



SEQUOIA MIDDLE SCHOOL (SMS)
In-person Parent Faculty Club (PFC) General Board Meeting Agenda

Date: Wednesday, September 17th, 2025

Location: SMS Library and virtually

In attendance

Eunice

Michelle

Liz Chandler

Allison

Kiki

Jim Bergmann

Christina

Douglas Corbin

Glynis

Ms. Hull

Absent

Vanessa Ibanez

The President called the meeting to order at 6:33 PM. She began with a welcome and introductions.

Special Guest: SGT. Michael Hurlburt from Pleasant Hill PD

SGT Hurlburt reported an incident at Pleasant Hill Middle School. Someone suspicious came onto campus. School was on lockdown. The police were called, tracked the individual, and he left the campus.

EBikes and EScooters: these cannot be ridden on the roads. They are designed for riding in open spaces. They are trying to pull kids over, and some kids are fleeing. Only bikes allowed are those that have pedal assist and maintain a speed of under 22 miles per hour. They do not need a license for this. PFC will spread the word via social media. Additionally, eMotorcycles must be registered with the DMV.

Parking is an issue every year. Sgt Hurlburt recommends we set up carpools, connect parents in certain areas, etc. He wants to reduce the number of cars coming in. He also knows that drop-offs can be done at the Pleasant Hill Park or the Ulta parking lot.

A member asked where we are not allowed to do pick-ups at the end of the day. Sgt. shared that it is not a problem to park at the Senior Center. The Ulta parking lot is also wide open. However, Patterson Blvd, from Boyd Rd. to Oak Park Blvd., does not permit parking. Another member shared a comment about the speed bumps not being a deterrent.

Board Member Reports:

President's Report: (Eunice)

Purpose of the PFC: For parents joining, the PFC is the Parent-Faculty Club. We are helping to support the school faculty through fundraisers and donations, to give back to our children through the staff and their education. The goal is to ensure that we provide a space for faculty and staff to share their concerns and funding needs. Then the group comes up with ideas on how to raise that money. We are looking to parents to come up with ideas, suggestions, and feedback. We welcome parents every other month. Desiree in the office helps the PFC to advertise to parents, as does Christina through social media.

Update on Grant Program Structure – for Principal and Teachers: The PFC offers grants to teachers. We will review applications next week.

Principal's Updates (Mr. Corbin) - what's new at school

The Principal requested that the PFC decide when to hold the Renaissance event, November 6 or November 7. A question was asked as to when the students would be notified and share what we are doing. Mr. Corbin requested an outline for promoting it. The students will get notified if they made Renaissance as of October 17. The teachers have until October 14 to submit grades. When report cards are distributed, Renaissance applications become available with a few days' turnaround. It would be due early the next week.

We are kicking off Hispanic Heritage Month on campus. Angela Stewart is working to put together activities for this month. The President asked if there was a calendar of activities. Currently, they do not have one. Leadership is helping the staff by sharing a positive quote once or twice a week. Angela Stewart and Wendy Stark are the teachers who are overseeing these activities.

There has been a great start to this year. The art teacher received a set of iPads for art class this week. This is to help support art in general and for other needs.

There is a district Elak meeting on Thursday

Fall break is taking place October 6-10.

There is a new IMA that allows the space to be used in mornings, at brunch, at lunch, and in the afternoons.

October 24 there will be another coffee with Corbin event

Treasurer's Report (Vanessa) - where we stand financially

Current Account Balance: The President shared that we are doing well for events, but we still need to fundraise to ensure we can continue moving forward. Christina was asked to send another notification to parents about \$1 a day gift request (\$180)

Student Services Admin Report: (Desiree)

Desiree has been working with Leadership to sell the AC stickers. Desiree has been supervising them. A middle school in Pittsburg invited Desiree to attend the LatinX heritage night. This is something they want to try here, so this will allow her to get some ideas.

Teacher's Report: (Mrs. Machado & Mr. Bergmann)

The teachers are trying to navigate changes around standards. They just received their budgets for electives. Teachers are still figuring out how to improve engagement with students. There was a question about the grants, whether the budgets for electives would help with the funding. The budget for the electives is comprised of donations they receive. The PFC is working to standardize the budget support and write it into the bylaws. It could be a percentage based on what we are raising each year. Mr. Bergmann shared that he has been able to purchase tools he would not have otherwise. For example, donations enabled him to buy 3D printers for his classroom.

The President noted that ParentSquare has all of the donation opportunities. Desiree can send this out as often as we want. It was decided to send them each quarter.

PFC Board Committee Reports:

Hospitality: *(Glynis)*

Community Support: Supporting a Family In Need

A pre-existing GoFundMe is supporting this. PFC will likely determine an amount, and we will donate to that fund. The PFC was able to send a package to the family through SpoonFull of Comfort. Unfortunately, FedEx lost the shipment. The new shipment is scheduled to arrive on Friday. It includes food, a blanket, and a Dutch oven to help them get back on their feet.

Recap: Update on Back-to-School Breakfast and luncheon for the SMS Faculty: both were successful events. The pictures are located in the Hospitality folder on Google Drive.

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

Fundraising has been slow.

Recap: Back-to-School Night Bake Sale

Recap: Warm August Snowie Shaved Ice Truck: Made \$100 on each

Upcoming Events:

Dine & Donates Update

Otis Spunkmeyer Update: This is currently going on. There is a total of \$10,118 currently. This is all through online orders. We are currently at 19% of students registered. 25% is our goal. The paper orders are due September 25.

Online spirit store: PFC is working on designs now with a company in Concord. The store will be open online for 2-3 weeks, and then volunteers will be needed to sort the items.

Silent Auction Fundraiser Planning Update: This is still in the works. There has not been time to set an informational meeting for the event. It will take place in the Spring. PFC can send out another push for parents, which Christina can post on the website and Desiree can post on ParentSquare.

Virtual Book Fair - Barnes & Noble online and in-store: it will be one day in person and 2-3 days online. PFC is waiting to hear from the store manager. The comment was made to do a lot of advertising because of the short window. The store will be located at the Veranda. A question was posed as to why this was not happening, similar to an elementary book fair. There was another question about whether all merchandise is allowed as part of this or if only certain types are permitted. A question was posed as to how Barnes and Noble will know that purchases are attributed to our fundraiser. A comment was also noted about how we can increase the word of mouth beyond the current students to alumni, the community, and beyond.

This sparked a question about reading and reading logs. Desiree noted that there is a book club as part of the school clubs.

Volunteer Coordinator Update: *(Allison)*

Future Signup Genius Emails: The Otis Spunkmeyer orders will need to be logged. The distribution date has not been set yet. Renaissance will need volunteers, and the Holiday lunch for teachers may also require some assistance.

It was suggested that Allison create a What'sApp group within the PFC so the members can connect together. It should be Eunice, Glynis, Michelle.

Communications Update: *(Cristina)*

Update Regarding PFC Website: The website has been updated.

Update Regarding Each Grade Level's Facebook Page: Cristina posts things when they are given to her. We will use this to get the word out about our opportunities and expand that to others.

The school has an Instagram page, which is also shared on stories.

Desiree shared that there is also a school Facebook group. It is the Sequoia Middle School Parent Community

Member at Large Update: *(Liz)*

There is nothing to report at this time.

PFC Requests *(Eunice)* – Google Form to come

The President is still working on this request form. If there is something that the Teachers need, Mr. Bergmann was asked to connect with the teachers and share the information.

Wrap-Up & Next Meeting Date: October 15, 2025

Meeting Adjourned at 7:48 PM