

## EHS PFSO General Meeting Agenda and Minutes of meeting



### EHS PFSO General Meeting Agenda

**Date: March. 21, 2024 from 7-8pm**

Agenda	Presenter(s)	Time	Notes	Action Items
<b>Call meeting to Order/ Welcome and Updates</b>	PFSO President/ VP	10 min	<ul style="list-style-type: none"> <li>ASD Recruitment Status updates</li> <li>Benevity update</li> <li>Insurance update</li> <li>Be A Mentor Clearance update</li> </ul>	<ul style="list-style-type: none"> <li>Priya to communicate selected ASD team</li> <li>Benevity follow-up on support ticket.</li> </ul>
<b>Secretary Updates</b>	Secretary(s) et. all	2 min	<ul style="list-style-type: none"> <li>Review previous minutes and pass motion to approve notes</li> <li>Google workspace updates</li> </ul>	<ul style="list-style-type: none"> <li>Google workspace enablement.</li> <li>Set-up separate communication mail-id</li> </ul>
<b>Chair Updates - 1</b>	Clubs	4 min	<ul style="list-style-type: none"> <li>Clubs Fun Run</li> </ul>	<ul style="list-style-type: none"> <li>Team to help market event</li> </ul>
<b>Treasurer Update</b>	Treasurer(s)	5 min	<ul style="list-style-type: none"> <li>Review Contingency budget and pass motion</li> </ul>	<ul style="list-style-type: none"> <li>S4Study skills disbursement</li> </ul>
<b>Principal's Update (when available)</b>	Principal	10 min	<ul style="list-style-type: none"> <li>Updates</li> </ul>	<ul style="list-style-type: none"> <li>Sign up for EHS tour guide</li> </ul>
<b>Chair Updates - 2</b>	Academic, Events, and Fundraising Chairs	4 min each (16 min total)	<ul style="list-style-type: none"> <li>Academic</li> <li>Events</li> <li>Fundraisers</li> <li>Current Status from all chairs</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Class Updates</b>	C/O 2027 Rep	5 min	<ul style="list-style-type: none"> <li>C/O 2027</li> </ul>	<ul style="list-style-type: none"> <li>Form with proposal to seek for funds from PFSO</li> </ul>
<b>New Business</b>	Open Discussion	8 min	<ul style="list-style-type: none"> <li>Preparation for next meeting, reminders to team</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

<b>Close/ Next Steps</b>	President/VP	2 min	<ul style="list-style-type: none"> <li>Preparation for next meeting</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
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## **Minutes of meeting:**

### **Attendees:**

Board/Parent – Priya Subramaniam, Ann Singh, Bharat Paliwal, Bindiya Mahabir, Chitkala Sethuraman, Jyotika Rattia, Linda Bergamo, Sujana Gundugola, Veena Devarakonda

Parents: None

Students: None

Other – None

### **I) Call meeting to Order/ Welcome and Updates – Priya**

- President/Vice-President updates:
  - ASD selection process completed. President to communicate to selected students.
  - ASD student to board member/committee to work with still to be defined.
  - Current ASD team is expected to continue through next-school year – however changes if any due to student schedules can be accommodated as part of process of next student selection. For next academic year we will look to hire in August-September timeframe.
  - Insurance – all planned events for this school year are covered by EHS, so no changes needed for existing insurance. Any revision can be taken up as part of renewal along with next school year.
  - Benevity access is blocked, and there is a support ticket created for follow up. Following up on this with highest priority as this will enable additional funds to be collected.
  - Be A Mentor – pending team-members to wrap on process.

### **II) Secretary updates – Chitkala, Jyotika**

- Website updated with all current planned events.
- Request for Google workspace in suspended state, and following up with help from Bindiya on sorting out workspace access. Once this is through can have a common communication mail to reach pfso team

### **III) Chair Updates-1 (Clubs) – Veena**

- Fun-run preparation all set with flyer, distribution plan, food-truck, a plan to have tables for additional sponsors who want to advertise themselves.
  - Outline:
    - 10a.m – 11a.m – Elementary/middle school family fun run/walk on upper field
    - 10a.m-12p.m – Club expo on blacktop with sponsor tents
    - 12p.m – 1p.m – EHS clubs/students/family run/walk
  - Food trucks will be present in the parking throughout duration of event.
- Looking to have deadline to sign up for week after spring-break.
- Information on fun-run, ticket purchase already shared as part of newsletter.
- Clubs have opportunities to fundraise, their funds will be deposited in their ASB account from PFSSO account.

