



Holbrook PFC Club Meeting Minutes

Tuesday, Nov 15, 2022

Meeting commenced at 6:08 PM

Housekeeping

- October meeting minutes are on website as draft, after 48 hours they will be approved.
- Insurance Renewal is due Dec 8.

Completed events summary

- Oct PAC Meeting Summary (Erin and Jen S), maintenance dept was there. Discussed school cleanliness issues, HVAC system, and lack of recycling at Holbrook. Districtwide issues were lack of maintenance on sports fields and safety concerns with entrances.
- October Dine and Donate at Cinco de Mayo (\$200)
- Red Ribbon Week – Spirit week participation was low, not sure if this was just
- Fall Fest – FUN! Popcorn was a hit! Never enough candy. Lightening was an issue, but new lights installed on campus, so maybe that will be better next time.
- Usborne Book Fair (\$3793 total, \$1896 in books were purchased for teachers and distributed)
- Rummage Sale (\$2000)- Thanks to Connie and Devione!!!
- Halloween Parade
- HOLA Readers Club October

Teacher Report

- No teacher was present to give a report

Principal Report

- Principal Orellana noted that the counselor has trained some middle school students to be school leaders. They will start to reach out about avoiding tobacco, drugs and vaping.
- Noted that the HVAC system parts were still pending
- Noted that HOLA's improvement in CASS scores was better than other schools in MDUSD between 2019 and 2021
- 4th grade parents asked about plans for Spanish learning. Principal Orellana said that she was working on a solution.

Financials

OCTOBER FINANCIAL SUMMARY

- Starting Balance (October 1, 2022): \$18,765.06
 - Deposits: Dine and Donates \$443.90, Donations \$472, Back to School Night cash sales \$191, Fall Fest (Spiritwear, pies and other) \$1827.01, TOTAL \$2993.91
 - Withdrawals: Fall Fest \$485.48, CARES Garden \$1,892.17, Middle School Spanish Books \$722.70, Readers Club \$35.17, Bank and transaction fees \$98.08, TOATL \$3233.60
 - CARES Garden Grant Balance: \$7,404.29
- TOTAL PFC Balance: \$11,061.08
- **Ending Bank Balance Oct 31, 2022: \$18,465.37**

UPCOMING EXPENSES APPROVED

- Erin made a motion to spend up to \$600 on a new insurance policy that will cover all events Dec 2022 thru Dec 2023. It was seconded and approved
- Jen made a motion to spend up to \$200 on supplies for WinterFest. It was seconded and approved
- Erin made a motion to spend \$1500 on holiday gifts for staff and to purchase any needed items for teacher luncheon, this was seconded and approved.

NEW BUSINESS

- **Holiday Lunch for HOLA Staff:** Dec 21 at 1:30PM (after school) in room 20. Erin will set-up a sign-up genius to try and get people to bring food and help set-up/clean-up.
- **Lost and Found:** It is building up again. To be donated again soon.
- **CARES Beautification Day:** Nov 19, Principal said this event will focus on the garden, campus wide clean-up will happen in the Spring

Team Reports

EQUITY

- Talked about wanting to find opportunities for student engagement.
- The principal noted that there was a student council in place that met with her.
- Principal promised that Alexis could be invited to the next Student Council Meeting.

FINANCE

- Just completed the November Dine and Donate at Panera. Dec 12 will be Nick the Greek
- December Calendar Fundraiser was shared, feedback was generally positive. It will be sent home next week.

ACADEMIC

- February Science Fair will be a Health and Science Expo in evening with a walk-athon during the day
- March Read Across America will be a Book Exchange, book collection to start in January

SPIRIT

- Winter Fest Plans are underway
- Jan 27 will be a movie night

COMMUNICATIONS

- No update

Next Meeting – Dec 21

Meeting Adjourned at 7:25PM

Attendees

In Person:		On Zoom:	
Jennifer Sylvestre	Erin Tims	Jessica Phelps	Briana Espindola
Scott Jacobs	Kim Wentworth	Mabel Ventriglia	Karen Hernandez
Daniel Zarazua	Silvia Orellana	Alexis Ford	