



SMS Parent Faculty Club Executive Meeting Minutes

June 24, 2021 6:00 PM

In Person!

Attendees: Angelique Ball, Daralyn Christensen, Jen Kohl, Marta Mouriski, Audrey Nagle, Teri Stevens,

- Call to Order: Angelique Ball @ 6:16 p.m.
- Approval of May Minutes: Angelique motioned to approve, Teri seconded.
- Welcome Marta! We are thrilled you are joining the PFC Board in the role of Vice President.
- President's Report
 - Angelique's final report for the school year and her term began with a mention of passing the, very thick, President's binder off to incoming President Daralyn. The board discussed binder contents (Bi-Laws, job descriptions, committees, email update information, etc.) and the need to keep everything for reference. We also have years of past budgeting information from Emily. At this point, since board turnover is large, we will keep all the information at the school for easy access when needed.
 - Jen mentioned that Daralyn and Marta will most likely need to attend training in the fall from the organization that oversees booster clubs.
 - We have left over Target gift cards to use as gifts or prizes in the coming school year, as well as one Disneyland ticket that expires at the end of this year.
 - Additionally, we need to change/add emails for Daralyn and Marta. Jen has the information; however she needs to request a new Parent Square login in password. Once this is completed, we will get the new password so we can update emails. Additionally, we will have the ability to log into Parent Square to send out PFC updates. Audrey will document the password in an information file she has created.
- Fundraising
 - BottleRock has offered 2, three-day passes per school to raffle off as a fundraiser. The group discussed and agreed to take advantage of the

opportunity and work on starting to promote raffle ticket sales in mid-August, drawing the winner toward the end of the month. Because raffles are considered gambling in the eyes of the State of California, the prize (tickets) need to be registered with the State. Jen will help determine how we do this. Additionally, we can collect raffle ticket money through Pay Pal via Parent Square. Jen knows the back end of this function due to WOW Week. Additionally, Audrey has access to the Pay Pal account folks would use to purchase tickets, so we'd have access to their names, which can be plugged into a program Jen has used in the past to generate random raffle winners.

- Principal's Report

- 8th Grade Promotion was great! The YOU DID IT message throughout the ceremony was well received. The 6th graders were able to have their field day event, which occurs every year and got rave reviews from the kids. The SMS staff loved the teacher's breakfast on the day after the promotion in the garden. Additionally, the staff left for the summer on a high note after meeting with Jen and participating in a close out circle that included all staff members. It was a really good end to a crazy year.
- Currently, 729 students are enrolled for the upcoming year. While the number is down, SMS staffing has not changed.
- The Middle School Redesign Task Force continues, to help with upcoming school closures and student transitions. Erin Griffin will serve as the SMS parent representative and Judy Edwards, will be our teacher rep. Open enrollment for the 2022-23 school year will take place this fall, Oct. to Dec.
- In the fall, students may have to wear masks due to 6th grade students not being vaccinated. Currently, 2 milk breaks and 2 lunches are planned and kids may be able to take masks off outdoors.

- Treasurer's Report

- The end of the fiscal year balance is \$38,367.40, reflecting a budget deficit of -\$15,650.92. This is not surprising due to the lack of our ability to fundraise during 2020-21 due to Covid.
- At the end of the year, departments using their funds included Language Arts, the Library and Garden. Additionally, expenses were incurred for the 8th Grade Promotion and teacher's breakfast.
- The board is hopeful parents will come into the new school year enthusiastic about fundraising and discussed the possibility of creating a link via Parent Square requesting donations early in the school year for things classrooms need like Kleenex or if you'd like to donate a backpack for a student in need. This strategy is targeted to those who want to help,

as donations make people feel good. A reminder that donations made via Parent Square go to our Pay Pal acct.

- With in-person school starting again in the fall, Family and Business Sponsorships need to be readdressed in terms of the list of perks. A possible committee?