- Help from board on marketing fun-run, echoing communication.

#### **IV) Treasurer updates - Sujana**

- Current funds at 25k USD in funds
- No new influx of donations via paypal
- Payment to S4Study skills to be disbursed per invoice.
- Quickbooks will have updates from Shwetha when available.
- Review of contingency budget – currently only the motion for Teacher appreciation week and sprint-dance planning passed.

#### **V) Principal's updates – Mr Rojas's email read out**

- All proposed activities must go through the PFSO board prior to being proposed to the school.
- For communication with our school, please route all communications to the principal via the PFSO President and Vice President together. Do not contact teachers and staff directly until the principal has given a green light for the project and connected the PFSO committee leader for the project with the appropriate staff.
- Recommend that PFSO should create a separate communication with all current PFSO activities and events Mr Rojas will always link the latest PFSO communication to weekly update.
- Current activities that we are already moving forward with are the EHS Fun Run and Club Fair, the Emerald Euphoria Dance, and the Grand Opening Festival in August. Recommend holding off any others. In May, our teachers and staff have to focus on transitioning to the new campus and our students on preparing for final exams.
- Campus tours ready, and looking for “tour guides” from students, parents, staff. Requesting PFSO to participate in atleast 4 sessions.

#### **VI) Chair updates-2 – Bharat, Bindiya, Ann**

- **Academic chair**
  - i. Study skills workshop
    1. 2 parent webinars completed, 11 students added into study skills cohort.
  - ii. Planning/brain-storming for content for parent-info night, additional events for next academic year.
- **Fundraising chair - Bindiya**
  - i. DPIE stipend – use for the current year vs accumulate for start of next school year. Team recommendation is to use for current year. 2200\$ will be used for stipends, 300\$ will be used towards teacher appreciation week.
  - ii. DPIE stipend disbursement – create a re-imbursement request with a maximum limit and provide information on how this can be requested.
  - iii. Meeting with student leadership team this Friday to also hear feedback from student community.
- **Events chair – Ann**
  - i. Teacher Appreciation Week
    1. Seeking for approval for tentative total estimate of 2000\$. Received go ahead from team.
  - ii. Dance proposal – Emerald Euphoria
    1. Date is now on 5/10 (as against 5/3) to accommodate orthodox Easter celebration dates and will be at Emerald High School.
    2. Ticket cost of 50\$ per student. Zeffy set-up for ticket purchase. Information going out in this week's newsletter / social media.
    3. DJ, food, drinks planned out. DJ will also take care of lighting.

4. Dance contract to be defined, chaperone request to be sent out.
- iii. Fireworks sales – Participating in fireworks sale is a good opportunity for fund-raising.  
Looking to see how we can get engaged.

**VII) Class of 2027 updates – Linda**

- See's candy fundraiser brought in 202\$
- A Skyzone fundraiser information going out this week.
- Leadership students reached out for funds. Need a form to be created & provided in website so that the request for funds can come in to team for evaluation.
- Need to set-up a "Class of 2027" newsletter.
- Additional idea for funds for Class of 2027 – donate 27\$ on the 27<sup>th</sup> of every month.
- Separation of account for Class of 2027 vs PFSO funds.

**VIII) Motions**

- DPIE fund for current year as against start of next school year (2200\$ for stipend, 300\$ for teacher appreciation week) -- passed – Priya, Ann, Bharat, Bindiya, Chitkala, Jyotika, Sujana, Linda
- Teacher appreciation week fund request of 2000\$ – passed - Priya, Ann, Bharat, Bindiya, Chitkala, Jyotika, Linda, Sujana

**IX) New business – Priya**

- What board positions will be open for next year?

**X) Close/Next steps - Priya**

- Recommend using whatsapp for outreach and not respond to PFSO specific questions there. Instead have the PFSO communication go out via separate communications/common email.
- Thank you to the team for support so far, and let's keep the momentum on as we get through to grand opening of the school.