

**SEQUOIA MIDDLE SCHOOL (SMS)**  
**In-person Parent Faculty Club (PFC) Executive Board Meeting Minutes**

**Date:** Thursday, October 23, 2025

**Time:** 6:30 pm

**Location:** In person and online

**Attendance**

Eunice Vukosavljevic

Douglas Corbin

Vanessa Ibanez

Glynis Belaguin

Allison Grant Rule

Liz Chandler

Becka Machado

Marcella Bustamante

Michelle Ignacio

Cristina Moreno

Dena Stein

Jim Bergmann

**Absent**

Carolyn Hull

Desiree Bulda

Carie Wade

The President, Eunice Vukosavljevic, called the meeting to order at 6:33 PM.

**Meeting Minute Review**

The Secretary reviewed the meeting minutes. The request was made that the minutes be sent before the meeting date so they can be reviewed beforehand.

Questions were asked about the WhatsApp subgroups and how the information should be used. It was discussed that the groups include those who should be part of each discussion. There was a question about how to take the information from the WhatsApp group and share it with the PFC during the meeting.

**Motion** Marcella made a motion to approve the meeting minutes, and Michelle seconded the motion. A vote was taken, and no one opposed. The meeting minutes were approved.

**Board Member Reports**

President's Report: (Eunice)

The president requested that all PFC members take time to prepare for these meetings in advance.

Some roles need to ensure that they keep documentation of what we are doing throughout the school year; therefore, they each need to update their binders so we have a paper trail. The President reminded the PFC that we need to be ready in case an audit takes place, as the bylaws state that an audit should occur annually. For the binders, everyone should have access to all the information we are working on. At the end of the school year, these binders will be kept under lock and key in the PFC-assigned closet. The front office staff is responsible for maintaining the keys.

PFC Request Form: The President requested the board review the request form and provide feedback. What kinds of questions would need to be asked to approve? The PFC is asked to review to ensure it includes everything for which it will be used.

The President looked up the cost of a water machine for the office. The machine is \$249.99, and the monthly delivery of 5 gallons is \$39.99/month. The company comes to deliver. In total, it is a drop in the bucket. The water fountain has been out of order for a long time. Mr. Corbin noted there is one by D Hall and one by the Gym. It keeps getting fixed, only to break again. Mr. Bergmann pointed out that there is one in the cafeteria as well. It is the District that is responsible for them. Mr. Corbin noted that the water filling stations have been requested for years, yet there has been no movement from the District. Mr. Bergmann pointed out that the school staff would like to have one in the office. It was noted that Costco also offers water stations.

The Staff Grants: Outreach was initiated by the PTA at PHMS to provide support through donations, volunteers, and snack sales to benefit sports. This is the third year they have been trying to collaborate among the three middle schools. At the end of last year, their ask was for the PFC/PTAs to split involvement and, therefore, split revenue. When the request was initially made, the PFC at SMS did not agree to participate. The snacks topic was discussed for the Flag Football team. It was noted that selling snacks would not be as successful for PFC because parents often bring items for their kids and their teams, and most people prefer to leave after the games rather than stay around. The discussion continued on i9 Sports' work and the kind of support they needed. SMS PFC agreed that they would be happy to help, provided they are aware of the actual support required. There will be a meeting between the PFC equivalents at each school to discuss what is needed from each school and the next steps.

Girls Group Counselor: It has been brought to the PFC's attention that there has been some bullying amongst the 7th-grade girls. PFC has been asked to fund a counselor to work specifically with the 7th-grade female students. The President requested a curriculum, cost estimate, and information from the potential counselor to better understand the scope of work and costs. No information has yet been sent. Mr. Corbin shared with the counselor that the need has been alleviated, and she is now on standby. It was noted that now is actually a good time to engage her, as things have died down. Another person stated that it appears there are frequent fights. A counselor has never been budgeted for this type of work. The President urged the PFC to monitor the funds we are allocating. The goal will be for the Counselor to engage the 7th-grade girls and now possibly all grade levels, both boys and girls, for a school-wide initiative. Mr. Corbin provided some background on the topic of the 7th-grade girls. He stated that bullying started toward the end of last year, and the difficult part is that it was taken to social media from a small group of girls, which then caused it to become a bigger issue at the time. The school aims to conduct intensive work with these children to help them understand the consequences of their actions. One thing to note now is that one of the students who was at the center of this has now

transferred to another school, and as a result, the challenges and needs have decreased. An assembly is a potential way to curb bullying. Mr. Corbin shared that an assembly on this topic is already scheduled for January, the Anti-bullying Assembly.

Teacher/Staff Administrative Grants: Anyone (teachers, counselors, administrators) can make requests throughout the year for what additional funds they need. The President then highlighted her key reason that guided her decision on the amount selected. She stated that the PFC should be equitable and fair across the board, regardless of role. MDUSD administrators also shared their thoughts on PFC, providing access to over \$30,000 just to teachers last year. There has been an increase in the number of recipients, including teachers, counselors, and administrators. We also need to consider the costs of upcoming events and activities, such as improving Renaissance, the Silent Auction, External Counseling, spirit wear, middle school sports involvement, and ensuring there is enough carryover funds into the following year. The president established a small subgroup and received feedback from it. The President has decided to award each teacher, counselor, Principal, and Vice Principal \$500, totaling around \$19,500. This will provide wiggle room for the events and other funding opportunities. The teachers will need to give details of how they spent the funds.

