



DHS PFSO General Meeting Minutes
Monday May 20, 2024 6:45 PM
Location - ARC (Building F), 2nd floor

I. Call to Order

Meeting started at 6:45 pm

II. Administration's Report

Today is the last working Monday of the year. Students have completed their AP Testing. 1600 students took 3850 tests over the span of two weeks.

The admin team is busy creating the master schedule for next year, assigning classes, filling out the details, and addressing any gaps. We look forward to next year.

III. President's Report

Shazia extended a huge thank you to all PFSO Board members, Class Parent Representatives, Club Representatives, Chairs, DHS Administration - Ms. Byrne and Mr. D, and everyone in attendance for an incredible school year. She gave a special shout-out to the student leadership for consistently keeping PFSO members informed about school activities and events.

- **Superintendent's Volunteer Appreciation Luncheon**

There was no Superintendent's meeting this month, but a luncheon was arranged to show appreciation to all the volunteers. It was nice to meet all the members of the community who volunteer their time and efforts at different school sites in Dublin.

- **DHS Teacher/Staff Appreciation Lunch & New Format**

The PFSO Teacher Appreciation Chair, Swati Chopra organized the staff Appreciation Luncheon on May 15, 2024. For DHS, the Teacher Appreciation format is unique compared to other schools. The PFSO coordinates with the school to find the best time for the luncheon, which may differ from Teacher Appreciation Week held the week of May 6. The event coincided with AP exams, making it a busy time at the school. The luncheon took place in the old gym, with set up starting at 11:30 am and the event beginning at noon. This allowed only 30 minutes for setup, and the event concluded at 1 pm so students could use the gym again. There are 250 teachers/staff from DHS and 10 from VHS. DHS PFSO provided lunch for all staff, while the school gave gifts. Our teachers/staff enjoyed boxed lunches from Erik's Deli in Dublin. Parents and the community contributed drinks, chips, and desserts. While costs can be high for boxed lunches, the quick set-up and event constraints made this approach manageable. The PFSO had a budget of \$2000 for the event, with additional donations from parents covering extra expenses.

The school administration has requested a change in format moving forward. The school will arrange lunch for all teachers/staff and has requested that PFSO take care of teacher/staff gifts. The school admin team will get teachers' feedback and select 2-3 gift options. They can then work with the PFSO treasurers to decide on the final gift option and place an order for it. Due to the format change, the requested budget is \$4000. Everything else will remain the same. 2 volunteers from each class, and PFSO members can help set up the luncheon and continue it in the same manner as this year.

- **President's end of the year report**

The primary role of the PFSO is to raise funds for the school and its classes. Class parent representatives organize fundraising activities throughout the school year. The classes managed to raise a substantial amount of funds for their respective classes.

The PFSO board hosts three major fundraising events annually: Registration, the Raise Your Class Gaela, and a Fireworks Booth. Unlike previous years, FutureFund PFSO request was sent out to parents separately from school online registration, resulting in a missed opportunity for donations. The PFSO President brought this issue to the attention of the Superintendent and it was agreed that moving forward for the school year 2024-25 Futurefund PFSO requests will be integrated with the online registration process to enhance donation opportunities.

For the 2023-24 school year, the PFSO had a fundraising target of \$30K. During registration, we managed to raise approximately \$16K. Although we initially fell short of our goal, we discovered new methods to bridge the gap. An additional \$5K was secured through a special grant from the City of Dublin. By the end of the school year, we had raised a total of \$27K, coming close to our budget target.

The fireworks booth performed fairly well this year. The Raise Your Class Gaela, our final fundraiser of the year, had a goal of \$5K. Although we didn't meet our target, the event was still moderately successful.

This year, the PFSO received numerous funding requests. We have not denied any requests that align with our mission and vision. We are grateful for the support we receive, which enables us to assist teachers, fund student activities, and build a stronger community. Our focus remains on making a positive impact.

As in previous years, we have continued our tradition of donating to Valley High School, which lacks a PFSO. This year, we increased our donation to \$2,500.

Due to fewer applicants this year, there was a small surplus in the senior scholarship fund. With an increased number of students expected in the incoming senior class next year, this situation is expected to change.

The librarian was unable to utilize the allocated funds because she couldn't charge large expenses to her personal card and wait to be reimbursed. She has requested that the PFSO establish a system where the library can submit their requests, and the PFSO can directly place orders and make purchases on their behalf. The new board should consider obtaining a debit card for the bank account, allowing for online purchases and payments without using personal

credit cards. It is advisable to avoid using personal credit cards for any PFSO related transactions. To ensure proper controls, access to the debit card will be managed by two separate individuals. This will streamline the reimbursement process and maintain dual control.

