



EHS PFSO General Board Meeting Agenda

Date: May 16, 2024 7-8pm Portable Q17

Agenda	Presenter(s)	Time	Notes	Action Items
Call meeting to Order and Updates	PFSO President/VP	5 min	<ul style="list-style-type: none"> Announcement PFSO Positions Elections Summary 	•
Secretary Update	Secretary(s)	5 min	<ul style="list-style-type: none"> Review previous meeting and pass motion to approve notes Google workspace updates: EmeraldPFSO.org, Drive, and Google Meet transition Website update timeline; June 15 for class pages 	• Motion needed
Treasurer Update	Treasurer(s)	10 min	<ul style="list-style-type: none"> Dance, Funrun budget/expenses review Pending Reimbursements May 23rd Finance audit readiness Modifications needed in policies & procedure Tentative budget and allocation for inauguration and celebration festival Any other events this academic year that need budget allocation? June 30: Closing 2023-2024 budget Aug 29: Next Year Initial Budget 	• Motion needed
Principal's Update (when available)	Principal	5 min	<ul style="list-style-type: none"> Updates 	•
Chair Updates	Academic, Clubs, Events, and Fundraising Chairs	(15 min total)	<ul style="list-style-type: none"> Clubs: Fun Run funds motion Events: Ribbon Cutting June 8th from 9:30am-12pm; Festival August 17th from 10am-4pm Fundraisers: Go-Green Driving School Academic 	• Motion for event funds
Class Updates	C/O 2027 Rep	5 min	<ul style="list-style-type: none"> C/O 2027: want to acknowledge the 3 additional Class of 2027 Reps who will be joining me: Ann Singh, Bindiya Mahabir and Jyotika Rattia Summer Dine outs Grand opening celebration merch sales (details to come) Discussion and decision needed for class of 2027 and 2028 (and future years) funds responsibility and limits. Will each class be responsible for tracking expenses, reimbursements, income for 	•

			their own funds? •	
New Business	Open Discussion	13 min	• Robotics Club – Jagadish Vasishta • DPIE updates- Gary	•
Close/ Next Steps	President/ VP	2 min	•	•

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: Jagadish Vasishta

Incoming board members: Amee Johal, Bhavesh Parmar

Students: ASD students – Neel, Gauri, Parth, Shreeya Khamboj,

Other – Gary Leach

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

- President/Vice-President updates:
 - Quick update on the election to board:
 - Congratulations on an election well run, we had some learnings like improve validation to avoid students for roles, further clarify if current board can vote or not
 - Welcome to New PFSO team members for 2024-2025
 - Trinh Tran – Fundraising chair (no contest as sole candidate)
 - Linda Lu & Bhavesh Parmar – Co-secretaries for year
 - Amee Johal – Class of 2028 lead
 - <TBD> - Need remaining 3 names
 - Reminder to team on adopting a formal method when motions have to be passed. Follow Robert's rule – When there is a motion, it must be seconded.
 - Request to move new business to be next on the agenda to ensure maximum audience for this topic as few members may need to leave early.

II) **New business**

- DPIE updates – Gary Leach:
 - Fireworks booth – This is one of the biggest profit makers in a short time towards fund-raising. DPIE partners with rotary & schools to offer up spots at fireworks booth(Schools with biggest participation

got upto 7k). A sign-up (signupgenuius) has been set-up. There are a total of 176 slots. For EHS – goal of 17 slots to be signed up by the end of this month. Are we limited to only 17? No! We can go for more – 25-30. Fundraising directly proportional to number of slots signed up for by school.

- DPIE Connects – This is a program about connecting working professionals with high-schools for career focused discussions. In May there are 4 speakers coming in – one from Lawrence Livermore National Laboratory, one from a banking profession, board-member of a tech-start-up – to speak with students during a lunch period and give them a perspective of their roles and what opportunities their area offers. For the next year looking to pick a day of the week to have professionals come in at lunch break. If there are more volunteers connect them with Gary. The expected time commitment is for about 45 minutes for one session.
- High School summer program – there are 6 programs for high-school – Advanced Algebra-II, Arts, Biology, Honors Chemistry, Pre-calculus, PE. So far about 107 students have signed up, there is space for 100 more. There are other programs like learning guitar which are also available for summer.
- Priya recommended connecting with Academic Chair (Bharat) & Club chair (Veena) to help take these suggestions forward for the upcoming year.
- Proposal to start EHS Robotics team – Jagadish Vasishta
 - Introduction – Jagadish is in the mechanical engineering industry and is an engineering manager at Northrop Grumman. In addition to professional responsibilities he has been mentoring students for robotics competitions and involved in children's causes over 12 years.
 - Motivation:
 - Got to know that there is no robotics team yet at EHS
 - As part of non-profit Rise volunteering, have taken teams to FIRST(For Inspiration and Recognition of Science and Technology) world championships – this is by mentoring the team through their elementary/middle years, and in-line with interest to continue volunteering in this space.
 - As a mechanical engineer provide perspective into what goes into building products from the non-software aspect, generate and inspire STEM, help kids help others.
 - Outline of proposal
 - Develop problem-solving skills, leadership & presentation skills – preparing kids for future, develop business plan, engineering portfolio, build a robot from scratch, design, fabricate, CAD, 3-d printers, work with others to engage to build the robots.
 - Funds - ~15k, comes from fundraising – companies, donations from individuals
 - Team structure – if we start a team, need help with mentors, if we can get enough support we can form couple of teams, there are several competitions in the Bay-area – ex: Norcal FTC championship that teams can look to participate.
 - Constraints - \$\$ + workspace – current workspace is out of garage, will need space for equipment. Will need budget for registration, transportation for competitions.
 - Age range – FTC – middle schoolers to high-schoolers – Do the kids need to pay to participate? This was needed in the current year. For future if there is contribution/support from PFSO, student contribution will be lower, but will likely need student contribution going forward also.

