

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

**Tuesday 01/07/25 at 7 pm**  
**Via Zoom (See Link Below)**

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7:00 PM                      **Call to Order**                      Jennifer Bamberger / Christina Parra

Welcome & Introductions

7:10 PM                      **Minutes For Approval**

- Executive Meeting Minutes from September 3, 2024

7:15 PM                      **Board Member Reports**

- President                      Jennifer Bamberger
- Co-President                      Christina Parra
- Vice President                      Shannon Oliver
- Principal                      Douglas Corbin
- Vice Principal                      Carolyn Hull
- Secretary                      Michelle Ignacio
- Faculty                      Rebecca Machado & Jim Bergman
- Treasurer                      Christina Flint
- Ways & Means                      Taylor Gosney & Kelly Jerome
- Communications                      Nicole Evje
- Hospitality                      Alaka Frolick & Sarah Reynolds
- Volunteer Coordinator                      Trista Cambra-Flanders & Allison Rule
- Member-at-Large                      Leeann Hutchings

7:40 PM                      **New Business**

8:00 PM                      **Open Forum**

8:10 PM                      **Meeting Adjourned**

**Link To Meeting:**

Join Zoom Meeting

<https://us06web.zoom.us/j/89039460880?pwd=gvX3GkiKHjO2rIJONspdS31bYFIbOH.1>

Meeting ID: 890 3946 0880

Passcode: 366780

**Upcoming PFC Meetings Via Zoom at 7:00 pm**

- **General Meeting Dates:**

- February 4, 2025
- April 1, 2025
- May 27, 2025

- **Executive Meeting Dates:**

- January 7, 2025
- March 4, 2025
- May 6, 2025

For Approval:

**SEQUOIA MIDDLE SCHOOL  
PARENT FACULTY CLUB  
Executive Meeting  
September 3, 2024**

**Attendees:** Jennifer Bamberger, Christina Parra, Shannon Oliver, Michelle Ignacio, Jim Bergma  
Christina Flint, Taylor Gosner, Kelly Jerome, Nicole Evje, Alaka Frolick, Sarah  
Reynolds, Trista Cambra-Flanders, Allison Rule.

**Call to Order: 7:01pm**

**Approval of Meeting Minutes:** 4/16/24 Executive Meeting Minutes

- First: Jennifer Bamberger
- Second: Sarah Reynolds
- Approved: (10 Yays, 0 Nays)

**Board Member Reports**

• **President** Jennifer Bamberger & Christina Parra

- Jennifer is reaching out to the Vice Principal about having Leadership representation at the board meetings.
- Christina wants to put it out there that the PFC bylaws need to be updated. • **Vice**

**President** Shannon Oliver

No Report but is willing to help more and offered her services to help update bylaws.

- **Principal** Douglas Corbin Not in Attendance
- **Vice Principal** Carolyn Hull Not in Attendance
- **Secretary** Michelle Ignacio No Report

• **Faculty** Jim Bergmann

- Beginning of the year going smooth now that schedules are set.
  - Teacher Grant Question: Does art, woodshop, band fall under one department grant of \$1000?
    - Christina Flint clarified that each elective department has their own grant. Reiterated there is no approval process for the \$1000 as long as all department teachers agree.
  - Teacher Grant Question: How do teachers get reimbursed?

- Emailed receipts to Christina Flint is preferred. She can also pay vendors directly if the invoice is sent to her via email.
  - Jim offered to take the lead on speaking to Mr. Minglana about having a leadership representative present in PFC.
  - Jim mentioned there was some chatter about not receiving water.
    - Nicole asked for clarification about water being for office staff only. Jim confirmed it was for faculty as well.
- **Treasurer** Christina Flint • Bank account Update: Lisa Keck is still owner of the account.

Motion made to:

**Motion: I move to remove Lisa Keck as Owner/President of the Sequoia Middle School Parent Faculty Club Business banking account**

- First Motion: Chtistina Parra
- Seconded the Motion: Trista Cambra- Flanders
- All attendees voted in favor of the Motion.

**Motion: I move to remove Leeann Hutchings as signer of the Sequoia Middle School Parent Faculty Club Business banking account**

- First Motion: Trista Cambra- Flanders
- Seconded the Motion: Kelly Jerome
- All attendees voted in favor of the Motion.

**Motion: I move to add Jennifer Bamberger, Sequoia Middle School Co-President, as Owner/President of the Sequoia Middle School Parent Faculty Club business banking account**

- First Motion: Sarah Reynolds
- Seconded the Motion: Christina Parra
- All attendees voted in favor of the Motion.

• **Ways & Means** Taylor Gosney & Kelly Jerome

- Believe Kids and Otis Spunkmeyer fundraiser is happening til Sep 13. Had 170 online registrations. Monday November 4th will be delivery and distribution day. Will work with Trista and Allison for parent volunteers on Sign Up Genius.
- September 25th is the first Dine and Donate event at Panda Express. It will be an all dday event.
- Snowie is able to return on September 19 and October 31 but still need to confirm dates with Carie and Desiree.
- Kelly looked into First Place Spirit Wear and thought their products were great quality. Zero up front cost. Zero Inventory. Products delivered to customers. Great range of products. We receive 10% of sales and are paid quarterly.
- Taylor still looking into another company and will compare the kickback and products to what they have learned from First Place Spirit Wear.

- Jim mentioned that he started a non profit T-shirt company and can help in that area if needed.
- Taylor is looking into other fundraising ideas that SMS hasn't done.
  - Shoe drive-\$7 per pair received. Will look into starting it after Christmas when families are cleaning closets.

• **Communications** Nicole Evje

- Nicole is asking for the calendar of events from Ways and Means to post to Facebook.
- Taylor brought up the idea of a Spotlight on Departments communication post. To share what they are using the grant monies for. Jim offered to receive and send pictures and Nicole can highlight that department on Facebook.

• **Hospitality** Alaka Frolick & Sarah Reynolds

- 1st Quarter Renaissance coming up: Pancake Breakfast
  - A suggestion was made to move toward a non food based incentive. Food is not always inclusive to students with food allergies. A conversation with Carie would be the next step in asking for other options. Jennifer offered to speak with Carie.
- Holiday Luncheon: Will confirm daddtes as it gets closer

• **Volunteer Coordinator** Trista Cambra-Flanders & Allison Rule

- Bringing back book fair: October 31 - November 7
  - Times to be determined. Will propose Monday as the late night book fair to coincide with Fundraiser pick up for parents.

**New Business**

- Front office water- Jennifer Bamberger stated that this topic has been discussed and voted out of the 2024 – 2025 budget. The PFC Board has asked Mr. Corbin for an estimate on an additional water bottle filling station that would service staff, faculty and students. Until that is received, the topic of water will not be re-visted until the 2025 – 2026 budget.
- Homework Club- This topic can not be discussed without Mr. Corbin. The board was questions to the additional homework club services he briefly spoke about at the General Meeting.
- Leadership Representation- Jim Bergmann offered to speak to Mr. Minglana the Leadership teacher about having representation present at the PFC meetings.

**Meeting Adjourned: 8:02pm**