



SANTA ROSA FRENCH-AMERICAN CHARTER SCHOOL

PAF CLOSED MEETING MINUTES 6:00 PM 7/19/19 | Wolf Residence

Attendees: Megan Hernandez, Tracey Klein, Ronit Glickman, Kim Petty, Rachel Sweet, Evelyn Anderson, Brianna Matel, Ben Wolf, Jess Alys

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

The public may address the Board regarding any item not listed on the agenda during this time. Presentations are limited to three (3) minutes per person per topic, fifteen (15) minutes maximum for all public comments. When addressing the Board please state your name and position (i.e. teacher, parent, concerned community member, etc.). It should be noted that the Board will not respond to presentations. The Public may address the Board on any item listed on the agenda at the time the matter is discussed by the Board. In this case, public comment is limited to 2 minutes per comment.

IV. Consent Agenda and Approval of Minutes

A. **AGENDA:** Approval of Agenda for this General Meeting of 7/19/19 Motion: Tracey, Second: Megan, Unanimously Approved

B. **MINUTES:** Approval of Minutes from General Meeting of 6/14/19, Motion: Bri, Second: Jess Approved, Unanimously Approved

V. Board Reports

A. PRESIDENT'S REPORT: Megan Hernandez (5 minutes) – We place continued importance on community building. Crystal resigned from the board and we don't know for sure if we have an open spot because Aude is still on PAF, but if she moves to SAB that would create an opening. We should keep the teachers informed and aware of openings.

B. TREASURER'S REPORT: Rachel Sweet (10 minutes) – Review of P&L Draft. We are currently showing a loss of about \$10K from last FY. Open questions: Did we get back the security deposit for the Villa Chanticleer in Healdsburg? Follow up to check with Britany (\$1500). Reconcile the attorney bill was for CBEST support, we had a security deposit that the bill may go against, need to validate with Jeff or Michelle G.

C. PRINCIPAL'S REPORT: Evelyn Anderson (10 minutes) – The new Chrome carts have arrived, we still need more with the goal of being 1:1 for the testing groups in older grades and possibly ipads for Kindergarten and 1st. Summer school was successful, students benefited and the kids had fun. Summer camp is on its last few weeks. Dennis has been getting the school floors cleaned over the summer. The emergency system is being updated because we learned that you could not hear the emergency alerts in some parts of the school. We have had new emergency system units installed, but the manufacture has to do some repairs. Evelyn will continue to focus on making sure the emergency system is functional, she recently learned that when the power goes out that the system does not work. The irrigation system was having problems and the crew who came in to fixed it turned off the water and then went out on vacation for two weeks damaging both the field and the garden. Lynn Wheeler got out to work on replanting in the garden and the water is back on. We had 2 teacher resignations and likely 2 coming, but we can't backfill until all 4 have officially resigned because we are overstaffed according to the teachers' contract and can only replace 2 of the 4. For the resigning teachers they will need to refund PAF for the visa payments, Rachel should reach out to notify them.

D. SAB / DISTRICT REPORT: Tracey Klein (8 minutes) Met with Evelyn, the head of nutrition services, and Polly the consultant, Tracey was not able to make it. We are in a Catch 22 – the district is not ready to approve a proposal unless it is complete and we have been hesitant to pay to fund consulting for putting together a proposal without confidence that the district would approve. The new head of nutrition was had not been informed that our program had been discontinued, however he seemed to be willing to support the program. Nutrition services is on the next board meeting agenda. Evelyn will be reaching out to the board to offer some questions they could ask to help understand the program status. Some PAF members should go to the meeting to represent us and the having parents write personalized letters to the district about it would help.

E. ELAC REPORT: Request for ELAC to participate in Ecole en Blanc taking a table or working as greeters, wine booth, dessert booth, etc.

