

Kolb PFC Meeting Minutes

Date: 05/18/2026

Time: 6:00 pm to 7:30 pm

Location: Kolb Cafe

Rule	Description	Key Requirement
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

PFC Meeting Norms: Attendance

- President: Sanjana Jangeed
- Secretary: Suvarna Shet
- Vice President(s): Nasim M & Rhea Desai
- Treasurer(s): Lin Qi
- Director of Volunteers & Room Parents: Sushma Bhosale & Yi Chen
- Director of Communication:- Ritu Saini
- Director of Spiritwear: Tanisha Vishnoi
- PFC clubs: Hafsa Bhatti (absent), Tanisha Vishnoi & Suvarna Shet
- Principal: Mrs. Lee
- Teachers' Representatives: Ms. Susan Morrison
- Guests / Other Attendees: Mrs. Cisneros, Mr Rongkai Gui

Meeting Agenda

Time period allotted	Agenda	Contact	Update
6:00 - 6:03 pm	Approval of the Last month meeting minutes.	Sanjana J	The motion to approve last month's meeting minutes was made by Nasim M and seconded by Rhea Desai and the board approved it unanimously.
6:03 - 6:04pm	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
6:05 - 6:15 pm	President's Welcome	Sanjana J	
6:15 - 6:40 pm	Principal's report	Mrs. Lee	
6:40- 7:15 pm	Teachers Report	Ms. Susan Morrison	
7:15 - 7:29 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 	
7:29 - 7:30 pm	Public Comments	Sanjana / Suvarna	The meeting was adjourned, Nasim motioned with the motion seconded by Mrs. Lee and approved by all attendees.

President's Welcome : (Sanjana Jangeed)

- Welcomed everyone and called the final meeting of the academic year to order.
- Expressed appreciation to the Kolb PFC Board for dedicating so much time and effort toward making this a successful year for our school community.

- Facilitated discussions regarding the Budget Committee Meeting and the upcoming annual budget meeting scheduled for this month.

Key Administrative Updates

- Our treasurer Oleksander finished the books and completed e-tax filing.
- The Budget Committee is preparing for the annual budget meeting for next academic year 2026-2027.

Key Events and Activities

- STEM Festival - Build Engineer Invent
- Volunteer Appreciation
- Teacher Appreciation Week

Teacher & Staff Appreciation

- Breakfast was served to all staff members during Teacher Appreciation Week.
- Many staff members shared their appreciation and enjoyed the breakfast spread.

Volunteer Appreciation Week

- Volunteers shared that they felt very appreciated and honored during the Volunteer Appreciation Breakfast, especially being recognized alongside the Principal and receiving certificates of appreciation.

Teacher Appreciation Week Clarification

- During Teacher Appreciation Week, our Director of Volunteers shared the week's celebration plans with room parents.
- However, door decorations were ultimately not organized because the survey shared through WhatsApp indicated that most room parents were not able to participate.
- Door decorations were therefore not completed, as participation was inconsistent among classes with room parents.
- PFC had planned to cover classrooms without room parents if the activity had moved forward.

2026–2027 PFC Open Positions

- Announced that three open PFC board positions for the 2026–2027 school year will be published soon.

Additional Discussion

- Discussed the recent intruder incident and shared community concerns, after Mrs. Lee talked about it briefly, what are the security measures we will be taking in future so it does not happen, and we are prepared!

- Also discussed parent concerns regarding why 4th graders were asked to donate despite being top runners-up in the Fun Run fundraiser.

Principal's Report :

(Mrs. Lee)

- SBAC exams are done, and only one student was not available to take the test.
- Details on the lockdown were shared.
- Mrs. Lee cleared below points:
 - The outsider did not enter the campus and was held back at the office and escorted out to the passetempo park by office staff Ms. Carrie and Ms. Eri until the PD officials arrived.
 - DPD arrived on the scene after a couple of 911 calls were placed.
 - As a precautionary measure the office door is locked and would be opened on request.
 - The school is working with the District to have better security features installed to avoid any such incidents
 - Mrs. Lee mentioned that she has already discussed all the above points in the SSC meeting prior to this PFC meeting.
 - Mrs. Lee reminded parents that what is shared on Whatsapp or other social media may not be an accurate reflection of what happened at school. In addition, any opinions shared are not private conversations when in group chats.
- Several activities have already been scheduled for the rest of the school year, including activities for TK/K and 5th grade promotion and survivor games.

Teachers' Reports :

(Ms. Susan Morrison)

- Teachers appreciated the breakfast arranged by PFC and also confirmed they liked it.

VP (Fundraising/Events) Report :

(Nasim/Rhea)

- March Dineout Daves Hot Chicken - approx \$80
- April DineOut BlazePizza - 20\$
- Planning and execution completed for STEM Festival Successfully
- Planning Stem Festival in April - 12 school volunteers plus middle school volunteers
- May Dineout Mendocino Farms

Director of Volunteers Report:

(Sushma / Yi)

March

- A sign-up sheet has been prepared for the Ramadan celebration on March 11th (lunch recess craft activity).

Director Spiritwear Report :
(Tanisha Vishnoi)

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

- No new updates as the next sale next school year.

Director of Communications Report:

(Ritu Saini).

- Working on the PFC website, this will save us the subscription amount that we pay today for WIKs.
- Feedback + Rsvp Google Form for BBC club
- Updated Instagram and PFC website with Dine out, Stem , Volunteer and Teachers appreciation pictures K

Treasurer's Report :

- Issued reimbursement checks to teachers, staff, and PFC members in a timely manner.
- Deposited dine-out proceeds from Dav's hot chicken \$80.55 in a timely manner.
- Received \$120 from Bright Funds and deposited in a timely manner.
- Prepared P&L of April 2026.
- OS finalized the 24-25 numbers and sent them to CPA on 5/10/26.
- BBC has a remaining balance of \$158.76 as of 5/13/26.
- Run club has a remaining balance of \$717.23 as of 5/13/26.

PFC Club Reports :

Run Club :

- No updates.

Breakfast Book Club :

- We have a total 35 registrations (3, 9, 8, 8, 9 / 1-5 grade)
- Final book club meeting - May 14, 2026
- It was a very successful club, we shared two additional books + a tote bag + some goodies as a summer reading opportunity for all the kids.

Vacant PFC Positions:

- Co-Treasurer (1)
- Run club co-volunteer Buddy Coordinators
- Dir of volunteers (2)

Public Comments :

- Mrs. Cisneros raised concerns about the TAW
- They did appreciate the breakfast planned by PFC however, some teachers shared that information is not always being passed on consistently by room parents, and as a result, some teachers are feeling left out.
- A parent expressed concern about comments suggesting that teachers felt underappreciated, especially considering the amount of time, effort, and generosity many parents contributed through volunteering and providing gifts during Teacher Appreciation Week.

- Mrs. Lee clarified that the District just provided a bagged sandwich as lunch.

Next Meeting

Date: TBD Next school year 2026-27