



**LUPIN HILL**  
elementary

## Parent Faculty Club Meeting

October 24, 2023 – 8pm-9:15pm

Zoom mtg

Participants present: Malin McKinley, Holly Gibson, Melissa McClure, Alexandra Chernukha, Veronica Miller, Summerly Nava, Sarah Parizeau, Amber, Tiffany, Amberly Amodeo, Christine Grady, Kristen Marsilio, Amberly Brown

### Agenda – 8PM

- Announcements
  - Reminder about signing up on [PFC Calendar Events sheet](#)
  
- Discussions – 50 mins
  - Holly & Kristen
    - Budgets for Events – Holly & Kristen (5 mins)
    - Sponsorships coming in (Elite for Trunk or Treat, Kumon for Multicultural fair)
    - Teacher pay out - \$68 added per class. Just finished fall reimbursements.
    - Ms Carter approved as a teacher so she can be reimbursed
    - For events, the Chairs should check with Holly and Kristin to get updated budget available for their specific event
  
  - Amberly (10 mins)
    - Make sure to check calendar and plan accordingly so we don't have too many events per month.
    - For fundraisers make sure you go through Christine since she is in charge and will know what is already scheduled and what needs to be scheduled.
    - Make sure to utilize the Lupin Line Up for communications on up-coming events or information you need parents to know. Melissa is point person.
  
  - Summerly (10 mins)
    - We have 20 trunks signed up so far for Trunk or Treat. Volunteer sign ups have been good, only 7 open slots and they will probably fill easily. If not check on board members' ability to volunteer.

- Ciara (15 mins)
  - Direct Donation Installments
    - Some installments have been cancelled or failed - calling people have already sent email, if they want to change their payment method, Suggestion: payment plan with smaller installments?
    - Cultural fair
      - Lupin Hill participation numbers are 50 submissions.
    - Portrait sessions - get them on school calendar
    - Talent show March 8th
      - Ticket sales through PAEC, communications go out before Thanksgiving. Teaser and just reminder/save the date.
      - Involvement with Agoura Dance and Spirit
      - Publish date before thanksgiving to give the kids time to think about an act
      - Submissions open in Dec / close in Jan
- Christine (5 mins)
  - Fundraising dates for 2024 (see spreadsheet below)
  - No more banners, good progress on getting sponsors, local sponsors try to secure about 4 weeks ahead to maximize exposure.
    - No fundraising 1/19-4/1 (per Apex rules)
- Melissa (10 mins)
  - Movie night and toy drive updates
    - Movie night 12/1 doors 5:30 - movie at 6:30, Smallfoot, holiday PJ's Hees Hall \$5 ticket include pizza
    - Donation Drive- Circling back to what worked and then change proposals for next year (DD team Melissa/Ciara), also gather any feedback from board
    - Donation drive closed at 99K, the goal was \$112K.

**What worked:** master post on PS with all the links, PS drove the Payments - different payment plans and also the one time payment, cash/check payment option worked well

- Engage teachers again
- Class drive will start one week after labor day
- Leader board did great
- Partnership with iHop for pancake breakfast was fantastic

**What did not work:** Master post on PS needs to be simple. If more info ss needed then post on website. Need non digital way to create flyer and put it in Friday Folder Reduce number of donor levels, make it simpler. Put out clear incentives BEFORE the drive week. Add PFC drive, have a bigger team. Need a budget for donation drive.

Clear ways to involve the room parents. Also be clear on parking spot incentive. Start earlier pause around registration and then go for it. We need to staple the teacher assignment on donation. Utilize Giving Tuesday to close the gap which this time was 12 percent

- Events

- Science fair before winter break so they can work on it during the break.
- Bingo earmarked for March 22nd.
- Dance chair N/A, - Amberly and Alex
- Dance and Science fair is consecutive Fridays
- Multicultural fair still no religion only culture.
- Apex - Christine, contract to be signed, communication beforehand
- Square Arts - preparing the flyers on November 3rd. Let families know it is coming in the Friday Folder. Order by end of November for it to be included in fundraiser

### Close of mtg – 9:15pm

Lupin Hill PFC Community Fundraisers 2023-2024				
	Date	Total received	PFC Portion	
Banners	Ongoing	\$5,000.00		Four Rings, Limitless, Kahan, Dr Hoffman, Malibu Urgent Care
Event Sponsorships	Ongoing	\$1,750.00		Kumon, SourceSound, Limitless, Four Rings, Elite Express
Mendocino Farms	8/23/2023		\$300.00	
Jenni's	9/13/2023	\$1,058.86	\$264.72	
Sharky's	9/27/2023	\$701.48	\$140.30	
Underwood Family Farms	10/2/2023 - 10/6/2023			Will get check mid-November
Jersey Mikes	10/6/2023	\$292.20	\$43.83	
Basta	11/6/2023			
Board and Brew	12/6/2023			
		\$8,802.54	\$748.85	