



SANTA ROSA FRENCH-AMERICAN CHARTER SCHOOL

PAF July Meeting - closed session

7/18/17 | Makinano residence

Attendance

PRESENT:

Elif Alton
Travers Ebling
Ronit Glickman
Jeff Gospe (Treasurer)
Megan Hernandez
Tracey Klein (President)
Samantha Makinano (Secretary)
Brittany Westerman

NOT PRESENT:

Kristina Dorman
Galienne Eriksen
Dana Van Blair

I. Meeting Called to Order

6:13 PM by President Tracey Klein

II. Agenda and Approval of Minutes

- A. MINUTES: T.Klein moved to approve June minutes, M.Hernandez seconded. Unanimously approved.
- B. AGENDA: J.Gospe proposed to add Action Item D: approve expanded retainer for bookkeeper, Action Item E: create resolution for authorized parties to act as check signers and debit card holders, and Committee Work D: enrichment program. T.Klein moved to approve amended agenda, J.Gospe seconded, unanimously approved.

III. Reports

A. PRESIDENT REPORT: T.Klein

- We need to send our bios/photos to Dana by 8/1/17 so the website can be updated. Please specify committee involvement in bios. New board will be announced to public at that point.
- We need to start using our srfacs.org emails only
- R.Glickman asked to notify new teachers to submit their bios at her teacher meeting on 8/9/17.
- T.Klein has been in contact with some of the teachers who've already arrived: good group with good English communication skills. 1 more teacher to officially be hired, and this paperwork is currently processing.

- We have 65 welcome gift bags - all teachers will receive them (new teachers will get resource info/items in theirs) and we will sell the remainder at Ecole en Blanc to recoup cost.
- Donations are coming in for EEB.
- A potluck picnic for teachers, PAF members, and all of their families is planned for 8/13/17 at M.Hernandez's house. The welcome gift bags will be handed out then, and T.Ebling will take photos. The goal is to welcome the teachers and explain PAF's role/goals at SRFACS, and how they can utilize us. SAB determined not to be attending as it could be confusing for new teachers regarding our different roles, and blossom into a larger event than we're prepared for on short notice.

B. TREASURER REPORT: J.Gospe

Balance Sheet and Budget vs. Actuals current as of 7/18/17. Reports attached, high points below with rounded amounts.

- We have zero debt
 - We currently have \$35k held for enrichment, \$30k held in reserves, and \$65k in unrestricted cash
1. Income:
 - We are 7% down (\$20k total) in donations, family giving and corporate donations showing the biggest losses.
 - We exceeded our budgeted goal for Events by \$7k, Beaujolais Nouveau being the biggest earner.
 - We exceeded our budgeted goal for Book Sales by \$4k.
 - We are \$3k down in social event/party income (disco parties, dine & donates)
 2. Expenses:
 - We spent \$4k more on enrichment than budgeted.
 - We spent \$5k more on book sales than budgeted, but this resulted in a total profit increase.
 - We spent \$10k.5 less on the nutrition program.
 - We spent \$3.5k more on the intern program, hiring the 3rd intern partway through the year as requested
 - We spent \$2k less on cultural programs than budgeted.
 - We spent \$9k more on tech/equipment than budgeted, purchasing the overhead projectors as requested
 - We spent \$20k less on field trips than budgeted.
 - We spent \$3.5 k more on accreditation than budgeted; cost is \$40/student.
 - We spent \$4k less on campus/facilities.

IV. Action Items

A. STRATEGIC PLAN for 2017-18

1. We need to increase family giving. This will be a primary focus this year.
2. "Vendange" will be this year's primary event (instead of Beaujolais Nouveau). It will be on the 2nd weekend in November.
3. We need to find a way to get interns back at SRFACS.
4. We'd like to increase the amount of money given to teachers for their individual classroom, and it should be equally given to English and French teachers. We need to find a rationale to determine the amount given, and it will be given through Richard Johnstone/the office. We'll recommend that this be discussed by SAB at their August meeting.
5. We'd like to get our library to be open during recess and lunch, which will mean extra hours and pay for librarian. Again, something we'll recommend that SAB discusses in August and applies to us for funding.
6. We would like to increase academic support. The EFBA enrichment program will be a big part of that, and we will brainstorm ways to also create a "Homework Club" in addition to the tutoring already offered to students needing it.

7. We would like to see a 6th grade trip become a tradition at SRFACS, and will brainstorm implementation ideas for the future.
8. We would like to see sports become a part of SRFACS extracurriculars, and will brainstorm implementation ideas for the future.
9. We need to increase community builders (ex: family movie nights, ice skating parties, pétanque tournaments, etc.)
10. The new play structure is a continued goal we are focusing on.
11. We need to establish to class reps that they are an arm of PAF and we need their help fundraising.
12. We need to remove "Field Trips" from website donation page, as this is redundant and confusing.
13. We need to get a fire-safe filing cabinet for document storage in the storage shed.

