



**Silverado Middle School
Parent Faculty Club
Executive Board Meeting
Thursday, June 20, 2019**

In attendance: Angelique Ball, Michelle Marks, Amber Payne, Emily Barazi, Jen Kohl, Stacey Capitani, Karen Hall

Call to Order - 6:41 by Michelle Marks

1. Review minutes - Karen motion to approve, Angelique second.
2. Research email channels - Weebly website email capability. E-blast?
3. Aloha party recap: Amber Payne update: more attendance needed! More fun, less "no's" promote the fun stuff - survey kids for activities? Around 100 RSVP out of 260 class size. Time of day not an issue. Less pizza, more salad. Gave discount - no tip to the pizza vendor. Next year teachers will be there. Food will be up to Theresa Diana, in charge of event. Budget for graduation - balloon lady wants to do balloons on chairs instead of us doing it. Next year 40 more kids so looking at space options. Possible solutions include on the field or rentals from District.
4. End of year breakfast was great, thanks Michelle Carmichael!
5. Public meeting suggestion, August 20 at 6:00 in Library. Set by Michelle. Need to set exec meetings Michelle will send out via email.
6. 9/12 social at the Mule is set. Julie and Julie will begin promotion.
7. Marketing for PFC. Make it more personal, promote at 6th grade orientation, 8/13 be there to recruit and encourage involvement. Angelique will do a flyer. Coffee and donuts for orientation.
8. Website: Angelique to update contacts, meeting dates, minutes, calendar dates, budget, contacts info@ Angelique will attempt to make sure emails are directed to proper address. Go Daddy: research hosting.
9. First day packets: separate forms via volunteers 9 hours manpower. Looking for volunteers to help!
10. BTS night: 5:15 food, classroom tours at 6:00. Stephanie Andersen will be asked to arrange the pizza and food vendor. Jen Kohl says the tried and true works, no need to experiment with other options for dinner. Need 3 cases of water.
11. Emily: Treasurer's Report:
 - Garden grant has not been spent yet.
 - Sitting higher in our balance sheet because of garden grant.



- Teachers have to submit written request for needs prior to meeting for funds.
 - \$3000 budgeted for garden - \$5-6k left over to spend on grants. Community Projects grant. Whole Foods grant guidelines requires that we spend the money and need to spend 4k on specific guidelines in grant.
 - Mrs. Rada will be garden coordinator for 2019-2020. \$1500 stipend.
 - Extra funds: \$950 extra on gardening \$5-7k extra for requests.
 - Budget overview : Language Arts over budget by \$250 but ok.
 - 8th grade graduation spending - need return Amazon items for refunds.
 - Emily moves to approve budget for 19-20, second by Amber.
 - Need to correct the budget to reflect a separation of field trips of \$2500 and principal support of \$2500 - now excess funds for grants \$3-5k. For approval later after revisions. New budget will be presented in August. Garden grant needs to be adjusted from \$7k to \$4k. Needs to spend the rest on classroom supplies tied to Whole Foods and Raley's grant.
 - Community grants will be a line item under SMS support.
 - New accountant Tami Nova tax consulting filed extension.
 - Add/change signers with bank.
12. Fundraising: Julie and Julie: sponsorship pack at 6th grade orientation explaining two levels of Banner ads. Decided that the Sponsorship revenue will be split 50% to WOW and 50% to Auction which would lower WOW income by \$2k but increase Auction so it evens out. Expecting revenue of \$7500 from Sponsorships. Banner expenses are \$40 each.
- a. Discussed possibility of WOW becoming an activity week and not a fundraiser. By December, will decide any fundraising concepts related to WOW week.
13. Grants - goal is to write general grant requests, not so specific so we are able to have flexibility with needs.
14. Silent Auction Donations list/binder passed from Katie to both Julies. - Ideas: buy a spot with teachers, stargazing night. Think of experiences! BOD to give personal asks.
15. Principal's Report: Jen announced new Assistant Principal Mike Smith will be replacing Mr. Sedgly who is moving to Vintage High School. Will also be starting 'Tee-Shirt Tuesday' where the staff will wear positive messaging t-shirts.

Meeting adjourned at 8:25 PM.

Next Meeting General PFC is August 20, 2019.