



**SMS Parent Faculty Club General Meeting
May 19, 2020**

Attendees: Michelle Marks, Amber Payne, Emily Barazi, Angelique Ball, Jen Kohl, Theresa Diana, Julie Gerien, Julie Murrell, Hope Tompkins, Teri Stevens, Audrey Nagle, David Gracia, Larry Green, Stacey Capitani, Anabel Tapia, Paty ?, Fernando ?: meeting conducted via Zoom teleconferencing due to shelter in place restrictions.

- Call to order @ 6:05 PM by Michelle Marks
- April Minutes were approved.
- 2020-2021 PFC Board nominations were read by Michelle Marks and voted: All positions were uncontested and zero 'nays'. Final election results are:
 - Angelique Ball, President
 - Daralyn Christensen, Vice-President
 - Audrey Nagel, Treasurer
 - Teri Stevens and Hope Tompkins, Co-Secretaries

No change to Committee Chairs: Stacey Capitani, Grants; Julie Murrell & Julie Gerien , Fundraising; Michelle Carmichael, Staff Appreciation; Stephanie Anderson, Dine and Donate.

- Staff Appreciation Committee:
 - Facebook recognition and Tanner Carmichael created a video that was presented at Staff meeting. Gift cards to restaurants were distributed, no luncheon was held due to Covid-19 circumstances.
- 8th Grade Promotion Committee:
 - Jen Kohl explained Promotion recognition including a video with speeches from 8th graders, and Jen, personalized letter from teachers, slide show with any awards received listed on the student's photo, "clap-out" from faculty to end the slide show. June 5 will be a surprise delivery of a Promotion Package including yearbook, diploma, lei, donut, balloon, and card, hand delivered to kids' homes by teachers. All NVUSD middle schools are doing this. Thanks to Theresa Diana for organizing the extra goodies!
- Principal's Report:
 - Cleaning lockers out for drive-thru pickup. Textbook drop off same day, appointment times TBD and families will be notified.
 - Jen has virtually popped into classrooms to assess. All is going well. Teaching will continue through June 4 with Community Circles during the last week.

- Grants Report:
 - Stacey was in the process of applying for grants when Covid-19 struck. She plans on asking Raley's but need to stick to their criteria. It works well for WOW Week goals as it must focus on health and wellness. Community Projects grant ask has had no response yet but their needs have changed so it's expected to not receive the grant. Whole Foods grant use is extended to Sept. 2020. Stacey will investigate a PE Grant from Kellogg per Michelle M's recommendation.

- Treasurer's Report
 - Total Balance = \$54,238.87; higher than normal at this time of year (usually \$30k at end of year) due to lack of activities and requests during Distance Learning since March.
 - Budget v. Actual: Some Garden expenses have been moved to Grants expenses since they fall within the grant spending parameters. Operating Expenses show a \$428 refund from Quickbooks, one time payment.
 - Mechanics Bank is closing branch, Emily is unhappy with customer service and is proposing a move to First Republic.
 - Future expenses will show Directors' Insurance estimated at \$500/year.
 - Proposed budget for 20-21: Smart to decrease revenue from Fall Fundraiser since it is undecided how or if it will occur.
 - Emily kept all Department budgets the same for 20-21 but suggested to lower the library budget since it will not be visited during distance learning. Suggested to get an estimate to repair the Garden fence and increase the Garden budget to account for it.
 - Noted that we need to apply deficit spending since PFC is non-profit organization and cannot show a profit. K
 - Taxes: End of June will submit all records to tax accountant, will work with new Treasurer Audery. Emily stated that IRS is not open to resolve and get update on tax abatement fees.

- Fundraising
 - Fall Fundraiser: agreed that holding an auction during uncertain times is inappropriate. Jen suggested we hold WOW Week in the Fall instead which can be executed with remote learning if needed. Magazine fundraiser if held could also be executed during remote learning. Let's push Amazon Smile now while people are heavily shopping online. Need a communication piece for Amazon Smile to parents.
 - Julie M. reported the #wearenapa tee shirt fundraising. \$10 from each tee goes to business that purchaser selects from list. Angelique will follow up with Julie to sign SMS up.
 - Amber will move banners to top lot since lower lot and fields are not being used .
 - David Gracia suggested adjusting the BTS income in the 20-21 budget since it will likely not happen. Jen suggested that BTS can and will happen, just maybe not in Fall.

- Meeting adjourned 7:42 PM
- Next Executive Meeting June 16 at 6:00 PM. Meeting location/logistics to be decided.