



SANTA ROSA FRENCH-AMERICAN CHARTER SCHOOL

PAF December Meeting

12/6/17 | Library

Attendance

PRESENT:

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

NOT PRESENT:

Ronit Glickman

I. Meeting Called to Order

7:53 PM by President Tracey Klein

II. PAF Mission Statement

Individuals read to themselves due to late start time

III. Public Comment

J.Gospe was at the recent open house and felt that “Element H” in the admissions requirements was confusing as it mentioned nothing about French language being a priority. R. Johnstone will address this at the next district meeting.

IV. Consent Agenda and Approval of Minutes

- A. **AGENDA:** J.Gospe requested that “Action Item D. new EFBA funding approval” be added. J.Gospe motioned to approve modified agenda, S.Makinano seconded. Unanimously approved.
- B. **MINUTES** for 10/26/17 meeting: J.Gospe made several corrections. J.Gospe motioned to approve corrected version, M.Hernandez seconded. Unanimously approved.
- C. **MINUTES** for 11/1/17 meeting: J.Gospe made several corrections. S.Makinano to research protocol on what is required for inclusion in minutes and November minutes will be approved at January’s meeting.

V. Reports

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

none given

B. **TREASURER'S REPORT:** J.Gospe provided balance sheet, year-to-year comparison, and budget vs. actual reports. Amounts rounded below.

- As of 12/6/17 we have \$110k in our checking account, \$1950 in PayPal, \$30k in reserve savings, \$16k in restricted cash for further EFBA subsidy, and \$12k in restricted cash for Fire Relief Fund.
- We now have \$796 in inventory assets (in-kind donations for our Carnivale event)
- We are still owed our \$200 security deposit from the city of Santa Rosa for the Ecole en Blanc event at Julliard Park.
- Our total assets are \$171.5. We have no liabilities.
- As of 12/6/17 we've raised \$87k in our Family Giving Campaign, which is only \$3k less than this time last year despite having lost 3 weeks to the fires.
- The fact that we are no longer acting as payment intermediaries for enrichment instructors reflects in our yearly comparison report.
- Our event income and expenses are lower than last year at the same date due to our largest event being rescheduled due to the fires.
- Grant expenses are lower this year to date... we've paid more in teacher support and accreditation, and less on classroom supplies, field trips, and campus thus far.
- Foundation expenses are higher this year due to renewing our bookkeeper and paying in advance this year, filing taxes for last year, and buying a new lot of magnets to give out.
- We have given out \$38k in fire relief donations so far (goods and gift cards). We currently have \$12k cash to disperse.
- We need to increase our FGC donations, fire relief donations, corporate donations, merchant rewards earnings, and event income to stay on track with our budget goals.

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

- SRCS District gave us \$100 for our Best Plus program. This will go towards Paw awards and an anti-bully program. They will be doing a walk-thru soon.
- An AEFIE inspector will be doing a walk-thru of 6th grade soon for accreditation.
- Our new chef has started. It is hoped that she will be able to attend our next PAF meeting.
- He is starting on the 24 teacher evaluations. May 1 is his deadline.
- All teachers indicate that they want to remain at SRFACS.

VI. Action Items

- A. **ECOLE EN BLANC:** B. Westerman motioned to approve 8/18/18 at Julliard Park for next year's event. E.Alton seconded. Unanimously approved. The first Saturday after school begins was popular, and better communication regarding paying for games/jump-house/what's included in bracelet purchase will be provided.
- B. **6TH GRADE FIELD TRIP:** E.Alton recommends up to \$3k given to Mr.Johnstone if needed for the field trip after private donations and class fund raisers. No action needed at this time, as amount to be funded is unknown at this time.
- C. **ODYSSEY of the MIND:** K.Dorman has received a request from the coaches that PAF help with this year's OOTM program. G.Eriksen motioned to approve \$210 to cover the \$210 registration fee as requested. B.Westerman seconded. Unanimously approved.
- D. **EFBA FUNDING:** J.Gospe motioned to approve \$24k towards subsidizing the EFBA program for the rest of the year. E.Alton seconded. Unanimously approved. This brings us to the end of our \$35k EFBA budget for the year.

