

Fallon Parent Faculty Club Meeting

Monday, March 11, 2019

5:30pm start

Members attending: Shazia, Riti, MRs. Sweeney, Lindy, Barna and Deepa

Agenda

- I. **Call meeting to order - Riti@ 5.42**
- II. **Action Items and approval of minutes -Tammy**
- III. **Principal - Sheri**
- IV. Nothing to report-LCAP Parent survey was sent out. They have started looking for new Principal of Fallon . Design on second high school has started.
- V. Barna-surveys for LCAP didn't make sense all the questions.
- VI. **President - Shazia**

Nominations Committee: **Are Judy/Huma coming back next year?** Shazia will talk to the existing board and makes sure of the people who are staying.

VII. Vice President/Fundraising - Riti

VIII. Treasurer - Deepa & Dilli

A. Grant & Fraud Update

2 checks were stolen. Bank gave us 250\$ back. Shazia spoke to the bank and has filed the claims. BYOG for \$100 something...they changed to \$996 something. The bank had called Shazia but failed to stop the fraud. But the money was stopped even though it was debited. The 996\$ was refunded back. The second check was deposited for an account by Team Esteem. The bank says the Teen Esteem deposited but Teen Esteem says they didn't. We need to change the bank account number.

Mrs. Sweeney said that she will alert the Business Services so everyone is aware.

B. Update on Louise installment-

We paid 432\$ to Louise and the District had also paid for her services. MRs. Sweeney spoke to her and she will return 100\$ a month. She has already returned 200\$.

C. Funding Request for Choir The money for choir-300\$ is going to come World Language Arts Integration supplies and the Quizlet Pro.

Deepa mentioned some small changes within the grants. Unless Mrs. Sweeney's signature is on the the form, hold off on the check. One check was not signed by Mrs. Sweeney (JW Pepper) and two checks were mailed to the same vendor. PFC should be issuing checks to only Fallon. Shazia said that from today PFC should send the checks to Fallon Middle School.

Mrs. Sweeney said: One kind of purchases is that we pay Fallon Middle School and Fallon pays the vendor on the purchases where products were not received. Science consumables-paid out of pocket-then you write check to the person. Mrs. Sweeney needs to see that reimbursement so that they are materials are what it is agreed upon.

Deepa: Can we write one check to Fallon and can Fallon give the money to give to different departments and keep track?

Reimbursements are problematic since Mrs. Sweeney says Fallon can't write a check back to PFC.

MRs. Sweeney says maybe we can do a hybrid-maybe give 10k\$ every quarter?

As discussed at the PFC meeting yesterday, these are the changes made by Mary and me regarding the academic Dept grants so that they can be entered in the notes:

1. To avoid miscommunication and confusion, Mrs. Sweeney will be checking the amounts on the reimbursement slips and will be signing her approval. Mary will be reviewing them too and will make a notation to let us know that the amounts have been reviewed. The treasurers will be writing checks only if the reimbursement form is signed by Mrs. Sweeney.
2. Clarifications on check #1314 which had a lumpsum amount of \$2426 .79 for Science consumables. These were categorized acc. to the grades.
3. Clarifications /explanations/ categorization of check nos. 1391, 1377 and 1300. Some of the Items were entered in the music grant and were moved to video production.
4. Explanation of check # 1365 for fitwork equipment for PE Classes.
5. Mary checked with Mrs. Sweeney re. moving \$300 to music for the choir, as per the motion passed by Shazia, from the foll. categories:
 - World Language/Art Integration Supplies for \$200.
 - World Language / Quizlet pro for \$100.
6. Check for \$393.72 was paid twice to J W Pepper as we had received two reimbursement forms with the same invoice. I will be talking to JW Pepper re. a refund check for one.
7. Amount of \$191 for video production was entered twice in the spreadsheet and one charge was deleted.

IX. Communications - Barna

For Constant Contact-email the invoice to Deepa/Dili.

X. Secretary - Tammy

XI. Director of Volunteers - Lindy

XII. Enrichment - Judy & Huma

Deepa mentioned that a new student came and that student's mom came to the class. Lindy said to please tell them that the classes are for students and if she wants to volunteer, then she needs to submit her volunteer clearance.

XIII. New Business & District Committee Updates

PFC pays for the 8th Grade Promotion-dance, breakfast and Decoration of the podium-large plants/flowers. The 8th Grade gift is a combination gift from ASB and PFC. Mrs. Sweeney said that the leadership class decides what to do after PFC gives them a choice or vice versa.

PFC collects money only for dance/breakfast/decor.

For PFC sponsored dance, an admin doesn't need to do but usually an admin is present. We will have 2 campus supervisors.

ASB will collect the checks and they will be picked up every day.

XIV. Public Forum

Meeting adjourned at 6.20pm.