

## Kolb PFC Meeting Minutes

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**Date:** 05/18/2026

**Time:** 6:00 pm to 7:00 pm

**Location:** Kolb Cafe

<b>Rule</b>	<b>Description</b>	<b>Key Requirement</b>
<b>Public Comments Only</b>	Comments are only taken during the designated Public Comment section.	Wait for the designated time
<b>Agenda Items Only</b>	Only scheduled items are discussed; new topics require advance submission.	Pre-submit new topics
<b>Respectful Communication</b>	No interruptions, side conversations, or disrespectful language.	Use polite language
<b>Professional Behavior</b>	The President/Secretary may pause or adjourn if etiquette is not followed.	Follow meeting etiquette
<b>One Speaker at a Time</b>	Everyone will have a chance to speak; please wait to be recognized.	Wait to be recognized
<b>Positive Environment</b>	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 ----, 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"> <li>● VP</li> <li>● Dir of Volunteers</li> <li>● Dir of Spirit wear</li> <li>● Dir of Comms</li> <li>● Treasure</li> <li>● Run club</li> <li>● Breakfast Book club</li> </ul>	<ul style="list-style-type: none"> <li>● VP - Nasim/ Rhea</li> <li>● Dir of Volunteers - Sushma / Yi</li> <li>● Dir of Spirit wear - Tanisha</li> <li>● Dir of Comms - Ritu</li> <li>● Treasure - Lin</li> <li>● Run club - Hafsa</li> <li>● Breakfast Book club - Tanisha/Suvarna</li> </ul>	
7:00 - 7:07 pm	Public Comments	Sanjana / Suvarna	The meeting was adjourned, with the motion seconded by ---- and approved by all attendees.

### President's Welcome : (Sanjana Jangeed)

- Tax filing
- 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 etc 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 and execution completed for Science Fair
- 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).**

- Working on school website -  
<https://sites.google.com/kolbpfc.org/pfcwebsite/about/finance/archive?authuser=5>
- 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.

### **To do:**

Budget meeting with Mrs. Lee and Sanjana on 5/21/26 at 11am.

### **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)
- Final book club meeting - May 14, 2026
  - Planned educational kit for the kids to enjoy reading in summer.

#### **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: TBD Next school year 2026-27