

Kolb PFC Meeting Minutes

Date: 04/20/2026

Time: 6:00 pm to 7:07 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 Mirnateghi & Rhea Desai (Absent)
- Treasurer(s): Lin Qi
- Director of Volunteers & Room Parents: Sushma Bhosale (Absent) & Yi Chen
- Director of Communication:- Ritu Saini
- Director of Spiritwear: Tanisha Vishnoi
- PFC clubs: Hafsa Bhatti , Tanisha Vishnoi & Suvarna Shet
- Principal: Mrs. Lee
- Teachers' Representatives: Ms. Susan Morrison
- Guests / Other Attendees: Heather

Meeting Agenda

Time period allotted	Agenda	Contact	Update
6:00 - 6:03 pm	Approval of the Last month meeting minutes.	Suvarna S	The motion to approve last month's meeting minutes was made and seconded by Nasim , 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 - 6:11 pm	President's Welcome	Sanjana J	
6:12 - 6:25 pm	Principal's report	Mrs. Lee	
6:26- 6:30 pm	Teachers Report	Ms. Susan Morrison	
6:30 - 6:59 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 	
7:00 - 7:07 pm	Public Comments	Sanjana / Suvarna	The meeting was adjourned, with the motion seconded by Nasim and approved by all attendees.

President's Welcome : (Sanjana Jangeed)

- Tax filling
- Registering PFC with State
- Conducting annual budget meeting
- Key events:
 - STEM festival

- Volunteer appreciation
- Teacher appreciation
- 2026-27 : 3 open position in PFC to be published
- STEM festival volunteers: required 12 but did not meet
 - Checking with middle and high school students for volunteering opportunities - CJSF
- SBAC meeting funds

Principal's Report :

(Mrs. Lee)

- District took back some funds approx \$3000, they are not giving back any
- Only Donations do roll over to next year, any other supplies etx funds not used by april 15 is taken by district.
- PFC funds are not looked at by district.
- Fun run money goes to ASB (associated school body): only for kids (no food) - used for field trips
- SBAC testing next week
- Staffing for next year
- Staff appreciation - looking forward
- District provide lunch - may 4th 2026
- Belonging (3 - 5) : 65 - Ms. Ing, Office staff

Teachers' Reports :

(Ms. Susan Morrison)

- Staff appreciation : include specialist
- First week of May : teacher appreciation - send list for 5 days of a week
- Reimbursement form more lines of item
- Deadline for reimbursement form is done -
- PFC budget for 2026-27 to be prepared and presented first PFC meeting 2026-27
- DEA (Dublin Education assoc) - School never got the funds

VP (Fundraising/Events) Report :

(Nasim/Rhea)

- March Dineout Daves Hot Chicken - approx \$80
- April DineOut BlazePizza
- Planning Stem Festival in April - 12 volunteers needed :

Director of Volunteers Report:

(Sushma / Yi)

February:

- A sign-up sheet has been prepared for the Lunar New Year celebration on February 6th (lunch recess craft activity).

- An email is sent to teachers asking them to help spread the word for Recess Craft and Valentine's Day Breakfast
- Planning is underway for the Valentine's Day Breakfast for staff and the KOLB community.

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

- Spiritwear Flash sales have started March 2nd - 28 th 2026
- 40 order totalling 56 items
- Profit to PFC: \$114.80

Director of Communications Report: **(Ritu Saini).**

- Signup form for the St Patrick's Day parade was created and circulated.
- STEM festival flyer created and uploaded to PFC website.
- KOLB PFC Website is up to date with meeting minutes and agendas, P&L.
- PFC web site and Instagram getting regularly updated with latest updates.
- Imp Update, regarding PFC website. WIX yearly subscription is too costly, so we are planning to move it from WIX to Google Sites most probably before May before WIX subscription is renewed.

Treasurer's Report :

- Issued reimbursement checks to teachers, staff, and PFC members in a timely manner.
- Deposited dine-out proceeds and Mendocino Farm in a timely manner.
- Received \$97.1 from AOGFcauses.benevity.
- Prepared P&L of March 2026.

To do:

Finalize 24-25 numbers for tax return purposes - with extended due date 5/15/2026.

Question: should we give teachers extra time for additional reimbursement requests?

- Have a hard deadline - April 15.

PFC Club Reports :

Run Club :

- Lead parent volunteer Ms Hafsa not available, two other parents volunteered but no breakfast until lead is back

Breakfast Book Club :

- We have a total 35 registrations (3, 9, 8, 8, 9 / 1-5 grade)
- Next book club meeting - Apr 23, 2026

Vacant PFC Positions: Co-Treasurer (1)

- Run club volunteer reqd.
- Dir of volunteers (2)

Public Comments :

- Staff appreciation instead of teacher
- Summary of subscriptions discontinued to save money
- Add a link or add the approved budget
- TK Parent: Heather: What does PFC do?
- Add the event on Marquee, need

Next Meeting

Date: Monday May 18, 2026, 6-7PM, Location: Kolb Cafe