VI. Committee Reports

A. TECHNOLOGY: B. Wolf (8 mins) – The ap needs to be updated by anyone who has an iPhone because we moved it over to a public ap. It has a new layout, which includes a family giving link and it will provide email confirmations with the tax id, etc. It allows both paypal and stripe, Give Lively is the company that helped us set this up. Recurring payment plans can stay on paypal as is. The next family giving link is labeled Ecole en Blanc – it enables people to purchase drink tickets ahead of time. Megan will connect with Ben re: prices, etc for the Ecole en Blanc tickets. The 3rd giving option is to give to specific needs, the ap will track what money went to different causes. This option will not be

released until after family giving possibly as a holiday giving campaign.

PAF minutes should be linked on the ap.

If you have French or Spanish as the default language on your phone it may update some of the language in the ap, Ben is going to work with the developer on getting the Ap translated. We need to fix the French and Spanish on the website and can use the same translator for the ap. Request a teacher at the next teacher meeting to translate it to French for compensation. And request someone from ELAC for Spanish. We can offer \$250 per language. Jess can review the Spanish translation.

A couple links on the website need to be fixed – Ben will follow up with Dana. We also need the minutes up to date on the website from PAF and SAB. Angel will be trained on how to send push messages through the Ap. Going forward La Plume should be approved through the office staff before it goes out so that they are not unaware of the communication when it goes out and to validate dates, etc. We can provide Evelyn with a deadline >24 hours then if she doesn't respond within the deadline we can just send it.

Need to reconcile both online calendars. Ben will work with Dana. We also need to be conscious of other holidays when scheduling things, e.g., Jewish holidays – often conferences are scheduled on Jewish holidays. We should be as conscious of these holidays in scheduling. Ronit will reach out to Dana to make sure that we pull in the other holidays.

B. NUTRITION: See district report above

C. TEACHER RETENTION: Tracey Klein (5 min) – We do not have this committee anymore, it is now the past presidents committee, Tracey, Najine, and Michelle.

D. Family Giving Campaign: B Matel (5 mins) – Kickoff will be Ecole ne Blanc, proposed earlier end date of October 31st. In the past the reward was a \$500 per class bonus for 100% participation, we are considering new incentives. Proposing different goals for age ranges (e.g., 1-2 grade gets art kits..., 5-6 a 3D printer...) so the goal would be about 95% participation and the money would go to 1 big thing versus to a teacher for an item of their choice. We would need teacher input, ideally before Ecole en Blanc, to decide. At Ecole en Blanc people making a \$500 commitment either all at once or recurring get a free bottle of wine or 6-pack of beer, those giving \$700 get two bottles, and wrist bands will continue for any amount.

Request to have Evelyn write a letter on why we are upping the ask to \$700 this year. Our goal will be \$200K we have 476 students going into this school year. PAF members should round in each Kinder classroom on back to school night to talk about family giving. Bri is the class rep liaison, the reps also need to make sure to keep the English teachers in the loop. Bri and Evelyn should both have access to the class rep distribution list for communication.

E. ECOLE EN BLANC: M. Hernandez (5 mins) – Last year we spent close to \$5000 for the event for permits, wrist bands, etc. We should have a maximum budget for all events, Rachel recommends

\$4500 for Ecole en Blanc. We are working on a new magnet as a giveaway. August 17th is the date. Ronit can help send Kinder's information about the event, a flyer would help. Planning to do a basket with wine and meal tickets. We may do a lego table for a raffle item. All hands on deck for volunteer support. Megan to send Kim a list of support needs to Kim who will make a sign-up genius. We need to lock in booths soon. We need to buy 4 more good quality white tents.

