

# SEPTEMBER 5, 2019 AT 6 PM HMS PFC EXECUTIVE COMMITTEE MEETING AGENDA

## Executive Committee Members

Kelly Delanni (President), Kourtney Dillon, (Vice-President), Lorraine Richardson (Treasurer), Carrie Gallagher (Secretary), Art Ochoa (Media)

Item	Responsible Party	Notes
Welcome	President	<p>Introductions were made. Sign-in Sheet was circulated:</p> <p>Attendees: Kourtney Dillon, Derek Moore, Lorraine Richardson, Wenny Rist, Adrienne Brooks, Jessica Pequeno, Martha Franco, Marisa Capponi, Susy Rechebong, Maribel Soriano Bravo, Art Ochoa, Kelly Delanni, Clara BuonCristiani, Claudia Aranda</p>
Additions to Agenda	President	<p>Kourtney asked to add Dine/Donate under fundraising</p> <p>Kourtney has been in communication with Moms Demand Action organization and asked to add Be SMART- an educational program for adults that emphasizes gun safety and storage to the agenda</p>
Minutes Approval from last meeting	Vice President	<p>Motion made and seconded: May Meeting Minutes were Approved</p> <p>Motion made and seconded: August Meeting Minutes were Approved</p>
President's Report	President	<p>Welcome to the new faces! Reach out to parents of 6th graders to recruit new families to get involved with PFC</p>
Principal's Update	Principal	<p>Good start to the year</p> <p>Emphasis on setting the Climate/Culture:</p> <p>Student Phones and earbuds must be in backpacks to focus more on learning and building relationships</p> <p>Hoodies- students are not allowed to wear hoods -due to safety and breaking down barriers</p> <p>Being Kind</p> <p>Revamping Homeroom; now it's 4 times a week</p> <p>Goal is for Every student to have an adult to go to talk to discuss concerns</p>

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		<p>Shifts have still been happening with students' homerooms to find the right fit          Homeroom will focus on: Typing, social-emotional learning, AVID/organization          Professional Development for Multi-Tiered Systems for Support (MTSS) for staff. This is a Team with school psych, admin, counselors, nurse etc who meet weekly looking at student data and identify students with needs</p> <p>School Goal: Strengthen IB program</p> <p>Back to School Night is 9/17          5:30 in Big Gym - Intro from Ms. Franco          PFC Blurb about involvement and maybe upcoming Zombie Run          Parents will then move into classrooms</p> <p>Status of River? Timeline for move was before Winter Break          Ms. Franco is still unsure of how the move will impact Harvest          Ms. Franco is hoping to meet with Mike Pearson soon</p> <p>Playground Fantastico - construction is going in          Information will be coming about how the construction is/will be impacting HMS</p>
Teacher Update	HMS Teachers	<p>At this time, there is not a 6th or 8th grade teacher representative for PFC          Susy Rechebong is the 7th grade representative</p> <p>Journalism/Leadership/Yearbook: 0.2 Mr Paniagua will be teaching Journalism with Leadership working with Mrs. Zorn          The students have been writing articles such as Why no cell phones? Why no hoodies?          Still looking to fill the class, students would need to swap their elective</p>

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		<p>Parathyem Boards - One for each department Teachers are being trained More are coming in January/February</p> <p>Teachers are noticing the reduction of cell phones and hoodies; positive impact</p> <p>Jane Gould - AVID Coordinator for HMS AVID/EXCEL Potluck next Thurs 9/12</p> <p>Catalina Potluck Night- next Tues 9/10</p> <p>ISA program- Two new teachers: Bertha Rios Carmen Arcos-Canete</p>
<p>Treasurer's Report and Approval</p>	<p>Treasurer</p>	<p>We did not update the budget at the end of the fiscal year. Increased cost because we changed banks to Bank of Marin and needed to purchase new checks.</p> <p>No ELAC budget line- \$1200 was raised last year at the spring festival</p> <p>The 8th grade dance cost \$2000 last school year (only \$1000 was budgeted this year)</p> <p>Proposed change to increase budget to \$2000 for this current year</p> <p>New Process for expenses: Complete Expense Report Form and put it in the Treasurer's Box</p> <p>Teacher Grant Form has been revised Form A and Form B - application number and year is the same on both Forms Teachers only fill out Form A Only the Principal and the PFC signatures are required</p>

