

Jerabek Family Faculty Organization Board Meeting Minutes

Friday, October 3, 2025 | In-Person and Zoom Meeting

Minutes Approved: November 14, 2025

Present: C. Gray, S. Lesberg, J. Sanfelippo, S. Camarillo, S. Horton, H. Hanks, L. Kaplan-Nieto, K. Shiu, E. Caballero, A. Keil, T. Ailes, T. Nicholl, M. Nuon, K. Cummins, L. Smyres, J. Dutson, D. Dubois, M. Wu **Zoom:** C. Chau, J. Wood, J. Reidy, R. Meyer **Staff:** J. McDade, M. Peace, J. Barefield, K. Berger, V. Lew, V. Hawk, H. Huss, A. Del Pego

Call to order: Meeting called to order at 8:02 a.m. by C. GRAY A quorum was present. A. DEL PEGO motioned to approve minutes from the last meeting. T. AILES seconded the motion. All approved.

1. TEACHER'S REPORT: SEE ATTACHED

2. BUDGET: JEREMY DUTSON

- a. Discusses updates to the annual budget. The budget was approved via Google Form on September 22, 2025. Any questions regarding reimbursements or committee funds please contact both treasurers.
- b. V. Lew asks about grade level enhancement change. The process reverts back to previous years and there is a smaller amount for grade level enhancements. J. Dutson explains how it is reflected in the budget. E. Caballero suggests making a document that explains to teachers how the different funds can be used.

3. SQUARE 1 ART: HOLLY HANKS

- a. Expresses gratitude to teachers for completing art. Teachers will receive catalogs for each student but will not receive the original artwork until a later time. Teachers should request a discount code in advance.

4. BOOK FAIR: EMILY CABALLERO

- a. The Book Fair is next week. Class shopping times are Tuesday and Thursday. The Family Lunch is on Wednesday and we are still in need of volunteers.

5. BOX TOPS: EMILY CABALLERO

- a. Box Tops is an easy, no cost fundraiser and it would be helpful if people signed up and encouraged others to scan the receipts.

6. KINDNESS WEEK: CHRISTINE CHAU

- a. Dates: October 20-24. There will be a different theme every day. A flyer will be sent out to all families and simple acts of kindness will be included in the morning announcements. There will be a Bingo activity to positively reinforce behaviors. Next year we will try to do Kindness Week earlier in the school year.

7. ANNUAL GIVING CAMPAIGN: KATIE CUMMINS & SHARON CAMARILLO

- a. Flyers will go home today/Monday. Recommended contribution is \$250 per student. All messaging communicates that any amount is appreciated. Our goal is \$80,000. If we hit our goal we will have a spring Movie Night (tentatively scheduled for March 6, before Daylight Savings Time ends). Tentative end date is December 12th. The first 100 donations of \$250 or more get a free license plate.

8. PRINCIPAL'S REPORT: JONATHAN MCDADE

- a. Next week will be busy with the Book Fair, Family Lunch, and Picture Day on Friday. We will need support with getting people on campus. If anyone has extra time, please come support our front office staff.
- b. Universal Form: There is a new form from the district that has gone out to all families via Power School Parent Portal. Because some families do not have access to PowerSchool, a paper form will be coming home. Parents/Guardians do not need to complete the paper form if they completed the PowerSchool version.
- c. Assessments: Results of the assessments will be released to guardians soon.

9. SCIENCE FAIR: CLARISSE GRAY (for REBECCA TRAN *absent*)

- a. Registration is open and we have 22 projects so far. Another flyer will be sent via room coordinators. There will also be printed posters in the Steam lab and front office. We still need a few more judges. Discussion continues about how we can have greater outreach and clear communication for people who have not yet signed up.

10. TRUNK OR TREAT: MARKISSA HOLMAN

- a. Thursday, October 30th from 6 to 7:30 p.m. We have 12 cars signed up. There will be three categories: Funniest, Spookiest, and Most Creative. M. Holman will pursue voting by a QR code. We will do a \$100 gift card for the winner. Coach George will DJ again. There is a Sign Up Genius asking for volunteers but M. Holman will reach out to Lions Heart for candy runners.
- b. C. Gray: We still do not have someone to do Halloween Costume Sales. It generated \$580. Discussion continues about the timing and if it should be postponed for the following year.

11. 5GP: JESSICA SANFELIPPO

- a. Grateful Grams are coming. We would like to do the Holiday Market again but we do not have anyone to chair it. There is a change in communication protocol this year and we are now required to have parents opt-in to receive emails related to communication.
- b. The tentative date for Glow Party is Friday, March 13, 2026, a minimum day.

12. PRESIDENT'S REPORT: CLARISSE GRAY

- a. All facility events have to be submitted through Facilitron.
- b. Movie Night: Recognition is given to the entire Movie Night crew. The companies that were at Movie Night donated 15% back to Jerabek. Movie Night deposited around \$350, which included the Brim Hat Edit of 15%. Discussion continues about the overall effects of small companies engaging in sales at the event.
- c. E. Caballero suggests having signage at all events that we can put at tables such as "100% of proceeds go back to the FFO" and a similar sign representing the percentage being donated by other companies.
- d. Koala Heroes: In addition to Movie Night, recognition is given to A. Buntin for bringing Levi, the therapy dog, back to campus and K. Nocella and M. Meehan for the new Bingo night.

- e. Open Roles: Yearbook Design, Math & Science Nights, Business Sponsorships, Restaurant Nights, Halloween Costume Sales, Spirit Wear Table Sales.
- f. Koala Kind Collective: Kick off event will be Friday, October 24th with our Friday morning coffee cart. Roots & Journeys event coming in November.
- g. FFO Shared Resources: Please refer to the previously shared document to look for preferred vendors and add to it.
- h. Running Club: The team sent out a survey to 32 teachers and only 17 responded regarding scanning during the day. Based on the results, scanning will not happen during the day.
- i. Sponsorships: \$11,000 has been generated so far. Sponsorships need to be in by November 1 in order to be included in Spring Fling gala marketing.
- j. Yearbook: Yearbooks are on sale now. The link will be in the newsletter this Sunday.
- k. Communication: The FFO is required to have parents/guardians opt-in to all Jerabek FFO communication. They will still get the newsletter on Sundays but will need to formally opt in to receive any direct email from the FFO. Only about 350 emails have opted in so far, versus the nearly 1,000 that we had on our communication list last year. Discussion continues about how we can encourage people to opt-in.

13. OPEN TOPICS

- a. Spring Fling: Gift and Gather events are happening. All events are open to all grade levels.

Meeting adjourned at 9:28 a.m. by C. GRAY

Respectfully Submitted,

Sharon Camarillo
Secretary