



SANTA ROSA FRENCH-AMERICAN CHARTER SCHOOL

PAF meeting November 1, 2017

7/18/17 | Library

Attendance

PRESENT:

Elif Alton
Kristina Dorman
Travers Ebling
Galienne Eriksen
Ronit Glickman
Jeff Gospe (Treasurer)
Megan Hernandez
Tracey Klein (President)
Samantha Makinano (Secretary)
Dana Van Blair
Brittany Westerman (Vice President)

NOT PRESENT: all attending

I. Meeting Called to Order

7:14 PM by President Tracey Klein

II. PAF Mission Statement

All present read it to themselves.

III. Public Comment

None.

IV. Agenda and Approval of Minutes

- A. AGENDA: T.Klein called for approval of tonight's agenda. Unanimously approved.
B. MINUTES: none to approve.

V. Reports

- A. PRESIDENT REPORT: T.Klein
Deferred to the Fire Fund Committee report later in the meeting.

B. TREASURER REPORT: J.Gospe provided a current balance sheet.

- As of 10/31/17 we have \$110k in our checking account, \$1k in PayPal, \$30k in reserve savings, \$16k in restricted cash to be held for further EFBA subsidy, and 8>75k in restricted cash for Fire Relief fund.
- We have \$1.4k in inventory assets (donated goods) plus another \$600 in donated gift cards just received.
- We are owed a \$200 security deposit from the city of Santa Rosa for our Ecole en Blanc event at Julliard Park, and we were credited for a banking error \$162 our favor.
- Total assets are \$168k

C. PRINCIPAL'S REPORT: Richard Johnstone

- More staff bios and pictures are needed on our website, and some are needing correction.
- French dignitaries from the consulate are arriving tomorrow for an informal visit to tour the school after the fires and check in with our needs.
- We have more counselors available on campus than usual, as well as therapy dogs.
- There will be a Toolbox assembly soon with the focus on Empathy.
- The Francophone school in Oakland, as well as La Folie in San Francisco have both donated to our Fire Relief Fund.
- Enrollment is holding steady.
- Report cards will be late this trimester, and they will be in a new format.
- SAB voted at this evening's meeting to cancel the Winter Show this year.
- We have a new noon-duty supervisor who is almost through the hiring process.
- Our new chef is expected to start mid-November.
- The 4th, 5th, and 6th grade field trips really need to keep PAF's support.
- We will likely need another SAY counselor one more day a week, and may need PAF's support in that.

VI. Action Items

A. LIBRARY FUNDING REQUEST: Our librarian Melinda McCullough would like to order books specific to the trauma endured by our children from the recent fires. She has a list obtained from Tidal Wave Follett but that will take weeks to order through the district - she feels she can get them in an expedited fashion through Amazon, but would need PAF's support. J.Gospe motioned to approve \$500 to be allowed to Melinda to order books through our Amazon link. M.Hernandez seconded. Unanimously approved.

B. NON-PROFIT TAX RETURN: J.Gospe provided all board members with a copy of our 2016 tax return (when there were 9 board directors). M.Hernandez motioned to approve the return and pay \$10 to the Franchise Tax Board And \$50 to California Attorney General's State Registry of Charitable Trusts. G.Eriksen seconded. Unanimously approved.

C. 2017/2018 DRAFT BUDGET APPROVAL: J.Gospe provided a Draft Budget report. Our budget now reflects the changes discussed at last week's meeting. All amounts rounded, draft, and subject to change.

- As of right now we a gross *profit* of \$86.5k. This total includes \$78.5k in total individual donations, \$6.5k in corporate donations, and \$3k raised at Ecole en Blanc. We have \$125k to go to meet our total projected profit goal for the year, and we have yet to complete our Family Giving Campaign or hold our biggest fundraising events
- As of right now our total *expenses* have been \$52.5k. This total includes \$4.5k spent on Ecole en Blanc, \$2.3k out of \$15k budgeted spent on the Vendange event so far (all applicable to the rescheduled event), \$11.6k out of \$35k budgeted spent on EFBA subsidy, \$14k out of \$25k budgeted spent on classroom/teacher supplies, \$15k out of \$25k budgeted spent on teacher support, the full \$2k budgeted for Mr.Johnstone's "slush fund", and \$3k out of \$11k budgeted spent on miscellaneous foundation expenses (bookkeeping, postage, bank fees, etc.).
- We have yet to spend on our nutrition program (\$20k budgeted), miscellaneous programs/cultural holidays/events/kermesse (\$4k budgeted), book sales (\$7.5k budgeted), technology/equipment (\$10k budgeted), field trips (\$5k budgeted), class books (\$2.5k budgeted), accreditation (\$18k budgeted), and on our playground (\$75k budgeted).