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		<p>\$10,000 budget in previous years for Teacher Grants          Proposal that \$4000 set aside toward field trips          That would mean there is only \$6000 for Teacher Grants          Teachers are planning academically-related field trips          Goal: Three field trips for each grade level          Teachers need to reserve School Busses NOW</p> <p>Tax returns are with accountant</p> <p>Catalina Money- Will be brought in/ taken out as Long Term Liability. It's basically a holding place for the money and we will also be able to see if there is any money is left over.</p> <p>Line Item for Paper- \$1400 is in budget</p> <p>Executive Board Approved budget</p>
ACE Update	Manager	<p>New this year : Girls Soccer          Only 7 girls are on the team          Application is still open because we need more girls!</p> <p>Next up: Soccer for Boys, Volleyball for girls at the same time</p>
MEDIA Update	Media Board Member	<p>We'd like to add this line to each agenda moving forward</p> <p>Art reported that he Opened up G-suite Account for PFC, it is Free          It will provide: Google Docs          Emails for board members          Current Website is register.com Harvest PFC.com          Art Made some Changes/updates to website</p>

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		<p>Suggestions? Add calendars, photos, copies of approved minutes</p> <p>Integrate Square Account, Post Notice for the next meeting</p>
<p>Fundraiser Update</p>	<p>Lorraine</p>	<p>Dine &amp; Donates- Kourtney will take lead</p> <p>Business Cards were made that provide an easy way to distribute our planned fundraisers for the year as well as ways parents can donate</p> <p>Ornament for sale plan for November/December - Art will research ideas and report back</p> <p>Advertising Banners were ordered - Sold 6 for \$500 each will be up for this school year to the end of June</p> <p>BoxTops- there is now an app We need to find a way to promote it Discuss at ELAC meeting Link to the Harvest Connection online newsletter that is sent out twice a month Need a Volunteer to deal with the cut-out- Maybe TA?</p> <p>Amazon Smile &amp; Office Max/Depot These are "free" ways to donate</p> <p>ELAC- communication to see how they want to get involved Changing intention Providing Educational opportunities They members want to be involved with PFC, Martha is encouraging attendance at our PFC Clara/Martha can translate As a school- we need to function as one community Mandated to have 4 ELAC meetings a year</p>

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		<p>ZOMBIE RUN            \$10,000 was raised last year            PledgeStar online was used            Paypal is open            This year's Event is Set: Fri Oct 25th            Want Teacher participation- costumes            Release: Envelopes to be sent Sept 20            Re-do Video: Art will work on this; looking at new families to get their students involved            Art students make posters for around the school</p> <p>March FundRaiser: Zum-a-thon for Parents/Students            Raffle and Charge \$10/per person            Claudia will chair</p> <p>February Date for FundRaiser- Auction at Embassy Suites            Committee will be put together            Involvement of HMS Students was discussed</p> <p>These fundraisers will (generally) be hyped up at Back to School Night</p>
Teacher Grants	President	None
Adjournment	President	<p>Carrie, PFC secretary, is unable to attend the PFC meetings on Tues/Thursdays            Can we move the meetings to Mondays?            Motion made &amp; seconded to move the meetings to First Monday of the Month, moving forward            Next Meeting Monday October 7, 2019 at 6pm</p> <p>Motion to adjourn</p>

To submit future agenda items: email : [carrierosegal@gmail.com](mailto:carrierosegal@gmail.com) / 2 weeks prior to next meeting to ensure your item gets on the agenda