VII. Committee Reports

- A. **FAMILY GIVING CAMPAIGN:** E.Alton reports that 2 classes have reached 100% participation/\$500 bonus, 2 classes are within 2 donations of reaching the goal, and we are at 75% total now.
- B. **FIRE RELIEF FUND:** G.Eriksen reports that 23 SRFACS families lost homes, and 3 were displaced long-term. We have had 10 applicants for aid so far. The FFR committee meets 12/13 and will get money out to families ASAP. J.Gospe reports that we've had \$1190 matchable cash donated since 11/15. We have given out \$5050 in gift cards, and have \$12185.75 (including the matched amount from PAF) to disperse. The campaign is not over yet, so this number is subject to change.
- C. **VOLUNTEER NIGHT:** M.Hernandez and B.Westerman have dropped the "Winter Celebration" aspect of the event and will focus solely on Volunteering. Date to be determined by Doodle Poll in January.
- D. **NUTRITION PROGRAM:** T.Ebling reports that he has met with Jessica Jacobsen (former SRFACS chef), Brauley McNulty (former chair of the nutrition program), and has been volunteering in the cafeteria. His next step is to meet with our new chef (Ruth) and discuss aligning our program with our charter.
- E. **WEBSITE / TECHNOLOGY:** D.VanBlair reporting
1. *LaPlume* - Publication will be every other week. Content will need to be submitted by a decided date prior to publication. An test/editing committee will need to be formed (Dana, Galiene, Jeff, Tracey), and procedural protocol will be written and distributed soon. We still need to find a back-up person to handle communication needs in between LaPlume publications (Melissa Greenberg and Carissa Hinkley-Dorethy are possibilities).
 2. *Website* - He has received more staff bios & pics, still more needed. Chef Ruth's bio has been received and will be added, pic still needed. Still waiting on a PAF member's bio/pic. Still waiting on SAB agendas/minutes/info they want included on the website. Creating a mobile-friendly website will not be possible until donor management software is dealt with.
 3. *Donor Management Software* - He will be trying out 3 more programs this week: Kindful, Little Green Light, and Giving Fuel. Goal is to have one in place for the 2018-19 school year, but implementation will occur ASAP.
- F. **PLAYGROUND:** T.Ebling reported that the full play structure proposal from the vendor is \$85-95k (not including ground cover or disposal of existing structure). A mid-level proposal would add a couple elements to our existing structure and would run \$30-35k. Simply adding swings to our playground would cost \$5-7k, and will be implemented before next school year starts. Our goal is to achieve either the mid-level or full proposals next year. Parent installation will help cut costs.
- G. **ENRICHMENT:** (Gabrielle from EFBA reported at the SAB meeting)... K.Dorman reports that available rooms are a continuing challenge. We lost our ceramics class as the instructor had to move due to the fires, and the room went to OotM. Girl Scouts troops are also using rooms , which may not be possible in the future if more enrichment classes are to be offered (Allison Budlong will talk to R.Johnstone about this). French instructed classes continue to be a priority, but are not always possible.
- H. **CHINESE NEW YEAR:** E.Alton reports that the lion dancers will not be available this year. Cindy Avenell is trying to get Taiko drummers and the theme will be changed to "Asia Week". Language focus, art projects, tai chi, thematic lunch menu are all planned. A budget will be presented for vote at the next meeting.
- I. **BOOK FAIR:** G.Eriksen reports that we need more volunteers!

VIII. Discussion Items

- A. **NUTRITION PROGRAM CONTRACT:** deferring discussion till next meeting as our chef only just started.
- B. **CARNIVALE:** B.Westerman and Megan Hernandez report that it will be held on 2/24/18.

IX. Future Meetings

6:30 PM in the library on 1/10/18, 2/7/18, 3/7/18, 4/11/18, 5/2/18.

X. Meeting Adjourned

9:28 PM by President Tracey Klein

Minutes prepared and revised for review by Samantha Makinano.