- 2021-22 Budget Discussion

Income:

- Auction: Proposed that the budget be set at \$10,000, as the past (pre-Covid) event raised \$9,000. Auctions are held in the fall or the spring. Jen's preference is spring, giving more time to plan. Donation letters would need to be sent out in the fall for a spring auction and due to Covid, the asks could be competitive with other schools. Additionally, teachers are onboard to help generate fundraising for the auction, utilizing student help to send out donation letters. They are our workforce.
- In addition, past holiday fundraisers of cookie dough, holiday wrapping paper and socks have been successful. The board discussed a fundraising timeline of:
 - ~ BottleRock Raffle
 - ~ Fall/Holiday Fundraiser
 - ~ Spring Auction with sponsorship requests starting in the fall
- Proposed auction expenses are set at \$2,000. Other thoughts to consider...no expenses were incurred during the last auction because Jax donated their space, which may not be possible in the future. The Jax event drew a more eclectic crowd, which is preferred, Backyard events tend to be more clicky.
- Another idea was to approach the Sousa's (a SMS family) who own Napa Bowl, about the possibility of their discounting or donating the space for an event. Jen mentioned the staff would come out and help if there was a fun event at Napa Bowl. Jax could be a different event or request for a food donation in exchange for a banner.
- Business and Family Sponsorship proposed budget was set at \$8,000. The Board discussed ways to get better about providing perks to B/F Sponsors. More Parent Square communications could be sent out and we can work with Leadership to help with promotion. Additionally, we can put logos and names on all publications. Again, a possible committee to flesh out ideas?
- The proposed Dine and Donate budget was set at \$800, thinking that SMS could generate \$100 each month through these events. One suggestion was to reach out to the Yildiz family who owns Allegria (another SMS family) about hosting an event. They also donate a high percentage.

- Miscellaneous: Due to Covid, Fundraising Chairs Julie Gerien and Julie Murrell were unable to work on events during the 2020-21 school year. It was suggested that Marta reach out to them about fundraising ideas for the upcoming school year.
- The E-Scrip program generated \$900 in 2020-21. The Board proposed setting the category at \$1,000 for the upcoming school year.
- The proposed Open House budget was carried forward from previous years at \$500 income, -\$300 expenses for a total of \$200.
- Community grants were proposed at \$3,000 income, \$3,000 expenses.
- Targeted Fundraising (Fall) was discussed at length. Two different companies have been used successfully in the past: Believe (cookie dough, socks, magazine subscriptions) and Valley of the Moon (gift wrap). Pre-Covid, \$10,000 was generated, with \$3,000 in expenses. The board proposed \$8,000 in income for this category, with \$4,000 in expenses, generating \$4,000 for the upcoming year.

Departmental Support

- In past years, Department Support has remained static therefore, it was proposed to keep the numbers the same in the upcoming fiscal year. The only department change was Garden (from \$4,000 in 2020-21 to \$2,500 in 2021-22) to pay for the garden coordinator (\$1,500) and plants. Grants, which supported Garden funds in the past, are not needed moving forward. Additionally, Band and Chorus/Orchestra were separate departments. The Board agreed to combine funds into one, Music department.
- Proposed Student Support stays the same with \$2,500 allocated for Principal's Support and \$2,500 allocated for Field Trips, benefiting students who can't afford to attend.
- SMS Spirit Support was set at \$3,150; line items include 8th Grade Celebration, \$2,500; PFC Webhosting, \$50; and Teacher Appreciation, \$600.

Expenses

- Costs include \$850 for QuickBooks, \$450 for banking and \$500 for fiscal year tax preparation for a total of \$1,800.
 - Based on the proposed budget, the PFC would incur a -\$1,250 balance for the 2021-22 fiscal year. Keep in mind the current PFC account balance is approximately \$38,367.40.
 - Angelique motioned to approve the proposed budget. Daralyn seconded.
- Miscellaneous: Daralyn needs to be added to the PFC banking account, Angelique taken off. The Board discussed the possibility of recruiting a Co-Treasurer to help Audrey. Zoom PFC meetings were well attended due to Covid.

We could continue to offer Zoom meetings for those who want to join virtually, using a SMS Promethium Board during a live meeting at the school. And we can still translate future meetings with Graciela's help.

- Adjournment: Meeting adjourned at 7:59 pm
- Next Meeting: TBA