



SANTA ROSA FRENCH-AMERICAN CHARTER SCHOOL

PAF CLOSED MEETING MINUTES 6:00 PM 8/7/19 Hernandez Residence

Attendees: Megan Hernandez, Ronit Glickman, Rachel Sweet, Evelyn Anderson, Brianna Matel, Ben Wolf, Jess Alys, Dana Van Blair, Erica Mikesell

I. Call to Order

II. PAF Mission Statement

SRFACS Parent Association Foundation was established to provide services to the school community, to conduct activities to foster community spirit, involvement, and awareness, and to raise funds solely for the purposes of supporting school goals and programs, while continually being mindful of their French-American connection.

III. Public Comment

Melissa Van Prooyen (teacher) requested reimbursement from May teacher training; as email correspondence with Rachel had not resolved a discrepancy in total expenses and receipts submitted. Board unanimously approved to issue her a check in good will to reconcile since it was a very small dollar amount in question (under \$10). She also brought up need to have support for incoming teachers when doing initial HR meeting with district as most of our teachers are foreign nationals and don't know their rights.

IV. Consent Agenda and Approval of Minutes

A. **AGENDA:** Approval of Agenda for this General Meeting of 8/7/19 Motion: Megan Hernandez Second: Brianna Matel Approved Unanimously

B. **MINUTES:** Approval of Minutes from General Meeting of 7/19/19 Motion: Megan Hernandez Second: Erica Mikesell Approved unanimously

V. Board Reports

A. **PRESIDENT'S REPORT:** Megan Hernandez (5 minutes) – We held a welcome night for new parents on 8/1 with approximately 30 families in attendance. Each family was given an info packet on volunteering on help counter, phone app, etc. A follow up email will go out to families once the kinder team is together to highlight pick-up/drop-off procedures. Goal is to get info out ahead of time to avoid

numerous upset parent emails and phone calls. No BIG ASK this year for family giving ie Playground so we need some great talking points around STEAM, why we need a SAY counselor & kinder aids, etc

B. TREASURER'S REPORT: Rachel Sweet (5 minutes) – Gave handouts on Budget vs Actuals FY2018/19 and P&L. Checking account balance stays around \$130k and savings around \$30k. We did about \$15k better than what was captured as in kind wasn't captured. E-script and Dine & Donate were a little short. Ecole En Blanc numbers were around \$80k. Playground expenses were about \$2,500 over projections and hasn't been closed out (Megan to further research . This did not include the soccer goals that were \$4,469. Past Invoice from district for lunch program hasn't been paid (\$6-7K)- how are we going to proceed for follow up?

C. PRINCIPAL'S REPORT: (Evelyn Anderson) Office request for list of committees to direct parents. Requesting details around frequency of updates on website & newsletter (twice/mo and emergency issues per Dana). CrepeVine and Casabel owners are new SRFACS parents; presents opportunity when fundraising, etc.

Pain points: Illuminate Ed's lack of technical support on the district side; has many major glitches and many parents are unable to get into site. School phone system is dropping calls mid conversation. Loss of teachers and can't post for 2 of the positions yet. May need to do long term subs in the interim. 5th grade will now have 2 classrooms 30/31.

Question was posed from Jess Alys about principal sending something out to teachers that individual supplies list should not be asked of the parents; instead ask for "classroom" supplies. Looking into private translation for website and app

D. SAB/DISTRICT REPORT: haven't met this summer

E. ELAC REPORT: Supporting our wine booth for Ecole En Blanc. Will have Spanish speaker to translate for family giving in Ecole En Blanc.

VI. Committee Reports

A. FAMILY GIVING CAMPAIGN: (B Matel): Classroom bonuses will not be given out this year to classrooms with 100% participation. (will re-evaluate 9/15 depending on amount raised)

B. ECOLE EN BLANC: (M Hernandez/E Mikesell): Bistro 29 will not be able to do concessions this year. for our location) and due to our time constraints. We have 3 potential caterers and will be finalized by 9/9 so we can put food ticket sales on the app. Melissa Uang will organize and run the games and will freeze the ice cream. May need to put volunteer slots on help counter for games, food, etc. Rachel to purchase 4 tents.

C. NUTRITION: Evelyn has met with the district several times and we will move forward with getting a plan written. District will take serious consideration if it is cost effective.

VII. Discussion Items

A. **BUDGET:** (R Sweet/B Wolf): Hand out on proposed FY19-20 Foundation Budget. Went over each line item. Ben to make the following agreed upon changes before budget is finalized and approved: Enrichment (scholarships only) from \$9k to \$5, Garden from \$2,500 to \$500, Volunteer Recognition from \$2k to \$500, Teacher Aide from \$50k to \$25k, SAY Counselor from \$40k to \$20k. Tabled the book fair budget. . Concern to bring some numbers down due to amount expected to fundraise vs total expenditures (new proposed total from \$322,390 to \$254,890)

B. **GOOD NEIGHBORS:** (J Alys): Jess will draft an email (Evelyn and Megan will read over) that will go out to neighbors informing them of the first day of school and that parents have been notified about parking/traffic

C. **FIRST DAY OF SCHOOL:** (M Hernandez): Will have a table set up outside with calm music to welcome families. Parent will be invited to have coffee with Evelyn

D. **WEBSITE:** (D Van Blair): Needs bio and photos of PAF and new teachers.

VII. ACTION ITEMS

A. **TEACHER/STAFF WELCOME PARTY- REQUEST FOR FUNDS FOR CHILDCARE:** (M Hernandez) Request for 4 teens to assist with teachers children while they are at mandatory trainings, etc. Proposed \$100 each teen to assist at Mark West Stables from 8:30-4:30 on Monday 8/12 Motion: M Hernandez Second: E Mikesell Approved Unanimously. Potluck to follow in evening.

B. **MONEY TO EVELYN & CHERYL (for teachers/classrooms):** (M Hernandez): Each teacher (20 French classrooms and 4 English) received \$500 each upfront – check will be given to Cheryl, for \$12k. If more is needed later, especially new teachers trying to set up classrooms then requests can be made case by case to Cheryl for additional funds Motion: M Hernandez Second: R Glickman Approved Unanimously

C. **LETTERS TO TEACHERS RE MONEY FOR VISAS TO BE REPAYED:** Rachel to draft a letter that will go out to applicable teachers

IX. FUTURE MEETINGS

Mondays: 9/9, 10/7, 11/4, 12/2, 1/13, 2/3, 3/9, 4/6, 5/4 (Book library with Angel for 5:30)

X. MEETING AJOURNED