



SEQUOIA MIDDLE SCHOOL (SMS)

Parent Faculty Club (PFC) Executive Board Meeting Agenda (In-Person & Zoom)

Date: Wednesday, January 14th, 2026

Time: 6:30 pm – 7:30pm **Location:** Zoom

Attendance

Allison Grant Rule
Christina Moreno
Desiree Bulda
Douglas Corbin
Glynis Belaguin
Liz Chandler
Eunice Vukosavljevic
Marcella Bustamante
Dena Stein

Absent

Becka Machado
Jim Bergmann
Michelle Ignacio

Order

- **Roll Call of Officers:** Eunice, Michelle, Douglas, Carolyn, Dena, Desiree, Becka/Jim

It was announced that Vice President, Michelle Ignacio resigned from her position, and therefore a reminder was given regarding the open board positions. The President also reiterated that Treasurer, Vanessa Ibanez resigned from her position on October 23, 2025, effective October 30, 2025. Michelle Ignacio resigned on January 14th, 2026 via email to the PFC, her resignation was effective as of January 14th. There was a call to learn how we should fill those positions. It was suggested that the openings should be broadcast to the community. Action Item: Cristina to send out a notification regarding open board positions to the SMS families via the PFC website and all social media platforms.

- **Review of Minutes from previous meeting** (*Dena*)

- The Secretary reviewed the minutes. There were no questions or edits. Desiree made a motion to approve and Mr. Corbin seconded. The motion was approved.

- **Board Member Reports:**

- **Presidents Update:** (*Eunice*)

- Teacher/Faculty Grants – letter distribution completed, copies of all letters in Google Drive
 - The grant letters have been distributed. If teachers have questions or concerns they should inform the PFC by email.
 - The 8th grade promotion documents for the bowling alley and park and chair rental have been signed.

- There will be a committee started for 8th grade promotion, which the President will be managing.
 - Valley View Middle School reached out about a Warriors Basketball Clinic to prepare for the spring tournament. This will be on the Warriors court at Chase Center on February 1. There will also be a STEM Fest and there will be swag and access to the Santa Cruz vs. Warriors game on March 1. Desiree will send this out through ParentSquare. We need to clarify the price of this event. This is available to all students regardless of their involvement in the middle school basketball tournament. The funds raised will raise money for middle school sports.
 - Zoom: we now have a PFC Zoom account.
- **Principal's Updates** (*Mr. Corbin*) - what's new at school
- January calendar of events went out before break.
 - The welcome back newsletter went out last week.
 - Desiree will be the New Office Manager next week and we are hiring a new Office Secretary. The school expects to be fully staffed within the month.
 - The school hosts an anti-bullying/racism event on MLK Day
 - The PFC is asked to support food on the basketball tournament lunch breaks
 - The teachers are asking about staff water and the form to request additional funds outside of the teacher grants.
 - The President noted that the Google form has been created and needs feedback from the PFC board.
- **Treasurer's Report** (*Eunice*) – The President reviewed with the PFC the **NEW** Treasurer's Reports she created and she provided an update on PFC Finances.
- The current balance of the Chase accounts is \$48,680.16. There was \$13,773.22 in revenue and \$3,492.40 disbursed.
 - The board reviewed the transactions.
 - The account ending in 5335 has a balance of \$25,001
 - The accounting can be found attached with these minutes. They are summarized out month by month.
 - There are funds that need to be set aside, such as homework club, which will be worked on next week.
 - There was a question if Ms. Montoya received a gift card. Desiree was asked to confirm with the teacher. It was noted that there were two teachers who did not receive their gift cards. There are two new teachers for Resource and a teacher to help with the Special Ed transition. The lesson to note for next year is that the PFC does not know the teachers and needs support from the office to ensure we are giving the gifts to the right people.
 - It was noted that Melo's did a great job on the lunch and the staff thought it was delicious. It was noted that one of the teachers needed food that is gluten and dairy free.
- **Student Services Admin Report:** (*Desiree*)
- There was a question about Striving Scholars. We will need volunteers to support this effort. There are a lot of kids who qualify for this program. Desiree is running the numbers. The President reminded Desiree to contact Allison for volunteer engagement.
- **Teacher's Report:** (*Mrs. Machado & Mr. Bergmann*)
- The teachers were asking about the water machine in the teachers lounge and the grant reimbursement forms.
- **PFC Board Committee Reports:**
- **Hospitality:** (*Glynis*)
 - ✓ SMS Faculty/Staff Holiday Lunch Recap
 - Catered by Melo's and considered dietary restrictions. Desserts were donated and gluten dessert was purchased.
 - It was a lovely lunch with delicious food.
 - ✓ Renaissance Day

