



**SMS Parent Faculty Club Executive Meeting
August 3, 2020 6 P.M.**

Attendees - Emily Barazi, Angelique Ball, Daralyn Christensen, Jen Kohl, Audrey Nagel, Teri Stevens, Hope Tompkins

- **Call to order:** Angelique Ball @ 6:08 p.m..
- **June Minutes were approved:** Angelique motioned to approve, Teri seconded.
- **President's Report**
 - Angelique advised she would like to agree on fundraising programs that Julie Gerien and Julie Murrell could execute.
 - Angelique introduced the following remote fundraising programs, which the board concurred would be worthwhile:
 - Farm Fresh to You which is a remote fresh produce delivery service. They offer schools a 10% return on purchases. Participants may order as needed or set up a subscription.
 - Village Fundraising offers a number of touchless products such as Otis Spunkmeyer cookie dough and holiday gifts. Jen mentioned that various NVUSD Schools have used this company with success.
 - Family & Business Sponsorship Banners to be offered virtually through a digital ad on all correspondence. Given the challenging times we discussed and concluded it would be prudent to specify where the funds would be used such as art supply kits, jump ropes, items to supplement electives. Jen will provide a list of items the PFC can fulfill to support home learning.
 - Daralyn offered to head-up the Amazon Smiles fundraising efforts. She explained that Amazon Smiles is currently the only school fundraiser Amazon offers. Through Quickbooks Audrey was able to identify only 54 people who participated in our Amazon Smiles program. Daralyn will increase the promotion of Amazon Smiles through social media including gift cards during the holiday season.
 - Angelique would like the above mentioned fundraising programs to be packaged together in a thoughtful roll out so parents are not bombarded by the PFC's efforts but rather are able to participate in the programs they like.
 - The Fundraising Calendar is not set. However, tentative dates for Spring Fundraisers could be made and revisited at winter break. This would include the September Soiree Auction which will be moved to Spring.
- **Treasurer's Report**

- Audrey confirmed the banking switch to First Republic was seamless and our Banker is responsive. Our first batch of checks only had one signature line instead of our requested two signature lines. The checks with two signature lines are being sent to Audrey. Audrey recommended authorizing a third person to sign checks in the event one of the other designated signers is unavailable. Angelique volunteered to be the third signer. Audrey will ask Morgan, our Banker, to reach out to Angelique to get her set-up on our account. Audrey will confirm that Teri is consistently the second signature with Angelique as the backup.
- Audrey advised at present the June 30 Tax Filing status is to be determined. She will let us know as soon as she has an update.
- Audrey migrated Quickbooks online to the desktop version and discovered the data was incomplete. She was able to piecemeal it together but is concerned about other issues. She would like to reactivate Quickbooks Online to enter the all valid data and then perform another download. Given they have already reimbursed us for 12 months of fees they were not willing to compensate us for three months. The online version is not in the budget and costs \$35/per month. The board concurred purchasing Quickbooks Online for three months was agreeable.
- At our next meeting, Audrey will provide the exact amount of a couple of outstanding reconciliations.
- Regarding auto-debits Audrey would like to ensure our account has titles listed i.e.: PFC President versus individual names. This will require closing our existing account and opening a new one. Daralyn mentioned with companies such as Venmo and Paypal this costs more. Audrey will look into this and report back to the board. Jen noted PayPal is the only account that will interface with Parent Square.
- Audrey reviewed our Financials. She stated that because we're early into the fiscal year not much to report. A profit of \$350 from Ava Aaron's egg sales donated to Wow Week.
- \$700 in garden funds need to be used by September per the garden grant guidelines. Jen will work Michelle Marks to decide how to best spend those funds. Stacey has a list of approved items we may purchase (Audrey would like a copy of the list for her files).
- Audrey is tracking down a couple of outstanding checks from Mechanics Bank. If she is unable to locate she will carry them over to First Republic to write off.
- Jen advised for now we should keep the \$2,500 designated for field trips. We will reevaluate at winter break.
- Jen requested funds for "Habits of Highly Effective Teens" in the amount \$1,180.27. These books were requested by the Leadership and Yearbook Teachers (board read their joint proposal). The books will be barcoded through the library, allowing other and future students to read them. The possibility of using library funds will be looked into. Angelique motioned to approve the books, Teri seconded the motion. Audrey will figure out direct payment for the books.

- **Principals Report**

- Jen stated NVUSD will be online for the foreseeable future. Classes will be half the size with fifteen students in each the A.M. and P.M. classes. Students in the distance learning model will be with the same cohort through a webcam in the class.

- 6th Grade Orientation will be a webinar with the engagement of Leadership. 6th Grade Parent Orientation will be led by the Principal with 6th Grade Teacher participation.
 - NVUSD is working on a more robust asynchronous learning package.
 - Choir and Band may leverage SMART which supports students learning a musical instrument.
 - SMS Teachers are prepared to return.
 - Angelique offered to help PFC with a BTS communication and motivation
 - Jen reminded the board the Garden still needs a fence. She is meeting with Mike Pearson on options and will let us know.
 - Jen will migrate SMS to our new Facebook page which is connected to Parent Square
 - PFC sends out a supply list to parents (Jen will send a list of necessary supplies to the PFC shortly).
 - Michelle and Alfonso give Daralyn a Parent Square tutorial.
- **Grants**
 - Community Projects denied our library grant.
 - Potential new grants - Stacey mentioned the potential of Raley's Healthy Eating /Healthy Lives possibly near WOW Week.
- The meeting adjourned at 7:34 p.m..