

Clayton Valley Charter High School
PFC General Meeting Minutes
Tuesday, September 19, 2017 at 7:00 p.m.
CVCHS Library

I. Call to Order/President's Welcome/Introductions

- Members of the PFC Executive Board were present as follows:
- President- Jen Raman
- Executive VP- Dawn Schadek
- VP Fundraising- Stephanie Nocerino and Kim Madrigal
- Treasurer- Masanna Loui
- Secretary- Filling in for Veronica Miller is Marta Vanegas
- Parliamentarian- Marta Vanegas

II. Principal's Report - Absent

III. Faculty Representative Report - Sarah Lovick

- a. Gift Cards: Teachers thanked the PFC for the gift cards and said that it was nice to meet new faces
 - i. Staples gift cards are always well received, so are Amazon's
- b. Achieve3000: Ms. Lovick asked that the Achieve3000 notice be posted on PFC's website - it's the parent information in a Word document about how to find Achieve3000 score and what it means
 - i. We should also send this out in the Eagle's Eye
 - ii. Kids were level-set in August, so Achieve3000 homework will be coming home now
- c. Link Crew: it launched today (9/19/17) on Link Crew day
 - i. Link Crew is NOT voluntary, all freshmen are involved
 - ii. 3 Link Leaders for 8 freshmen
 - iii. Helps bridging the gap between middle and high schools, great help in integrating students and show them they have someone to talk to
- d. Challenge Day: it was great, thanks for the volunteer help
- e. Homecoming: Friday, Oct. 13th
- f. Future Plans:
 - i. There was one speaker at Link Crew, Jeremy Bates, branded as the "Hope Dealer"
 - 1. He had a really impactful speech, he can do 12 different assemblies, one of them he presented here
 - 2. Seniors are planning to invite him back with PFC's help at the end of the year for that week after the finals while the Seniors are still supposed to come to school
 - 3. Seniors are asking to move the graduation from 6/5 Tuesday to 6/7 Thursday
 - 4. During this week of 6/4, one day Mr. Bates could come and present
 - 5. Needs PFC support, mainly money and time, but also parents' support for the type of event
- g. Questions to Ms. Lovick:
 - i. Ms. Schadek: Will Each 15 Minutes still happen?
 - 1. Ms. Lovick has no knowledge if this event is still happening
 - 2. If PFC wants it, we must put it on the administration's radar
 - 3. Ms. Schadek: It is budgeted in our planned budget for \$1500 (to be voted on later) but we know it costs more (\$10k-\$15k)

- ii. Ms. Sanchez: Could the Achieve3000 information be translated to Spanish?
 - 1. Ms. Lovick: yes
 - 2. Ms. Sanchez volunteered to translate it.
 - iii. Mr. Schadek: plans for beautification of campus?
 - 1. Ms. Lovick knows there will be an herb garden set up by the culinary teacher and the gardening club, asked for PFC's help with that. Students will start weeding this weekend with Mr. Rosewell. Ms. Lovick will get back to us with more information on this project.
 - 2. Projects need to be coordinated with Ms. Bacigalupo.
 - iv. Hospitality Committee had questions about the viability of dinner provided by PFC
 - 1. Ms. Lovick thinks lunches make more sense, many teachers go home for dinner and come back to school afterwards
 - v. Question regarding a list of all staff and administration:
 - 1. Ms. Lovick said all staff has mailboxes in C5 so there we can distribute mailers
 - vi. Question regarding Key Dates for the year for Hospitality:
 - 1. Open House in April
 - 2. Teacher Appreciation in May
 - 3. Professional Development days - October 9, Monday, there will be one in January
 - 4. The Week Before Finals
 - a. Ms. Lovick suggests to bring in simple and cost-effective lunches, e.g. ToGo's boxes
- IV. **Approval of Meeting Minutes:**
 - a. Amendments, as noted on attachment.
 - b. Vote to approve as Amended: Ms. Schadek Moved, Ms. Butterfield Seconded, Measure passed with 1 abstention (Ms. Vanegas).
- V. **Treasurer's Report and Budget:**
 - a. Report:
 - i. Discussion had regarding un-cleared checks
 - ii. An amendment/correction was made to the date on Treasurer's Report, as attached
 - iii. Vote on Report: Ms. Sanchez Moved, Ms. Schadek Seconded, measure passed unanimously
 - b. Budget:
 - i. Discussion had regarding various budget items
 - ii. Treasurer Recommended creating a new Account, 8011 for Expenses relating to External Fundraising. The corresponding income account is 4410. This way it's clear to see the ROI (Return on Investment)
 - iii. Vote on the Budget: Ms. Schadek Moved, Ms. Sanchez Seconded, , measure passed unanimously
- VI. **Auditor's Report**
 - a. Vote on Report: Ms. Sanchez Moved, Ms. Phelan and Ms. Louie Seconded, measure passed unanimously
- VII. **Fundraising Chair Report**
 - a. New Fundraising Program with restaurant partners, different restaurant each month
 - i. Panda Express next Wednesday (20% of all proceeds)
 - ii. Rocco's October 25 (25%)
 - b. New Program: Painting with a Purpose fundraiser (50%) - they are really booked and require 4-6 weeks' advance notice, requested estimated date

