

Kolb PFC Meeting Agenda & Minutes

Date: 09/21/2026

Time: 6:00 PM – 7:12 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 - Y

Co Vice President Rhea Desai - N

Secretary Suvarna Shet - N

Treasurer Lin Qi, Jinna Lin - Y

Co Director of Volunteers & Room Parents Mira Swaminathan Y

Director of Communication Ritu Saini - Y

Director of Spiritwear Tanisha Vishnoi - Y

PFC clubs Hafsa - N

Faculty Rep Ms. Susan Morrison - N

Parent/Community Attendee [Name]

* Mary W. (surname unclear)

* Joe Warhington

* Anujiota Thirumoorthi

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:**

- *Motion to approve previous meeting's minutes: made by Nasim; seconded*

- President welcomed the board to the 2nd meeting of the year. A lot has been *planned and organized; the club has organized multiple events and has been sending regular flyers via the standard communication channel (school newsletter) and through room parents via the Director of Volunteers – all working perfectly fine.*
- *As discussed last time, the board will need to decide which Zoom version to move forward with, and will go over the options the Communications Director is suggesting. The next meeting will be shared with the broader Kolb community for wider participation, via the newsletter and the PFC website.*
- *Dance & Music Club: 29 students total*
- *Parents have raised complaints about bathroom cleanliness/hygiene*
- *Club renewal and interviews discussed for the upcoming term*
- *Marie's Presentation: Parcel Tax Measure I (6:10 PM)*

- *Marie presented on Measure I, the parcel tax renewal on the ballot.*
- *Category Rate Base : \$96/year*
- *Per student :\$8/student*
- *Science : \$3*
- *Media/tech : \$3*
- *Discussion of PFC endorsing Measure I: motion to endorse made by Murray, filed/seconded*
- *Question raised: can the club vote to endorse tonight?*
- **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:**
 - *Fun Run raised \$30,000*
 - *New Assistant Principal: Ms. Comb*
- **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:**
 - *no report given*
- **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:**

- ** Co-Director of Volunteers position is open – flyer to go out, reaching to the community to fill the position*
- * Room parents have been onboarded*
- * Halloween Trunk or Treat: sign-up sheet has been uploaded*
- * Peter's Crafts starting soon*
- * Tomsick classroom currently has no 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:**

- ** 117 items sold*
- * \$239.85 raised so far*
- * First sale of the year*

- **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:**
 - * *Flyers have been updated*
 - * *Fun Run promotion available on the PFC Instagram, if needed*
- **Action Items / Outcomes:**
 - [Task Name] – Assigned to: [Name] – Due: [Date]

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 — starting 9/25
 - * Dance & Music — met last week
 - * BBC — not currently happening; checks are being written
- **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:**
 - Jimna has been selected as Treasurer
 - Reporting will move to a monthly cadence
 - QuickBooks access/subscription was stopped as of Sept 2nd

Fundraising / Budget Line Items

Budget split into individual line items, including:

Line item Amount

#63 – PFC Zoom meeting :\$100

#64 – In-person snacks: \$200

Specialist funding:

Program/ Amount

Music :\$350

Band (by 4/25): \$100

Case-by-case usage: Counselor position — club does not want to fund this on a case-by-case basis.

* Trainer/second discussed with Tamsha, Miday

* 1XL item → \$3,000, with Mira, Tomika, Sujane

* School balance: one-time item → mid-shift custodian coverage from DUSD

- **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:**

- none

- **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:**

- *refocus fundraising asks around giving, and only run them for a few months out of the year*

- **Action Items / Outcomes:**

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

12. Adjournment

- **Time:** 7:12 PM
- **Leader:** President/Secretary
- **Notes:** Next meeting scheduled for 9/21/2026 at 6 pm.

III. Master Action Item Tracker

Status

(Pending/Done)

Pending

Pending

Action Item

Description

Assigned To

Due Date

Follow-up Notes