

**PFSO Minutes - September 17, 2018**

**I. Call to Order – 7:08 pm**

**II. Administration Report – Marueen Byrne**

1. Dublin High will have a Safety Awareness Day on 09/17/18. The school will have a lockdown and trigger drill. Teachers will direct students on how to react. Hiding and staying in place is an important safety measure.
2. Freshman Survey – Freshman were asked to rate their year so far on a scale of 1-5, with 5 being the best. Out of approximately 300+ students who participated, 15 rated a one, 23 said two, 200 rated a 3, 287 rated a four, and 100 rated a 5.
3. On 10/10/18, All 9, 10, and 11<sup>th</sup> graders will be taking the PSAT and 12<sup>th</sup> graders will be having their picture taken and a senior seminar day. School will end at 1pm.
4. Our high school fall play is Neil Simon's Rumor. Opening Thursday 10/25 and playing thru Sunday 10/28.

**III. President's Report – Teretha Allaway**

PFSO tax id can NOT be used for Homecoming donations.

**IV. Vice-President's Report – Jeannine Sullivan**

None

**V. ASB Report – Given by Heather Whiting for Kelly Beck**

Homecoming Reminders:

- 1 Please remember the skit practice times for Monday: frosh: 6-6:45, sophs: 6:45-7:30, Juniors: 7:30-8:15, seniors: 8:15-9.
- 2 For skit practice, the audio must be on a CD for us to play it. On the night of the skit rally, the DJ can play it off of a USB or if it is emailed. Please have the CD and the USB or emailed audio to me no later than Monday's skit practice. It's fine if you bring it with you to the practice night but you can also turn it in early if you want to get it done.
- 3 Please remember your times for the float supervision on Friday morning that you all signed up for last meeting! (Seniors 7-9, juniors 9-11, freshmen 11-1, sophomores 1-3)
- 4 For the skit night rally, we cannot get into the sports complex until after 6 because of volleyball practice. Doors don't open to the public until 6:30ish anyway, so that should be enough time to bring everything in!
- 5 Skit night entrance fee: it's free for DHS students with ID, \$3 for students from other schools, and \$5 for adults. Parent reps and other parents who have been consistently in charge of other areas of homecoming don't have to pay either but we ask that classes respect this since it is an ASB fundraiser.
- 6 I'll be giving this message to the Leadership kids, like always, but please make sure your class area is cleaned after skit night and that all props are out of the sports complex after the evening events conclude.
- 7 I'll be working with the custodians to get water turned off in the various areas for Thursday morning.
- 8 Area Thursday morning- please make sure there is no loud chanting or anything until at least 7am. This is extremely disruptive for our neighbors and the sound really carries.
- 9 Please make sure to have a plan for the area decorations on Thursday once school starts and judging for that event is over. We try our best to watch them but with 3,000 kids and a lot going on around our campus, we can't guarantee that things will go untouched.
- 10 Friday's Parade line up will ideally be all ready to go by 3:30. If involved, please arrive with floats as close to 3:15 as possible! We're meeting in the parking lot in between Jack in the Box and Los Pericos and then lining up in the street, starting from the back

- of the parade order then lining up all the way to the front.
- 11 Friday carnival- if you want it, each class will have an opportunity to have a class table at the carnival. Please email me for details as there are limitations to what can be sold since this is largely a club fundraising event.
- 12 Friday football game- Homecoming results will be announced during halftime, right after the homecoming queen ceremony.
- 13 Clean up after game- some parents/students like to get started on float take down right after the homecoming results are announced. This can take place on the blacktop, in between the JV softball field and the portables. We will have two 20yard dumpsters that are specifically for homecoming stuff. Please don't put trash anywhere else!
- 14 Homecoming dance- the tradition of the senior class selling water will continue. Class of 2021 will also have the mustache mikes truck there.
- 15 Props for homecoming dance - the officers will be deciding what props from each class float/area might be good to donate to leadership to help decorate for the dance. By now, you might have a good idea if you want to keep something for future use by the class. If you'd like props that we borrow for the dance to be saved, please let us know and it will be done. If you don't care about saving them, Leadership will toss them Sunday morning during clean up!
- 16 For your information: homecoming court nominations are Wednesday, results announced Thursday, elections Friday. All will be announced at the skit rally except for queen (halftime of FB game). Also, the homecoming judges are: Ron Rubio (Honorary Grand Marshall), Sara Hollison, Adair Spence, Karen Chamberlain, Patrick Kleinow.