We had budgeted \$500 for insurance costs this year, but we ended up spending \$700. The increase was due to a new clause added by the district, which required us to switch to a new insurance company, as our previous provider could not meet the updated requirements. The good news is that we are now fully compliant with DUSD, and the new insurance provider is more cost-effective.

We slightly exceeded our budget for office expenses, but we stayed close to the budget for all other items. Additionally, the balances for all classes, except for the senior class, have increased, which is a positive outcome.

IV. Vice-President's Report

- **Fireworks Booth Update and Profit Sharing**

We have received an official email confirming approval for the Fireworks Booth. The stand will be delivered on June 10. The container will arrive on June 21, and the fireworks on June 24. The setup will be inspected on June 28. The vendor will pick up the container on July 8.

The garbage company has agreed to donate a dumpster for disposal of cardboard boxes.

Nicole has already emailed the Class Reps requesting confirmation of the days they will cover. Once the confirmation is received from the classes by June 22, 2024, PFSO will cover the remaining days.

It's important to note that DUSD employees are not authorized to handle any cash or cash transactions. Therefore, they can not be responsible for counting cash at the end of shift or close of day. If they serve as day manager there needs to be 2 people to count cash. However, they are permitted to handle other transactions through the Square system.

It is okay to have volunteers outside of school. But if parents of one class are volunteering on days when other classes have signed up, it is best to clarify this before the signup.

Last year, we had sales of around \$80K and a profit of around \$20K.

This year the goal is to have sales of \$85K to \$90K, with a profit of \$30K.

We will have one extra ipad with a scanner and so this will add \$400 to the costs but will help streamline the process.

Nicole made the motion to approve Firework Booth Profit Sharing per details below:

PFSO will get 40% of Net Profit.

60% of Net Profit will be divided equally between the Classes of 2025, 2026, 2027 and 2028.

Hence each class will get 15% of Net Profit.

Clubs will be paid \$90 per shift that they cover.

Volunteers outside of the PFSO day or Class day will also be paid at \$90 per shift

Hana seconded the motion. No nays. No abstains.

V. Secretary's Report

- **April 2024 meeting minutes approval**

April 2024 minutes were shared with the PFSO Board via emails and printed copies were available for review.

It was noted that "Nay" voting for donation of \$5000 to EHS PFSO was not properly recorded and hence it was reconfirmed during the May meeting. It was recorded that Nicole, Shalini and Carmen voted against the donation of \$5000. Voting details for Wendy Bankson and Angie B were to be confirmed via email and meeting minutes will be updated as necessary.

With the exceptions noted above, Siyu made the motion for approval of April 2024 minutes. Maria seconded it. All in favor. No nays. No abstains.

- **Shed maintenance and access**

It was brought to the attention of the Board that the access to Shed needs to be made with the presence of one of the secretaries or the vice-president. It is requested that this communication be made a few days in advance so that proper arrangements can be made.

It was also noted that any movement in inventory items be tracked in the online document that is available so that proper records are maintained.

- **Proposed changes in method for recording voting details during general meeting**

In order to maintain proper voting records of various proposed motions at the PFSO general meetings, it is hereby agreed that the secretaries will confirm the voting details in the meeting before the next item is brought to the review of the board. If anyone has any observations or objections, they need to be mentioned right away so that the minutes are accurate.

- **Back-up for Co-secretary position if one of the secretaries is absent**

In the event that one of the co-secretaries is absent during the board meeting, one of the communications officers will help confirm the vote count of all the motions passed during that meeting.

VI. Treasurer's Report/ Financial Update -

- **Monthly Report & End on the school year closing**

Financial statements for General PFSO funds, each class and clubs were shared via email with the Board members. Printed copies were available for review during the meeting.

The treasurers shared that the financial statements still need to be updated since checks from few fundraising events and few expense reimbursements are yet to be received, especially for the Class of 2024.

When collecting the funds, if the square shuts down. Just make sure you collect the money first.

