

March/April 2019

Upcoming Events



March

- 1-PFC Read to Me Day
- 6-SSC General Meeting, 3:15pm
- 6-PFC General Meeting 6pm-7pm, library
- 6, 20-Collaboration Day
- 15-No School
- 16-17- St. Patty's Day Festival and Celebrations, city-wide
- 18-Teacher Work Day, no school
- 22-ASB Talent Show

April

- 1-5-Spring Break, no school
- 10-SSC General Meeting, 3:15pm
- 10-PFC General Meeting 6pm-7pm, library
- 10, 24- Collaboration Day

Dear Dublin EI Families,

Happy Lunar New Year & St. Patty's Day! We hope your year has started off strong with many sightings of red, gold, and green.

As you all know, The Dublin EI Parent Faculty Club is a 100% volunteer run non-profit organization. Our goal has always been to support our students in achieving well-rounded social & academic excellence while creating a positive, welcoming and engaging atmosphere. The PFC continues to achieve this through curriculum enhancement, classroom enrichment, facility maintenance, technology updates, nutrition grants, field trip grants, technology grants, social growth programs, parent outreach and community involvement.

We now have 4 open Board Positions for 2019-2021. Attached, you will find updated job titles, job descriptions, and a sample statement of intent. If you are interested in nominating yourself or a fellow community member (please ask them first!), the PFC is accepting ballot statement submissions of no more than 10 sentences (2 minute speech). Statements of intent are due by midnight Sunday, March 31st, 2019.

We are ready and waiting with baited breath and fingers crossed to sign you up!!
PFC Board Nominations will be held at the April 10 PFC Meeting

In Health,

Laura & Christopher Gan
2017-2019 Co-Presidents



PFC Ice Cream Cart

If you are able to stay an extra 20 minutes after school, please consider volunteering once a week at the ice cream cart. It's easy, fun and our students L-O-V-E seeing the cart.

Elizabeth Hallett, icecreamcart@dublinpfc.org.

PFC General Meeting

The PFC is excited to welcome guest speaker Mrs. Gladymar Diaz, head of Dublin EI's G.A.T.E. program, and 3rd grade teacher.

Please join us on Wednesday 3/6/19 from 6pm-7pm in the Dublin EI library.



PFC Box Tops

For the month of February we collected \$138.10. Here are the Top Collectors for each grade level:

- PreK/SDC - Chicconi (13)
- DK/Kinder - Bright (22)
- 1st - McCloud (230)
- 2nd - Altherr (72)
- 3rd - Diaz (172)
- 4th - Stanchina (57)
- 5th - Hubbard (143)
- Unlabeled - (23)

For the second submission for BoxTops we earned \$286.90. Please keep sending in your BoxTops. The next submission will be November 1, 2019. Thank you for your continued support!

Regards, Tina Park - boxtops@dublinpfc.org

Parent Faculty Club Board Positions for 2019-2021

Sample Statement of Intent:

"Good day, my name is Laura Gan and I nominate myself for the position of PFC President. My husband and I are raising a 6th grader, 3rd grader, and Kindergartener. I graduated from UC San Diego with a Bachelor's in Communications and a minor in Political Science & Chinese Studies. Pre-parenthood, I worked in recruiting for different tech companies throughout the Bay Area. I currently own a small business specializing in Behavior Change and Health Coaching. You may view more information regarding my background on LinkedIn. I look forward to increasing transparency, streamlining processes, enhancing our students' experience, and most of all connecting to the greater Dublin Elementary community."

President-

1. Responsible as Chief Executive Officer and General Manager of the non-profit corporation.
2. Responsible for general supervision and control of the business and affairs of the Corporation, subject to the direction of the Board.
3. Directly oversee all PFC sponsored fundraising programs.
4. Take co-financial ownership of PFC bank account with personal Social Security Number (Co-ownership duties to be shared with Treasurer).
5. Take financial ownership of PFC Square account with personal Social Security Number.
6. Take financial ownership of P.O. Box.
7. Responsible for annual web domain renewal (reimbursement to follow).
8. Step in and fulfill any board positions that are unfilled until the position is filled.
9. Carry out general board member duties and assist fellow board members as the need arises.
10. Attend all Board Meetings, open General Meetings, and open PFC events.
11. Attend additional closed monthly staff, Principal, Superintendent Round Table, and various community group meetings and events, per requests.
12. Have a physical presence on campus on a regular basis.
13. Ideal candidate has a highly flexible work schedule, part-time work schedule, or a stay-at-home parent/guardian.
14. Ideal candidate must be comfortable establishing, or already have connections with school staff, campus, and community members at large.

Director of Events-

1. Oversee all PFC sponsored community programs.
2. Identify a qualified event Manager for each event. If a volunteer manager is not found, the event will be canceled.
3. Act as liaison between the Board and the volunteers to ensure that each event manager knows their budget, is aware of the proper communication methods that are available to them (as well as deadlines, contacts, etc.), and runs the event in a manner that the PFC can be proud of.
4. Check in with event managers before the event, during the event and after the event and provide support and guidance where needed.
5. In the spring, begin to identify event managers for the upcoming school year and prepare communications to fill vacant spots.
6. Maintain Director of Volunteer email inbox on a weekly basis.
7. Carry out general board member duties and assist fellow board members as the need arises.
8. Attendance at all Board Meetings, General Meetings, and PFC events.
9. Have a physical presence on campus on a regular basis.

10. Ideal candidate has a highly flexible work schedule, part-time work schedule, or a stay-at-home parent/guardian.
11. Ideal candidate must be comfortable establishing, or already have, connections with school staff, campus, and community members at large.

Secretary-

1. Oversee administrative duties for the Board.
2. Take minutes at board and association meetings.
3. Make sure that bylaws are up to date and posted on the website.
4. Maintain and preserve PFC records and important documents to pass on at the end of the term.
5. Assist with PFC correspondence internally and at-large, as directed by the President.
6. Responsible for Board Meeting scheduling and reminders.
7. Prepare a list of unfinished business from meetings for the PFC to follow up on.
8. Responsible for maintaining Secretary email inbox on a weekly basis.
9. Carry out general board member duties and assist fellow board members as the need arises.
10. Attend all Board Meetings, General Meetings, and PFC events.

Treasurer -

1. Oversee Accounts Payables and Receivables in conjunction with Director of Finance.
2. Responsible for paying all bills as authorized by the executive board and within 6-8 business days upon receipt of the check request form.
3. Ensure that all check request forms are supported by receipts/invoices and/or approved by the committee chairperson.
4. Be present when funds need to be counted with an Event Manager that is a non-Board member.
5. Secure two authorized signatures on all checks.
6. Responsible for on-boarding and maintaining new payment processes.
7. Work in conjunction with all Board members and Committee Chairs to ensure fundraising events are properly staffed according to State Fundraising Mandates.
8. Work in conjunction with the Controller and President to send out annual letter to teachers regarding funding (classroom enrichment).
9. Send out monthly Enrichment updates to teachers and staff.
10. Track Classroom Enrichment spending.
11. Submit check request forms with attached duplicates and supporting documents to the Controller on a timely basis.
12. Maintain Treasurer email inbox on a weekly basis.
13. Carry out general board member duties and assist fellow board members as the need arises.
14. Attend all Board Meetings, General Meetings, and PFC events.

Please contact Laura & Christopher Gan at
president@dublinpfc.org & copresident@dublinpfc.org to submit your statement of intent.
Parent Faculty Club By-laws are available for viewing at www.dublinpfc.org.