- Next steps - Connect with Veena (Club chair) to gauge interest from students for this club.

- **Secretary updates**

- Need motion to approve meeting notes as formal procedure to adopt in future meetings.
- All enabled with emeraldpfso.org access, and requesting confirmation that everyone has transitioned to emeraldpfso.org
- We will be moving content from googledrive to drive linked to emeraldpfso.org (eta end of June)
- We're at our last general meeting and are likely look at a couple of special meetings which will be via google-meet.
- Currently emeraldpfso.org emails do not go out to dusd student school emails. Need to work with Mr Rojas to have emeraldpfso.org mails added to an allow-list, so board can reach ASD team through their dusd email ids.
- Will need to create an asd distribution list based on inputs from board. Current email asd@emeraldpfso.org can be used as a cc email to keep record of all communications out to ASD team.
- Website update of class page – goal to have it set-up by 6/15
- Need a special meeting for codifying ASD engagement protocol

III) **Treasurer updates – Shwetha**

- Funds raised so far - 53436\$
 - 28751 – was from corporate donations & grants
 - Class of 2027 – 7700\$
 - Dance & Fun-run – 15413\$.
- Total spending during the year – 19979\$
- Money to be paid out – 1587\$
- Still to decide payments to clubs
- 10550\$ - Dance – 12220\$ - difference is the DHS money raised – Total spending dance 14539\$
- Per budget – 7820\$ was planned expense – budget was raised to 15k – sold 244 tickets 12200, out of pocket expense – 1644.84\$. Difference seen due to delay in zeffy transaction settlements.
- Question from president – are treasurers ready for audit next week? Please discuss with Ann on differences in dance expenses and be ready for audit.
- Motion to approve – 1644.84cents for out of proposed dance budget – not passed currently need to review and table for special meeting.
- 2070.75\$ spent on Teacher Appreciation Week – over budget by 70.75\$ - need motion to approve
- 5/28 – is last meeting
- Grand-opening – August – \$\$ incurred

IV) **Principal update**

- Welcome to new PFSO board members as we build up our school community.
- Dance & Fun run were successes

- Thank you for Staff appreciation – staff loved their gifts and love the engagement from the community – request fix Mr Putman's name in the gifts
- Grand-opening Aug 17 – Let's put the grand-opening gala on hold for now.
- Looking to plan a PFSO retreat with Mr Rojas and full PFSO team.

V) **Chair updates**

- Clubs Chair
 - Motion - Funds raised from fun run and expo needs to be distributed appropriately.
 - 18 clubs participated, 2 student led vendors, 1 outside vendor – curry kona, kona ice
 - Funds from all ticket sales will go to PFSO, vendors will be charged 20%
 - Prior to the event, decided not to charge the outside vendors
 - Did not draw a distinction between student vendors & outside vendors.
 - Total funds – Gardeners of the galaxy – 71\$ Ryan – 136\$
 - Curry kona – Nihal – 146\$ - 50% of the profit will be donated to ASB, as Nihal is on leadership
 - Total PFSO funds – 2001\$
 - Raised by clubs through purchases – 34\$
 - 2441.02\$ - raised by clubs, Veena – net sales removing square fees – 4829 – per Shweta – 4863 – gross sales of donation, Difference – 34.21\$
 - All EHS clubs have faced fundraising challenges and will appreciate seed money – recommendation 1) is student led vendors keep 100% of their profits 2) PFSO distribute upto a max of 75\$ to the participating clubs – remaining funds can be used to cover custodial/janitorial charges/cover square fees. 3) Treasures to verify the proposed events and see that this is a net-0 for PFSO. 4) Close the square site set-up for fun-run. 5) Provide each club money from ticket sales upto 75\$, charging all non-student vendors 10% if ticket sales are < 100 and 20% if ticket sales > 100, student-led vendors keep 100% of funds for their own non-profit-organizations.

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

- **Academic chair**
 - i. Met with ASD Parth. Will send out meeting notes for career development.
- **Fundraising chair - Bindiya**
 - i. Fireworks booth – need to rally sign-ups.
 - ii. Transitioning to class of 2027 role
 - iii. Planning t-shirt for grand-opening ceremony with sponsors paying for name on the back of the t-shirt. More details on estimated cost of t-shirts pending.
- **Events chair – Ann**
 - i. Teacher Appreciation Week and Dance (Emerald Euphoria) went well as planned.

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

- Acknowledge the incoming reps for class of 2027 from current board roles – Jyotika, Ann, Bindiya.

VIII) **Motions**

- Motion to extend meeting by 15 minutes -- passed – Priya, Pablo, Bharat, Chitkala, Jyotika, Sujana, Shweta, Veena
- Motion to consider 1644.84\$ for additional expenses for dance – postpone motion to next meeting.
- Motion to pass funds of 70.75\$ over planned budget for teacher appreciation week expenses – approved.
- Motion to pass recommendations of club chair for disbursement of funds raised from Fun-run – Veena proposed, Ann seconded – Priya - Amend the motion to state that it is a seed fund for

inaugural year. PFSO would like to provide a seed fund for the clubs that participated in the expo. Chitkala – 2nd. All board members supported – Passed

IX) Close/Next steps - Priya

- Looking for team's support to head into last meeting with focus to wrap up budget audit, changes to policies, wrapping up on a formal ASD engagement protocol, planning out a transition as we onboard new members.
- Thank you to the team for support so far, and a warm welcome to the new team-members again.