The Renaissance final numbers are just under 400 students: 179 for Gold, 151 for Silver, 49 for Blue. The lunch event would be for Gold. Also, all three tiers, gold, silver, blue, would receive a gift. A gift could be a gift card to the local movie theater. Other merchants were discussed as well: Chick-fil-A and Amazon.

### **Principal's Updates**

- It is Otis Spunkmeyer season. There was a \$15,426.20 income from Spunkmeyer. The PFC is reviewing the funding that has been received. Last year, it was just over \$15,000. It was noted that this represents the profit.
- The CASP results were released.
- SIPSA season - the Single Plan for Student Achievement is due soon.
- Coffee with Corbin is now on November 7.
- October 27 is a Teacher Inservice day for professional development.
- They are prepping for Halloween now.
- Mr. Corbin had an idea to add a breakfast to the 8th-grade promotional activities.

### **Treasurer's Report**

In October, we had \$2,145 that has not been deposited yet. The PFC received \$38.54 from donations. Expenses were \$324 in teachers' grants. Administrative costs were \$75 for QuickBooks autopay. The total income is \$1,808.

Some of the Otis Spunkmeyer money is reflected in the totals. Most of the funding is in the form of checks, which were mobile deposited over two days. Action Item: For the Treasurer, Vanessa, to explain the Teacher's Grant expense noted above.

The Treasurer received environmental science grant checks. There were six checks for four teachers, each check was for \$1,000, for grants that the teachers applied for on their own. Some teachers were awarded two grant checks. The checks were made out to both the teachers and PFC, but were delivered to the PFC. Both the teacher and PFC may be asked to endorse the check. None of these grant funds are for the PFC; all grant funds are allocated to the respective teacher. Vanessa shared that they can go to the PFC and be cashed, then the money will be disbursed to teachers. The Treasurer asked how the PFC

should document the receipt of these grants. It was discussed that the PFC endorses the check if needed, make copies of grant letters and checks to be filed in the Treasurer's binder, and note all of this in the PFC meeting minutes. It may become a pass-through grant. The PFC Treasurer will reach out to the four teachers to determine if a PFC endorsement is required.

### **PFC Board Committee Reports:**

#### **Hospitality**

November 7 at 11 am, PFC will host the Renaissance event. The decision was not to serve pizza because it is offered in the cafeteria. A restaurant in Walnut Creek offered some sushi for free. It was suggested that PFC should serve the food for the kids. The hospitality lead would need to get the full cost of sushi if we plan to go that route. The other food option presented was for tacos; if this was selected, it would be \$10 per student. In addition to food, the PFC discussed providing a gift, a gift card to the local movie theater. The local movie theater offers a discount on any purchase of \$1,000 or more. The PFC discussed giving all the Renaissance kids a \$15 to \$18 gift card, which would cost between \$5,685 and \$6,822. The PFC also discussed giving each child \$10 gift card instead. Mr. Corbin noted that approximately 370 students at the school are socio-economically disadvantaged. A \$10 Amazon gift card was also suggested. It was discussed to have a different gift card per quarter. The suggestion was for Leadership to send a survey about food interests. Mr. Corbin noted that the office is helping to differentiate between the tiers with the gift cards they have on hand. It was suggested that we help to supplement the school's gift card supply. The President stated and wanted to possibly leverage this, that Chick-fil-A has a promotion that states if you achieve a 4.0GPA and bring your report card to the restaurant, the child gets a free meal, but the Chick-fil-A in Walnut Creek stated they don't currently honor this at that location. The President will talk with Desiree regarding what she plans to provide for the silver and blue tiers.

#### **Ways & Means / Fundraising Update**

- GoFundMe: The suggested amount was \$500. But more team members need to weigh in. There will be a vote after they weigh in.
  - Chipotle Dine and Donate: November 18
  - 12/3 Dine and Donate: December will be with Tous Les Jours
  - Otis Spunkmeyer: Lessons learned from last year - The sign-ups weren't great for distribution day. There should be three more people volunteering. They were allowing people to pick up on behalf of other families in the past. There were also phone numbers last year. This year's signup genius is out, and we need people to volunteer.
  - Swag: We are selling Sequoia swag featuring the SMS logo, various designs, and the SMS slogan. The consensus was to have it read 'Sequoia versus Giants' on the shirt.
  - Silent Auction: A Silent Auction Fundraiser Planning Committee will be established, with the first meeting scheduled. Marcella presented the event space and a restaurant option. No decision was made. The earliest available would be March 27th, just before spring break. There would be no profit on admissions if we did it. We lose out on liquor sales, and it would be a cash bar. The previous school raised \$8,000 at the same restaurant from about 80 people. The PFC discussed other restaurant options, such as Zio Freddo's and Wise Girls. It was noted that April 4 overlaps with Passover and is not ideal. The committee chair has a list of organizations that have previously made local donations. There will be a Zoom call in November for those who want to join the Silent Auction committee to support his event.
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- **Wrap-Up & Next Meeting Date:** Next meeting will be held on November 19, 2025.
  - **Meeting Adjourned:** The meeting was adjourned at 8:29 PM.