Kolb PFC Meeting Agenda & Minutes

Date: 08/17/2026

Time: 6:00 PM – 7:16 PM

Location: Kolb Cafe

I. Meeting Norms & Attendance

PFC Meeting Norms

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

Attendance

Role / Affiliation	Name	Present (Y/N)
Principal	Ms. Clara Lee	Y
President	Sanjana Jangeed	Y
Co Vice President	Nasim Miranteghi	N
Co Vice President	Rhea Desai	Y
Secretary	Suvarna Shet	Y

Treasurer	Lin Qi	Y
Co Director of Volunteers & Room Parents	Mira Swaminathan	Y
Co Director of Volunteers & Room Parents	Rimjhim Kumari	Y
Director of Communication	Ritu Saini	Y
Director of Spiritwear	Tanisha Vishnoi	Y
PFC clubs	Hafsa	Y
Faculty Rep	Ms. Susan Morrison	Y
Parent/Community Attendee	[Name]	

II. **Standing Agenda Items & Minutes**

1. Call to Order & Welcome

- **Time Allotted:** 5 mins (6:00 PM – 6:05 PM)
- **Leader:** President/Secretary
- **Discussion Summary:**
    - *Welcome to the 2026–2027 academic year! We are excited to kick off the new school year with a variety of fun and engaging activities for the KOLB community.*
    - *This year, we are excited to introduce several new initiatives, including the PFC Dance & Music Club, which has already received tremendous interest and positive response from the KOLB community. We are also looking forward to our Spring Carnival and other exciting events throughout the year.*
    - *We are especially grateful to Ms. Freschi for stepping up and sharing her ideas and support to help us bring these activities to life.*

    - *PFC will not send communications through a WhatsApp group. All official communications will be shared through the school newsletter, social media (Instagram/Facebook), and our Kolb PFC website.*
    - *We may consider using WhatsApp for additional communications in the future once we have more volunteer capacity through Room Parents.*
    -
- **Action Items / Outcomes:**
    - [Task Name] — Assigned to: [Name] — Due: [Date]

2. Principal

- **Time Allotted:** 5 mins (6:07 PM – 6:10 PM)
- **Leader:** School Principal
- **Discussion Summary:**
    - *We had good start to school year*
- **Action Items / Outcomes:**
    - [Task Name] — Assigned to: [Name] — Due: [Date]

3. Teacher Representative : Faculty/Staff Update

- **Time Allotted:** 5 mins (6:08 PM – 6:15 PM)
- **Leader:** Teacher Representative
- **Discussion Summary:**
    - *Teachers thanked*
- **Action Items / Outcomes:**
    - [Task Name] — Assigned to: [Name] — Due: [Date]

4. Vice-President : Upcoming Events

- **Time Allotted:** 5 mins (6:09 PM – 6:20 PM)
- **Leader:** Vice President
- **Discussion Summary:**
    - *Ice-Cream Social - Friday, August 28, 2026 Location : MPR/Picnic Tables 1:55pm*

    - *Dine-Out : Blaze Pizza Tuesday, August 25, 2026 Time : 3:00pm - 10:00pm*
    - *Walk, Bike and Roll to School - Wednesday, October 07, 2026*
    - *OTIS Cookie Fundraiser (Approval Needed) October 26, 2026 - November 19th. 2026 Delivery Week December 07, 2026*
        - *Mrs Lee to confirm the dates.*

5. Director of Volunteers: Upcoming Events/ Plan

- **Time Allotted:** 5 mins (6:10 PM – 6:25 PM)
- **Leader:** Director of Volunteers & Room Parents
- **Discussion Summary:**
    - *Back to school welcome decorations & KES staff first day of school donuts - completed*
    - *Volunteer requirements for upcoming events including Ice Cream social*
    - *Onboarding Room Parents*
- **Action Items / Outcomes:**
    - Consolidate KES staff email list

6. Director of Spiritwear:

- **Time Allotted:** 5 mins (6:12 PM – 6: PM)
- **Leader:** Director of Spiritwear
- **Discussion Summary:**
    - *Spirit wear sale to start with Aug 31st - Sep 20*
    - *New designs for Spirit wear - to be approved by Mrs. Lee.*
- **Action Items / Outcomes:**
    - [Task Name] — Assigned to: [Name] — Due: [Date]

7. Director of Communications:

- **Time Allotted:** 5 mins (6:14 PM – 6: PM)
- **Leader:** Director of Communications
- **Discussion Summary:**

- *PFC Website updated -*
  - *Pfc team*
  - *Calendar update*
  - *All new links*
  - *Ice-Cream Social in events*
- *Instagram updated -*
  - *First day of school posts.*

8. PFC Clubs: Run Club/ Dance & Music/ BBC

- **Time Allotted:** 5 mins (6:15 PM – 6:40 PM)
- **Leader:** Club Lead volunteers
- **Discussion Summary:**
  - *Run club to start 7:30am to 8 am every friday - Sept 11, 2026*
  - *Need a few more volunteers.*
  - *Dance and Music : start date: TBD*
  - *Need to decide a day and time*
  - *BBC : We have around 9 kids so far.*
  -

Action Items / Outcomes:

- [Task Name] — Assigned to: [Name] — Due: [Date]

9. Financial / Treasurer's Report

- **Time Allotted:** 10 mins (6:20 PM – 6:50 PM)
- **Leader:** Treasurer
- **Discussion Summary:**
  - *Check-in donation received*
  - *Money received for various clubs*
  - *26-27 proposed budget*
- **Action Items / Outcomes:**

    - [Task Name] — Assigned to: [Name] — Due: [Date]
    -

10. New Business (Pre-Submitted Topics Only)

- **Time Allotted:** 5 mins (7:02 PM – 7:15 PM)
- **Leader:** Submitting Member / President
- **Discussion Summary:**
    - *Budget Vote 26-27 - Approved with amendments to be done*
    - *In-person Meeting/ Hybrid - Approved*

      ** We will be recording all meetings using an AI-enabled tool for meeting documentation.*

      ** If the vote is in favor of a hybrid format, please note that due to limited volunteer bandwidth, we may not be able to address all questions submitted online during the meeting.*

      ** The meeting will primarily focus on the current agenda and scheduled business only.*

      ** For public questions, comments, and discussion, we encourage attendees to send us the topics to discuss in email to the board/ join the in-person General Meeting so we can ensure adequate time for participation and responses.*

- **Action Items / Outcomes:**
    - [Task Name] — Assigned to: [Name] — Due: [Date]

11. Public Comment Section

- **Time Allotted:** 10 mins (6:45 PM – 7:02 PM)
- **Leader:** Open Floor (Regulated by President)
- **Discussion Summary:**
    - *How can parents contact each other during the planning process?*
    - *Website having latest emails and updates. - Need to fix the email*
    - *STEM activity related query: how is it done?*
    - *How to enroll in any clubs*
    - *Any calendar updates for all the PFC events. How is it communicated?*
    -

- **Action Items / Outcomes:**
    - [Task Name] — Assigned to: [Name] — Due: [Date]

12. Adjournment

- **Time:** 7:16 PM
- **Leader:** President/Secretary
- **Notes:** Next meeting scheduled for 9/21/2026 at 6 pm.

III. Master Action Item Tracker

Status (Pending/Done)	Action Item Description	Assigned To	Due Date	Follow-up Notes
Pending				
Pending				