



SANTA ROSA FRENCH-AMERICAN CHARTER SCHOOL

PAF Open Meeting

9/26/18 | SRFACS Library

Attendance

PRESENT:

Elif Alton
Ronit Glickman
Jeff Gospe
Megan Hernandez
Tracey Klein (President)
Samantha Makinano (Secretary)
Brianna Matel
Rachel Sweet (Treasurer)
Dana VanBlair

NOT PRESENT:

Travers Ebling
Crystal Santorineos

I. Meeting Called to Order

5:38 PM by President Tracey Klein

II. PAF Mission Statement

Read to ourselves

III. Public Comment

- Kim Petty introduced herself as new chair of corporate giving. She is developing a program and will also be working with PAF director B.Matel on grants.
- Michelle Sfalcin recommended providing free lunches to teachers on parent lunch days to encourage them to also eat with the students on those Fridays.
- PAF director R.Sweet read a letter sent to her by an anonymous parent regarding concerns over the use of the Facebook SRFACS Circle group for personalized issues.
- Principal L.Flanagan presented a request by proxy from a parent who wishes PAF to fund an undercover armed guard for the school.

IV. Consent Agenda and Approval of Minutes

A. **AGENDA:** regarding this evening's agenda

- added the armed guard request to Discussion Items
- added SAB Report permanently to Board Reports
- added Parent Lunches to Discussion Items
- added Enrichment to Committee Reports
- added Grants to Committee Reports
- added EFBA to Action Items

J.Gospe motioned to approve amended agenda. M.Hernandez seconded. Unanimously approved.

B. **MINUTES:** regarding 9/5/18 minutes

- Mohammed Teieb’s request was not part of Public Comment.
- Kaboom Grant funding was clarified.

T.Klein motioned to approved corrected minutes. M.Hernandez seconded. Unanimously approved.

V. Board Reports

A. **PRESIDENT’S REPORT:** T.Klein

- The recent Town Hall meeting regarding our nutrition program was well attended and received. We will be having them periodically and they will be attended by administration and the district. The district sounds committed to getting us back on track with our lunches, and the meeting seemed to motivate volunteerism. We need a PR person to promote the program.
- Kaboom (playground grant) notified us today that they are still waiting to hear from 2 sponsors. We are going to go ahead with our original plan at this time (climbing structure and swings) with the funds we have raised. If we do indeed receive the Kaboom grant we can add to that later.

B. **TREASURER’S REPORT:** R.Sweet provided balance sheet, year-to-year comparison, and budget vs. actual reports. High points discussed and amounts rounded below. Full documents available on request.

- We have \$108k in unrestricted cash, and \$30k in savings reserve.
- We need to finalize our budget for her to run financial reports.
- All spending needs to be approved by the board.
- Receipts must be diligently kept.
- We have a funding reimbursement request form.
- A sign needs to go on the PAF box in the office. S.Makinano will make one.
- R.Sweet motioned to approve up to \$100 for 2 “No Parking” signs to go in the Tuttles parking lots as requested by L.Flanagan. M.Hernandez seconded. Unanimously approved.

C. **PRINCIPAL’S REPORT:** Lori Flanagan

- Next week is parent conference week and will be minimum days and no enrichment classes. English Teachers (with 50-100 students each) had 3 options for conferences: get a sub, work overtime, or meet only with those students needing help in their subject.
- Madame Spita will be heading a teacher committee to plan Halloween festivities. Parent help may be needed.
- On 10/4/18 district board director Frank Pugh will be in our library from 2:15 - 3:30 to listen to community feedback.
- Mr. Pugh is also president of the National School Board Association, and he will be hosting a tour of 30 NSBA members at our school on 10/29/18. Students from the older grades will act as tour guides. Goguette will provide bread and PAF is welcome to be a presence.
- On 10/10/18 an AEFE accreditation inspector will be at our school doing research and observation on bilingual education. Professional development will also occur.
- We will be getting a substitute counselor until a permanent one is hired.
- She is looking to interview instructional assistants soon.

- 2 programs (both complimenting our existing Toolbox and Best Plus programs) are soon to be implemented regarding school behavioral culture. These are funded by the school, though PAF may be needed to fund further usage.

1. PLAYWORKS - a recess structure reboot promoting less idleness and more engagement.

2. SOUL SHOPPE - an anti-bully curriculum.

PUBLIC COMMENT: Michelle Sfalcin requested that lunchtime be included in these programs.

D. **SAB REPORT:** J. Gospe

- There is a strong desire to affect the behavioral culture on our campus. \$15k for Playworks and \$18k for SoulShoppe was approved from site funds.
- Much professional development will likely be paid for by site funds and less will be needed from PAF.
- Pascal Bon (our TOSA) applied for a F.A.C.E. grant.
- L.Flanagan will be taking charge of school tours from now on.
- Four (4) 6-hour yard duties are to be hired.

VI. Committee Reports

A. **FAMILY GIVING:** E.Alton reporting

- They met with class reps before Back to School night - at that time we were missing 9 class reps, as of this time we are only missing 2. Those classes may be sharing reps with other classes). There will be a class rep meeting soon to review progress.
- As of last Friday we are at 47% participation.
- We need to start sending out thank yous.
- All donation data is going onto our Little Green Light donation software program. Cash and check donations are entered into LGL manually. Every PayPal transaction automatically goes into LGL - but linking students to donations this way is also done manually
- The PAF dropbox (in the office) is picked up every Friday.