B. BUDGET for 2017-18: see attached report from J.Gospe, high points below with rounded amounts.

1. Income:

- Family Giving: keep goal of \$500/student. Income goal stays the same (\$128k).
- Corporate Donations: keep to \$20k goal.
- Merchant Giving Programs: \$7.5k goal.
- Vendange: \$45k goal (\$4k tickets sales, \$8k VIP tables, \$11k online auction, \$7k live auction, \$5k silent auction, \$8k paddle raise, \$2k raffle/wine/other sales)
- Dine and Donate: \$1500 goal; ask parents which restaurants they'd like to see at EEB. Individual classes can also do their own D&D's
- Ecole en Blanc: keep to \$2500 goal
- Social Events: no budget for now; "Endless Summer" party to kick things off on 9/22/17
- Enrichment Programs: \$60k goal
- Book Sales: keep at \$10k goal

2. Expenses:

- Vendange: \$15k estimated budget (\$4.5k venue, \$3k entertainment, \$6k food/wine/services, \$1k processing fees, \$500 supplies)
- Cultural Programs: \$2k estimated budget.
- Interns: no budget for now - need to find a sponsoring organization and pay through them.
- Kermesse: stay at \$1k estimated budget.
- Technology: \$10k estimated budget
- Classroom Supplies: \$25k (\$1000 each)
- Classroom Books: \$2.5k estimated budget
- Curriculum Expenses: \$2.5k estimated budget
- Field Trips: \$15k estimated budget; change to Field Trip Scholarships primarily focusing on overnights so as to maintain classroom equality
- Accreditation: \$18k estimated budget - accreditation expected to extend to 3rd grade this year.
- Teacher Employment Support: \$25k estimated budget
- Campus/Facilities: \$125k estimated budget; to include new play structure expected to be approved this year.
- Bookkeeping: \$8k estimated budget.

C. PAF DIRECTOR TASK ASSIGNMENTS:

1. Fundraising:

Family Giving - Elif Alton, assisted by D.VanBlair and possibly Brie Mattel

Auctions - Megan Hernandez

Grant Writing - Neissia Diehl

Merchant Giving Programs - Megan Hernandez & Samantha Makinano

Corporate Giving - Galienne Eriksen, assisted by T.Ebling

2. Technology: led by Dana VanBlair

Website - Dana VanBlair

La Plume - Melissa Greenberg

Communication - Tracey Klein

Calendar - Travers Ebling

Donor Management Software - Dana VanBlair

3. Volunteer Coordination: led by Galienne Eriksen

Class Reps - Tracey Klein

Help Counter - Galienne Eriksen

Communication - Galienne Eriksen

Nutrition - Bruce Marinace, assisted by the Translating Committee for weekly updates

4. Fundraising Events: led by Brittany Westerman

Ecole en Blanc - Brittany Westerman

Vendange - Brittany Westerman

Scholastic Book Faire - director needed

French Book Faire - Galienne Eriksen

Dine and Donates - Travers Ebling

5. Community Events:

Winter Show - director needed, to be assisted by Allison Budlong

Committee Night - Megan Hernandez & Samantha Makinano

Disco Parties - Elif Alton

Endless Summer Party - Elif Alton

Earth Day - director needed

Rose Parade - director needed

Graduation - director needed

Kermesse - Brooke Menconi & Galienne Eriksen

Parent Education - director needed

Movie Nights - director needed

Cultural Programs - Elif Alton, with Cindy Avenell on Chinese New Year

Halloween - Elif Alton & Samantha Makinano

6. Communications:

Principal - Tracey Klein

SAB - rotate 2 PAF members at each SAB meeting

FB Circle - Samantha Makinano, Tracey Klein, Laetitia Phelps

7. Finances: led by Jeff Gospe

PAF Reports: Jeff Gospe

8. Correspondence:

Mail Pick-up - Tracey Klein

Thank you's - Brittany Western

9. Enrichment: Natasha O'Keefe to phase out if she wishes, Kristina Dorman nominated to then direct.

10. Interns: Kristina Dorman nominated to direct.

D. EXPANDED RETAINER for BOOKKEEPER: J.Gospe motioned to issue \$1500 retainer to Magali Forsyth. B. Westerman seconded. Unanimously approved.

E. RESOLUTION FOR AUTHORIZED PARTIES TO ACT AS CHECK SIGNERS AND DEBIT CARD HOLDERS: J.Gospe motioned to remove Helene Efron and Brauley Kincaid from accounts and replace them with Tracey Klein and Brittany Westerman. M. Hernandez seconded. Unanimously approved. S.Makinano to draft resolution.

V. Committee Reports

A. HOSPITALITY COMMITTEE: T.Klein reports that all is going well with greeting new teachers and getting them settled.

B. ECOLE EN BLANC: B. Westerman reports that date is 8/26/17, time is noon-4 pm. Location is Julliard Park on the SofA side with the pétanque court. We will have a vintage carnival theme this year. Melissa Greenberg is designing a poster. Bistro 29 will provide food. Wine & beer will be coordinated by E.Alton and Carla Barber, and M.Hernandez will acquire the alcohol license. Desserts will be coordinated by S.Makinano. We have hired a band and have a new sound system. Identifying wear discussed so that PAF members are easily spotted, and we are to mingle/assist/educate the families re: PAF's role and family giving. New magnets discussed to be available as thank you gifts. Wristbands will be sold to access carnival games, and free wristbands will be given to families who complete their donations at the event. repeated messaging regarding change of venue and weekend recommended.

C. FAMILY GIVING: E. Alton reports that this will kick off at EEB. Programs funded and goals will be visibly displayed, as will individual teacher goals. The donation goal Eiffel Tower will be displayed again this year. Class incentives of \$500 reward per class for 100% participation will be brought back; minimum limits were discussed so as to avoid "cheating" (i.e. one parent donates \$1 total to cover families who don't participate in order to receive the reward). Automated thank you notes will be generated via donor management software.

D. ENRICHMENT: J.Gospe reports that we've had a great response and much interest in the new EFBA program, with several families on the wait list. The 10 students on scholarships will receive a "coupon code" to complete payment. J.Gospe motioned to add another class for the first session, B. Westerman seconded. Motion approved with 7 votes in favor and 1 against.

VI. Next Meeting

To be determined using Doodle Pool

VII. Meeting Adjourned

10:15 PM by Tracey Klein

Minutes prepared and revised for review by Samantha Makinano.