

Kolb PFC Meeting Minutes

Date: 02/09/2026

Time: 6:05 pm to 7:02 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 (absent)
- Director of Volunteers & Room Parents: Sushma Bhosale & Yi Chen
- Director of Communication:- Ritu Saini
- Director of Spiritwear: Tanisha Vishnoi
- PFC clubs: Hafsa Bhatti (run club) (absent); Tanisha Vishnoi & Suvarna Shet
- Principal: Mrs. Lee
- Teachers' Representatives: Ms. Susan Morrison
- Guests / Other Attendees: Ms. Burdy Morales, Ms Nisha Thomas, Mrs Reema D'cunha

Meeting Agenda

Time period allotted	Agenda	Contact	Update
6:05 - 6:12 pm	Approval of the Last month meeting minutes.	Suvarna S	The motion to approve last month's meeting minutes was made and seconded by Rhea, and the board approved it unanimously.
6:12 - 6:13pm	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
6:14 - 6:16 pm	President's Welcome	Sanjana J	
6:16 - 6:18 pm	Principal's report	Mrs. Lee	
6:18 - 6:25 pm	Teachers Report	Ms. Susan Morrison	
6:25 - 6:42 pm	Round robin of board members <ul style="list-style-type: none"> ● VP ● Dir of Volunteers ● Dir of Spirit wear ● Dir of Comms ● 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 ● Dir of Comms - Ritu ● Treasure - Lin ● Run club - Hafsa ● Breakfast Book club - Tanisha/Suvarna 	
6:43 - 7:02pm	Public Comments	Sanjana / Suvarna	The meeting was adjourned, with the motion seconded by Rhea Desai and approved by all attendees.

President's Welcome :
(Sanjana Jangeed)

- **Movie Night:** Conducted successfully on Jan 23, 2026 - Movie screened - Inside out based on the poll taken.
- **Valentines breakfast:**
To avoid wastage we will order food only based on sign up
Menu to be shared

Science fair:

- Awaiting on approval of Ms. Ruble for using the remainder of the poster board of last year; approx #144
- This years science fair we will be using only one size of the PBFlyers ready and awaiting approval by Mrs. Lee
- Kolb Flyers and Teachers have already started the communications for the Science Fair

Teachers strike :

Parents concern to understand details

Astronomy dome

The previous astronomy session was cancelled due to a technical glitch. PFC coordinated and successfully arranged a make-up session. The registrations that were initially made for the cancelled session were transferred to the rescheduled session, which was later opened to KOLB participants as well.

The make-up session was completed on 02/06/2026.

Principal's Report :
(Mrs. Lee)

- We have a new cook as a replacement for the previous cook's retirement.
- Teacher of the year - Ms. Rutherford

Teachers' Reports :

- The teachers' meeting is scheduled for early this week. We will only receive updates regarding the teachers' strike after that meeting.
- Thankful for recess craft, appreciate the PFC efforts!
- Please do not park in the staff parking lot during the Valentine's Day Breakfast. This information has already been communicated in both the teachers' flyers and the KOLB flyers.
- Ms. Rutherford has requested if PFC can **fund snacks for the students in the Learning Center**. There are 30+ students, and it is not a self-contained grade level. They are currently making arrangements on their own.
- Please provide copies of the Profit & Loss (P&L) statements for the past few years, along with any additional supporting financial information.

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

January :

- Movie Night was a success 01/23/2026
- Dineout : iniBurger 01/13/2026

February :

- Makeup Sky Dome Astronomy Night show 02/06
- DineOut : Mendicino Farms 02/25 - 2 pm until close
- Met with Ms. Ruble for Science Fair on 03/20 (Nasim)
- Calendar requests are done for the Science Fair.

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.

Director Spiritwear Report :
(Tanisha Vishnoi)

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

- To decide dates for next spirit wear sale - Flash sale dates suggestion is March 2nd - 28 th 2026
- Garments approval - colors and logo - Awaiting approval by Ms. Lee

Director of Communications Report:
(Ritu Saini)

- The Recess Crafts and Valentine's Day Breakfast flyers have been uploaded following approval.
- Meeting minutes and agendas have also begun to be uploaded to the KOLB PFC website. Website formatting is currently underway.

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.
- P&L of January 2026 reviewed

To do:

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

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 34 registrations (3, 9, 7, 8, 9 / 1-5 grade)
- Prorated check received for the new student
- Next book club meeting - Feb 26, 2026

Vacant PFC Positions: Co-Treasurer (1)

Public Comments :

- **Nisha Thomas:** question regarding why the cookie fundraising amount was not reflected in the P&L today.
 - **PFC clarified** that the cookie fundraiser was part of the holiday fundraising in December, while the P&L under review covers only January. Nisha agreed that the cookie fundraiser revenue should be recorded under December. Any further questions or concerns can be directed to the Treasurer if needed.
- **Nisha Thomas:** Dine-out events are good, but more vegetarian options should be included, as the KOLB community has a higher number of vegetarian participants.
 - **PFC Response:** Most of our dine-out events already include vegetarian options. For example, IniBurger offers a variety of vegetarian choices, and our new dine-out partner, Mendocino Farms, also provides excellent vegetarian options.

- **Future dine-out planning:** PFC noted that March dine-outs can be planned if additional options are shared and welcomed suggestions from the Board. They encouraged sharing more restaurant choices to explore possible arrangements.
- **Process explanation:** Nasim also explained how the dine-outs operate behind the scenes.
- **BBC feedback:** Nisha Thomas mentioned that students are enjoying BBC, but felt the questions were a little easy.
 - **PFC / BBC response:** The BBC lead parents explained that some parents have voiced that the questions are challenging for their children. Therefore, the question bank is designed for a general children’s audience.
- **Feedback on Stationary Purchase:** Nisha Thomas suggested ordering envelopes and printing papers from Staples for cheaper options.
 - **PFC Response:** PFC confirmed that all local store options were reviewed before ordering, and they continue to remain as frugal as possible.
- **PFC Board 2026–27 Question:**

Ms. Burdy Morales asked when PFC will publish the new positions for the next academic year

 - **Response:**

PFC and Mrs. Lee clarified that this was addressed in a previous board meeting.
- **Audit Question (follow-up):**

As this question was raised previously by Ms. Morales, the President confirmed at the district meeting that:

 - **Response:** Any KOLB community parent can form a committee to conduct the internal audit, and parents are encouraged to sign up to participate. The external audit, however, can only be requested by the district.

Action Items & Next Steps :

- Junior achievement to retire as the funding is an issue and the funds have increased from \$500/school to \$500/class

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