VII. ASB

Jasmine is the ASB President for the school year 2024-25. She shared the following updates:

- The Night Rally was a huge success. Thank you to the PFSO for their sponsorship. There was a light show and a dance party. Almost 1700 students participated in the event.
- Station 99.7 was on the campus on May 1, 2024. Leadership students talked about the event. DHS Alum Myles Parrish performed during lunch with the radio station on campus. 2 seniors also performed.
- The Leadership team had a bonding event at Boomers on April 29, 2024.
- The team is preparing for the close of the year and handing over the responsibilities to a new team.

VIII. Funding Requests -

- **Funding request from HOSA Club Presentation & Discussion**

HOSA Student was not present and hence was unable to make the presentation. Might be made in the next meeting.

IX. Class & Club Reports

- **Class of 2024**

The Parent Class Reps for the Class of 2024 thanked all the board members, DHS admin team, and staff members for their support during the year. The Class of 2024 has purchased marquee numbers, which will be stored and available for all future classes.

The Senior Baccalaureate event was held at Cornerstone Church on May 19, 2024. It ran very smoothly and was a great success. DHS teachers shared their dance performances, which were very well received by the students. All the students were very well behaved, and the Cornerstone staff was very helpful too. Thanks to the Class of 2025 for all their help and support in making the event a memorable one.

Grad night for Seniors is coming up on June 1, 2024.

- **Class of 2025**

The Class will sell flower leis and clear bags at the graduation ceremony to fundraise for the Class.

New fundraiser for practicing SAT/ACT went live and will be open until June 4, 2024, at 5 p.m.

The Class has designed new sweatshirts. These will be available for purchase on the webstore before summer vacation starts so that students can purchase the merchandise for Senior Sunrise.

- **Class of 2026**

Fundraiser at iniBurger was a success. The class was able to raise \$150.

The Class of 2026 will continue with Farm Fresh fundraiser from June 1 with the same promo code that was used by Class of 2024.

The Class of 2026 will fundraise by selling water during graduation ceremonies of Wells Middle School, Fallon Middle School and Dublin High.

- **Class of 2027**

The fundraiser event at Taqueria Azteca was a huge success. The class was able to raise \$914.

The class was able to sell only 13 tickets for the painting event at Pinot's Palette. Hence the event has been moved to June 3, 2024 to celebrate the end of school year.

Little Caesars Pizza Kit sales is an ongoing fundraiser for the month of May.

Gotsneakers.com confirmed that they received all the bags but the class has yet to receive the check for the same.

- **Chess Club**

No update

- **Gael Force Robotics Club**

Current GFR officers had a meeting with officers of next year so that the roles and responsibilities were explained and handover. There are six competition teams for the 2024-25 school year. GFR held a game day showcase for middle school students and incoming freshmen on May 7, 2024. The club is planning a potluck event for outgoing senior class.

Club's By-laws have been updated. Few more changes are also in progress. The exciting news is that the club will be able to use Room P5 for the next school year as their permanent room. They plan to move-in on June 1, 2024.

X. **DHS Boosters** - Athletics, Band & Drama Reports

No update.

XI. **Old Business** -

- Thank you from EHS President

Priya Subramanian, EHS PFSO Board President, and Bharat Paliwal, EHS PFSO Academic Enrichment Committee Chair, attended the meeting. They thanked the DHS PFSO Board for their kind gesture to extend support to the new school and the community by making donations to the seed money. EHS PFSO was formally established on Nov 18, 2023, just before the Thanksgiving Break. They have a very different structure, and students are also involved as board members of the school. Most of the activities are up and running. The school has almost 50+ clubs, and the donations by DHS PFSO have greatly helped these club activities. Some funds were also contributed to the ASB account. Funds helped to organize a club expo and a

dance party as well. The Emerald School community is looking forward to a strong collaboration between the two schools for future years to come. The EHS PFSO Board has also requested that both the PFSOs host at least one signature event that will bring both the school and communities together and foster the spirit of DUSD.

- **PFSO BoA Account review**

To be reviewed during the next meeting.

XII. New Business

- **PFSO Board Election for remaining open position**

PFSO Board received following applications:

Reanne Jimenez, Class Rep for Class of 2028

Shivangi Kaushal, Class Rep for Class of 2028

Reanne shared the following details about herself “I have been with the DUSD since 1989. Since my kids have been in elementary school I have volunteered my time and helped with various events in and outside the classroom. This year another parent & I will head the 8th Grade Dance for WMS.. My daughter Isabella would be my last child going through DHS. I have also planned and helped with events at my place of employment.”

