



SANTA ROSA FRENCH-AMERICAN CHARTER SCHOOL

PAF June Meeting

6 /19 /18 | Westerman Residence

Attendance

PRESENT:

Elif Alton
Travers Ebling
Ronit Glickman (via phone)
Megan Hernandez
Tracey Klein (President)
Samantha Makinano (Secretary)
Briana Matel
Rachel Sweet (Treasurer)
Brittany Westerman (V. President)

NOT PRESENT:

Dana Van Blair

ALSO PRESENT:

Allison Budlong & Najine Shariat (SAB members)
Galienne Eriksen (PAF Advisory committee)
Jeff Gospe (PAF advisory committee)

I. Meeting Called to Order

6:15 PM by President Tracey Klein

II. PAF Mission Statement

Read to selves

III. Consent Agenda and Approval of Minutes

- A. **AGENDA:** T.Klein motioned to approve agenda. M.Hernandez seconded. Unanimously approved.
- B. **MINUTES:** No corrections made to 5/9/18 minutes. T.Ebling motioned to approve May minutes. B.Westerman seconded. Unanimously approved.

IV. Reports

A. **PRESIDENT'S REPORT:** T.Klein

- T.Klein is on the district's advisory committee for hiring a new principal. We should have a new principal by the end of the month.
- We need a liaison to SAB as how we allocate our funds is ultimately guided by their board decisions.
- We need to think of innovative new fundraisers.
- We need new committees and to delegate more.
- We need to focus more on the fostering community spirit aspect of our mission.

B. TREASURER'S REPORT: R.Sweet (incoming treasurer) & J.Gospe (outgoing treasurer)

J.Gospe provided balance sheet, year-to-year comparison, and budget vs. actual reports for his last month as treasurer. High points discussed and amounts rounded below. Full documents available on request.

- We have \$77k in unrestricted cash, \$1.3k in PayPal, \$30k in savings reserve, \$12k held for playground funding, \$10k held for our nutrition program, and \$700k held for our garden.
- We have \$2k in inventory assets.
- We are still owed the \$1740 balance of a legal retainer. T.Klein and R.Sweet will continue pursuing this.
- We are still owed \$649 for a shade structure reimbursement from 2016. J.Gospe nominated D.VanBlair to pursue this.
- A \$1200 balance of our security deposit from Villa Chanticleer will be deposited this week by B.Westerman. \$500 is held as a security deposit at the Friedman Center.
- *Our total assets are \$138k. We have no liabilities.*
- We raised \$113k in donations this year. 52% of our income is through the Family Giving Campaign.
- We raised \$8.7k in Corporate Donations, \$1.7k in Dine&Donates, and \$3.2k in Merchant Rewards. These were lower than our budgeted goals. We need to focus more on corporate giving, and S.Makinano is going to investigate the accountability/trackability of Amazon's Affiliate program.
- We raised \$81k in Event Income, which was significantly more than our budgeted goal.
- We raised \$9.3k in book sales.
- *Total money raised this year is \$214k.*
- We spent \$59.5k on events this year.
- We spent \$18k on our nutrition program this year.
- We spent \$25k on EFBA this year.
- We spent \$4.2k on Kermesse and cultural events throughout the school year.
- We spent \$10k on book fairs this year.
- We spent \$22.3k on classroom/library supplies and books this year.
- We spent \$4k on funding field trips this year.
- We spent \$13.3k on accreditation, licensing, and certification this year.
- We spent \$31.2k on teacher support (visas, etc) this year.
- We spent \$3k for site administration funding this year.
- We spent \$6.5k on Foundation expenses (bookkeeping, tax prep, software, postage, bank fees, insurance) this year.
- *Total money spent so far this year is \$197k.*
- *We raised \$56.5k in Fire Relief donations (monetary and in-kind) and matched \$8k of that, equalling \$64.5k given to fire victims.*
- J.Gospe has turned over master administration of our Quick Books to R. Sweet.
- A resolution has been drafted by our secretary to transfer signature banking and cardholding from J.Gospe to R.Sweet.
- R.Sweet would like to institute quarterly evaluations of where we stand on our budget.
- J.Gospe strongly recommends that we pay our nutrition balance to the district before school starts.
- J.Gospe feels we should use the top ranking 3-5 issues from D.VanBlair's priorities survey to guide and reflect our spending next year.

