



SANTA ROSA FRENCH-AMERICAN CHARTER SCHOOL

PAF Open May Meeting

5 / 9 /18 | Library

Attendance

PRESENT:

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

NOT PRESENT:

Travers Ebling

I. Meeting Called to Order

6:52 PM by President Tracey Klein

II. PAF Mission Statement

Read individually

III. Public Comment

A group of several teachers thanked the board for their support throughout the year.

IV. Consent Agenda and Approval of Minutes

A. AGENDA:

E.Alton requested to add Alliance Francais' Bastille Day Bash to Committee Work.

J.Gospe requested to add approving visa payments and passing bank co-signing resolutions to action items.

G.Eriksen requested to add Kermesse budget approval to action items.

T.Klein motioned to approve amended agenda. S. Makinano seconded. Unanimously approved.

B. **MINUTES:** J.Gospe corrected the April treasurer's report as to 3 numerical items. J.Gospe motioned to approve the amended minutes, G.Eriksen seconded. Unanimously approved.

V. Reports

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

- On behalf of the board T.Klein presented Mr. Johnstone with a gift to express our gratitude for his service. He has established a good standing between our school and the district, as well as our teachers.
- T.Klein has sent a request to Diane Kitamura that a parent, a founder, and a teacher be part of the committee hiring our new principal.
- She feels we have done a good job raising the money needed to support our teachers and school, especially given the unusual challenges of this year.m

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 \$77k in unrestricted cash, \$919 in PayPal, \$30k in savings reserve, \$1k held for garden projects, \$12k held for facilities, and \$10.4k held for the nutrition program.
- We still have \$2k in inventory assets and \$4k in security deposits owed us.
- *Our total assets are \$137.5k. We have no liabilities.*
- We need to focus more on corporate donations next year.
- We are only \$1k short of our fundraising goal this year, despite the fires, with over half coming from Family Giving Campaign.
- *Total money raised so far this year is \$210k.*
- We've spent \$18k so far on Nutrition, and as of this week's meeting with the district we owe \$5k
- "Teacher recognition and support" line item includes the \$7200 approved tonight for Visas
- *Total money spent so far this year is \$194k.*
- Jeff recommends that we plan for a garden budget next year.
- He also advises that a credit card is the best way to buy international items (ex: textbooks) due to exchange rate and cash back rewards, however certain companies will not issue them to non-profits without personal guaranters. He recommends we discuss this further.

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

- He recommends that in the future we award classroom bonuses equitably. He recommends a straight \$1000 per teacher.
- After being presented with our proposal, the playground project is in the works at the district level.
- Teachers will be part of future hiring process.
- To enable adults to drink alcohol but avoid bringing alcohol on campus, he recommends that we hold the Kermesse potluck at Doyle Park.
- He has had some parents asking how to apply for PAF.
- We need another date for the Volunteer lunch due to a conflict with the Kinder production.
- May 29th is the Choir performance.
- May 31st at 9:30 AM is the 6th grade promotion ceremony.
- Thanks to volunteers, many garden projects are happening.
- Let's Go Learn testing is winding down. Data from this will be included in the LCAP report.
- Writing assignments are happening, and helping work towards co-teaching.
- Kinder testing has completed.
- He expects around \$200-230k for the LCAP budget
- DELF testing for 2nd grade is showing good results so far.

- Projected enrollment for next year is 500 students.
 - A third 5th grade class will be added, with Blerta Zilji and Katherine Roederer co-teaching.
 - The Toolbox program has been adopted by the district and training is happening for our noon duty staff.
-

