



SANTA ROSA FRENCH-AMERICAN CHARTER SCHOOL

PAF March Meeting

3 / 7 / 18 | Library

Attendance

PRESENT:

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

NOT PRESENT:

Megan Hernandez

I. Meeting Called to Order

7:35 PM by President Tracey Klein

II. PAF Mission Statement

Individuals read to themselves

III. Public Comment

None

IV. Consent Agenda and Approval of Minutes

A. **AGENDA:** T.Klein took out the part of Action Item A regarding CBEST reimbursement as we don't have the information needed to vote on yet. Also per T.Klein she will not give a President's report in the interest of time. T.Klein motioned to approve amended agenda, G.Eriksen seconded, unanimously approved.

B. MINUTES:

1. *January 10, 2018*: T.Ebling made a correction regarding his meeting with Chef Bunns (delinquent lunch account number).
 2. *February 7, 2018*: no corrections
- J.Gospe motioned to approve both months' correct minutes, T.Ebling 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 have \$90.6k in unrestricted cash, \$3.3k in PayPal, and \$30k in savings reserve.
- \$1k grant money from Lagunitas is held for a public art installation in our garden
- \$13k raised during the paddle raise at Carnival is being held for the playground fund
- \$2k is set aside to pay for the Hamilton tickets we donated to the Carnival auction
- \$20k is held to subsidize our nutrition program
- We have \$2.1k in inventory assets (unused wine donations).
- We have \$2k in security deposits due back to us
- *Our total assets are \$164k. We have no liabilities.*
- The Carnival event raised a net profit of \$25.7k
- *Total money raised so far this year is \$200.8k.*
- We have spent \$24.8 on this year's EFBA subsidy
- We spent \$500 on Asian Week
- We spent \$53.8k on the Carnival event
- We gave a \$276 Copperfields gift card to the English Department
- We have spent a total of \$58.5k on classroom & library support, teacher support, site administration, and accreditation.
- *Total money spent so far this year is \$154.8k.*

C. **PRINCIPAL'S REPORT**: R.Johnstone's report also includes pertinent info given at the SAB meeting, which all of PAF was present for at some point.

- He will need \$1000-1500 more for the site administration fund
- He will need \$4-5000 for field trips
- The French Ministry of Education wants us to have interns - particularly for the lower grades
- Walk & Roll Wednesdays are increasingly successful and with the implementation of the Green Sneaker Program we will likely need more bike racks soon.
- We still have 6 of the 14 bikes that were donated by REI and these will be used as Green Sneaker prizes
- He will be modifying staffing assignments for next year - we will likely need on more teacher.
- Once the Playground Committee puts together a final proposal, he will be the one to present it to the SRCS district

VI. Action Items

- * J.Gospe motioned to approve \$1000 for the Site Administration Fund. E.Alton seconded. Unanimously approved
- * J.Gospe motioned to approve \$4000 for Field Trip funding. E.Alton seconded. Unanimously approved.

- A. **TEACHER VISA RENEWALS:** J.Gospe motioned to approve \$5601 to pay for next year's visa renewals that need to be paid now. S.Makinano seconded. Unanimously approved
 - B. **ENGLISH TEACHER FUNDING:** J.Gospe motioned to approve \$974 (to supplement the \$276 Copperfields credit) to be distributed among the English teachers. B.Westerman seconded. Unanimously approved.
 - C. **AMAZON LINK:** R.Glickman requested our Amazon Affiliate link be published in LaPlume. No vote needed.
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VII. Discussion Items

A. AFTER SCHOOL PROGRAMS:

- K.Dorman discussed that she would like to keep a strong enrichment program as it compliments the school experience and fills the gaps between EFBA and Aftercare. She would like to see the start dates coordinate with EFBA however.
- J.Gospe told us that 16% of students have participated in EFBA. We have subsidized approximately \$25k for enrollment fee reduction and scholarships, which is a substantial percentage of our funds. He feels enrollment must increase to make this effort sustainable. Many factors can be investigated to determine how we continue.
- R.Glickman volunteered to be the future liaison between PAF and EFBA

B. CARNAVALE:

- B.Westerman felt that the caterer and the auctioneer were good choices.
- The Carnavale theme was popular, and the February timing was helpful for both guests and event planners.
- M.Hernandez will not be able to head the auctions next February and someone will need to take her place.