V. Committees

- A. **ECOLE EN BLANC / BASTILLE DAY BASH:** B. Westerman reports that she needs a co-chair for EEB as she will be working that day. Everyone will be involved in some way. We will have a volunteer committee table setup in the wine booth. Currently she is working on reserving a band at a \$600-\$1000 cost (depending on how long they play)... She is meeting with Alliance Francais tomorrow regarding Bastille Day Bash details.
- B. **TECHNOLOGY:** D. Van Blair reports via email that our database has been fully loaded with all PayPal transactions from last year. All new PayPal transactions will be automatically linked to the database. The next steps are to develop a process to add cash and check donations to the database, and to develop an effective way to link students to donors in the database... R. Sweet, B. Matel, and E. Alton will need to be trained in using the software. Richard Delarue was felt to be a good person to support Dana.
- C. **NUTRITION PROGRAM:** T. Ebling reports that he hasn't heard anything from the district regarding a new chef. If we proceed into the new school year without a chef (but with the same kitchen staff as always) we will have to be more involved & proactive as a community about menus/recipes. He has gathered the results of his nutrition survey (158 participants), and the top 3 factors influencing family participation are locally sourced food (over organic), simple meals, and cost. A new chef does not seem to be a focal point. The district does have a budget for local purveyors and on June 27th he and Ken Bunns (district director of nutrition) are visiting Marin Sun Farms to investigate using them as a vendor. Travers is also looking into using Pasta Sonoma. B. Matel will be looking into grants to help fund our program.
- D. **PLAYGROUND:** T. Ebling and T. Klein report that the install will not happen before school starts. We will be needing a massive parent participation for the install. We are applying for a Kaboom grant, which would cover the entire cost of the playground (it does mean there would be a corporate sponsor). In the meantime the district remains supportive of our proposal.
- E. **WELCOMING COMMITTEE:** T. Klein and M. Hernandez report that Mark West Stables has offered their property as a venue to host our potluck this year. SAB will also be invited to the event welcoming our new teachers and principal, and welcoming back our current staff. S. Makinano will send out a doodle poll to decide the date.

VI. Action Items

- A. **11th PAF BOARD MEMBER VOTE:** (only PAF members present for discussion and vote) T. Klein wished to add J. Gospe's name back into the existing pool of applicants. She reported that Ben Wolfe was no longer interested, so the vote was between 3 interested people. J. Gospe was voted in by a majority of quorum as 11th Board member to replace K. Dorman for the last year of her term. This position will be a SAB and district liaison. T. Klein will notify the other 2 applicants of the decision.
- B. **OFFICER ELECTIONS:** All one year terms (R. Sweet already voted in as *Treasurer*)
- *President* - B. Westerman nominated T. Klein, T. Ebling seconded, unanimously approved.
 - *Vice President* - M. Hernandez nominated B. Westerman, J. Gospe seconded, unanimously approved.
 - *Secretary* - J. Gospe nominated S. Makinano, T. Ebling seconded, unanimously approved.

VII. Discussion Items

A. BUDGET:

- We intend to rely on SAB for guidance and direction regarding spending.
- We requested a SAB presence at our July meeting when we discuss our draft budget.
- If we/the district hire a chef it will cost us around \$50k. if we do not we should break even on our nutrition budget.
- Lynn Wheeler has submitted a request for \$5k for our garden. We will need an official proposal before deciding on any expenditure.
- Allison Budlong told us that our TOSA, Pascale Bon, has requested a translator next year.
- Najine Shariat reminded us that welcome packets for incoming families are being developed.

- Allison Budlong told us that enrichment programs are still being decided on, and they may need funding/PAF support. These will largely be teacher-led extra curricular classes taught in French, along with some other historically popular classes.
- J.Gospe recommended that what we spend should be primarily based on student/teacher benefit.

B. FAMILY GIVING CAMPAIGN:

- We need a tangible goal to focus our fundraising on, a theme.
- Najine Shariat discussed the possibility of developing a “sister city” relationship with a town in France as a way to build community and affect fundraising. She suggested Barjac.
- Information regarding requested donation will be included in the welcoming packet for incoming families.
- It was suggested that the FGC committee meets with the class reps before Back To School night so that they can present the concept in their respective classes.
- We need a booth at Ecole en Blanc to demonstrate the donor software and assist people to sign up

C. **EFBA:** J.Gospe recommended that we put something out from PAF and SAB to promote registration so that we have an idea of how to budget for our subsidy.

VIII. . Future Meetings

S.Makinano will send out doodle polls to determine July and August meetings.

IX Meeting Adjourned

9:21 PM by Vice President Brittany Westerman

Minutes prepared and revised for review by Samantha Makinano.