VI. Committee Reports

- A. **SRFACS ONLINE STORE PROPOSAL:** second grader Owen Ramhormozi presented a proposal to start a branded online store to be run by him and his parents that would sell SRFACS branded merchandise, with 20% of the gross profits shared with SRFACS. A written proposal was provided. He and his parents would create and run the online store (using on-demand suppliers), and SRFACS would promote it. They would request a 1 year commitment. Questions were raised regarding possible conflict with our non-profit status, brand management, effect on Family Giving, and future transfer to school management. J.Gospe proposed a resolution to support the concept and pursue the logistics. M.Hernandez seconded, unanimously agreed. D.VanBlair and K.Dorman will be the PAF contacts for this project.
- B. **FAMILY GIVING CAMPAIGN:** E.Alton provided a handout of suggested improvements for next year's campaign. After hearing Mr.Johnstone's request to award the bonuses more equitably she feels perhaps a tier-system would be beneficial. Our new donor software will be very helpful, and she suggests that only the chair of the committee receive notifications when donations occur, making things easier to track and more private. Promotion and education will be key, especially to new families, using all avenues of communication. J.Gospe suggested that we not coincide the FGC with enrichment enrollment as they may compete. SAB member Allison Budlong urged consistency in languaging with all the modes of communication.
- C. **TECHNOLOGY:** D.VanBlair had conducted an online survey of SAB and PAF board members to track priorities headed into the coming school year. The results of that survey were provided. Teacher Retention was highest priority, with Fundraising and Accreditation tied for second, and Nutrition 3rd, and Campus tone 4th. CBEST exertion and affordable housing were felt to be key in teacher retention, and teacher retention was felt to be key in maintaining accreditation and fundraising. Our charter is the biggest support of the nutrition program, and events are helpful with campus tone.... Our new donor software program is ready to launch in August.
- D. **NUTRITION:** This topic was discussed at the SAB meeting. Because the long-standing kitchen staff has maintained consistent quality of our lunches, there is a possibility that there may not be a new chef hired. Menu planning is the concern, and teachers may be asked to contribute ideas as well as incorporate the foods into classroom curriculum. The district still seems supportive of our program. Incentives may be key in increasing participation in the future. We do subsidize this program extensively (see treasurer's report), and need participation to increase to keep it sustainable.
- E. **KERMESSE:** T.Klein and E.Alton cleaned out the PAF shed, and we have much overstocked merchandise to sell at Kermesse. D.VanBlair will setup PayPal to support.
- F. **VOLUNTEER APPRECIATION BREAKFAST:** T.Klein reports that the date will need to be changed and motioned to approve up to \$200 to purchase the breakfast. J.Gospe seconded. Unanimously approved.
- G. **BASTILLE DAY BASH:** B.Westerman reports that the event we are co-hosting with Alliance Francais will be held on July 15 at Julliard Park. AF will handle marketing, and SRFACS will run a wine booth and help with setup, etc.. It is an event free to the public, BYO picnic. It is felt that whoever the new volunteer coordinator is should attend.
-

VII. Discussion Items

- A. **NOMINATING COMMITTEE:** Melissa Uang reported that we have 6 applicants for 3 positions. All applications had been previously provided to the board for review. 5 of the 6 applicants were present and introduced themselves. At this point the meeting closed to the public. M.Uang made recommendations from the nominating committee and presented their request that an advisory board be formed.
- B. **NEW DIRECTOR REVIEW:** All applications were reviewed and discussed, with strengths of each applicant being noted. Four specific positions are needing to be filled with these three new directors: treasurer, volunteer coordinator, communications director and president.

VIII. Action Items

- A. **NEW PAF DIRECTOR VOTE:** B.Westerman motioned to elect Rachel Sweet as our new treasurer, Briana Matel as our new volunteer coordinator, and Tracey Klein as our new communications director. M.Hernandez seconded. The votes were unanimous for all 3 positions (T.Klein did not vote for her own position). President will be voted on at our next meeting.
- B. **BANK CO-SIGNERS:** J.Gospe motioned that Rachel Sweet be added as a co-signer to our checking account once he is removed. T.Klein and B.Westerman will remain as co-signers. S.Makinano seconded. Unanimously approved. S.Makinano will draft a resolution supporting this.
- C. **TEACHER VISAS:** J.Gospe motioned to approve \$7200 to pay Cordell Hull for 9 teacher visas at \$800 each. E.Alton seconded. Unanimously approved.
- D. **KERMESSE BUDGET:** G.Eriksen motioned to approve up to \$2000 for Kermesse carnival and potluck expenses. J.Gospe seconded. Unanimously approved.
- E. **GREEN SNEAKER REIMBURSEMENT:** J.Gospe motioned to reimburse T.Ebling \$500 for expenses incurred with our Green Sneaker Challenge as discussed at our March 2018 meeting. D.VanBlair seconded. Unanimously approved.

IX. Future Meetings

Summer meeting dates to be determined and to be held off campus. S.Makinano will send out a doodle poll regarding best dates for June.

X. Meeting Adjourned

9:55 PM by President Tracey Klein

Actions Taken Between Meetings

On May 10, Kristina Dorman tendered her resignation via email to all board members. She feels she is better suited to help the school via other volunteer opportunities and there were several qualified candidates to replace her. Discussion and voting of a new director to replace her for the remaining year of her term will occur at our June meeting.

Minutes prepared and revised for review by Samantha Makinano.