VII. Discussion Items

A. Good Neighbors- J. Alys(5 min) – Jess collected feedback from nearby school neighbors about their concerns about school operations – e.g., parking, etc. Request: provide a channel for neighbors to provide feedback to the school. Jess has committed to trying to help proactively with parking issue, etc., but will not be reactive. Part of the neighbors' concerns are that we now all drive our kids to school vs. walking to school when it was Doyle, a neighborhood school. As a school we can be good neighbors by: doing a liter pick up, pushing out the flyer out about parking, etc. We can use Mario as our spokesperson, the "Mario Campaign" for park and walk safety. Also considering a "SRFACS Cares – don't move our neighbors' trashcans" sticker on the trashcans. Ronit can work to include something in the kindness campaign should be delivering something the kids made, etc., we can ask Bri what we can integrate. Talbot and Macklyn by the TKD studio seems to be the biggest problems. The campaign and communications should encourage carpooling and provide a map of other places people could park and walk. Jess would like to send emails to the neighbors who signed the letter letting them know when the school is having events, e.g. Back to School night, so they are aware in advance. Can we create a parking@srfacs.org for neighbor feedback.

B. Welcome Packet/ Welcome Meeting M. Hernandez (5 min) – On August 1st at 5:30pm we are inviting all new families in for a welcome in the amphitheater near classroom 18. We need to put together a welcome packet, why bi-lingual, PAF, SAB, the Ap, Ecole en Blanc, how to volunteer, Kindergarten drop off... Bri to help with packet and refreshments. Ronit will plan to be there and Jess can represent transfer students.

C. App/ La Plume B. Wolf (5 min) – See above

D. BUDGET- R. Sweet (20 min) – Reviewed last year's budget, each PAF member should review the budget to identify questions to ask at the upcoming budget meeting. We need to reduce most line items significantly to make room to help pay for LCAP cuts. We need at least \$25K to get us back to where we were last year in terms of classroom support, but ideally \$100K would be needed to fund 4 aids. The alternative is to get French Student teachers, but we need to have someone spearhead the effort to get them. Evelyn will send other budget requests through.

E. WEBSITE- Bio/ Photo Update/ French Translation? M. Hernandez (2 min) – New PAF members need to send Dana bios and photos

VIII. Action Items

- A. **TEACHER/STAFF WELCOME PARTY - REQUEST FOR FUNDS:** E. Andersen/ M. Hernandez, 5 mins – Mark West is willing to host it again, we could host it Monday, August 12 the week that school starts. The kids go up to the barn from 9am to 5pm to ride horses, etc. Teachers arrive at 5pm, but we need more support for minding the kids. Need 10-15 volunteers to watch the kids during the day. Need \$250 for food. Motion: Kim, Second, Jess, Unanimously Approved
- B. **Principal Discretionary Fund \$3000:** Motion: Kim, Second: Bri, Unanimously approved
- C. **\$1000 for TOSA (Materials/ Supplies)** E. Anderson (2 min) – materials needed for accreditation Motion: Bri, Second, Ben, unanimously approved
- D. **Up to \$15,000 to EVELYN & CHERYL (for teachers/ classrooms)** M. Hernandez (5min) – Motion: Kim, Second, Bri, Unanimously Approved
- E. **CBEST Waiver Support Approval** – The school board will have a public hearing and then have the board approve us going to the state board of education to get our teachers a CBEST Waiver. The document being approve requires parent organization support. Motion to support: Bri, Second, Tracey, unanimously approved
- F. **PAINT SUPPLIES \$118** – PAF provided paint for the mural, Motion: Kim, Second: Bri, Unanimously Approved
- G. **ATTORNEY FEES FOR CBEST:** Consider a retainer fund – Hold pending budget approval
- H. **Website Translation \$250 per language:** Motion: Rachel, Second, Tracey, UNANIMOUSLY APPROVED
- I. **La Plume Editorial Process Approval:** La Plume and other flyer drafts to go to Evelyn by noon on Fridays for review and then they go out on Sunday after Megan's final approval. Add a principal's message to La Plume as a standard. Motion: Ben, Second Tracey, Unanimously approved.
- J. **Ecole En Blanc Budget \$4500,** Motion: Jess, Second: Ronit, Unanimously Approved

IX. Future Meetings

Proposed: PAF to meet the 1st Monday of the month at 5:30pm

X. Meeting Adjourned