

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

Attendees: Leann Hutchings, Shauna Potts, Douglas Corbin, Jim Bergman, Christina Flint, Nicole Evje, Sarah Reynolds, Alaka Frolick, Amy Norris, Christina Parra, Ann Nelson, Carol Flint, Raquel Berry.

Call to Order: 7:00 pm

Approval of Meeting Minutes for 5/23/23 Special Meeting and 9/5/23 General Meeting

- The minutes were approved with no objections.
 - Shauna Potts 1st to Motion to Pass Meeting Minutes.
 - Jim Bergman 2nd the Motion to Pass Meeting Minutes.
- Motion passes for the Approval of the Meeting Minutes from 5/23/23 Special Meeting and 9/5/23 General Meeting.

Board Member Reports

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

No Reports.
- **Vice President** **Shauna Potts**
 - Shauna wanted to thank Jennifer Bamberger for heading up the Otis Spunkmeyer Fundraiser.
- **Principal** **Douglas Corbin**
 - Fall Social for Halloween had a good turnout.
 - Roll out of Healthy Kids Survey (One-part students / other part parents / Staff)
 - The survey closed out end the end of November with 85% participation in each category.
 - Notified by District a separate motion is needed to approve PFC budget.
 - Avid Night was sponsored by Kelly Starick (English Department).
 - Kona Ice Treat for Otis Spunkmeyer Winners will be hosted by the Vice Principal.
 - December 1st Coffee with Corbin on site and no Zoom.

- December 6th Evening Concert at SMS
- December Event: Cookies and Cocoa
- Eighth Grade Graduation: Per Christina Flint
 - Last year PFC sold chair reservations and \$40 to \$60 in the reserved section.
 - The graduation chair rental It's in our PFC budget and it isn't.
 - There were different event proceeds that paid for the stage, eighth-grade activities, and chairs.
 - It's a wash; PFC didn't make money, and we didn't lose money.
 - Mr. Bergman will make announcements in class to get a possible Chair for graduation.
 - Let Carie Wade know to go ahead to order chairs.

● **Faculty**

Jim Bergmann

- New parcel tax for lower class sizes.

● **Treasurer**

Christina Flint

- SMS Counselor Invoices have come in and are getting paid.
- Budget For Eighth Grade Graduation
 - We had budgeted for \$10,000 and predicted we would make \$11,000. Last year we made \$16,000 and spent \$11,000.
 - There was still about \$4,000 extra that was collected last year that should've carried over.
 - For this year's Graduation we have projected \$11,000 and expected to spend \$7,500.
 - Leann will start talking to people to get a committee for that.
 - Start a Sign-Up Genius for Eighth Grade Graduation.

● **Vice Principal**

Ifeyinwa Obi

No Reports

● **Ways & Means**

Open

No Reports

● **Communications**

Nicole Evje

- Is there a 7th-grade group or 8th-grade group on Facebook?
 - Christina Flint looked and couldn't find the 8th grade Facebook group.

- Unaware of the 7th grade Facebook group.

- **Hospitality**

Alaka Frolick & Sarah Reynolds

- We do have a date now for the Winter Holiday Luncheon for Teachers on Wednesday, December 15, 2023, at 1:30 pm.
- Sign up Genius to be posted soon so look out for that.

- **Volunteer Coordinator**

Jennifer Bamberger

No Reports.

- **Member-at-Large**

Amy Norris

No Reports.

New Business

- **Book Fair - Rescheduling for Spring 2024**

- One box was delivered and the second one was cancelled before it was delivered. We will hopefully have a book fair in the spring. We will look at dates and reschedule.
- Maybe we can look at the first two weeks of March along with the Read-A-Thon.

- **Library Volunteers**

- Amy Norris brought this to our attention.
- Douglas and Shauna met regarding the Library Volunteers.
 - Veronica is in the Library on Tuesdays and Thursdays.
 - We could benefit from Parent Volunteers.
 - Veronica would train the Parent Volunteers.
 - Veronica would like the Parents to work with her on Tuesdays on Library Procedures before they start working when she isn't in the Library.
 - Parent Volunteers would be at the Library on the off days that Veronica isn't there.
 - We would need a Sign-Up Genius for Volunteers.
 - Parents would need to go through the District Background Check that all Parent Volunteers need to pass in order to volunteer with students.

- **Walkathon Updates**

- There is a signup genius for volunteers.
 - We only have 2 volunteers.
- Amy and Shauna are working on this together.
- Turkey Trot during grade level lunches: 1st prize is a frozen turkey and a Free mile pass.
- The 5K/Walk Run is after school on Wednesday 11/15/23.
 - We will need Parent Volunteers for the 5K/Walk Run.
- Pledge Sheets should've gone to Teachers.
- PE Teachers and the Office have the Forms.
- For every \$25 raised, they will get a raffle ticket, and they will draw names for gift cards.
- Pledges will be open a week after so the students can collect their money.
- A QR Code is available for Parents to pledge money for the 5K/Walk Run.

- **Fundraiser Updates.**

- We had two Dine and Donates:
 - Panda Express brought in \$192
 - Snowy brought in \$165.
- We are going to Pause on Snowy and Kelly will bring them back in the Spring. Snowy will be there every month starting in March for the rest of the school year.
- Next Fundraiser for November is Mountain Mikes: This is a 2-day fundraiser at the Contra Costa location.
- January 2024 Dine and Donate will be Chipotle.
- Kelly is working to see if we can do a fundraiser with Veranda Ice Rink.
 - Sarah spoke with Briana at the Veranda, the Ice Rink Contact. Sarah said Kelly should reach out to Briana.
 - Veranda Ice Rink is aware someone from SMS will contact them to work on a fundraiser.

- **Parent Patrol**

- We are working to get more parent participation at Parent Patrol.
- SMS reached out to parents to get more volunteers.
- Parents would need to go through the District Background Check that all Parent Volunteers need to pass in order to assist the school with students.
- What is parent patrol?
 - Parent Patrol is assisting with supervision of students during lunch.

- **Lost & Found**

- Lost & Found is facilitated by the Campus Supervisor.
- The school has tables filled at lunch with items students can look through to see if they can find their missing items.
- Items not claimed will go to donations.
- Parents are concerned students are taking items that aren't theirs.
- PFC will help with the Lost & Found facilitation.
- PFC to work with Campus Supervisor for a day to collect and photograph the lost and found items.
- Lost & Found is out all the time in front of the school office.

Adjourn: 7:45 pm

Meeting Minutes Approved: 1/16/24