

**Agenda**  
**SEQUOIA MIDDLE SCHOOL**  
**PARENT FACULTY CLUB**  
**Executive Meeting**

**Tuesday 05/07/24 at 7:00 PM**  
**Via Zoom**

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7:00 PM                      **Call to Order**    Leann Hutchings

- Welcome & Introductions

7:10 PM                      **Approval of Meeting Minutes**

- 3/5/24 General Meeting

7:20 PM                      **Board Member Reports**

- President    Leeann Hutchings
- Vice President    Shauna Potts
- Principal    Douglas Corbin
- Faculty    Jim Bergmann & Rebecca Machado
- Treasurer    Christina Flint
- Vice Principal    Ifeyinwa Obi
- Ways & Means    Open
- Communications    Nicole Evje
- Secretary    Christina Parra
- Hospitality    Alaka Frolick & Sarah Reynolds
- Volunteer Coordinator    Jennifer Bamberger
- Member-at-Large    Amy Norris

7:40 PM                      **New Business**

- **PFC General Election 2024-2025**
- **Budget Approval 2024-2025**
- **Open House & Avid Night: May 15, 2024**

8:10 PM                      **Meeting Adjourned**

**Zoom Meeting Link:**

Join Zoom Meeting

<https://us06web.zoom.us/j/84049198847?pwd=eMHgtC0M94Za3aEGnylb6YNPr6m8we.1>

Meeting ID: 840 4919 8847

Passcode: 856551

SEQUOIA MIDDLE SCHOOL  
PARENT FACULTY CLUB  
General Meeting  
March 5, 2024

**Attendees: Leann Hutchings, Nicole Evje, Jennifer Bamburger, Amy Norris, Douglas Corbin, Shauna Potts, Christina Flint, Christina Parra, Raquel Barry, Cherlyn Quan Reed, Yvonne Philapii.**

**Call to Order at 7:02 PM**

**Approval of Meeting Minutes: 1/16/24 General Meeting**

- First: Amy Norris
- Second: Nicole Evje
- Approved: (6 Yays, 0 Nays)

**Board Member Reports**

- President Leeann Hutchings  
  
No Report
- Vice President Shauna Potts
  - Dine and Donate: The Habit on March 20, 2024, on Concord Ave.
  - Snowy is coming back on March 27, 2024, after school.
- Principal Douglas Corbin
  - Cari Wade (SMS Office Mgr.) met with Scott and Sam for the Eighth-grade committee.
  - Mr. Corbin will send out an email about Eighth Grade activities after Spring Break.
  - Scott Mehl (Eighth Grade Committee Chair) wants to get T-shirts ordered, and Mr. Corbin said to connect with Christina Flint.
  - Cari Wade (SMS Office Mgr.) told them it was too premature to order anything.
  - Christina Flint will reach out about the timing of eighth-grade events.
  - AVID night is on April 11 from 5 p.m. to 7 p.m.
  - The Chromebook Audit will take place from March 12, 2024, to March 14, 2024. If any broken items are found, they will be replaced.
  - If PFC wants to hold an AVID Night and Open House, use that as an opportunity for fundraising events.
    - Possible Food Truck for Open House: have a parent club table for the push-for-dollar day or bake sale at that event.
- Faculty Jim Bergmann & Rebecca Machado  
  
No Report

- Treasurer Christina Flint
  - Christina Flint will connect with Amy Norris for Read-a-thon and See's Candy.
  - Christina Parra to add the New Budget to the next meeting to vote on for approval.
  - New Budget to be voted on at the final general meeting.
  - PFC received a grant for \$400 for Woodshop. Christina Flint has been corresponding with Mr. Bergman regarding the grant. The grant will be in our budget.
  
- Vice Principal Ifeyinwa Obi

No Report
  
- Ways & Means Open
  - We have a Chair for next year.
  
- Communications Nicole Evje
  - Posted about the See's on all channels. It will be pushed for the next two weeks.
  - College Park is soliciting through us for a school to have a member.
  
- Secretary Christina Parra

No Report
  
- Hospitality Alaka Frolick & Sarah Reynolds

No Report
  
- Volunteer Coordinator Jennifer Bamberger

No Report
  
- Member-at-Large Amy Norris
  - See's Candy sales are at \$250 right now.
  - Please share the link to the sale as much as we can.
  - For next year, this sale will be worked into Christmas and Easter.
  
- Read-a-thon is April 29-May 3, 2024.
  - Christina Flint and Amy Norris worked on the Pledge Form for the Read-a-thon.
    - What kind of involvement would teachers have?
    - Where would pledge forms go?
    - How would we collect money? Would we collect money?
    - Amy will text Kelly Starick about it and check with the Teachers on how they would like to proceed.

- Prizes: Gift Cards to Barnes & Noble; possibly book gift cards from the Book Fair.
- There will be two Prizes per grade.

## **New Business**

- PFC Board 2024-2025: Start recruiting!
- Vacant Positions:
  - President: Vacant
  - Vice President: Vacant
  - Secretary: Vacant
  - Ways & Means: Vacant
- Positions Filled:
  - Communications: Nicole Evje
  - Treasurer: Christina Flint
  - Member at Large: Amy Norris & Kelly
  - Volunteer Coordinator: Leann Hutchings (Tentative)
  - Hospitality: Alaka Frolick (Needs another Member)
- Read-A-Thon:
  - Proposed Dates: April 29, 2024-May 3, 2024
- Book Fair
  - Jenn talked to the Book Fair. No Chairperson for the book fair.
- Eighth Grade Graduation Committee Updates:
 

No updates.
- SMS Yearbook Gift Cards
  - Students are writing to organizations to get gift cards so they can buy yearbooks for kids who cannot afford the yearbook.
- Auction Planning for Next School Year
  - No Auction for This Year. Planning for next year.
  - Kelly and Amy Norris will head up the committee.
- Teacher Appreciation Week:
  - Mr. Corbin will check on the week of May 6, 2024, to make sure the date is ok for Teacher Appreciation Week.

**Meeting Adjourned: 7:45 pm**