



SANTA ROSA FRENCH-AMERICAN CHARTER SCHOOL

PAF Open Meeting

1/10/18 | Library

Attendance

PRESENT:

Elif Alton
Kristina Dorman
Travers Ebling
Galiene Eriksen
Jeff Gospe (Treasurer)
Megan Hernandez
Tracey Klein (President)
Samantha Makinano (Secretary)
Dana VanBlair
Brittany Westerman (V. President)

NOT PRESENT:

Ronit Glickman

I. Meeting Called to Order

6:57 PM by President Tracey Klein

II. PAF Mission Statement

Individuals read to themselves

III. Public Comment

Allison Budlong (SAB member) reported that we will have a booth at the Bilingual Fair in San Francisco the first weekend in February and we need volunteers. The goal is to spread awareness of our school.

IV. Consent Agenda and Approval of Minutes

- A. AGENDA: S.Makinano motioned to approve agenda. B.Westerman seconded. Unanimously approved.
B. MINUTES: S.Makinano reported that as a California non-profit we are not held to Brown Theory/Roberts Rules. In the interest of transparency she will report on everything discussed in abbreviated form.

1. *Nov. 1, 2017* - J.Gospe had made corrections at last meeting. S.Makinano motioned to approve corrected minutes. G.Eriksen seconded. Unanimously approved.
 2. *Dec. 6, 2017* - T.Ebling made a correction. B.Westerman motioned to approve corrected minutes, T.Klein seconded. Unanimously approved.
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V. Reports

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

none.

B. **TREASURER'S REPORT:** J.Gospe 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 currently have \$100k in our checking account, \$1900 in Paypal, \$30k held in reserve savings, and \$24k restricted to pay for EFBA subsidy
- We have \$800 in inventory assets (in-kind donations for our Carnivale event)
- *Our total assets are \$156.7k. We have no liabilities.*
- We have raised \$98k in our Family Giving Campaign. That is 80% of our goal. Continuing recurring donations should have us fully reaching our goal by school year's end.
- Total corporate donations and merchant rewards are \$9k - we have not focused on corporate giving this year.
- We broke even on our book sales - \$6k spent and \$6k made.
- *Total money raised so far this year is \$113k, and we have not had our main fundraising event yet (Carnivale)*
- We will be getting our \$2300 deposit back from the Friedman center, since they cancelled our event.
- We have spent \$11.5k so far on EFBA and will spend another \$24k to subsidize the rest of the year.
- We have spent \$20.8k so far on classrooms/supplies (this includes the \$500 classroom bonuses for FGC)
- We have spent \$5k on accreditation so far and will be spending our full budget to get 6th grade accredited
- We have spent \$15k on teacher support, \$2k on site admin, and \$5.5k on Foundation expenses (taxes, bookkeeping, etc)
- *Total money spent so far this year is \$74k*
- *We raised \$56.5k for our Fire Relief Fund (cash, goods, gift cards), we matched \$8k, and our total Fire Relief Fund given out was \$64.5k*

C. **PRINCIPAL'S REPORT:** R.Johnstone

- Intention surveys are going out to teachers regarding next year. Most seem inclined to stay. CBEST testing is their biggest hurdle and they are being provided with tutoring to help with that.
- Enrollment intention slips are almost all in. The student to teacher ratio seems to be static.
- J.Gospe presented Mr. Johnstone with the \$500 FGC class bonuses to distribute

VI. Discussion Items

A. **ALLIANCE FRANCAISE:** Andrea Croft (AF President), Jessie Gardener (AF director), and Kimberly McCartney (AF school director) came to express interest in collaborating more with our school to promote classes, cultural events, and fostering community. They will provide us with a survey that we can tailor to SRFACS to determine what the school community is most interested in. B.Westerman and J.Gospe will head a committee to interact with Alliance Francaise.

