

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

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

**Call to Order:** 7:00 pm

**Approval of Meeting Minutes from Executive Meeting 10/3/23**

- Shauna Potts: 1<sup>st</sup> Motion to Approve
- Nicole Evje: 2<sup>nd</sup> Motion to Approve

All those In Favor: All

All those Opposed: None

Motion Passes to Approve the Executive Meeting Minutes from 10/3/23.

**Board Member Reports**

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

No Report.

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

- Lost and Found items will be out next week at lunch so the kids can look for lost items.
- Shauna asked Nicole to push that out on the social media page.
- Students can look in the three lost and found areas of missing items: A1, PE Lost and Found, B Side of Office: Water Bottles area.
- PE Teachers are collecting Walk-A-Thon Money.

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

- Winter Concert on December 6-7, 2023: Our Band is putting on a Holiday Themed Concert.
- Carie Wade wanted to check in on the PFC Holiday Luncheon.
  - Sarah or Alaka will follow up.

- **Faculty** **Jim Bergmann & Rebecca Machado**  
No Report.
- **Treasurer** **Christina Flint**  
No Report.
- We did get one check for the PFC Staff Holiday Luncheon.
  - Jennifer Bamburger is checking daily, and \$25 cash was donated for the luncheon.
- Accounts closed with Alhambra.
- **Vice Principal** **Ifeyinwa Obi**
  - We are expecting a grant of \$500 from Google for a woodshop.
  - There is a \$1000 donation at the Turkey Trot, but they haven't received it as of now. Leave it with Jane Enlow to follow up on the donation.
  - Holiday Social for parents coming up in December.
- **Ways & Means** **Open Position**  
No Report.
- **Communications** **Nicole Evje**
  - Nicole will send a reminder about 5K, Sign Up for the Holiday Luncheon, and another communication about the Social.
  - No dine-out for December and Ice Skating, possibly in January or February.
  - 8<sup>th</sup> Grade Chair Update: Leann is trying to recruit someone to be an 8<sup>th</sup>-grade chair for graduation.
    - Shauna Potts: Can the 8<sup>th</sup>-grade teacher email parents notify the 8<sup>th</sup>-grade parent chair?
    - Mr. Corbin can send something out on Parent Square, and Leann will send it to Douglas.
    - Stephanie did provide her playbook for 8<sup>th</sup> grade graduation. Contracts signed for the 8<sup>th</sup> grade stage and seats. All of the rest were paid by donations from students.
- **Hospitality** **Alaka Frolick & Sarah Reynolds**
  - Working with Jen to do the Holiday Luncheon.

- Can they use the chafing dishes from Shauna? Yes, Shauna will provide her chafing dishes.

- **Volunteer Coordinator**

**Jennifer Bamberger**

- Just trying to push the sign-ups for the PFC Staff Holiday Luncheon.

- **Member-at-Large**

**Amy Norris**

No Report.

**New business:**

- Walk-a-thon update: Two Teachers in PE, Julie, and Laney, really pushed the Walk-a-thon.
  - Huge thanks to Leadership and Mr. Minglana (8<sup>th</sup> Grade / Leadership), who came out with the Leadership Team to help rally the kids for the run.
  - Julian Laney made participation certificates.
  - They kept track of everyone who did the 5K and participated.
  - Money is due by 12/6/23.
  - The plan was to announce the winners on 12/11/23 with a PA announcement.
  - There will be \$100 worth of gift cards for the winners to local businesses.

**Adjourned:** 7:38 pm

**Meeting Minutes Approved On:** Tuesday, February 13, 2024 at the Executive Meeting.