B. **CARNAVAL:** M.Hernandez reporting

- The committee visited Ellington Hall which has less restrictions on time/noise/etc. and has an existing event coordinator. They all loved the venue. It requires a \$500 deposit.
- Our Friedman Center deposit (\$500) is non-refundable, but they will hold it in perpetuity for any event we may wish to hold there.
- They are looking into a new website for managing the auction.
- February 23, 2019 is the projected date.
- M.Hernandez motioned to spend \$500 on a deposit for Ellington Hall for the date of 2/23/19 for our Carnival event. E.Alton seconded. Unanimously approved.

C. **ENRICHMENT:** J.Gospe reporting

- EFBA is helpful to our accreditation, but does not have much enrollment this year. A theory as to why it is less popular this year is that they will only do two (2) 14-week sessions, and not coordinate with our other enrichment programs.
- 15 students are enrolled in EFBA this session at a \$156/student PAF subsidy. 5 get a \$590 subsidy. J.Gospe motioned to approve \$5290 to supplement these tuitions. S.Makinano seconded. Unanimously approved.

D. **GRANTS:** B.Matel reporting

- She is working with Lynn Wheeler to come up with a garden vision
- She is applying for 2,000 from Whole Kids Foundation, which is due Oct.15. Funds to applied to Garden
- She is also applying for a grant from Annie's. Funds to be applied to Garden.

VII. Discussion Items

A. BUDGET:

- Move \$45k from cash reserves and move it to Playground expense.
- Add a “President Fund” of \$2500 to be used for incidentals.
- Add grant revenue goal of \$10k
- Increase Corporate Funding goal to \$25k.
- Combine Amazon and BoxTops/Escrip line items into one “Merchant Rewards” heading.
- Increase Field Trips budget to \$30k. We wish to have standardization and transparency with class trips. R.Sweet will head a committee with R. Glickman and L.Flanagan to work towards this goal.
- Decrease EFBA funding expense to \$15k.
- Increase Teacher Visas expense to \$10k.
- Reduce Professional Development expense to \$5k.
- J.Gospe motioned to approve 2018-19 Budget as amended. E.Alton seconded. Unanimously approved.

B. LA PLUME:

- All PAF information should go on LaPlume.
- We need all families to sign up to receive it.
- Other routes of communication include Class Reps, flyers, Facebook, bulletin board/marquee (via office/principal) - but La Plume is our official mode of communication.

C. FACEBOOK:

- The SRFACS Circle is a private Facebook group started by parent Laetitia Phelps. She invited PAF to share admin duties and be a guiding presence in the group from its origin. She has always been very accommodating and helpful in this way, even though it is her own group.
- Social media is a useful tool for immediate communication between LaPlumes.
- The SRFACS Circle is a discussion forum. Rule are pinned, and regular admin monitoring is required to make sure they are abided by. Admin moderates posts and deletes discussions and/or comments if rules are broken. At times the district and principal have also requested that posts be deleted. This group will always remain a discussion forum as was its original intent.
- In keeping with district policy and insurance responsibilities, and in the interest of maintaining accreditation, our charter, and our non-profit status PAF will be investigating moving away from the SRFACS Circle discussion group and creating our own private group off of the official SRFACS Facebook page. This would be primarily a social media platform to provide PAF info (outside of LaPlume), not a discussion forum.
- T.Klein, D.VanBlair, and S.Makinano will be looking into this.

D. PARENT LUNCHEES:

Michelle Sfalcin recommends that we sell logo ware at the parent lunches.

E. ARMED SECURITY GUARD:

- Quick research showed \$40k/year to be the basic salary for such a hire, which would constitute a recurring cost of 40% of our budget. This would severely limit everything else we do with our parent-raised funds.
- It is felt that this is a District matter, not PAF’s to hire.
- D.VanBlair motioned to decline to fund hiring an undercover security guard. R.Sweet seconded. Unanimously approved.
- PAF recommended that the principal direct the parent making this request to the District.

VIII. Action Items

- A. **FINALIZED BUDGET APPROVAL:** done during discussion
- B. **CARNAVAL VENUE/ DATE/ DEPOSIT:** approved during committee report.
- C. **TRAFFIC SAFETY SUPPLIES:** M.Hernandez motioned to approve up to \$75 to purchase reflective vests for the morning drop-off volunteers. B.Matel seconded. Unanimously approved.
- D. **GIFT CARDS FOR LUNCH LADIES:** M.Hernandez motioned to use proceeds from the parent lunch to purchase two (2) \$50 gift cards for our lunch ladies Anna and Iseala. S,Makinano seconded. Motion passed by majority (6 ayes, 3 nays).

IX. Future Meetings

5:30 PM in the library

11/7/18, 12/12/18, 1/9/19, 2/6/19, 3/6/19, 4/3/19, 5/1/19

X. Meeting Adjourned

9:20 PM by President Tracey Klein

Motions Passed Between Meetings

October 2, 2018 via emails

E.Alton motioned to approve \$200 to fund supplies for Semaine du Gout, organized by Madame Spita. B.Matel seconded. Motion passed by majority.

October 8, 2018 via emails

E.Alton motioned to approve \$3000 to fund purchasing books to sell at the French Book Fair in December, chaired by Galienne Eriksen. R.Sweet seconded. Motion passed by majority.

Minutes prepared and revised for review by Samantha Makinano.