

Kolb PFC Meeting Agenda & Minutes

Date: 10/19/2026

Time: 6:00 PM – 7:00 PM

Location: Kolb Cafe

Zoom Details:

<https://us06web.zoom.us/j/88093509355?pwd=4nLSRkksURI4eqbgZORHDMa78KLSND.1>

shorter link is <https://tinyurl.com/PFCMonthlyMeeting> and Barcode -



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	
President	Sanjana Jangeed	
Co Vice President	Nasim Miranteghi	
Co Vice President	Vacant	
Secretary	Vacant	
Treasurer	Lin Qi	
Co Director of Volunteers & Room Parents	Mira Swaminathan	
Director of Communication	Ritu Saini	
Director of Spiritwear	Tanisha Vishnoi	
PFC clubs	Hafsa Bhatti Tanisha/ Suvarna	
Faculty Rep	Ms. Susan Morrison	
Parent/Community Attendee	Pls refer to below	

II. Standing Agenda Items & Minutes

1. Call to Order & Welcome

- **Time Allotted:** 5 mins (6:00 PM – 6:05 PM)
- **Leader:** President/Secretary
- **Discussion Summary:**
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- **Action Items / Outcomes:**
 - [Task Name] – Assigned to: [Name] – Due: [Date]

2. Principal

- **Time Allotted:** 5 mins (6:05 PM – 6:10 PM)
- **Leader:** School Principal
- **Discussion Summary:**
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- **Action Items / Outcomes:**
 - [Task Name] – Assigned to: [Name] – Due: [Date]

3. Teacher Representative : Faculty/Staff Update

- **Time Allotted:** 5 mins (6:10 PM – 6:15 PM)
- **Leader:** Teacher Representative
- **Discussion Summary:**
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- **Action Items / Outcomes:**
 - [Task Name] – Assigned to: [Name] – Due: [Date]

4. Vice-President : Upcoming Events

- **Time Allotted:** 5 mins (6:15 PM – 6:20 PM)
- **Leader:** Vice President
- **Discussion Summary:**
 - *Trunk or Treat,*
 - *Dine-Out : Panda Express*
 - *Walk, Bike and Roll to School*
 - *Bikemobile - Tuesday, October 20, 2026 and KonaIce*
 - *OTIS Cookie Fundraiser*

5. Director of Volunteers: Upcoming Events/ Plan

- **Time Allotted:** 5 mins (6:20 PM – 6:25 PM)
- **Leader:** Director of Volunteers & Room Parents
- **Discussion Summary:**
 - *Halloween Trunk or Treat, Candy contest, Pumpkin Carving Contest, Recess crafts starting soon*
- **Action Items / Outcomes:**
 - Filling open Co-director position

6. Director of Spiritwear:

- **Time Allotted:** 5 mins (6:25 PM – 6:30 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:**
 - [Task Name] – Assigned to: [Name] – Due: [Date]

7. Director of Communications:

- **Time Allotted:** 5 mins (6:30 PM – 6:35 PM)
- **Leader:** Director of Communications
- **Discussion Summary:**
 - *PFC Website + Instagram updated -*
 - *Trunk or Treat,*
 - *Candy Contest*
 - *Pumpkin Contest*
 - *Dine-Out : Panda Express*
 - *Walk, Bike and Roll to School*
 - *Bikemobile - Tuesday, October 20, 2026 and Konalce*
 - *P & L updated.*
 - *PFC Team updated on website.*

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

- **Time Allotted:** 5 mins (6:35 PM – 6:40 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 : Less participation : would need to cancel the club.*
- **Action Items / Outcomes:**
 - [Task Name] – Assigned to: [Name] – Due: [Date]

9. Financial / Treasurer's Report

- **Time Allotted:** 10 mins (6:40 PM – 6:45 PM)
- **Leader:** Treasurer
- **Discussion Summary:**
 - *Sep 2026 P&L*
 - *received a corporate matching donation of \$30 to Kolb PFC but it's actually for fun run*
 - *in process of setting up business Zelle at Fremont Bank*
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- **Action Items / Outcomes:**
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10. New Business (Pre-Submitted Topics Only)

- **Time Allotted:** 5 mins (6:45 PM – 6:50 PM)
- **Leader:** Submitting Member / President
- **Discussion Summary:**

- *special funding request for library by Ms. Morales*

- **Action Items / Outcomes:**

- [Task Name] – Assigned to: [Name] – Due: [Date]

11. Public Comment Section

- **Time Allotted:** 10 mins (6:50 PM – 6:59 PM)

- **Leader:** Open Floor (Regulated by President)

- **Discussion Summary:**

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- **Action Items / Outcomes:**

- [Task Name] – Assigned to: [Name] – Due: [Date]

12. Adjournment

- **Time:** 7:00 PM

- **Leader:** President/Secretary

- **Notes:** Next meeting scheduled for 11/16/2026 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	Done
Pending				