C. BOARD ELECTIONS:

- 3 director positions are coming to the end of their term, and T.Klein (president), J.Gospe (treasurer), and G.Eriksen (volunteer coordinator, book sales) all plan on vacating their seats.
 - Melissa Uang and Michelle Gervais are the current members of the nominating committee.
 - Beginning next year we will take advantage of a bylaw that allows for a PAF advisory committee composed of former directors.
 - The treasurer position requires professional expertise.
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VIII. Committee Reports

A. VOLUNTEERS: G.Eriksen chair

- G.Eriksen reports that we now have a Kermesse chairperson: Ellen DeProto.
- B.Westerman volunteered to chair Teacher Appreciation
- We still need a chairperson for Campus Cleanup and a co-chair for the Book Fair.
- Volunteerism is very low and becoming unsustainable. Due to circumstances out of our control the Volunteer Signup Event never happened. E.Alton will set up a signup table at dropoff / pickup, and share the need with class reps for them to communicate to families. Ideas to stimulate volunteerism include offering prizes for reaching certain milestones in hours, and holding a raffle (hours = raffle tickets).
- G.Eriksen motioned to approve up to \$100 to go towards volunteer motivation supplies. T.Ebling seconded. Unanimously approved.

B. PLAYGROUND: T.Ebling, T.Klein co-chairs

- \$13k was raised at the Carnavale Paddle Raise specifically towards the new playground.
- T.Ebling reports that he is hoping to have a proposal ready for Mr. Johnstone to present to the District before Spring Break

C. TECHNOLOGY: D.VanBlair chair

1. *Website* - D.VanBlair reports that "Calendar" and "Menu" are the most visited pages on our website. He is going to make those Quick Links on the website's banner. He may add another banner link updating families what we have

reached of our \$45k Playground Fund goal. Nas Salamati will be asked to add a “Playground” category to our PayPal account so that people can specify if that’s where they want there donation to go.

2. *LaPlume* - He needs content submitted so that he can add a Carnavale recap and express the need for volunteers.

3. *Donor Management Software* - J.Gospe needs to review the Little Green Light donor software.

* *Public Comment*: Allison Budlong (SAB member) stated that although srfacs.org is officially the Foundation’s website it acts as the school’s de facto website, and it needs to be updated for accurate content. SAB will be sending us page-by-page suggestions. J.Gospe recommended that a phone number also be included on the site.

D. **NUTRITION**: T.Ebling provided current SRCS Child Nutrition Services financial statements - available on request.

- T.Ebling reports that a \$19,102 invoice was given to us on 3/6/18 to cover revenue shortfall. The cost of labor at the district level has increased. We have only 50% participation at most. The goal is at least 65%. Chef Bunns and the district are on board with out program’s philosophy, but the process of progression is slow. Our low participation numbers and delinquent accounts have been noted.
- We now have \$6500 in delinquent lunch accounts.
- An idea to foster participation is to provide a quieter, less rushed atmosphere to eat in. Another idea is to assign a class (or more) per month to volunteer in the lunch room, have their parent lunch, and incorporate nutrition into their month’s classroom curriculum.
- Our service station needs an upgrade.

E. **BIKE**: T.Ebling chair

- T.Ebling reports that a Wolf Pack Trail Riding club has been started and promoted via social media forums, but is outside of PAF organization.
- The weekly Walk and Roll Wednesdays are becoming quite popular, and a Green Sneaker reward card has been introduced. This costs about \$60 per week and has been funded through parents thus far. PAF will need to fund in the future.

IX. Future Meetings

6:30 in the library on 4/18/18 (moved from 4/11), 5/9/18 (moved from 5/2), June meeting to be determined.

X. Meeting Adjourned

10:00 PM by President Tracey Klein

Motions Made and/or Passed Between Meetings

3/14/18 via PAF group emails:

T.Ebling motioned to earmark profits from the 3/16/18 Ice Skating fundraiser to the Playground Fund. J.Gospe seconded. Motion passed with majority.

3/19/18 via PAF group emails:

G.Eriksen motioned that up to \$478 be approved for “paw bucks” to be given to children on free & reduced lunch and to fire survivors to be used at the upcoming book fair. M.Hernandez seconded. Motion passed with majority.

3/28/18 via PAF group emails:

T.Ebling motioned to approve up to \$320 for the Green Sneaker Raffle Prize, specifically the purchase of an appropriate sized bike for older children. B.Westerman seconded. Motion passed with majority.

Minutes prepared and revised for review by Samantha Makinano.