- We also have a Fire Fund budget that we have raised \$40k in donations for (cash, gift cards, goods). We will be matching \$20k in future cash donations.
- We all understand that we are approving draft that is “over budget”, but it is all dependent on bringing in funds and can be amended as necessary. B.Westerman motioned to approve the Budget. M.Hernandez seconded. Unanimously approved.

VII. Committee Reports

A. FAMILY GIVING CAMPAIGN: E.Alton

We have extended our classroom bonus deadline to 12/31/17, and E.Alton has met with the class reps - we are not pushing the FGC this week but will start again next week. Reps understand that their classes have the option of donating their bonuses if their classrooms have no need. SRFACS magnets have been distributed to the students to bring home.

B. FIRE RELIEF FUND: G.Eriksen

- The online application is almost finished and the committee will meet to approve it soon. There will be a deadline to apply, possibly 12/1/17. The fund would not be just for the families who lost their homes, but also affected by job loss, displacement, etc..
- Michelle Gervais had suggested to G.Eriksen that we start a Meal Train program for the families affected.
- The French American School of Sunnyvale brought a lot of material donations and are interested in doing “Round Tables” (group therapy) for our students.
- Most families have found long-term housing by now
- If we write checks for over \$600 to individuals we will need them to fill out a W-9 so that we can then issue them 1099’s. If an amount like this is needed it may be more beneficial to the individual to receive a gift card or have us write the check to the business it is going to (ex: insurance deductible).]
- T.Ebling suggested a t-shirt campaign via Bonfire to raise funds and benefit the community.
- D.VanBlair reminded us that the Fire Fund fundraising will be in direct competition to our Family Giving Campaign, and suggested that we strongly communicate that we encourage asking OUTSIDE of our families (i.e. extended family, coworkers, corporations, etc) to donate to the Fire Fund. That way our SRFACS families won’t feel pulled in different directions in their donations.

Public Comment: Allison Budlong stated that she feels messaging is very important , and feels that parents would be receptive to the “community donation/giving” message.

J.Gospe motioned to approve \$20k of our reserves to go towards matching cash donations to our Fire Relief Fund beginning now. D.VanBlair amended to set an end date of 12/31/17. T.Ebling seconded. Unanimously approved.

C. WEBSITE/TECHNOLOGY/DONOR MANAGEMENT SOFTWARE: D.VanBlair

- D.VanBlair is in charge of La Plume, our website, and our software. He has 2 days per month (every other Friday) that he can dedicate to these efforts, so he needs extra help. Melissa Greenberg was suggested for tech needs requiring immediacy and Najine Shariat suggested as a “legacy” advisor.
- Dana feels that we have too many website pages and that this loses viewership. He also feels that many of our pages are possibly irrelevant now. He would like to streamline our website, but would like advice in editing. Najine agrees that this is appropriate and will assist.
- Dana has reviewed 4 donor software programs and will be reviewing a 5th soon. His goal is to make a choice by January.

D. FRENCH BOOK FAIRE: G.Eriksen

It will be held 2 weeks before the Winter Break. J.Gospe motioned to approve \$7500 for purchase of books. S.Makinano seconded. Unanimously approved.

VIII. Discussion Items

- A. NUTRITION PROGRAM: T.Ebling is our point person in communications with the district regarding nutrition. He will contact Chef Bunns to get specifics on our new chef's start date and be there to meet her. We are still waiting on a contract from the district.
- B. COMMUNITY POTLUCK: B.Westerman is working with M.Hernandez on finding an affordable venue. Outdoors is not an option due to rainy weather, and the school campus is not preferred due to the prohibition of alcohol. The weekend of 11/11 is the goal
- C. LOGO WEAR: R.Glickman has found a catalog to order from. M.Hernandez, T.Ebling, B.Westerman, and T.Klein will help choose a design. The "Oui" logo is suggested. Bonfire is also a possibility as a merchandiser.
- D. FIELD TRIPS: E.Alton would like us to subsidize the 6th grade field trip to Walker Creek. J.Gospe feels Mr. Johnstone should be part of the discussion as he may have already budgeted for it himself. R.Glickman will clarify this with him, and it will be on next month's agenda.
- E. ACCREDITATION: J.Gospe motioned to approve a check for \$5328 to the Society for French Schools in North America. M.Hernandez seconded. Unanimously approved.

VI. Next Meeting

Wed., December 6 2017, 6:30 PM

VII. Meeting Adjourned

9:11 PM by Tracey Klein

Minutes prepared and revised for review by Samantha Makinano.