



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

**Date:** Wednesday, August 27, 2025

**Time:** 6:30 pm

**Location:** In person and online

Attendance

Eunice Vukosavljevic

Douglas Corbin

Carolyn Hull

Vanessa Ibanez

Glynis Belaguin

Allison Grant Rule

Liz Chandler

Becka Machado

Marcella Bustamante

Michelle Ignacio

Carolyn Hull

Cristina Moreno

Desiree Bulda

Dena Stein

Absent

Jim Bergmann

Carie Wade

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

**Welcome & Introductions of the 2025-2026 PFC Board**

The President invited the PFC board to introduce themselves. Following introductions, the President framed the meeting by noting that the PFC is trying to create a memorable and enjoyable school year for all at the school.

**Board Member Reports**

President's Report: (Eunice)

PFC Google Drive: A Google Drive Folder was set for the 2025-2026 school year. The President requested that PFC members populate the folders with things pertaining to each board member's role. It was noted that the bylaws for the PFC are in the Google Drive folder. A copy of the Bylaws were also printed and shared for the meeting. It was also pointed out that PFC members need to be aware of the Bylaws so we can follow them. Documents uploaded can be made view-only, if needed.

PFC WhatsApp Community: A majority of the board decided that the best way for communication is by utilizing

WhatsApp. Therefore a PFC WhatsApp Community was created. The President established this for PFC members. You can build different threads of conversation, allowing work and conversations to be kept organized.

**PFC Binder/Record-Keeping Request:** The PFC must establish a goal to maintain an audit trail of all activities. There are no records from the past few years, which is challenging. The ask from the President is for this Parent and Faculty Club to keep diligent records and keep them safe. If documentation is asked for, the PFC must be able to provide it. The PFC needs to ensure that historical knowledge is captured for both the present and the future. We should keep agendas, meeting minutes, signage, reports, and a list of vendors we are using, etc. Some things, like communications, can mostly work electronically. Please focus on getting that set up now so that it will not be a rush later. It will get stored under lock and key on school grounds at the end of each year. As per the bylaws, we may undergo an annual audit. There is no “historian” role. The binders should outline what occurred that school year and provide clear instructions for the future boards.

The discussion on Grant Program Structure was saved for another time. It was noted that there is missing information, including the grants that were in place last year, and the reason there was a Teachers Grant and a Department Grant. The question was posed as to whether one grant would suffice.

### **Principal's Updates**

The Principal reported that Back-to-School Night had a fantastic turnout, and he thanked the PFC. He also noted that the Back to School Faculty luncheon and breakfast was excellent and appreciated.

The Otis Spunkmeier fundraiser is starting on September 11. The PFC does not need to take any action until the money is collected.

The September calendar was posted on Parent Square, listing all the upcoming activities.

The school has continued to push for an upgrade to the stage. The district is responsive to the plan, but funding is not yet available. Coming up, the district will modernize the cafeteria, and when they do, we can add the stage upgrades. In the meantime, they will supply new risers this year, but there is no confirmation on when that will take place. For the stage, the President requested documentation on what PFC had committed financially to support. Mr. Corbin stated that \$5,000 was earmarked in the PFC bank account. The President requested that this be documented, and it was noted that if the district includes this in the modernization project, it is unclear whether PFC needs to make the corresponding donation. If reallocation is required, the PFC must decide how to proceed. The President requested to see the plan when it comes from the district.

### **Treasurer's Report**

**Current Account Balance:** We were informed by the PFC Treasurer that PFC has two accounts and our starting balance in our main account is \$29,452.83 and \$37,104.16 in our other account. The Treasurer informed that the PFC received a deposit reimbursement of \$300 from Pleasant Hill Parks and Recreation for the 8th-grade picnic, that \$5,723 was raised from and just before the back-to-school walk-through. Most donations are being received through the website. The PFC has also figured out how to use Zelle and will explore adding it for future transactions. The current payment app charges a substantial fee. Zelle incurs no charge and, therefore, allows PFC to avoid losing money. It was noted that for Zelle to work, individuals must open their bank app and scan the QR code from there.

The PFC Treasurer reviewed the P&L report: It stated that \$438 was received from petty cash, which was earned through the food trucks. There is also a \$50 corporate matching grant that PFC received. The IRS reimbursed PFC \$3,063 from 2001 or 2002 taxes. The total now is \$9,574.77.

It was requested of the treasurer to report on the transactions (deposits and withdrawals) over time moving forward, along with an ending balance to allow the PFC insight into cash on hand.

The treasurer also reported on expenses: PFC spent \$150 to pay the MDUSD. The total expenses were \$1,483.84.

It was reported that, in total PFC has \$66,556.99 in all of the accounts, to accounts total and amounts noted above..

There was a question about how this year's fundraising to date compares with last year's fundraising. The response was that last year at this time PFC had raised a total of \$6,889.

The treasurer reported on the status of Bank Account Access for necessary members at Chase Bank. This was for board positions that are to have signing authority, as per the bylaws. The bank professional did not complete the work correctly, and not all individuals who needed access were granted access. It was noted that signing authority is granted to the President, Vice President, 1st Vice President, 2nd Vice President, Secretary, and the Treasurer, as per the Bylaws. There was a discussion about why PFC has two bank accounts. The extra account was set aside for future use: to possibly fund a counselor and the rebuilding of the stage. The PFC was informed by the principal that the funds for a counselor are no longer needed and that the funds for the stage would need someone to look into.

### **Student Services Admin Report**

There was nothing to report at this time.

### **Teacher's Report**

The year is going well so far. The teachers appreciated the hospitality from the PFC for the Back-to-School Luncheon and Breakfast. Their rooms are getting where they need to be for the year. There are new teachers on campus, and they are made aware of the teacher grant, but that is TBD. No teachers have yet reached out with any requests.