B. **FUTURE MEETING TIMES:** Per T.Klein, no decision has been made regarding how to maintain timeliness, coordination, and accessibility with our PAF and SAB meetings. What we did tonight seems to work well: continue to meet after SAB, but if they run late then their committee work will go into another room while PAF takes over the library for our meeting.

C. **LIBRARY:** We need more volunteers and hours for our library. PAF may need to financially support this in the future.

VII. Action Items

A. **COPPERFIELD'S GIFT CARD:** Our recent fundraising event through Copperfields Book Store earned us a \$275.25 gift card. G.Eriksen motioned to give this gift card to the SRFACS English Department. M.Hernandez seconded. Unanimously approved.

VIII. Committee Reports

A. **FAMILY GIVING CAMPAIGN:** E.Alton reports that we have now reached 92% of our participation goal. 12 classes reached 100% participation, and 3 classes reached 90% participation. The involvement of class reps seems to have been an influencing factor. She has made a list of improvements to be made and will create a protocol for the future. Several PAF members expressed the desire that anonymity be made an increased priority in the future. Surveys to gather parental opinion on what we spend our money on were suggested.

B. **NUTRITION PROGRAM:** **During the SAB meeting our new Chef Ruth made a presentation in the cafeteria and we were able to sample some of her food.*

- T.Ebling reports that he, J.Gospe, and T.Klein met with Ken Bunns and Andre Bell from the SRCS District on 1/9/18.
- Other schools' lunches cost between \$2.75-\$4.25. Though our lunches cost \$5 to the student, they actually cost \$6-7 to make and PAF subsidizes this difference. Mr. Johnstone warned that PAF will likely be needed to subsidize more in the future.
- Participation is very low this year (less than 50%) - likely due to the transitional period before we got our new chef/ access to our menus. Increased participation is absolutely necessary if our lunch program is to continue to be viable.
- Chef Ruthie wishes to increase the "cool factor" as well as minimizing "plate waste". T.Ebling has many ideas on how to achieve this. Michelle Sfalcin and Amy Hudgens volunteered to help with this committee.

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

1. *Donor Management Software:* He has narrowed the choice down to two options - Little Green Light and Kindful.
2. *Website:* He is working on editing - we need to include the lunch menu, enrichment info, and a bio/pic of Chef Ruth.
3. *La Plume:* He would like to include information on what our fundraising has accomplished/where the money is going to pour website. We as PAF directors are responsible for submitting content for inclusion in La Plume according to the schedule shared via our Google Drive, the committee reviews and edits the content (not consents it), and Dana then sends it out.

D. **PLAYGROUND:** T.Klein and T.Ebling report that they haven't heard back from Ross Structures yet, but they're hoping to have a presentation ready for our Carnival event. They will also attempt to get the SRCS district to allow us to use our district reserves or use some of our bond money towards the playground.

E. **ENRICHMENT:** J.Gospe and K.Dorman report that we need to put out another announcement to enroll.

F. **ASIAN WEEK:** E.Alton motioned to approve \$500 toward covering the cost of entertainment and supplies. J.Gospe seconded. Unanimously approved.

G. **EVENTS:**

1. *Carnaval:* B.Westerman reports that Carnaval will be held on 2/24/18 at Villa Chanticleer. Event posters will go up on Monday, invitations are being extended to Alliance Francais, and a rental order was placed this morning.... M.Hernandez reports that she will be securing an auctioneer tomorrow. We need more donations for the various auctions.
2. *Ecole en Blanc:* B.Westerman reports that an application has been submitted for Julliard Park for the date of 8/18/18.

H. **VOLUNTEERS:** G.Eriksen reports that volunteers are needed for Campus Cleanup, a Kermesse lead, and Teacher Appreciation.

IX. Future Meetings

To be held after the SAB meetings around 6:30 PM on 2/7/18, 3/7/18, 4/11/18, and 5/2/18.

X. Meeting Adjourned

9:10 PM by President Tracey Klein

Minutes prepared and revised for review by Samantha Makinano.