



SANTA ROSA FRENCH-AMERICAN CHARTER SCHOOL

PAF Open Meeting

9/5/18 | SRFACS Library

Attendance

PRESENT:

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

NOT PRESENT: N/A

I. Meeting Called to Order

5:37 PM by President Tracey Klein

II. PAF Mission Statement

Read aloud by T.Klein

III. Public Comment

- Resource Specialist Program teacher Adele Diehl requested that we purchase 4-6 iPads to assist with student scribing needs. D.VanBlair to work with Ms. Diehl with researching and pricing options and this topic will be revisited

IV. Consent Agenda and Approval of Minutes

A. **AGENDA:** J.Gospe requested to add authorizing signatories to Action Items. J.Gospe requested to add authorizing payment to our C.P.A. to Action Items. M.Hernandez motioned to approve tonight's agenda. E.Alton seconded. Unanimously approved.

B. MINUTES:

1. *June 19, 2018* - M.Hernandez motioned to approve June minutes. B.Matel seconded. Unanimously approved.

2. *July 17, 2018* - T.Ebling motioned to approve July minutes. B.Matel seconded. Approved by majority (J.Gospe abstained from vote)
 3. *August 12, 2018* - J.Gospe requested that FGC bonus numbers be specified. M.Hernandez motioned to approve amended August minutes. J.Gospe seconded. Unanimously approved.
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V. Board Reports

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

- She needs help with the French Village presentation for Back to School night.
- She and E.Alton need to meet with class reps prior to Back to School night.
- PAF members please be present at Back to School for introduction to the school community.
- Kermesse may be developed into a fundraiser much like Ecole en Blanc (sell food, beverages, merchandise).

B. **TREASURER'S REPORT:** R.Sweet provided current balance sheet. High points discussed and amounts rounded below. Full document available on request.

- Per balance sheet, we have \$108k in cash, \$25.5k in PayPal, \$30k in savings reserve, \$10k held for lunch program, and \$4k in total other assets. EFBA, Playground, and additional nutrition funding discussed in budget review.
- *Our total assets are \$ 180k. We have no liabilities.*

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

- She has gotten good feedback from teachers regarding our school community and the opportunities our school offers.
- She is planning to improve the structure and engagement of lunchtime activities and working with "Playworks" toward this end. PAF's assistance may be needed in the future.
- Back to School night is on Tuesday 9/11/18. It is a minimum day for students. TK-1st Grade presentation will start at 5:30, 2nd-6th grade will start at 6:00 PAF should be at both presentations.
- Enrichment programs begin the week of 9/17/18. Allison Budlong has been key in organizing these programs.
- She has asked all teachers to give her then names of their parent class reps.
- Communication is a big focus for her and she wishes to grow parent-teacher communications.
- She met with our new counselor today. We are waiting for her credentialing information and she should start soon.
- Mathilde Touchais should be starting soon (1A teacher).

VI. Discussion Items

A. **BUDGET:** R.Sweet provided draft budget for the year. High points discussed and amounts rounded below. Full document available on request. This is not a finalized budget and was revised during discussion. Budget will be finalized at a later meeting.

- EEB raised \$26k. We spent \$5k.
- FGC realistic goal is \$116k (historical average of \$250/student x 465 students). We will of course aim for higher!
- If we were to receive any actual cash from KaBoom it would be a "Build it Yourself Grant" for \$8,000. If we were to find a funding partner via KaBoom we would be eligible for a "Build it with KaBoom" project that is equivalent to \$85,000 of playground equipment.
- Dine and Donate goal is \$3.5k. Proceeds to benefit Garden Fund.
- Merchant Rewards goal is \$3.7k.
- Merchandise sales goal is \$5k.

- Book sales goal is \$7.5k. We still need a chair for this committee. B.Matel to discuss with Jenny Romeyn and Galienne Eriksen.
 - Carnival fundraising goal is \$34k. Estimated expenditure is \$11k. In-kind donations are estimated to be \$30k.
 - Accreditation and Visas expenditure is expected to be \$17.5k.
 - EFBA subsidy is expected to be \$25k.
 - Professional Development expenditure is budgeted at \$10k. This is a topic being discussed at SAB and will be revisited as needed per their direction.
 - J.Gospe motioned to raise the Teacher Supplies budget to \$28k (\$1k/teacher) and to advance \$21k (\$750/teacher) immediately towards that goal. S.Makinano seconded. Unanimously approved.
 - \$45k is set aside for our Playground expenditure.
 - J.Gospe motioned to raise the Field Trip budget to \$15k and to advance \$7500 immediately to assist with trips already being planned. T.Ebling seconded. Unanimously approved... Upper grades will still need to partially contribute towards their field trips.
- B. **11th BOARD MEMBER:** Applicant Crystal Santorineos has experience with event and volunteer coordination. M.Hernandez nominated C.Santorineos as our 11th board member. R.Glickman seconded. Unanimously approved. It is recommended that she resign her class rep position.
- C. **COMMUNITY EVENTS:** S.Makinano suggested we hold game nights, movie nights, painting nights as community building events. If the school is used as a venue custodial fees will need to be accounted for. S.Makinano, C.Santorineos, M.Hernandez, and T.Klein will form a committee to pursue this.

