



In-Person Meeting Agenda/Notes

Friday 9/29/23

Call Meeting to Order: Start: 5:32pm End: 6:47pm

PASS email address: pass.schilling@gmail.com

Attendees

- Principal Herrera
- Karla Ramirez
- Laurie
- Jacqueline
- Hayley
- Ryann
- Maribel
- Esmeralda
- Michelle
- Sara Canales
- Lucy
- Jackie
- Julany Staffaroni
- Ms. Raber

Today's Agenda Items

Agenda item 1: Principal's report - Principal Elba Herrera

- Principal Herrera shared the plaque Schilling won for the Newark Parade. Picture Day is October 3rd. Science Camp is in December. Total cost is \$10,000. Last year the Student Council raised \$400 each time they did a Bake Sale fundraiser. \$200 per family has been requested. There are approximately 49 5th grade students.

*** Karla stated that the Double Good Popcorn (led by 5th Grade Teacher Mr. Sadd) sale will start on October 10 and only a few parents have signed up.

Parents suggested PASS making an account for Double Good to fundraise specifically for the 5th Grade Science Camp. Then share on Parent Square and Social Media. Members agreed on this.

Agenda item 2: 2023-2024 PASS Board Members Nomination Forms review and voting

- [PASS Nomination Form SY 2023-2024 due 9/15/23](#)
Positions: President, Vice President, Treasurer(candidate retracted), Secretary, Parliamentarian, Historian. One nominee per position.
Candidates Presented by Lucy. All in Favor.

President: Laurie Garcia (Karla Second, All in Favor)
Vice President: Jacqueline Carrillo (Lucy Second, All in Favor)
Treasurer: Karla Ramirez (Laurie Second, All in Favor)
Secretary: Lucy Rubio Perez (Hayley Second, All in Favor)
Parliamentarian: Janet Dang (Michelle Second, All in Favor)
Historian: Jeff Anderson (Karla Second, All in Favor).

Agenda item 3: PASS letter update

- [Schilling Donation/Volunteer Letter](#)
- Letter went out to families and was posted the week of 9/11/23. So far we have received about \$650 in donations via Venmo, PayPal and Zelle. *Zelle has not been consistently functioning but it is linked to the PASS gmail account. Tax write-off receipts available. Email PASS to request.

**Jacqueline inquired on how PASS decides to spend money. It was discussed that parents and teachers should first try to get donations before asking PASS. And how communication gets sent out. Principal Herrera mentioned that every message on ParentSquare also sends a personal email to parents. PASS's social media was also shared with the group.

** Ryann discussed the concern about the kids' backpacks and items getting wet and how to come up with a less expensive solution. Discussed the backpack project was taken on by a group of parents. Ryann discussed how the rest of the school needed updates but that the kindergarten model may not work elsewhere. Karla motioned and it was approved to update and fix backpack racks around the school. To be discussed again in future meetings.

**Karla brought up that 5th Grade Teacher Ms. Villegas had requested recreational items for recess/lunch in the August PASS meeting. She created an Amazon Wish List and presented it to parents at back to school night. She was still in need of items. Karla motioned to help complete her wish list, it was approved by all .

** The PBIS store is still in process. Ms. Raber is a volunteer who is helping run it with Ms. Jackie. Parents got together to clean it up on a Saturday. A new shipment has arrived. PBIS helps motivate excellent behavior. Someone suggested having clear containers would be helpful. PBIS is lacking in donations. Some donations suggested: small lego set, Air pods, room decorations list, gift cards. Someone mentioned FirstBook has good deals on toys but it is a teacher website. Julany volunteered to help be a part of it. Karla motioned to provide PBIS with resources, it was seconded by all.

