

## Kolb PFC Meeting Agenda

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**Date:** 04/20/2026

**Time:** 6:00 pm to 7:00 pm

**Location:** Kolb Cafe

<b>Rule</b>	<b>Description</b>	<b>Key Requirement</b>
<b>Public Comments Only</b>	Comments are only taken during the designated Public Comment section.	Wait for the designated time
<b>Agenda Items Only</b>	Only scheduled items are discussed; new topics require advance submission.	Pre-submit new topics
<b>Respectful Communication</b>	No interruptions, side conversations, or disrespectful language.	Use polite language
<b>Professional Behavior</b>	The President/Secretary may pause or adjourn if etiquette is not followed.	Follow meeting etiquette
<b>One Speaker at a Time</b>	Everyone will have a chance to speak; please wait to be recognized.	Wait to be recognized
<b>Positive Environment</b>	Meetings focus on collaboration and supporting the Kolb community.	Support the community

### PFC Meeting Norms: Attendance

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

## Meeting Agenda

Time period allotted	Agenda	Contact	Update
6:00 - 6:05 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.
6:05 - 6:10pm	Reading through PFC the meeting norms	Nasim M	A PFC Board member will read these norms at the start of every PFC meeting. - Nasim read the norms
6:10 - 6:15 pm	President's Welcome	Sanjana J	
6:15 - 6:20 pm	Principal's report	Mrs. Lee	
6:20- 6:25 pm	Teachers Report	Ms. Susan Morrison	
6:25 - 6:45 pm	Round robin of board members <ul style="list-style-type: none"> <li>● VP</li> <li>● Dir of Volunteers</li> <li>● Dir of Spirit wear</li> <li>● Dir of Comms</li> <li>● Treasure</li> <li>● Run club</li> <li>● Breakfast Book club</li> </ul>	<ul style="list-style-type: none"> <li>● VP - Nasim/ Rhea</li> <li>● Dir of Volunteers - Sushma / Yi</li> <li>● Dir of Spirit wear - Tanisha</li> <li>● Dir of Comms - Ritu</li> <li>● Treasure - Lin</li> <li>● Run club - Hafsa</li> <li>● Breakfast Book club - Tanisha/Suvarna</li> </ul>	
6:45 - 7:00pm	Public Comments	Sanjana / Suvarna	The meeting was adjourned, with the motion seconded by ----- and approved by all attendees.

**President's Welcome :**  
**(Sanjana Jangeed)**

**Principal's Report :**  
**(Mrs. Lee)**

**Teachers' Reports :**  
**(Ms. Susan Morrison)**

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

- March Dineout Daves Hot Chicken
- April DineOut Planning
- ScienceFair Execution Help
- Planning Stem Festival in April

**Director of Volunteers Report:**  
**(Sushma / Yi)**

**February:**

- A sign-up sheet has been prepared for the Lunar New Year celebration on February 6th (lunch recess craft activity).
- An email is sent to teachers asking them to help spread the word for Recess Craft and Valentine's Day Breakfast
- Planning is underway for the Valentine's Day Breakfast for staff and the KOLB community.

**March**

- A sign-up sheet has been prepared for the Ramadan celebration on March 11th (lunch recess craft activity).

**Director Spiritwear Report :**  
**(Tanisha Vishnoi)**

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

- Spiritwear Flash sales have started March 2nd - 28 th 2026

**Director of Communications Report:**  
**(Ritu Saini).**

- Signup form for the St Patrick's Day parade was created and circulated.
- STEM festival flyer created and uploaded to PFC website.
- KOLB PFC Website is up to date with meeting minutes and agendas.
- PFC web site and Instagram getting regularly updated with latest updates.
- Imp Update, regarding PFC website. WIX yearly subscription is too costly, so we are planning to move it from WIX to Google Sites most probably before May before WIX subscription is renewed.

**Treasurer's Report :**

- Issued reimbursement checks to teachers, staff, and PFC members in a timely manner.
- Deposited dine-out proceeds and Mendocino Farm in a timely manner.
- Received \$97.1 from AOGFcauses.benevity.
- Prepared P&L of March 2026.

**To do:**

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

Question: should we give teachers extra time for additional reimbursement requests?

**PFC Club Reports :**

**Run Club :**

- Lead parent volunteer Ms Hafsa not available, two other parents volunteered but no breakfast until lead is back

**Breakfast Book Club :**

- We have a total 35 registrations (3, 9,8, 8, 9 / 1-5 grade)
- Next book club meeting - Apr 23, 2026

**Vacant PFC Positions:** Co-Treasurer (1)

**Public Comments :**

**Next Meeting**

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