

Date: 02/09/2026

Time: 6:00 pm to 7:00 pm

Location: Kolb Cafe

PFC Meeting Norms

1. **Public comments only during Public Comment time**
 - Comments will not be taken outside the designated section.
2. **Only agenda items will be discussed**
 - New topics must be submitted in advance to be added to a future agenda.
3. **Respectful communication at all times**
 - No interruptions, side conversations, or disrespectful language.
4. **Professional behavior is required**
 - If meeting etiquette is not followed, the President/Secretary may pause or adjourn the meeting.
5. **One speaker at a time**
 - Everyone will have a chance to speak; please wait to be recognized.
6. **Maintain a positive, community-friendly environment**
 - Our meetings are for collaboration and supporting the Kolb community.

Attendance

- President: Sanjana Jangeed
- Secretary: Suvarna Shet
- Vice President(s): Nasim Mirnateghi & Rhea Desai
- Treasurer(s): Oleksendar Saychuk (Absent) & Lin Qi
- Director of Volunteers & Room Parents: Sushma Bhosale & Yi Chen
- Director of Communication:- Ritu
- Director of Spiritwear: Tanisha Vishnoi
- PFC clubs: Hafsa (run club)
- Principal: Mrs. Lee
- Teachers' Representatives: Ms. Morrison
- Guests / Other Attendees:

Meeting Agenda

Time period allotted	Agenda	Contact	Update
6:00 - 6:10 pm	Approval of the Last month meeting minutes.	Suvarna S	The motion to approve last month's meeting minutes was made and seconded by _____, and the board approved it unanimously.
6:10 - 6:15pm	Reading through PFC the meeting norms	Nasim	A PFC Board member will read these norms at the start of every PFC meeting.
6:15 - 6:20 pm	President's Welcome	Sanjana J	
6:20 - 6:25 pm	Principal's report	Mrs. Lee	
6:25 - 6:30 pm	Teachers Report	none	
6:30 - 6:45 pm	Round robin of board members <ul style="list-style-type: none"> • VP • Dir of Volunteers • Dir of Spirit wear • Treasure • Run club • Breakfast Book club 	<ul style="list-style-type: none"> • VP - Nasim/ Rhea • Dir of Volunteers - Sushma / Yi • Dir of Spirit wear - Tanisha • Treasure - Lin • Run club - Hafsa • Breakfast Book club - Tanisha/Suvarna 	
6:45 - 7:00pm	Public Comments	Sanjana / Suvarna	The meeting was adjourned, with the motion seconded by _____.

President's Welcome : (Sanjana Jangeed)

- **Direction of communication:**
On boarding
- **Movie Night:**

Principal's Report :
(Mrs. Lee)

Teachers' Reports :
None

VP (Fundraising/Events) Report :
(Nasim/Rhea)

January :

- Movie Night was a success 01/23
- Dineout : iniBurger 01/13

February :

- Makeup Sky Dome Astronomy Night show 02/06
- DineOut : Mendicino Farms 02/

Director of Volunteers Report:
(Sushma / Yi)

January :

- Prepared signup sheet for Lunar new year celebration (Feb 6th) - Lunch recess craft activity.
- Send an email to teachers to spread the word about it.
- Planning for Valentine's day breakfast for staff and KOLB community

Feb:

- Prepared signup sheet for Lunar new year celebration - Lunch recess craft activity.
- Sent an email to teachers to spread the word about it.
- Planning for Valentine's Day breakfast for staff and KOLB community. / Sign up sheets / menu prep work in progress.

Director Spiritwear Report :

Vendor : Custom Sports Sale; mark up is \$2.05 /spiritwear

- To decide dates for next spirit wear sale - Flash sale dates suggestion is March 2026

Treasurer's Report :

- Issued reimbursement checks to teachers, staff, and PFC members in a timely manner.
- Deposited dine-out proceeds and farm fresh to you in a timely manner.
- Received \$1,277.50 from AOGF.
- Sent out an email reminder of remaining balances of BBC and Run Club.
- Sent out an email reminder of the remaining balances of classroom stipend to all teachers.

To do:

Finalize 24-25 numbers for tax return purposes - with extended due date 5/15/2026.

PFC Club Reports :

Run Club :

Breakfast Book Club :

- We have a total 34 registrations (3, 9, 7, 8, 9 / 1-5 grade)
- Next book club meeting - Feb 26, 2026

Public Comments :

Action Items & Next Steps :

Next Meeting

Date: Monday March 16, 2026, 6-7PM, Location: Kolb Cafe

Date: Monday April 20, 2026, 6-7PM, Location: Kolb Cafe

Date: Monday May 18, 2026, 6-7PM, Location: Kolb Cafe