The President updated that historically, the PFC gives teacher grants. This year, the PFC wants to simplify the grant request process. It was noted that a department grant is not equitable, as there are different numbers of teachers per department. The teachers were requested to provide feedback to the President offline about how to improve this process.

Last year, PFC offered \$1,000 to each department, but it was not thought out properly. It was challenging for some departments to determine how to allocate the funds, particularly for electives. Last year was the first year this was offered. It was reported that the teachers are okay with returning to the traditional way of providing grants. About a third of the teachers will not spend it if they have not designated a purpose. The President noted that they could establish rules regarding the use of funding, if needed. The Principal noted that teachers might teach more than one subject. The President received a list of 35 teachers and requested data on what they are teaching. It was noted that the granting process will need to be addressed annually. The President noted that the topic of grants will go into the bylaws to ensure this is carried on year after year. Therefore, bylaws to be amended.

PFC should also be aware of how the funding is being utilized. It was reported that one teacher purchased a podium for debate, binders, posters, etc. The staff noted that the school offers a reimbursement form that teachers need to fill out. The President stated that a Google Form would be created to support any additional fund requests needed throughout the school year. The form will systematize requested grants outside of teacher grants. Doing it this way will also prevent requests from lingering.

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

#### **Hospitality**

Hospitality (Glynis) updated on the Back-to-School Luncheon and Breakfast for the SMS Faculty. They were both successful and were held on August 4th and August 6th. There were some learnings following both events. They included being adventurous and not just doing what has been done before. PFC looks forward to hosting more

events in the future, and it was noted that only a few people are needed to support these events.

There is a dashboard for hospitality on the Google Drive folder.

The next hospitality event is Renaissance and the Holiday celebration on December 17 at 1:15 pm in the Library. The PFC will work with a vendor to prepare. There will also be gifts for the staff at that event.

Renaissance: It is usually 2-3 weeks after the quarter passes, after grades are reviewed, and applications are in. It was noted that teacher report cards are not due until October 14 and not handed out until October 17. It was discussed if the PFC could give out movie tickets instead of a food item, as in the past. It was also noted that the students want to be recognized for their hard work, and the event does not always provide that opportunity. Mr. Corbin said that when the kids were asked what they wanted to do, they did not share their thoughts. There will be three events throughout the year. SMS also needs to ensure everyone understands that the GPAs utilized are based on quarters not semesters.

Mr. Corbin reported on the Scholars program, which is an improvement and enrichment program for students who do not receive honor pass or Renaissance. This program will start in the second quarter. For the past two years, the school has given out popsicles to students who have made a 0.25 improvement from one quarter to the next.

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

The Back-to-School Night Bake Sale raised \$238 and was a success. That said, there were not enough volunteers to man the table during the event. Moving forward, PFC should ensure coverage throughout the night. One suggestion was to ask older students to come and volunteer. It was also noted that if two parents came to the event for one child, then maybe for instance, one parent could volunteer and the other parent could attend their child's classes. There should also be a place to put away the cashbox and food temporarily, if anyone needs to step away.

August 22, 2025, the Warm August Snowie Shaved Ice Truck raised \$120. The students were very excited about the truck, and the line was long. This was also done last year, which is why we decided to do it again this year.

Upcoming Events include

- Dine & Donates at Jack's on September 8. It was designed to precede Otis Spunkmeyer. This will be all day and 15% goes back to PFC.
- Otis Spunkmeyer fundraiser will start on September 11 with an assembly. The school will need a few parents on September 26 to sort the money and sheets. The distribution date will be two weeks after the order forms are due. Last year, the distribution date was not until the fundraiser had closed.
- SF Giants Tickets fundraiser is live. Most schools host one event for each game, and the kids attend together. But the PFC is offering this for the whole season. Any tickets bought with our code provide \$5 back to Sequoia. The page remains active throughout the entire season. The season ends at the end of September. Desiree will post it on Parent Square, and the PFC will blast it through social media and the PFC website.
- There will be a Silent Auction Fundraiser Planning Committee. The goal now and in the past has been parent involvement. Marcella will be the lead point person.
- The Virtual Book Fair will take place at Barnes & Noble, where items can be purchased online and in-store.

### **Volunteer Coordinator Update (Allison)**

General announcement made by the Volunteer Coordinator to let her know what Signup Genius's need to be created.

### **Signup Genius Lesson's Learned**

- Allison has sent the SignUp Genius login info to Eunice, Marcella and Glynis to make modifications as necessary.

### **Community Support**

- An SMS math teacher and counselor reached out to Eunice last Friday regarding a student whose family lost their home in a fire. Eunice made a motion, seconded by Allison, with no one opposed, to make a donation through [spoonfulofcomfort.com](https://spoonfulofcomfort.com).

### **•Brainstorm Together**

- Spirit Wear: Marcella knows a supplier who can produce the merchandise.
- PEP Rally: Principal Corbin suggested holding a PEP rally before state testing to help keep students energized.
- Recycling: Allison mentioned that her kids bring disposable water bottles but throw them in the trash due to a lack of recycling bins. The number of recycling bins on campus will be looked into. This will also be a topic of discussion for leadership and could potentially serve as a way of generating money.
- Fundraisers: We do not need to conduct the same fundraisers as previous years. Each year's new board can put together the fundraisers that they want.
- Thank You Email: Glynis will look into automating thank-you emails to those that make a donation to the SMS PFC.
- Principal's Discretionary Fund: Revisit how funds are allocated for grants and other needs.

• **Wrap-Up & Next Meeting Date:** Next meeting will be held on September 17th, 2025 and it will be a General Meeting in which all can attend.

• **Meeting Adjourned:** Our President, Eunice Vukosavljevic adjourned that meeting at 8:03 PM