event in December 2023 at the Veranda.
 - Chipotle in January 2024.
- Turkey Trot: 5K Walk/Run in November (Collaboration with PE Teacher)
 - Teachers talking about the Turkey Trot on Wednesday, November 15, 2023.
 - Shauna will contact Mrs. Miller to get more information on the walk-a-thon.
 - The consensus from the SMS PFC Board is not to call it a 5K because many students can't do a 5K run; instead, a Turkey Trot would be best. Walking instead of running.
- PH Middle School, Valley View After School Basketball Collaboration)
 - Leann, in connection with a PH Middle School Parent, to have some after-school sports for the middle schools.
 - Start first with Basketball and see how that goes.
- Possible Tee Shirt Sale and Stickers with Faculty Representative Jim Bergmann.

Adjourn: 8:05 pm

Meeting Minutes Approved: 12/5/23