



**LUPIN HILL**  
elementary

## Parent Faculty Club Meeting Minutes

October 10, 2024

7:00pm-8:00pm

Zoom - Meeting ID: 817 9308 9400

Passcode: 26210

Dial In: 1 669 444 9171

### Agenda –

- Announcements & Welcome – Alex & Amberly (2 mins)
- Updates that other Board Members want to highlight – (total of 8 mins: 1-2 mins per person who wants to say something)
- District Policy Items – Alex & Amberly (25 mins)
  - District Policies - updates from district meeting
    - financial heavy, treasurer focused.
    - the district has a vendor list, we have to check the list first, need extra approval from the district if using someone outside of the list. 6 week lead time
    - Food can't be sold on campus until 30 min after school day
    - Banking/Cash: we can not pay in cash, or give cash discount,
    - FDIC limit, we are over the allowed amount, figuring out solution
    - Not allowed to accept Zelle, Venmo payment
    - Need to have two signatures on cash coming in from any events. Fill out the Cash form and put it into an envelope then in the cash box.
    - Check or cash coming in send a picture of it to the person involved and the treasurer. Then put them in the deposit slot in the copying room.
    - Can not pay for things with a gift card.
  - Cash handling - Jeff Altman is new depositor
  - Contracts
  - Calendar review
    - add school events, it has not been combined in the past. School events were separate from PFC event calendar.

- Giving Tuesday
  - New this year, it's the first Tuesday after Thanksgiving. Push it quietly be able to share with relatives, tax deduction etc.
  
- PFC roles & collaborations
  - Christine - Fundraising
  - Mark and Matthew co-treasurers
  - Amber and Summerly - co -chairs for school relations,
  - Malin - Secretary - Morning Mile Chair and Walk to School
  - Alicia - Communications Chair - PFC Line Up.
  - Ciara - Fundraising direct donations drive, parking spot donations, she is also talent show chair.
  - Beth is events coordinator Trunk or Treat, Lupin's Got Talent and Multicultural Fair.
  - Terri - Volunteer Coordinator reached out to the local high schools for service learning hours.
  - Tiffany - parliamentarian
  - Kristin - Historian
  - Erin is the website coordinator, classroom distribution, spirit wear
    - building party book information on the website. Migrate to Google WorkSpace
  
- Fundraising – Ciara (10 mins)
  - Parking Spot Auction - ends today.
  - Talent Show - everything on track, planning is in progress
  - Party Books
    - Host covers the cost, parents would buy tickets.
  
- Local Sponsorships – Christine (3 mins)
  - November 6th is next restaurant fundraiser.
  - 4 banners up at the school
  - Mathnasium, 4 Rings Auto, Malibu Photo sponsors for Trunk or Treat
  
- Events – (10 mins)
  - Trunk or Treat (Summerly)
  - 20 trunks registered already. Candy Collection box will be out starting Monday. Then next Friday will be in carline collecting candy. We need crates and bins, please donate.
  - Can student counsel be more involved? They can paint and draw signs for each carnival game. Talk to Dr Marzouk. Visit class room to push candy donations.
  - Talk to Dr Marzouk about no scooters, no bicycles etc for Trunk and Treat. Serving the trunks food early as an incentive and cut down on the line.

- AOB - (2 mins)
  - \*Note: As always, additional items, may be tabled until next mtg, once we reach 8pm
  - Marquee is on its way, Ciara has emailed everyone who donated in regards to birthday announcements.
  - Can we communicate with residents near the school about events beforehand since parking tends to become crazy during back to school, trunk or treat etc. Yes will figure that out.
  - School Board candidates will come to next PFC coffee
  - PFC events, need board to be present, please pick three events to volunteer at for the year.
  - Please EMAIL out the zoom link before meetings.