



**SMS Parent Faculty Club Executive Meeting  
Minutes - April 19, 2021 6:00 PM  
Via Zoom**

**Attendees: Angelique Ball, Daralyn Christensen, Jen Kohl, Audrey Nagle, Teri Stevens, Hope Tompkins**

- Call to Order: Angelique Ball @ 6:05 p.m.
- Approval of March Minutes were approved: Hope motioned to approve, Teri seconded.
- President's Report
  - It's time to start the 2021-22 PFC Executive Board recruitment process as voting is in May. In the past the PFC coordinated multiple in person campaigns but due to COVID we'll hold an e-campaign. Referrals are the best for filling open positions. Let Angelique know of parents interested in joining the Board. Our by-laws require us to recruit and vote for the new Board. If current members are interested in retaining their position next year please let Angelique know in the next 24 - 72 hours. Given the PFC's next meeting is in two weeks we'll hold a separate meeting to vote in the new board. This additional time will allow us to spread the word to SMS parents more widely. At the end of the school year the new board will join this board in a joint meeting. Angelique's daughter is graduating in June so she will not continue on as President.
  - In planning for end of the year recognitions/appreciation, we have Jamba Juice and Amazon gift cards and one Disneyland Ticket (expires October 2021) to be used. Jen mentioned we may be able to raffle them off at the 8th Grade Aloha Party. Anything not a gift card can be used as prizes for the Dynamic Dons. Angelique will inventory cards.
- Fundraising
  - WOW and Raley's grant update: The \$1,000 Raley's grant money is tied directly to WOW week which we were unable to hold due to COVID restrictions. Therefore, it was decided to take this year off of fulfilling this grant and try again next year.

- **Dine & Donate:** Hop Creek - April 28, 2021 and Forge - May 19, 2021. Digital Flyers are fine for both restaurants so no need to print and it's easy to share the flyer as much as they like.
- **Farm Fresh to You** - Angelique suggested and the Board agreed to launch this fundraiser in Fall '21. This was a challenging year to start a new fundraiser. This will also give us a full year of fundraising with this program which only pays out twice a year, January and June.
- **Principal's Report**
  - [8th Grade Promotion update](#): Jen met with Leadership to better understand what was really important to the students being promoted. Most importantly they wanted to be together, and they did not want a drive through promotion. They also wanted an activity together. Jen advised we still have many constraints that we need to work with due to COVID. She has created a promotion program which is in the process of being approved. It will take place on 6/16/21 from 8:30 am - 3:00 pm in groups of 25 students (over ten promotions). The students will be grouped alphabetically. The students will be able to cross the stage, which was also very important to them. Four guests per student will be allowed. Sitting is not permitted and the promotion will be contactless with families social distancing (six feet apart). Photo backdrops will be available. Perhaps a time capsule with items students bring from home to commemorate this crazy year. Promotion committee meeting will be held via Zoom on April 28th at 6pm. Please refer to the above link for full details.
  - MS redesign task force update: A decision will be announced on Thursday, 4/22. Jen advised she'll focus now on providing NVUSD families with full and correct information regarding what SMS is all about and has to offer. This will include the multiple ways in which SMS fosters a healthy social emotional learning environment for students. She and her team stand ready to support and receive new incoming students.
- **Treasurer's Report**
  - Current financial statements were reviewed. Our current balance in the bank is: \$45,338.80
  - Outstanding expenses and department expenses: Daralyn motioned to approve and Angelique seconded Mr. Waechtler's request of \$69.99 for an app subscription called Explain Everything. Angelique will ask him if additional users are allowed under his subscription.  
~Some Departments have not used any of their funds for this fiscal year. Audrey will make a list of those departments and send to Jen so she can

reach out to them. Jen mentioned some departmental needs are being met by the funds received under the Cares Act.

- Tax preparer update: Audrey reached out to three firms and received two quotes back - Blyth Warner & Associates at \$500 and Ganze & Company at \$1,000. Angelique motioned to approve and Daralyn seconded engaging Blyth Warner & Associates for this tax year.
  - Board Insurance quote approval - Audrey advised it will cost \$433.00 for the same coverage as we have now. Audrey motioned to approve and Daralyn seconded purchasing the Directors/Board Insurance. Audrey reminded us that we would need an additional policy if we have an event, such as a fundraiser, with alcohol.
  - Audrey will confirm if we need another Officer, in addition to the Treasurer, to reconcile our financials.
  - Next year's budget needs to be approved in the June meeting. We would like to revert to our pre-pandemic budget as it should be more of a normal school year.
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- Adjournment: Meeting adjourned at 7:21 pm
  - Next Meeting: General Meeting, May 4, 2021 @ 6:00PM