## **VI. Secretary's Report – Irene Padnos & Kelly Timm**

**M091718-01** Approval of June minutes with corrections

**M091718-02** Approval of August minutes with corrections

Irene requested that minutes be emailed to board prior to meetings so members can review before the meeting and we will not have to print copies for the meeting.

DUSD Superintendent's Meeting Info: Irene attended the September meeting and shared some of the highlights. All schools raised funds during the fall check in days. Discussed different ways to attract volunteers. Dublin & Dougherty Elementary schools have "rebranded" their PFC to make it more business friendly. Other schools are following. Starting to use more business technical terms when advertising for volunteers. For example, changed language from event chairperson to project manager or executive director. We need to speak the language of the modern working parent. Streamline wording, use bullet points, be more efficient. Using iCal or Google calendars thru the school with all the start times, dismissal times, holidays, etc., so parents can download to their calendar on their phone and computer. Discussed DPIE's success with summer programs and the elementary after school enrichment programs. DUSD has over 12,000 students and is still growing. Their website is continually being updated. There is a Quick Facts list on the DUSD website.

## **VII. Treasurer's Report/ Financial Update – Kaci Lopez**

1. A lot of the balance is from Senior registration and Senior payments will be paid out.
2. Concern of last month's budget was end of year profit and loss from last year was not given.
3. Reviewed last year's numbers and created a spreadsheet on actual numbers versus budget versus actual. We are in a deficit this year. Possibly we should do a special request to all parents. Communicate to parents what PFSO funds are used for, why we need the

donations and we need to get the word out. Focusing solely on PFSO donations. Kaci is researching details.

4. To prepare for next year, we should create a committee to work solely on Fall registration check in so we are prepared. We can “fund a need” and tell parents what we need up front and follow through – throughout the year. Publicize what PFSO does!
5. Some issues for asking for donations that we need to be aware of: Lots of upperclassmen students come alone and do not donate. Senior families can pay a lot during registration for the senior package, so funds are not always available to donate. Maybe request donation after registration but before the holidays. Cannot donate thru the school’s on line store or ASB account because they cannot accept PFSO funds. We need a better location for our PFSO table for donations and also to obtain email addresses.
6. Marketing our PFSO activities are very important. We need to figure out how the donations are relative to our children.
7. Include Amazon Smiles info and company matching information.
8. Moving forward we will have a PFSO donation table at the home football games. We will use the pie chart Jeannine created. We will have a square available with documentation on what PFSO does. Seniors will add two additional parent volunteers at the PFSO table asking for donations. Kaci will have the squares available. Jeannine will print the PFSO handouts and enlarge and print the pie chart she created. Shana will get the PFSO banner from Jenna in Student Activities. In addition to the PFSO table at football games, we will create a write up for the newsletter and will include Amazon Smiles and company matching information, link. Jeannine will forward links. Communications will send out a separate email.
9. Some fundraising thoughts: Can we have a bingo program at a local bingo hall? Groups can work the nights, host, etc. Band Boosters does a bingo night here at DHS. Ruth has details for the bingo fundraiser and is a lead at the Livermore bingo hall. Bankhead theatre in Livermore hosts fundraisers also.