- Glynis requested support.
- It was noted that box lunches should be offered.
- There was a suggestion that there be different tables dividing the names alphabetically.
- Desiree suggested Natalia be outside to assist with gold entry tickets.
- Glynis requested the number of students. The process has been streamlined with an online form but not all kids realize the process has changed.
- There are 145 who earned Gold Status, but 100 applications currently.

▪ **Ways & Means / Fundraising Update:** *(Marcella)*

- ✓ Current Letter of Determination from IRS on Non-Profit Status
 - This needs to be submitted for donations as it pertains to the Silent Auction Fundraiser that we will be having.
 - The President will look through the files. It is a letter from the IRS stating that we are in good standing.
 - PFC also discussed filling out the California Raffle Permit.
- ✓ Update on Water Machine for Faculty Lounge – Sam’s Club details
 - In this moment, we would do 4 bottles and expect it will grow to 5 bottles in the warmer months.
 - There was a question about how to set this with the PFC card as opposed to an individual card. Marcella noted that she is going to be affiliated with the school for the next 3 years.
 - There was a motion made for the PFC to purchase a water system for teachers, faculty, and staff, held at the teacher’s lounge at \$42.47 per month and \$509.64 for the year. Desiree made a motion to approve the dollar amount and get the dispenser and bottle rental. It was seconded by Douglas Corbin.
 - It was noted that the summer months are leaner for staff. It was suggested that the bottles be stored
- ✓ Recently Completed Events:
 - School Spirit Wear
 - There is still a box in the conference room of swag that was not picked up.
 - Marcella will be coming to the school to collect phone numbers and make calls
 - It was recommended that if we do this again, we have an example of each type of clothing available to see to encourage orders. It was also suggested that the spirit wear be in the office for the incoming 6th grade family visits and camp.
 - Dine & Donates – Tous Les Jours
 - There wasn't much foot traffic at the restaurant, which was anticipated.
 - The owner wants to do something for the staff.
- ✓ Upcoming Events:
 - Dine & Donate Updates – Panda Express 1/23/26
 - This will be virtual and can be done anywhere in the US.
 - Silent Auction Fundraiser Planning Update
 - Raffle Permit through IRS
 - Discussed above
 - For the location, we need Mr. Bergmann’s support so the event can take place. Desiree will support reaching out to him.
 - Marcella has been reviewing an excel spreadsheet with organizations to apply for auction items
 - The tax ID form and letter are in the Google Drive

Virtual Book Fair

- Michelle had the information on the event
- Currently it has not moved forward
- There is potential for it to be a spring fundraiser

▪ **Volunteer Coordinator Update:** *(Allison)*

✓ Current & Future Signup Genius Emails

- Allison will work on getting volunteers for the Renaissance Lunch

Gift for Carie

- We can have it delivered.
- Desiree will ask her daughter for advice on where she golfs

▪ **Communications Update:** *(Cristina)*

✓ Update Regarding PFC Website

✓ Update Regarding Each Grade Levels Facebook Page

- Facebook posts - Posting about Panda Express and open board positions coming up
- The staff will post it on ParentSquare

▪ **Member at Large:** *(Liz)*

- There was nothing reported

• **Wrap-Up & Next Meeting Date:**

- There was a question about future scheduled meetings for the rest of the year. The PFC is requested to look at their calendars.
 - Next Meeting Date: February 11th, 2026 - Desiree was requested to help reserve the library

• **Motion for Meeting Adjournment**

- There was a motion to adjourn from Douglas Corbin, which was seconded by Desiree. The motion passed. The meeting adjourned at 7:58 PM.

Welcome Back & Happy New Year!