



# SANTA ROSA FRENCH-AMERICAN CHARTER SCHOOL

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PAF Open Meeting

2/7/18 | Library

## Attendance

### PRESENT:

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

### NOT PRESENT:

Elif Alton

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## I. Meeting Called to Order

7:03 PM by President Tracey Klein

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## II. PAF Mission Statement

Individuals read to themselves

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## III. Public Comment

None

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## IV. Consent Agenda and Approval of Minutes

A. **AGENDA:** D.VanBlair requested to extend Tech Committee update to 3 minutes. J.Gospe requested to extend EFBA update to 8 minutes. T.Klein motioned to approve amended minutes. B.Westerman seconded. Unanimously approved.

B. **MINUTES:** January 2018 minutes not ready for approval.

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## V. Reports

- A. **PRESIDENT'S REPORT:** T.Klein reports that we will be focusing on Carnival tonight, as it is our biggest fundraiser. All future individual fundraising events should be cleared with PAF before organizing to make sure there are no scheduling conflicts.
- 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 have \$97.8k in unrestricted cash, \$400 in PayPal, \$30k in savings reserve, and \$24k held for EFBA subsidy.
  - We currently have \$9.7k of in-kind Carnival donations.
  - *Our total assets are \$162k. We have no liabilities.*
  - We have raised \$104k in our Family Giving Campaign. This is 81% of our goal, and we have the rest of the year's recurring donations to go.
  - Total corporate donations and merchant rewards are \$16.3k
  - We have sold \$3.4k in Carnival tickets so far.
  - *Total money raised so far this year is \$130k, and we still have our biggest fundraiser to go.*
  - We have spent \$12.6k so far on Carnival. We still need to pay for wine, food, and the band.
  - We have spent \$11.5k on EFBA subsidy so far.
  - We spent \$725 on Kindness Week.
  - We have spent a total of \$43.7k on classroom & library support, teacher support, site administration, and accreditation.
  - We have spent \$5.6k on Foundation expenses (taxes, bookkeeping, website, bank fees, insurance, postage).
  - *Total money spent so far this year is \$85.3k*
  - On 1/31/18 we filed our 1099's to everyone we paid money to in 2017. This includes fire fund relief recipients and last school year's enrichment providers.
  - We received our 1099-k for the \$137k revenue processed for 2017
- C. **PRINCIPAL'S REPORT:** R.Johnstone reporting.
- PAF's support may be needed for field trips.
  - He has a tighter hold of the budget this year.
  - A new playground is going to be the big perceived need this year. In the meantime, minor repairs will be made to the existing structure.
  - A new bell/intercom/clock system was installed this week. This is in an effort to improve safety, communication, and mood. Security cameras will be going in next.
  - We got a new shed to house P.E. equipment. New equipment will be next.
  - 14 bicycles were donated by REI to SRFACS fire victims. 4 have been distributed so far.
  - Asian Week and Reading Week are coming up in February.
  - It is requested that the PAF Nutrition Committee keeps Chef Ruthie in the loop with all meetings and developments.
  - Let's Go Learn testing is wrapping up.
  - He is trying to get another Chrome Cart, as well as 32-64 new computers to be divided among classrooms with lottery funds.
  - SAB and PAF meetings may be split in the future due to time efficiency issues.

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## VI. Discussion Items

- A. **CARNAVAL - PAF ROLES:** B.Westerman discussed that the PAF's biggest role right now is to push ticket sales. She would like us to all get to the event site at 5:30 and begin greeting guests at 6:00. T.Ebling will say something about the purpose of this particular fundraiser. PAF members will also be needed to help set up the dessert auction, and as

spotters & recorders of bids at the live auction. An auctioneer/MC will be running the event. A schedule of the event will be sent to us.

- B. **CARNAVAL - AUCTION:** M.Hernandez told us that the online auction will be from 2/13/18 to 2/17/18. Donated goods received after this deadline will go straight to the silent or live auctions. A dessert acution will also be held.
  - C. **CARNAVAL - PADDLE RAISE:** T.Klein discussed that this will be for the sole benefit of raising money for the new playground. A visual representation of the proposed structure will be at the event.
- \* Other Carnival news: 160 tickets sold is our “break even” point; catering costs \$35 per head; we will be sending individual invitations to teachers; the event will be promoted in La Plume and via class reps.

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## VII. Action Items

none

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## VIII. Committee Reports

- A. **ECOLE EN BLANC:** B.Westerman reports that she has confirmed the booking for 8/18/18 at Julliard Park. She has a work engagement so she will be unable to head the event.
- B. **TECHNOLOGY:** D.VanBlair reporting
  - 1. *Website* - He still needs more staff bios and photos
  - 2. *Donor Management Software* - He has decided on Little Green Light and hopes to have it up and running soon.
  - 3. *La Plume* - Subscriptions are down, we need to promote it with parents. He has added a “Giving Corner” to show where our money is being spent for those who can’t attend PAF meetings or read the published minutes. The deadline for Carnival promotion via LaPlume is Friday.
- C. **EFBA:** J.Gospe provided handout graphics from EFBA and he reports that the program’s biggest challenge is enrollment, which is down from the first session (36 students vs. 64 in Fall). It competes with tutoring, enrichment, Odyssey of the Mind, Girl Scouts, and aftercare. The money required to register for the extended second session is likely also a factor for lower enrollment. Of the 36 students enrolled this session, 6 are on 100% scholarship and 5 are on 50% scholarship.
- D. **VOLUNTEERS:** G.Eriksen reports that volunteers are needed to head Kermesse, to head the Hospitality committee, and to help with the next Book Fair.
- E. **NUTRITION:** T.Ebling provided SRFACS 7/17-12/17 Financial Statements from the district. He reports that we haven’t reached the 65-75% program participation goals yet, but he has been getting good feedback regarding lunch menus. He has established a good relationship with Chef Ruthie, and he is working with her to put more kid-driven meals on the menus. They had an idea to use and promote local farming sources each month, and we will need district approval for this.
- F. **PLAYGROUND:** T.Klein reports that a climbing dome and swings are our first stage of focus. These will be added to our existing structure where the ball wall currently stands. A proposal for \$44k from Ross Recreation was shared via group email with PAF members on 2/6/18. \$16k of this is for installation and perhaps parents could do this to save money. Wood chips will be the inevitable ground cover due to cost. New drinking fountains will not happen due to drainage issues.

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## IX. Future Meetings

3/7/18, 4/11/18, 5/2/18 at 6:30 PM in the library. June meeting to be determined.

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## X. Meeting Adjourned

9:21 PM by President Tracey Klein

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## Motions Made and/or Passed Between Meetings

1/13/18 via PAF group emails:

T.Klein motioned to approve up to \$1500 for wrist bands and logo shirts for The Great Kindness Challenge, headed by Briana Clark. R.Glickman seconded. Motioned passed with 8 votes in favor.

Minutes prepared and revised for review by Samantha Makinano.