



EHS PFSO General Board Meeting Agenda

Date/Time: 7:00-8:00 pm, August 15, 2024

Location: EHS Library

Agenda	Presenter(s)	Time	Notes	Action Items
Call meeting to Order and Updates	PFSO President/VP	8 min	<ul style="list-style-type: none"> Welcome note. Review Fingerprint report. Upcoming special meetings: Futurefund fundraising, Benevity results and accounts tally. Compliance review and board acknowledgement. Approve budget requested by the school towards student and staff onboarding expenses (Lanyard, Staff breakfast, Freshman mentor event - \$1600.00) 	<ul style="list-style-type: none"> Motion needed
Secretary Update	Secretary(s)	5 min	<ul style="list-style-type: none"> Review previous meeting on 5/16/24 and pass motion to approve the notes Schedule: <ul style="list-style-type: none"> Newsletter will be sent out on Tuesdays, contributing board members updates to be sent to the Secretary email by the end of day Thursday. Newsletter: evaluate the plan to optimize the cost, change the billing to PFSO PayPal. Web Page edits: Modify POCs to reflect new members with name/email address/role. PFSO website need pages for Class of 2027, 2028 Clubs chair to provide feedback if a new page is required for Robotics and Speech & Debate club. 	<ul style="list-style-type: none">

Treasurer Update	Treasurer(s)	5 min	<ul style="list-style-type: none"> Budget preparation, schedule reminders Bank balance sheet, Benevity Update on new accounts 	•
Principal's Update (when available)	Principal	10 min	<ul style="list-style-type: none"> Updates (10 minutes) 	•
Chair Updates	Academic, Clubs, Events, and Fundraising Chairs	4 min each (20 min total)	<ul style="list-style-type: none"> Academics: (a) Review proposal and approve practice test for SAT - Motion needed. (b) Review proposal to approve career series workshop in collaboration with DPIE - Motion needed Clubs: EHS PFSO supports chartering of the robotics and speech and debate club. Review if all requirements have been completed to approve - Motion needed Events: Grand opening festivities update. Review plan, spend to approve - Motion needed Fundraising - Status update and plans. No motion needed 	• Motion Needed
Class Updates	C/O 2027 Rep	4 min	<ul style="list-style-type: none"> C/O 2027: Status update Merchandise sale for fundraising - Motion needed 	• Motion Needed
Class Updates	C/O 2028 Rep	4 min	<ul style="list-style-type: none"> C/O 2028: Status update Merchandise sale for fundraising - Motion needed 	• Motion Needed
New Business	Open Discussion	2 min	<ul style="list-style-type: none"> Offline follow up and host special meeting if members require on topics: Sub-committee, ASD engagement guidelines. 	•
Close/ Next Steps	President/ VP	2 min	<ul style="list-style-type: none"> 	•

Minutes of meeting:

Attendees:

Board

- Officers: Priya Subramaniam, Pablo Liu, Shweta Kumari, Linda Lu, Bhavesh Parmar

- Chairs : Ann Singh (Events), Bharat Paliwal(Academics), Veena Devarakonda (Clubs), Class Rep 2027 - Linda Bergamo, Bindiya Mahabir, Jyotika Rattia, Class Rep 2028 - Amee Johal, Surabhi Bansal, Kavita

Parents: Refer - Sign in sheet <add link>

Absent: Mr.Rojas (Principal), Sujana Lakshmi Gundugola, (Board), ASD

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

- Welcome note.Priya Subramanian called the meeting to order inviting participation from the community to face the needs and challenges from a new school, new staff. With thanks to the board for steadfast execution taking PFSO board, Priya provided the following updates.

Attendance: The meeting had the 10/11 quorum to make motions and approve.

- Review Fingerprint report.

Five(5) of the board members were not yet fingerprinted, and were blocked due to billing issues between UPS store in west dublin and DUSD. The board will follow through on this at the earliest to get fingerprint completed.

- Upcoming special meetings will be hosted to review outcomes from fundraising, matching grant via Benevity and tally accounts.
- Priya requested that board members in attendance acknowledge the receipt of the board Compliance requirements.

All board members acknowledge the requirement and bylaws.

- Vice President was delayed in attendance. Treasurer Shweta presented the motion requesting board to approve funds requested by the school towards student and staff onboarding expenses
 - Lanyards \$1,000.00
 - Lunch for freshman mentors \$150.00
 - Staff breakfast \$350.00

Motion was approved with no objection by all in attendance.

II) **Secretary Updates**

- Review previous meeting minutes from 5/16/24. Motion passed without objection to approve minutes.
- Newsletter issue plan. Newsletter will be sent out on Fridays, contributing board members updates to be sent to the Secretary email by the end of day Wednesday.
- PFSO Webpage to be updated to reflect new members with name/email address/role only.
- PFSO webpages for Class of 2027, 2028 should be updated too
- Whether Robotics and Speech & Debate clubs should have their own pages to be discussed.
- Plan and payment option for Constant Contact will be evaluated and selected to minimize cost.

III) **Treasure Updates**

- Total balance in Fremont Bank: \$36,419.11
- Future Fund: \$75,376 (including Music Dept fund of \$7,410.00. This funds does not belong to PFSO)
- Benevity: \$8,063.
- Treasurer reminded all board members to present evidence of conflict of interest avoidance by submitting quotations from 2-3 competing vendors. This will help ensure board makes every attempt to chose the best optimal vendor.

IV) Principle Updates

Principal was not in attendance today.

