

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 Bhatti Tanisha/ Suvarna	Y
Faculty Rep	Ms. Susan Morrison	Y
Parent/Community Attendee	Pls refer to below	

Parent name - Student-grade

1. Swathi Goru - Kinder - gswathy88@gmail.com
2. Heather Cook - First - hjoycook@gmail.com
3. Alekhya Nalla - TK - nnlalekhya@gmail.com
4. Samantha Cisneros - 5th grade teacher
5. Srilekhe Aitha - 3rd grade
6. M Sunil - Kinder, 1st
7. Jennifer Lopez - Kinder, 5th grade
8. Sadia Nagave - 4th , 5th grade
9. Usha Sravanthi - 4th
10. Burdy Morales - Library Media Tech

II. Standing Agenda Items & Minutes

1. Call to Order & Welcome

- **Time Allotted:** 5 mins (6:00 PM – 6:07 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:**

- none

2. Principal

- **Time Allotted:** 5 mins (6:07 PM – 6:08 PM)

- **Leader:** School Principal

- **Discussion Summary:**

- *We had good start to school year*

- **Action Items / Outcomes:**

- none

3. Teacher Representative : Faculty/Staff Update

- **Time Allotted:** 5 mins (6:08 PM – 6:09 PM)

- **Leader:** Teacher Representative

- **Discussion Summary:**

- *Teachers thanked for the lunch and sweet treat to start the school year by PFC*

- **Action Items / Outcomes:**

- none

4. Vice-President : Upcoming Events

- **Time Allotted:** 5 mins (6:09 PM – 6:11 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.*
- **Action Items / Outcomes:**
 - none

5. Director of Volunteers: Upcoming Events/ Plan

- **Time Allotted:** 5 mins (6:11 PM – 6:15 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 (6:15 PM – 6:16 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:**
 - Get approval on new spirit wear designs and set up the new sale.

7. Director of Communications:

- **Time Allotted:** 5 mins (6:16 PM – 6:17 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.*
- **Action Items / Outcomes:**
 - none

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

- **Time Allotted:** 5 mins (6:17 PM – 6:20 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 : if we do not have more enrollments we might have to return the money can cancel the club*
- **Action Items / Outcomes:**
 - Share flyers for the clubs and share them with the Kolb community.

9. Financial / Treasurer's Report

- **Time Allotted:** 10 mins (6:20 PM – 6:45 PM)
- **Leader:** Treasurer

- **Discussion Summary:**
 - *Check-in donation received*
 - *Money received for various clubs*
 - *26-27 proposed budget*
- **Action Items / Outcomes:**
 - 4 amendment items noted. To be worked upon by the Treasurer.

10. 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:**
 - none

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*
 - *A motion to approve was made by the vice president, seconded by the director of spiritwear.*
 - *In-person Meeting/ Hybrid - Approved with the below conditions.*
 - *Aye- 9 , No - 2, Abstain - 2*
 - * 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:**
 - none

12. Adjournment

- **Time:** 7:16 PM
- **Leader:** President/Secretary
 - A motion to adjourn was made by the Secretary, seconded by the Vice president.
- **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	Amendment to the budget	Treasurer	9/21	
Pending				