VII. Committee Reports

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

- 19% contribution was achieved at Ecole en Blanc.
- We are currently at 32% contribution.
- We have 5 corporate matching offers already.
- Thank you notes will be sent for in-kind donations.
- We still need 9 class reps.
- E.Alton and T.Klein will be meeting with class reps prior to Back to School night to discuss communication.
- The Eiffel Tower donation visual is going to be used.
- We should emphasize that we have already disbursed funds to teachers and field trips in our communications.
- Teachers need to push for support.

B. **ECOLE EN BLANC:** M. Hernandez reports that we raised a net of \$21.5k.

C. **TECHNOLOGY:** D.VanBlair reporting

- He has been working with Nas Salamati to get Amazon Affiliate profit report.
- He has met with E.Alton regarding donor software training, and we are at the data entry stage.
- Our logo will be forwarded to those needing it for merchandising.
- He is continuing in updating our website.
- La Plume is regularly published 2 times a month (2nd and 4th Saturdays). Content must be submitted by 1 week prior to publication. He needs 1 more person on the review committee - E.Alton volunteered. Last-minute urgent LaPlumes are possible.
- Corissa Dorethy was suggested as a tech support for D.VanBlair.

D. **VOLUNTEERS:** B.Matel encouraged everyone to record their volunteer hours on Help Counter.

- E. **PLAYGROUND:** T.Ebling reports that we should hear if we got the Kaboom grant by the end of September. If so, we will get more of a playground than originally planned. If not we will go ahead with our original plan that we have held money aside for. He will be coordinating the build with Rick Edson at the district level.

F. **NUTRITION:** T.Ebling reporting

- Lori Flanagan is very supportive of this program. She will advise T.Ebling on who to communicate with at the district level.
- We may investigate going independent from the district. We are not currently in contract. This is a complex process.
- Parent lunches will be once a month, coordinating with Free Dress Fridays (the 1st happening on 9/28). Participation will be limited to 40 adults at \$10 each. PayPal will be setup to collect fees. Michelle Sfalcin will be heading this up.

G. **DINE & DONATES:** T.Ebling reports that Mollie Kuhl has been working on coordinating these and he supplied a schedule shared on Google docs. The first will be on 9/25 at Cal Skate.

H. **BICYCLE:** T.Ebling reporting.

- We are participating in the Safe Rides Program again. The first Bike Safety Workshop will be on 10/6.
- Walk & Rolls are scheduled for 9/12, 10/10, 11/7, 2/6, 3/6, and 4/3.
- We will be repeating the Green Sneaker Challenge.
- T.Ebling motioned to approve \$680 to fund the Bike Committee (\$500 for raffle prizes and \$180 for the smoothie bike). S.Makinano seconded. Unanimously approved.

I. **MERCHANT REWARDS:** S.Makinano reporting

- Laetitia Phelps will be handling Box Tops again.
- She has put together a flyer of all the merchant reward options to be published on La Plume and distributed at Back to School night.
- The Amazon Affiliate Program is confirmed to be returning the correct percentages of profit, and she will be continuing to monitor with D.VanBlair's help.
- FlipGive is a program she is researching for participation.

VIII. Action Items

- A. **GARDEN COMMITTEE FUNDING REQUEST:** Garden Committee chair Lynn Wheeler, with the support of teacher Aude Paret, had submitted a proposal/request for \$5k towards improving the garden. J.Gospe motioned to approve up to \$5000 for the Garden Committee, funded primarily by Dine&Donate proceeds with the difference supplied by PAF funding. M.Hernandez seconded. Unanimously approved.
- B. **VICE-PRESIDENT OFFICER ELECTION:** T.Klein motioned to approve E.Alton as Vice President. J.Gospe seconded. Unanimously approved.
- C. **BANK SIGNATORY:** J.Gospe motioned to replace B.Westerman with M.Hernandez as a signatory on our bank card. D.VanBlair seconded. Unanimously approved.
- D. **ACCOUNTANT PAYMENT:** J.Gospe motioned to approve up to \$2500 to pay our C.P.A. to file our form 990 tax return, which is due 11/15/18. M.Hernandez seconded. Unanimously approved.

IX. Future Meetings

5:30 pm in the library

9/26/18, 11/7/18, 12/12/18, 1/9/19, 2/6/19, 3/6/19, 4/3/19, 5/1/19

X. Meeting Adjourned

8:28 PM by President Tracey Klein

Minutes prepared and revised for review by Samantha Makinano.