

PFSO Minutes - December 16, 2019

I. Call to Order – 7:00 pm

II. Administration Report – Lenni Velez

1. Block schedule in Feb/March
2. Finals this week
3. Lovely concerts last week

III. President's Report – Catheryn Grier

1. Continuing to meet with all classes one by one. Wants to meet about any concerns each class has. Still needs to meet with Freshmen class. Would like to keep communication open and continue to keep meeting.
2. Follow up from last month. Laurel and Kerrie and Catheryn met at Nielsen to see what was there. Could not find any vases. Hopefully vases are in the shed. Lots of lumber, paints, props. A lot of this probably needs to be thrown away. If anyone wants to go through there, let Catheryn know and she will meet you there.
3. Crazy busy month with school semester ending.

IV. Vice-President's Report – Shazia Nomani

1. RYC insurance needs to be submitted by the 25th. We need to do that soon.
2. We need to update and review some PFSO forms, procedures and policies that are currently in place. The list of concerns is attached to last page of minutes. Needs PFSO feedback.

V. Secretary's Report – Irene Padnos & Leslie Portugal

M121619-01 Approval of November's minutes with corrections

VI. Treasurer's Report/ Financial Update – Ellen Ladouceur

1. Reviewed monthly financial statements. Reports are still problematic.
2. Still working with the Square. Was able to get an actual human for assistance. Working on procedures with Shazia.
3. E15 funds were transferred to ASB.
4. Special thanks to Cindy for helping with all the reports.

VII. ASB Report – Rob Frazier & Kiara Beltran

From Kiara: Less stress events for finals week. Therapy llamas coming. Trying to encourage students to try to relax during finals.

From Rob Frazier: Freshman had their movie night. Winder dance on 1/24, tickets on sale when we come back in January. Sophomore's had their holiday boutique with was a big success. Thinking of hosting another in spring. Over 600 kids at Prep to Pass last week.

VIII. Funding Requests - None

For a future meeting: Student Ari Stassinopoulos created a bell schedule app with over 5,000 downloads. Students, staff and admin regularly use the app and find it very helpful. Updated current app to make it more user friendly for admin to update and manage especially when Ari graduates. Will be seeking approximately \$400 per semester. Ari will prepare a documented request and submit

IX. Class Reports

A. **Class of 2020:** Senior Ball tickets going on sale in January. Cost is \$85 per DHS student. April 3 is last day to purchase tickets. Movie tickets are sold out. Starting in January, the Class of 2023 will be selling the movie tickets. Need senior parents to work basketball doors as a class fundraiser.

B. **Class of 2021:** Nothing

C. **Class of 2022:** Tamale orders just closed. Pick up is Wednesday. Participated in the boutique. Facility was not set up and lots of frustration in the beginning – just an fyi for next time. Would like to do a spring boutique. Pasta fundraiser is still open.

D. **Class of 2023:** Had movie night as their ASB fundraiser. Want to have a parent event.

X. Old Business: None

XI. New Business:

1. Ms. Angel-Diaz with FMP is here with students to give us an update on FMP. FMP is three times a week during lunch and mentors give up their Gael period to help with FMP. The executive members are working on communications with all middle schools in the district. They are creating an Empathy Table – the students have noticed lots of kids sitting alone during their lunch times. Starting next semester, executive board students will get training on how to listen and allow students to vent to them. Getting training from therapists to get training on issues that they cannot handle and will refer to mental health office. Setting up two tables outside the mental health center. Lastly, the current school theme is that we are not just 20 minute mentors. Expanding FMP to go beyond just the class and also to support teachers and staff to show the school that FMP is here for the entire school, helping hands.

2. Raise Your Class Update: Setting up a meeting with the Shannon Center. Have insurance set. Unfortunately no sponsors. Chamber of Commerce businesses did not respond to communications.

3. National Honors Society requested a flyer be sent out. We will send an individual email blast for it. Deadline is January 9.

XII. Open to the Floor:

1. Ellen attended the Superintendent meeting. Both Fredrickson and Dublin EI had kids hit during drop off. Dr. Marken is taking this very seriously and is going to be dealing with this.

Meeting adjourned 8:19 pm. Next meeting on 01/27/20

PFSO Procedures and Policies

- PFSO Board Members need to be familiar with PFSO Bylaws
- All PFSO officers handling money must be finger-printed
- There must be at least three officers on the bank account
- Two PFSO officers will always sign each check (dual control)
- Money should be counted by two members (dual control)
- PFSO squares are available for use, please *DO NOT* use personal PayPal or Venmo accounts
- PFSO & ASB fundraising/collection needs to be strictly maintained separately

Co-Treasurers

- All PFSO documents must be kept safely and made available in case of an Audit
- PFSO mail (reimbursement form with receipts, checks, invoices etc.) will be picked up from our mailbox weekly (preferably on Monday's)
- Reimbursement forms need to be verified, making sure all the original receipts are attached. Requested amount on the reimbursement form matches the receipt total. Also, we need to make all reimbursement forms total is within the budget. *When the budget is exceeded for any item, it needs to be presented to the PFC board for their approval at the board meeting (or emailed to the board).*
- Deposits (cash & checks) will be made in a timely manner (bi-weekly) and books will be updated with the respective line item. *ONLY Senior Class Treasurer will make deposits directly to the bank and provide their deposit receipts to the PFSO treasurer*
- Deposit corporate matching donation checks as received and update the books
- Checks need to be made out to "Parent Faculty Student Organization (PFSO) DHS". In the memo, details can be mentioned, for example, class of 2020 etc.
- Checks will be signed weekly (preferably on Thursday's) by two PFSO officers.
- Mail/hand out the checks to vendors (or the Class Reps) as requested by reimbursement form or invoices
- Provide details and reports for each Class/chairperson Fundraisers as feasible. *Before the start of the fundraiser's chairs can email the treasurer with fundraising dates important dates and their expectations.*
- Reconciliation, make sure the month end bank statement balance matches the PSFO books
- Provide monthly reports at the PFSO Meetings (email reports to the group before the meeting & have a few copies printed for the meeting)
- Have a cash box available for PSFO main fundraisers, e.g. Firework Booth fundraiser, Registration & Raise your Class Gaels
- Check online banking weekly
- Prepare the budget for the next year with the board feedback
- Make all required tax or regulatory filings as needed
- Transition to QuickBooks by end of this school year