

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

**Date:** Wednesday, December 10, 2025

**Time:** 6:30 pm

**Location:** online

**Attendance**

Eunice Vukosavljevic

Douglas Corbin

Allison Grant Rule

Liz Chandler

Becka Machado

Marcella Bustamante

Dena Stein

Jim Bergmann

Carolyn Hull

Desiree Bulda

Cristina Moreno

**Absent**

Glynis Belaguin

Michelle Ignacio

Vanessa Ibanez

Carie Wade

The President, Eunice Vukosavljevic, called the meeting to order at 6:35 PM.

**Meeting Minute Review**

The Secretary reviewed the meeting minutes. There were no questions or edits requested.

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

**Board Member Reports**

President's Report: *(Eunice)*

**Teacher Grants**

PFC offered \$300 for the teacher/admin grants. The letters were being distributed today. If teachers and staff need additional funds, you can request them, and PFC will review as they come in. It was noted that a few teachers wanted to pool the money to purchase something large together. The President answered that yes, they can, and they need to follow the requested protocols. It was offered that PFC can also buy the items for them.

There was another question about combining his funding with Google's Benevolent funding. The President noted that some banking matters need to be cleared up. Mr. Bergmann requested a drum sander for the woodshop. Such additional funds are being reviewed on a case-by-case basis.

The PFC request form will be reviewed by next Friday, but it might be moved to the new year. There will be a Google Form for requesting additional funds, if needed.

### **Middle School Sports**

The Warriors' tickets went on sale 5 days before the game. One PTA mom from PHMS has a connection from the ticket office, and she has decided to give back to SMS. She can give them at a discounted price. She donated 100 tickets that sold out in one day at \$50 per ticket. She then provided more in other sections, a group of which the PFC sold for \$75 each. She confirmed she could give out these tickets throughout the season, but they would be available one week before the game. The first amount we raised was to get jerseys for the basketball game next year. She allocated the funds for whatever is needed at the time.

### **Girls Group Counselor**

There had not been an update on the girls' group counselor. The PFC can support if needed, but it has not been requested at this point.

### **Water Machine**

PFC looked at the water machines at Sam's Club. Desiree mentioned they would need five, 5 gallon jugs each month. At Sam's Club, you rent the machine for \$18/month, and the water costs the same as bottled water. The president requested that this be finalized by the end of January.

### **Principal's Updates**

- Things at school are great.
- Discipline challenges are down.
- The school distributed the calendar.
- 8th Grade promotion:
  - The reservation is confirmed with Clayton Valley Bowl. Someone will need to get the contracts signed and returned. The bowling party is reserved. The bowling alley is charging \$12/person. Anything added would be a fundraiser. The date is May 15.
  - There is also a conversation with Pleasant Hill Parks and Rec for a June 1 eighth-grade picnic. The charge is about \$774, but \$300 is a deposit to be returned.
  - Chair rentals for the 8th-grade ceremony are reserved, and the contract must be signed. In the past, the PFC sold the close rows as a fundraiser. Carie would know how many chairs were ordered. Desiree thought it was about 1000 chairs. The 8th-grade classes helped to set up the chairs. Desiree is taking this on and requested assistance. Mr. Bergmann suggested turning off the sprinklers to avoid wetting the chairs.
- The school will hold the intra-district basketball tournament on January 25 at Concord High School. Mr. Corbin would like to have PFC representation. There was a challenge last year about how to provide lunches for the kids. Mr. Corbin requested that the PFC help with making that possible.
- Renaissance date for the 2nd quarter is January 27. January 28 is reserved for the Sequoia Striving Scholars event.
- The homework club expanded to include a math and science section. This will increase the

amount of money PFC sets aside for the homework club. With the teachers' pay increase, costs will rise. The President requested how much is usually given for the homework club. The Principal did not know the amount. In 2024-25, Homework Club spent \$2,950.23. The President requested an understanding of the projected cost.

- Carie's last day in the office before retirement is Friday. The Principal requests patience during the transition. The President asked whether we could send a farewell gift to her home. Desiree noted that they would see her the following Wednesday night. The PFC was requested to consider gift options. She will be doing family projects. Her family is on the West Coast, and she will see them more. She has also started golfing. A suggestion was made to get her a Home Depot gift card. The PFC will deliberate and make a decision.

### **Treasurer's Report**

There is no treasurer's report at this time. Deposits will be made on Friday. The Otis Spunkmeyer check came in.

### **Desiree's Report**

The office will try to do things digitally. ParentSquare is used for several activities the office is doing. For instance, the intradistrict lottery tomorrow will be sent via ParentSquare to families.

### **Teachers' Report**

The science teachers are wondering when the checks will be deposited into the science account. PFC ended up with the checks. This is for the Exploratorium visit. Vanessa received the checks that were written out for the teachers directly. She was making copies and then returning them to the teachers. The teachers are: Ms. Mendoza, Ms. Hurtado, and Ms. Horne. Ms. Machado suggested some confusion needs to be worked out. She noted that two of the checks were for a training they are attending. They need access to the funds to book their hotels.

Mr. Bergmann noted that in Woodshop, 90 kids are building tiny pinewood derby cars. The Woodshop 2 students (66 students) are building their vehicles. They will have a first-ever competition on Friday for the first semester. There should be over 200 kids racing them at school. This is the first time it is extending to Woodshop 1. Jim also 3-D printed the wheels to save costs. One student also reshaped a new wheel design. He noted that the Band and Orchestra are having concerts this week.

There was a question about sending receipts. It was noted that it will be listed in the form.

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

#### **Hospitality**

- Renaissance, there are lessons learned, which were discussed with Glynnis. We will change how we give gift cards, serve the food, and manage dessert cookies. There was a question about whether PFC could change the event time to a later time in the day. Mr. Corbin will deliberate on this.
- The holiday lunch for faculty and staff is next Wed, Sept 17 at 1:30 PM.
- There was a question about Striving Scholars: is there a SignUpGenius for volunteers? It was a quick item that was handled in the office previously. They could use more volunteers, mainly because the office is now short-staffed. PFC will do this for the office, if needed.

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

- Dine and Donate: PFC will proceed with planning for January. We usually skip December. It was noted that the students are spread throughout the district. One suggestion was made for Panda Express. Another suggestion was offered for Sidegate Brewery in Concord, but it was noted that this was not for kids. It was pointed out that Todos Santos Plaza is a good location. Roadside 22 was recommended, and it was pointed out that Mr. Bergmann knows the owner. He shared that on Sundays, they offer 10% back standard.
- Swag: There were 20 orders, but PFC will not receive the items until after we return from school in January.
- Silent Auction: No response yet from Wise Girls. Mr. Bergmann shared that he knows the owner, who also owns Back40. The date was pushed back, and they are checking with the owner for April 25. Mr. Bergmann will contact the owner on PFC's behalf. There has not yet been an auction committee meeting. Marcella suggested putting a flier out on ParentSquare to solicit donations and/or prepare a basket. Sponsors are also welcome to cover the DJs, photo booth, etc. It was suggested that the auction letter include the number of school families reached through the event and promotion.

### **Communications**

- The website is updated.

Mr. Corbin noted that the work between PFC and staff has been improved, and they appreciate it!

- **Wrap-Up & Next Meeting Date:** Next meeting has not yet been scheduled.
- **Meeting Adjourned: *Motion*** Mr. Corbin made a motion to adjourn the meeting. Ms. Machado seconded the motion. The meeting adjourned at 7:53 PM.