

Kolb PFC Meeting Notes

Date: 01/12/2026

Time: 6:07 pm to 7:01 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 - Absent
- Vice President(s): Nasim Mirnateghi (absent) & Rhea Desai
- Treasurer(s): Oleksendar Saychuk (Absent) & Lin Qi.
- Director of Volunteers & Room Parents: Sushma Bhosale & Yi Chen
- Director of Communication:- **Vacant**
- Director of Spiritwear: Tanisha Vishnoi - Absent
- PFC clubs: Hafsa (run club) - Absent
- Principal: Mrs. Lee
- Teachers' Representatives: none
- Guests / Other Attendees: Mrs. Morales, Mrs. Varner

Meeting Agenda

Time period allotted	Agenda	Contact	Update
6:07 - 6:11 pm	Approval of the Last month meeting minutes.	Suvarna S	The motion to approve last month's meeting minutes was made by Rhea and seconded by Lin and the board approved it unanimously.
6:11 - 6:15pm	Reading through PFC the meeting norms	Sanjana J	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 - 7:01pm	Public Comments	Sanjana / Suvarna	The meeting was adjourned, motioned by Rhea, seconded by Sushma

President's Welcome : (Sanjana Jangeed)

- **Direction of communication:**
Ritu was interviewed and was unanimously voted in favor
- **District Meeting**

Mr Funk retiring in June 2026
EHS incident - providing counseling for students

- **Movie Night:**
Jan 23, 2026 - movie decided based on a poll was Inside Out 2.

Planning in progress

Skydome make up session (Astronomy night) to be scheduled.

Principal's Report :
(Mrs. Lee)

Below need approval votes

- 2 students require a full scholarship to attend Science Camp
- Ms. Morales has requested approval of her March Madness book purchases that she would like to do very soon for Read Across America Day on March 3.
- Elementary school counselors - we need to have the 8 counselors and the 4 behaviorists can't replace the counselors. We need to advocate for it as a PFC board.

Teachers' Reports :

Ms. Morrison is appointed as a teachers representative

- Teachers thanked the PFC Board for all the treats & volunteered time.
- Teachers did not receive the breakfast invitation flyer
 - Check with Ms. Julie and Mrs. Lee to be part of all the communications)

VP (Fundraising/Events) Report :

(Nasim/Rhea)

December:

- Dineout: Habit Burger 12/03
- Cookie Fundraiser distribution - 12/17

January :

- Planning for movie-night
- Dineout : iniBurger 01/13

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Director of Volunteers Report:

Nov:

- 11/03 Dia de los Muertos access craft

Dec:

- Organize the holiday bf/lunch for the teachers and staff - Dec 18
- Prepare the booklet for teacher and staff favourite list
- The access craft for Kwanzaa was scheduled to happen on December 16. However, as there were no volunteer sign-ups, the event was canceled.

Jan:

- Prepare 4 sign up for access craft for this year
- Prepare the access craft for the lunar year on Feb
- Prepare for the Teachers' and Staff Appreciation Lunch

Suggestion by Ms. Morrison:

In the event of recess crafts being cancelled due to insufficient volunteers etc the ordered recess craft supplies can be handed over to the teachers. Teachers do the crafts with the students in their respective classrooms.

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 :

December:

- Issued reimbursement checks to teachers, staff, and PFC members.
- Made a timely mobile deposit of \$500 Empower donation for Astronomy Night.
- Prepared Expense Reimbursement Procedure for Kolb teachers and staff.
- Inquired Human Resource at DUSD, confirming DUSD does NOT pay for PFC treasurer's LiveScan.
- Tax return has been extended. The new due date is 5/15/2026. Oleksendar is still working on the final check for the tax return.

January:

- Issued reimbursement checks to teachers, staff, and PFC members in a timely manner.
- Deposited dine-out proceeds and cookie fundraiser proceeds in a timely manner. (We received \$4,891.90 for the cookie fundraiser!)
- Started working on the monthly P&L - for December, total receipts of \$4,983.28 include mainly cookie sales and dine-out proceeds; total expenditure of \$3,319.05 includes mainly reimbursement requests from teachers/staff/breakfast club/run club and teachers/ staff appreciation breakfast. December profit is \$1,664.23.

To do:

Send out an email of the remaining balances of grade-level grants.

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 - Jan 29

Public Comments :

Mrs. Varner raised the qs. : Where did the teacher's appreciation breakfast leftovers go?

- It was discussed to have a teachers representative to clean up post any PFC held breakfast/ lunch events.

Mrs. Morales raised the qs: Is there a plan for an Audit?

- Read by laws to understand the process and share details in the next meeting.

Action Items & Next Steps :

Next Meeting

Date: Monday February 09, 2026, 6-7PM, Location: Kolb Cafe

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