V) Chair Updates

• Academic chair - Bharat Paliwal

- Mr.Bharath presented the details about SAT/ACT/AP prep tests, Oct-Dec, Mar-Apr and made a motion to approve hostin the event with a budget of \$200.00 towards expenses to print flyers, custodian fees, snacks and misc..
Motion passed with no objection from all board members
- Invite Speakers from industry to talk on Career opportunities on a monthly basis. Motion approved for \$500.00 expenses for Memorabilia for speakers, etc.

Motion passed permitting Academics chair to host the career discussion session from Sept, 24 within a budget of \$500.00 to be spent for custodian, flyers, snacks with no objection from all board members

• Club Chair - Veena Deverakonda

- Veena presented the background, need and process to move clubs under PFSO sponsorship. In particular, This effort that initiated in summer, went through a board review and obtained condition approval on Aug 8th with stipulations to be met.
- Additional details: This measure is undertaken to support students due to lack of teacher advisors. They will be self-funded, open to all students, 100% student led, have their own student board, parent advisors. They will follow DUSD guidelines and PFSO bylaws.
- Stipulations were: Official request from Principal, Mr.Rojas, Separation of bank accounts to avoid funds contamination, having a parent advisory board, and finally structuring the governance.
 1. Veena mentioned that the funds for clubs currently under SAD such as Speech and Debate will be transferred from ASD to club accounts.
- A retro motion was requested requesting PFSO to sponsor Robotics club and Speech & Debate club under PFSO umbrella.
- *Motion passed permitting Clubs chair to onboard Speech and Debate, Robotics under the PFSO umbrella. with no objection from all board members.*

• Fundraising chair - Trinh Tran

- Funds chair, Trinh Tran presented the fundraising need and status of the effort over summer.
 1. Fireworks booth, got our share of money.
 2. Fundraising events for 2024-2025, target goal is to raise \$75k, we are at \$42k/56% of the target.

3. Future Fund (report)

Campaign	Gross	Collected	Net
Class of 2027 Fundraising Campaign	\$4,520.00	\$4,520.00	\$4,520.00
Class of 2028 Fundraising Campaign	\$7,125.00	\$7,125.00	\$7,125.00
Dollar-A-Day Campaign	\$15,146.00	\$14,866.00	\$14,866.00
EHS Music Department Donations	\$7,410.00	\$7,360.00	\$7,360.00
Fundraising Bundle: Donate to PFSO & Class Fund	\$41,175.00	\$39,800.00	\$39,800.00

4. Seeking Corporate Sponsors (continuous from last year)
5. DPIE & TNT Fireworks booth next year
6. Chamber of Commerce
7. Partnership with Service Organizations (Rotary, etc)
8. Naming of the classroom/s
9. SAT/ACT test preps
10. Possible EHS annual gala

Fundraising chair, Trinh proposed a retro motion to approve purchase of mugs that were to be provided as incentive for parents who contributed \$250.00 or more for a sum of \$500.00

Motion passed with no objection from all board members in participation.

- **Events chair – Ann Singh**

- Events chair presented the details that captured the sponsorship and expenses generated from Aug 17 Grand Opening event. The grand opening committee presented that they were under budget from previously approved \$5000 due to purchase of commemorative free tote bags for EHS students that resulted in \$2700 additional expense. Since sponsorship paid for the additional expenses, the team presented that they were \$928.00 net positive.
- Other discussion: Time capsule event received 25 plus entries of art, photos, poems, news articles and essays to date. Livermore Independence will come to the grand opening.
- Main motion requested by Jyotika requesting board to approve grand opening expense of \$7700.
- Treasurer requested that all expenses not originally approved regardless of where additional fundraising helped meet the need and this shall be reviewed and approved by the board. Treasurer requested competing quotes from the vendor to demonstrate conflict of interest avoidance.
- Priya proposed an amended motion requesting the board to approve purchasing commemorative tote bags costing \$2700.00.. This was seconded by Trinh Tran.
- *Motion passed with no objection from all board members to approve purchase of tote bags for \$2700.00*

VI) Class of 2027 updates

- Fundraising events
 1. Hold a few dine-outs throughout the year.
 2. Grand opening celebration merchandise sale on 08/17/24, tumblers, mugs, tote

- bags and keychains.
- 3. Fundraise through online purchases of major webstores/gift cards through Shopraise app
- 4. Farm Fresh to You: September - ongoing
- 5. See's Candy online fundraiser: November - December
- Future project
 - 1. Student mural project.
- Merchandise sale. Treasurer/President requested all members of the board to be conservative and present the need for expenses to procure merchandise, and seek motion.

VII) Class of 2028 updates

- Fundraising events
 - 1. Grand opening celebration apparel sale on 08/17/24, T-shirts/PJs.
- Retro Motion to approve \$5,016 to purchase merchandise for sale.
- Motion passed approving \$5016.00 from class of 2028 account to purchase merchandise towards the class fundraising effort with no objection from all participating board members.

VIII) New Business

- Sub-committee formation process is yet to be finalized. Sub committees are required to be formed to help website maintenance, fundraising events, etc.
- ASD engagement guidelines needs to be refined further before ASD onboarding for the school year. Freshmen will get their opportunity in the next school year, however, PFSO will look into creating ASD committees to encourage freshmen participation.
- ASD is open to class of 2027 and 2028 will have the opportunity next year to join.

IX) Motions

- Motion to extend meeting by 20 minutes — passed

X) Close/Next steps - Priya

General meeting occurs monthly every 3rd thursdays and Priya solicited feedback and community participation to help build a stronger organization.