Agenda item 4: Trunk or Treat

- Scheduled for Friday 10/27, 5:30-7:30p - need volunteers 15-20 cars. Parking lot to be blocked off by 3p. Volunteers can arrive by 4p to set-up. Request to have a variety of things (stickers, toys, etc.) to give out vs only sweet treats
- Review contract with JG Trees to deliver 100 pumpkins with a free bale of straw and dozen corn stalks for display. First 100 kids get to pick a free pumpkin. The pumpkin patch will be in the grassy area in the parking lot parallel to Thornton.
- All kids must be accompanied by an adult. No exception. One entrance, one exit to keep the flow. Volunteers needed to monitor the pumpkin patch area.

**Sara mentioned getting high schoolers to volunteer to complete their hours. It was discussed ordering more than 100 pumpkins, Hayley and other parents thought that 100 would be enough.

**Jacqueline and other parents suggested everytime PASS requests donations they should specify what it is for exactly. Have a specific request.

Agenda item 5: 5th Grade T-Shirt Contest - Karla will work with the 5th grade teachers regarding this

- Let's get the design contest started earlier this year. Karla to coordinate with 5th grade teachers. Design should be on 8.5x11" white paper with 1" borders all around. Deadline? Prize? We can use Bonfire again or some other company.
- Deadline October 31st
- Goal is to have shirts before Science Camp in December.

** Ryann has printed the flier and given it to the 5th Grade Teachers. Karla would like to have the Tshirts ready for 5th Graders to take to Camp.

Agenda item 6: Yearbook - revisit previous discussion

- Which company, costs and who will be in charge. PASS will not be in charge this year. Maybe establish a yearbook crew?
- Lifetouch is the school photographer

** A tentative yearbook committee was created by Sara, Maribel and Laurie. Sara used to run her school's yearbook for 9 years. Inquired about previous yearbooks? Last year one was quickly put together by Diana using Treering. The year before LifeTouch was used and run by Linda. Someone mentioned the Student Council running it or helping run it. Principal Herrera mentioned that it was brought up before and that it was decided that it would be too much for them. A parent mentioned maybe having them do a portion. To be discussed again in future meetings.

Financial Report

- Bank Account Balance: \$19,314.72 as of 9/26/23
- PayPal Account Balance: \$69.11 as of 9/26/23
- Venmo Account Balance: \$135 as of 9/26/23

Pending:

GotSneakers payouts (June-Aug; \$13.75, \$14.25, \$10, \$20)

SF Giants ticket sales from May 2023-end of season - pending

Box Tops: currently at \$101.40 as of 9/26/23

*Diana will provide training and assistance to whoever gets nominated as the new treasurer until 10/31/23..

Upcoming PASS Meetings/Events/Fundraisers

Close Meeting:

6:47pm

Next PASS Meetings:

Levi Stadium Volunteer Opportunities:

- Various football and soccer games

Ongoing Events/Fundraisers:

Food Bank: Every 4th WED from 4:30-5:30, Michelle Gapuz remains the team lead, next one scheduled is 10/25/23 - PLEASE BRING BAGS

GotSneakers: Box is available in front of the office during school hours for drop-off, we ship monthly or when the bag is full. We have been averaging \$10-30 per bag

Box Tops: Please download the app and sign-up. Must scan receipts within 14 days of purchase for it to count (can also submit digital receipts via email but using the app is faster).

Things to note:

- Donation slips and letters are available upon request.
- Ongoing donations via Zelle, PayPal or Venmo are available.
- PASS google calendar is updated regularly.
- Facebook www.facebook.com/SchillingPASS and Instagram [@pass_stallions](https://www.instagram.com/pass_stallions) are managed by Lucy/Karla.

Please email pass.schilling@gmail.com regarding the above items if interested.

Open Questions and Continuing Projects:

- How Does Pass Spend Money?
- How does Communication get sent out?
- Yearbook Committee update?
- When will PBIS start again? What is needed to help?
- Future PASS Meetings and sending out reminders
- Trunk or Treat donations?
- Levy Volunteers still needed
- Food Bank Volunteers?