



**SMS Parent Faculty Club Executive Board Meeting
April 21, 2020**

Attendees: Michelle Marks, Amber Payne, Emily Barazi, Angelique Ball, Jen Kohl, Theresa Diana, Julie Gerien, Julie Murrell, Michelle Carmichael: meeting conducted via Zoom teleconferencing due to shelter in place restrictions.

- Call to order @ 6:05 PM by Michelle Marks
- February Minutes were approved after needed correction to “General Meeting” was noted. Theresa Diana motioned and seconded by Amber Payne.
- Staff Appreciation Committee:
 - Julie G’s daughter helped put together a powerpoint slide show featuring some homemade cards from students to teachers. It was presented to the staff at their meeting along with a gift card raffle. Michelle M. stated the PFC will be sponsoring two more weeks of gift card raffles.
 - Suggestions for future appreciation during this challenging time included photos or videos of kids while Distance Learning but most kids said “no thanks!” to be photographed. Michelle C. commented on the difficulty to show appreciation (flowers, cards, etc.) remotely so video is best way to communicate. Jen suggested putting a large sign in the SMS window and on the message board “We Love Our Teachers”. Amber suggested using social media to encourage parents to text a teacher and say thanks. Jen confirmed that a simple thanks is what’s important, the sentiment, nothing monetary. Michelle M. asked Michelle C. and Julie G. to work on a virtual staff appreciation, including their kids in the effort. Michelle M. brought up that we have \$200 remaining in the Teacher Appreciation budget; Julie G. asked if there were smaller \$ amounts of gift cards to be able to raffle off more, Michelle M. gave autonomy/decision on how the remainder of the budget is spent to Michelle C/Julie.
- 8th Grade Promotion Committee:
 - Theresa D. was tasked with suggestions for alternative Promotion ceremony ideas in lieu of the traditional ceremony, due to COVID-19 shelter in place restrictions. She presented an idea for an SMS Instagram Challenge: one week of daily challenges with themes for the photos such as 6th grade picture, sign-bombs, teacher stories, and final day theme is parents’ congratulations. Jen strongly opposed the idea of encouraging the students to use social media because she does not believe that middle schoolers should be on social media and stated there would be a risk of opportunity for disparaging comments.

- Further discussion surrounding ideas such as placing lawn signs on kids' yards, delivering awards to outstanding students, but all ideas involve challenging logistics (transportation and access to students' residences.)
- Jen advised that Mr. Dennis is the SMS point person for Promotion. NVUSD is figuring out what schools can and cannot do; High School graduation solution is the priority for the District.
- Michelle M. summarized by asking Theresa and perhaps Gail Razi to work with Mr. Dennis when more info comes from the District office and to keep brainstorming!
- Committee Members excused from meeting at this point and the PFC Officers continued discussing the Executive Board Meeting agenda items.
- Fundraising: WOW Week effectively cancelled. Spent \$300 on supplies, Emily asked if those should be returned to Amazon or keep items for 2021 event - decided to roll over prizes and supplies to 2021. Will offer to refund the \$100 donation from Jax Diner (Kristy Leamer).
- Grants Report:
 - Whole Foods grant reporting has been extended to 9/20/20 by Stacey Capitani. SMS has spent approx. \$650 of the \$2000 per the guidelines. A decision will need to be made on how to spend the rest of the money prior to the new deadline, difficult to make this decision now as school is closed and status of garden and managing staff is undecided. Update on Community Projects grant request - was filed right before COVID-19 closures so its status is unknown at this time.
- Dine & Donate Report
 - No money yet from Habit - new management so communication has been lax.
- Treasurer's Report
 - Emily updated on our Quickbooks conversion. Intuit is not taking as many phone calls and it has been difficult to speak with a service agent to help with the conversion. They are reimbursing SMS for monthly service but are doing it in lump sums. Emily stated they have made notes in our account but we will not see the credit in the P&L yet.
 - IRS update: Emily stated the IRS is backed up. Re-cap: SMS sent two letters regarding mistaken/late filing dates for 2016, 2018, and 2019 taxes requesting abatement. IRS has approved abatement, but it will not happen until the letters are processed. Backlogged system. As far as our liability, if things take a negative turn, our next step will be to pursue the former accountant John Mills for responsibility. Michelle M. stated we should prepare for worse case scenario for \$7k tax bill. SMS in good position with reserve funding and little to no spending in Spring due to school closure.
 - Balance assets = \$57,198.30
 - P&L: Some Garden expenses need to be moved to Grants expenses since they fall within the grant spending parameters.
 - Budget vs. Actual:

- Insurance for PFC officers: funds were budgeted for insurance this fiscal year but no insurance was obtained.
 - Jen is getting tighter on teacher's requests for upgrades and extensions during Distance Learning. New method of teaching is not up to PFC to support and cover, she has coupons to use with the District and teachers' budgets. Being conservative right now. Going forward, she and PFC will correct teachers' spending so that it's not mostly in May. Teachers should have majority of requests at beginning of school year for classroom needs.
 - 8th Grade Promotion cancellation and expenses incurred: In preparation for Promotion ceremony, Theresa D. had started contracts and personally made deposit payments to vendors. Since school closure, she has reached out to vendors to cancel our event and obtain deposit refunds where possible. She has successfully received deposit refunds from the DJ and the palm reader, refunded directly back to her personally. The photo booth vendor, Creative Smiles, stated that the \$100 deposit is non-refundable but will roll over to 2021 ceremony. The balloon vendor, Balloon Guru, was paid in full by Theresa in the amount of \$2049.98 and is unable to refund the payment due to financial hardship on his business. He has offered to decorate for the 2021 ceremony and roll over all payment received and lock in pricing. The Executive Board discussed PFC holding the financial responsibility and relieving Theresa from obligation by refunding her in full for the photo booth deposit and balloon payment. Emily suggested that Theresa D. submit a reimbursement form along with the contract/agreement stating original terms and written offers to work the 2021 ceremony for PFC records. In the Fall, PFC will decide to use Balloon Guru in 2021 or seek a refund when his business has recovered from the effects of COVID-19. Emily will include this in the 20-21 budget to be presented in May.
- President's Report:
 - Working on PFC recruitment, parent square communication regarding open positions and nominations was sent out. Audrey Nagle has offered to be the Treasurer for 20-21, Stacey Capitani will continue Grant Writing, Julie Gerien and Julie Murrell will continue Fundraising, Stepanie Anderson continue D&D, Michelle Carmichael will continue Staff Appreciation. Looking for President, Secretary, and VP roles.
 - Back to Garden discussion: looks great; Jen stated it needs a new fence but we cannot use WF grant money for that purpose as it doesn't fall within their guidelines. Need to spend it on tables, etc. Ms. Rada (garden coordinator) needs to submit form to NVUSD for \$300 balance remaining on stipend.
- Principal's Report
 - Jen is doing her best to communicate with teachers, students, and parents during this unprecedented time of Distance Learning. Reminder that students are now

on Pass/No Pass grading. Reiterated that teachers and staff miss the connection with students, are worried about them, and are struggling with teaching remotely while still engaging effectively with students.

- Jen noted that all middle schools in NVUSD are in sync with each other, teaching the same curriculum in order to ensure consistent learning opportunities for ALL MS students. Proud of the MS collaboration!
- Meeting adjourned 7:42 PM
- Next General Meeting May 19 at 6:00 PM. Meeting location/logistics to be decided.