

**SEQUOIA MIDDLE SCHOOL  
PARENT FACULTY CLUB  
General Meeting  
August 27, 2024**

**Attendees: Jennifer Bamburger, Christina Parra, Shannon Oliver, Douglas Corbin, Carolyn Hull, Michelle Ignacio, Rebecca Machado, Christina Flint, Taylor Gosney, Kelly Jerome, Nicole Evje, Allison Rule, Alaka Frolick.**

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

**Approval of Meeting Minutes**

5/7/24 General Meeting  
5/28/24 General Meeting

**Board Member Reports**

**President** Jennifer Bamburger & Christina Parra

Welcome and Board Introductions

**Vice President** Shannon Oliver

No Report

**Principal** Douglas Corbin

- Amazing Back to School Night turn out.
- Sep 30<sup>th</sup> National Avid Day- Department to start promoting Avid after Labor Day.
- Promoting Sequoia expectations around behavior, safety and inclusivity
- Requesting calendar of upcoming meetings.
- English department adopted new curriculum based on improvements to grade level reading.
- Working on office hours and homework club. Must work around required staff meetings so it reduces office hours. Trying to restructure homework club to involve more department teachers; math, science and art.
  - Christina Flint asked if that would increase homework club costs because we went over budget last year. More funds were allocated to homework club for the 24-25 school year but not enough for this restructuring.
  - Mr. Corbin will give an update when teachers decide how to be more involved.
- Requesting PFC support for water and if it can fall under Staff Hospitality.
  - Christina Parra mentioned we will discuss water at the next board meeting.
- Excited for first Coffee w/ Corbin on Sep 20<sup>th</sup>.

**Faculty** Rebecca Machado

No Reports

**Treasurer**

Christina Flint

- Budget Update- Registration and Back to School Night goal was 12k only raised about 6k. Luckily, we have plenty of fundraisers planned.
- An email was sent to teachers reminding them of both the individual \$275 grant and the department grants of \$1000. Currently, departments do not need pre-approval from the board for reimbursement if they do not go over the \$1000 budget and all teachers within the department are required to sign off on the grant form. Does the board agree with that grant procedure?
  - The board all agreed that the money is being given to the department and they can spend it as they see fit as long as they do not go over budget.
  - Rebecca Machado will remind the department chairs of the procedure at the next meeting reminding them that every member needs to sign the grant forms.
  - Departments are also able to send invoices to Christina Flint and she can pay directly if it is a large purchase.
- Working hard at setting up a Paypal and Venmo account. Currently, we have our bank accounts and Square but Paypal rates are slightly better. There's a bit more work to be done but when completed we will have more options in terms of collecting donations and paying vendors.

**Vice Principal**

Carolyn Hull

No Reports

**Ways & Means**

Taylor Gosney & Kelly Jerome

No Report

**Communications**

Nicole Evje

No Reports

**Secretary**

Michelle Ignacio

No Reports

**Hospitality**

Alaka Frolick & Sarah Reynolds

- Hosted teacher breakfast for their first day back on campus.
- Catered lunch the day before school started, which all the teachers greatly appreciated.
- Next up is Teachers Holiday Luncheon closer to Christmas.

**Volunteer Coordinator**

Allison Rule

No Report

## New Business

- Spirit Wear Sale
  - Nicole Evje gave an update on the Facebook pool results. 142 votes made
    - 31% T-shirts
    - 28% stickers
    - 25% sweatshirts
    - 14% magnets
    - 2% tote bags
    - Suggestion made for drawstring bags for P.E but that item is already sold in the Webstore.
  - There's a lot of interest out there for spirit wear so it is worth the time to look into vendors. Trista has a contact with the vendor used at Monte Gardens Elementary and is willing to forward the information of 1<sup>st</sup> Class to Taylor and Kelly.
  - Seetah Weiler (parent) spoke up about the vendor used at College Park High School, Spoken Cloth. They are easy to work with and have great quality products as well. She is willing to pass on the vendor information to Talyor and Kelly as well.
  - Ways and Means will look into both vendors and report back on ease of use, product quality and variety and percentage back to SMS.
- T-Shirt Sales with Mr. Bergman
  - Mr.Bergman also makes t-shirts and water bottles, and we have that option available if the vendors 1<sup>st</sup> Class and Spoken Cloth do not work out.
- Upcoming Fundraising Sales
  - Believe/ Otis Spunkemeyer kicks off on Aug 29 and goes through September 13<sup>th</sup>.
    - Christina Flint added that if family and friends would like to donate directly to PFC in lieu of ordering items they can do that without fees being deducted. If that could be added to the communication sent to parents.
  - Taylor spoke about new fundraising ideas they are entertaining.
    - Parents' night out- They've reached out to a few vendors, but nothing is confirmed at the moment.
    - Kindathon- during the month of November. Kids would do a random act of kindness and friends and family would support them in that endeavor.
  - Dine outs-
    - Panda Express with a tentative date of Sep 25<sup>th</sup>
    - Nick the Greek has confirmed Nov 21<sup>st</sup>
  - Snowie-
    - They came out the second week of school and profits weren't as high as last year. Communication to parents and students needs to come out sooner.
    - September date isn't confirmed but next proposed date is Oct 31<sup>st</sup>.

## **Open Forum**

- Christina Flint asked Ms. Hull, in regard to the notification that came out regarding chromebooks not being allowed out during brunch and lunch, were there any plans to open the library for the students to use chromebooks to do schoolwork?
  - Ms. Hull responded that there were no firm plans for it yet. They are finding it difficult to monitor chromebook activity and keep chromebooks charged. So no definite answers yet but if it works they'll look into it.

**Meeting Adjourned: 7:52 pm.**

**Minutes Approved: 10/1/2024**