Shivangi was absent at the meeting being sick but shared the following details about herself through the nomination form “I am eager to volunteer my leadership skills in the PFSO because I believe in the importance of fostering strong connection between parents, faculty and school community. As a parent myself, I understand the value of active involvement in shaping the educational environment for our children.

My prior workplace volunteering experience includes serving as a team leader for a community outreach program where I organized events and initiatives that brought together diverse groups of people for a common cause.

As well as I have recruited top talent for my company and mentor my team with positivity.”

Since only 2 nominations were received for 4 open positions, there was no need for elections.

Maria made the motion for the appointment of Reanner Jimenez and Shivangi Kaushal as the parent representatives for the Class of 2028. Himali seconded the motion. All in favor. No nays. No abstains.

- **Thank you to the outgoing board members and ASB officers**

On behalf of the new board, Nicole expressed her gratitude to outgoing PFSO President Shazia Nomani for more than five years of service in various roles at PFSO. The board also recognized the services of Priyanka Sharma as PFSO Communications Officer and Scholarship Committee Chair.

Outgoing ASB President Dunya Fakri was also commended for her leadership in representing the students in PFSO meetings.

The board was grateful for the dedicated efforts of Ursala Richardson, Anyee Chen, Renee

Wheeler & Grace Drinkwater as Parent Reps for the Class of 2024.

- **Speech & Debate Club request to come under PFSO (approved by Administration)**

Himali Gandhi shared the presentation about the Speech & Debate (S&D) Club and its activities that will benefit the students at large. The current teacher advisor to the S&D Club is not returning next year. Students have made efforts to find another advisor but have not been successful. Hence, the DHS Admin team requested that the S&D club be part of the DHS PFSO club umbrella.

It was discussed that S&D Club will replicate the Robotics and Chess Club structure. S&D club will create its by-laws, with detailed rules and regulations, to ensure that the club, the PFSO, and the school are not exposed to any liability in any form. Additionally, the club will also work to increase active participation of parents with necessary background checks and approval from DHS admin team. The club will have a parent advisor who will oversee the club's functioning and work as a liaison between the students and PFSO. The club does not expect any funding from PFSO.

Siyu made the motion to approve the Speech and Debate Club's status as a PFSO Club. Shalini seconded it. Nicole chose to abstain from voting. Everyone else is in favor of the motion. No nays.

XIII. **The meeting was adjourned at 9:20 pm.**

Next meeting will be on 8/26/2024

DHS PFSO Meeting Attendance

Board Members	PFSO Board Position	Signature
Shazia Nomani	President	
Nicole Viscovich	Vice president	
Peggy Chook	Treasurer	
Linda Lu	Co-Treasurer	
Preeti Dharja	Co-Treasurer	
Siyu Henningsen	Co-Secretary	
Himali Gandhi	Co-Secretary	
Barna De	Communicaton	
Priyanka Sharma	Communicaton	
Grace Drinkwater	Parent Class Representatives (2024)	
Ursala Richardson	Parent Class Representatives (2024)	
Anye Chen	Parent Class Representatives (2024)	
Renee Wheeler	Parent Class Representatives (2024)	
Felicia Leopold	Parent Class Representatives (2025)	
Maria Gomez	Parent Class Representatives (2025)	
Carmen Martinez	Parent Class Representatives (2025)	
Nida Ahmed	Parent Class Representatives (2025)	
Rabia Babar	Parent Class Representatives (2026)	
Shaheen Parkar	Parent Class Representatives (2026)	
Kathy Rantz	Parent Class Representatives (2026)	
Hana Tareq-Faizi	Parent Class Representatives (2026)	
Emily Bayer	Parent Class Representatives (2027)	
Lyla Farmer	Parent Class Representatives (2027)	
Anita Sodha	Parent Class Representatives (2027)	
Xochitl Padilla	Parent Class Representatives (2027)	
Shalini Suravarjiala	DHS PFSO Gael Force Robotics Club	
Bhavna Jain	DHS PFSO Chess Club	
Swati Chopra	Teacher Appreciation	
Nicole Viscovich	Firebooth Co-Chairs	
Nida Ahmed	Firebooth Co-Chairs	
Priyanka Sharma	Scholarship Committee Chair	
Kristy Lijesen	Raise Your Class Co-Chairs	
	Audit Committee	
Debjani Paul		

Priya Subramania EHS, President PFSO

Bharat Palwal EHS, Academic Enrichment Chair PFSO

5/20/2024

REE JIMENEZ PARENT REP 2028

Jie Chen

Namrata Berry Communications