## VIII. Funding Requests

None

## IX. Class Reports

- A. **Class of 2019:** Selling waters at Homecoming dance. Preparing for Homecoming. Senior spirit wear all coming in. Need to bundle and distribute. Figuring out details. Need lots of Grad Nite volunteers.
- B. **Class of 2020:** Requested a list from Seniors on what Junior parents need to provide. Baccalaureate refreshments, selling graduation leis, Grad Nite volunteer sign ups. Sophomores will sell waters at Graduation and donate waters for Senior Awards. At the Homecoming carnival, they are selling light up bracelets and working on a fruit fundraiser. Also selling beanies and movie tickets. Homecoming preparation is going really well. Small number of kids helping, but they are working well. Homecoming t-shirt sales are low.
- C. **Class of 2021:** Photography fundraiser going on right now. Parent photographer, Noi Gomez, will be selling mini photo sessions for \$200. These sessions can be used for family holiday cards. Class gets 50% of sales. Homecoming is going well and is on schedule. Homecoming t-shirt sales going slowly. Can we figure out how to venom? We need to move along with digital times. Laurel will take this up with Jenna in Student Activities.
- D. **Class of 2022:** Lots of Homecoming preparations going on. Float is going well and the ski is on its way. T-shirt sales were good. Need a Freshman orientation for Class Parents, Teacher Reps and student Officers.

## **X. Old Business:**

1. Fireworks: PFSO Booth only: Raised approx. \$26,385.58 which will be divided by three groups, PFSO, music and athletic boosters. City of Dublin charged each booth \$200 because the containers were picked up a day late. Teretha will follow up with the container company. PFSO gets \$3,500 which is 60% and each class gets \$1,300 which is the other 40%. Still waiting for other booth details from music boosters.

## **XI. New Business:**

1. PFSO Policies and Procedures and updated Bi-Laws. Jeannine is currently updating and will send out changes for review. Current by-laws allow for four PFSO Communication Board Members, and PFSO only has three, or Seniors can add on a additional Parent Rep who can be responsible for their communications. So no need to change the by-laws. To be within by-laws, Class of 2019 needs to add an additional Parent Rep.

**M091718-03** Jennifer Rowen has been added as the Class of 2019's fourth Parent Representative

We currently have three PFSO Communication Board Members, Barna De & Priyanka Sharma are in charge of the newsletter and website and Darby is in charge of the Facebook page. Started to review draft of policies of potential updates to bi-laws, however Jeannine will continue to work on them and will send out when ready for review.

2. Discussion on the management of the on-line webstore. Who needs and should have access to it? Need to update. Treasurer Kaci is going to meet with Katherine Utsumi to learn how to work webstore and access reports. Needs to be able to access all financial payment reports and manage them.
3. Agreed that meeting agenda and last month's meeting minutes will be sent out days earlier.
4. Left over PFSO funds from Class of 2018, \$2,561.30. These funds will be distributed as follows: Library \$530.65, Football field scoreboard \$1,030.65, Student Scholarship funds to be divided between each class evenly for students who need financial aid to help with activities \$500, and lastly \$500 donation to Cornerstone Church as a thank you for hosting the Baccalaureate. In addition to PFSO funds, the ASB account has \$8,000 left over as well. These funds will be donated as follows: \$1,500 donated to each of the four classes ASB accounts, \$800 donated to Career and Activities Center for display signs, and \$1,200 donated to the DHS Wellness Center. Bucket hats left over from the Class of 2018 will be given to the Sophomore and Freshmen classes to sell.
5. Raise Your Class Update: Being held on January 26<sup>th</sup>. The Auctioneer from last year is not coming back. Tickets go on sale Oct 1<sup>st</sup>. Already getting sponsorships. Communicating details on newsletter and want to communicate thru use of a thermometer showing us raising money to meet a goal. Getting table sponsorships. Trying to be paperless. Working on video stuff. New ideas for an auctioneer; a comedian working with Mr. D! Less live auction items, only three or four. Still doing class baskets. Theme is Kentucky Derby. Forward any business or parents you know who will sponsor, donate, or match. Information is on the PFSO facebook page and the RYC facebook page. Art auction this year. Auctioning off student art pieces. Laurel McMahon is handling these items.

## **XII. Open to the Floor: None**

Meeting adjourned 9:15pm Next meeting on 10/22

2018/2019 Meeting dates: 9/17, 10/22, 11/26, 12/17, 1/28, 2/25, 3/18, 4/22, 5/20, 6/17