- c. Mr. Bamburger will sell PFC tee-shirts at the CVCHS games (the CVCHS Mom, Dad, Little Sis tees)
 - d. Questions for Fundraising Chair:
 - i. We should be selling tee shirts on our website. Mr. King will look into it.
 - ii. Ms. Longfellow - request was made for XXXL T-shirts, President acknowledged.
 - iii. Ms. Schadek inquired as to the status of the Dollar-a-Day Fundraiser:
 - 1. Ms. Butterfield will follow up and report back.
 - 2. We are using SimpliShirts for the tee-shirt program, and they are really flexible.
 - iv. Question re Snack Shack at Football Games - there is currently no food or drink at our games, missed opportunity
 - 1. Ms. Sanchez: We could have food trucks
- VIII. **Leadership/Student Report** - Ms. Phelan
- a. Ms. Phelan asked for volunteers for Homecoming - tickets are on sale
 - b. Senior Picnic was fun, 2-weeks ago, at Waterworld, CVCHS and 3 other HS were there
 - c. Questions for Ms. Phelan:
 - i. How many volunteers does the Senior Activities Cmte need? AS many as you can muster.
- IX. Senior Activities - Tabled till next time, as Chair is absent.
- X. **Old Business** - Combined with New Business, see below.
- XI. **New Business** -
- a. Auditor - reported that the torch has passed to new Auditor.
 - b. Hospitality
 - c. Beautification - reported that the Umbrellas we planned to purchase were not needed as the School has already ordered umbrellas, and the PFC is no longer involved in the umbrella project.
 - d. Using SQUARE for PFC Fundraising -
 - i. Need to be able to charge cards, SQUARE is one such service
 - ii. Fundraising Chair and President will pursue it and will report back.
- XII. **Open Forum:**
- a. Questions for Mr. King re Website - Ms. Schadek
 - i. Request was made to update PFC website with new officer roster
 - ii. Request was made to use Computer Club to plan for succession of webmaster as Mr. King is no longer a student, and we have no-one on the Board who could pick this up
 - 1. Mr. King thinks the Computer Club is not the best route to find a person, but he will look into the matter and report back.
- XIII. **Adjourned** at 8:25pm.

In attendance:

Marta Vanegas
 Gaby DelaVega
 Lisa Butterfield
 Peter Schadek
 Dawn Schadek
 Masanna Loui
 Jen Raman
 Kim Madrigal
 Isabel Longfellow
 Marcia Mason

Kyler King
Sarah Lovick
Becca Phelan
Sunshine Sanchez