

Kolb PFC Meeting Agenda

Date: 03/23/2026

Time: 6:00 pm to 7:00 pm

Location: Kolb Cafe

PFC Meeting Norms:

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

Attendance

- President: Sanjana Jangeed
- Secretary: Suvarna Shet
- Vice President(s): Nasim Mirnateghi & Rhea Desai
- Treasurer(s): Oleksendar Saychuk (Absent) & 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 (run club) (absent); Tanisha Vishnoi & Suvarna Shet
- Principal: Mrs. Lee
- Teachers' Representatives: Ms. Susan Morrison
- Guests / Other Attendees:

Meeting Agenda

Time period allotted	Agenda	Contact	Update
6:00 - 6:05 pm	Approval of the Last month meeting minutes.	Suvarna S	The motion to approve last month's meeting minutes was made and seconded by -----, and the board approved it unanimously.
6:05 - 6:10pm	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
6:10 - 6:15 pm	President's Welcome	Sanjana J	
6:15 - 6:20 pm	Principal's report	Mrs. Lee	
6:120- 6:25 pm	Teachers Report	Ms. Susan Morrison	
6:25 - 6:42 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 	
6:43 - 7:02pm	Public Comments	Sanjana / Suvarna	The meeting was adjourned, with the motion seconded by ----- and approved by all attendees.

President's Welcome :
(Sanjana Jangeed)

Principal's Report :
(Mrs. Lee)

Teachers' Reports :
(Ms. Susan Morrison)

VP (Fundraising/Events) Report :
(Nasim/Rhea)

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

Director of Communications Report:

(Ritu Saini).

- Signup form for parade has been created and circulated
- Meeting minutes and agendas have also begun to be uploaded to the KOLB PFC website.
- PFC web site and Instagram getting regularly updated with latest updates.

Treasurer's Report :

- Issued reimbursement checks to teachers, staff, and PFC members in a timely manner.
- Deposited dine-out proceeds and Tandoori Pizza in a timely manner.
- Received \$385 from BrightFunds .
- Prepared P&L of February 2026

To do:

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

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 - March 26, 2026

Vacant PFC Positions: Co-Treasurer (1)

Public Comments :

Next Meeting

Date: Monday April 20, 2026, 6-7PM, Location: Kolb Cafe

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