



# SANTA ROSA FRENCH-AMERICAN CHARTER SCHOOL

Parent Association Foundation Meeting June 14, 2019

## Present:

- Ronit Glickman
- Megan Hernandez
- Tracey Klein (President)
- Rachel Sweet (Treasurer)
- Dana VanBlair
- Kim Petty
- Ben Wolf
- Najine Shariat
- Erica Mikesell
- Evelyn Anderson

## I. Officer Elections

- Tracey's proposed role: President Emeritus
- President Emeritus – Maintaining a role on the board that supports the new president. In this role Tracey would continue working with the principal and district, but no longer run PAF or delegate tasks in PAF meetings. The goal would be to split the role so as to not burden the new President, while maintaining the relationships at the district that had been developed by Tracey. The new president would also own parent-PAF interaction.
- **Officer Role Nominations:**
  - President: Megan Hernandez
  - Treasurer: Rachel Sweet with support from Erica. Erica can support day to day financial responsibilities, like check cutting while Rachel maintains her formal role as treasurer maintaining the books and filings.
  - Secretary: Kim Petty
- **Officer Motions:**
  - Megan Hernandez as President: Motion: Dana, Second: Ronit, **Unanimously approved**
  - Tracey Klein as President Emeritus: Motion: Dana, Second: Megan, **Unanimously approved**
  - Brianna Matel as Vice President: Motion: Dana, Second: Megan, **Unanimously approved**

- Rachel Sweet as Treasurer: Motion: Dana, Second: Megan, **Unanimously approved**
- Kim Petty as Secretary: Motion: Dana, Second: Megan, **Unanimously approved**
- **Creating Documented Standard Procedures for Treasurer Role:**
  - Recommending go forward quarterly treasury meetings with Rachel, Jeff, etc. to document filing and other legal requirements.
  - The treasurer role is more than treasurer, it is also keeping up with legal obligations, without someone has those documented procedures, the treasurer will no know what due yearly is, bi-annually.
  - Other documentation: The fees PAF pays, e.g. CBEST, CTC, etc. what are the specific guidelines on what we pay and when we pay it (e.g., do we pay for all CBEST or do we only pay the first one?) Note: CBEST was voted that we would only pay for one many years ago, but we may need to amend it.

## II. PAF Membership:

- Opening due to Aude’s possible move from PAF to SAB to fill Corinne Naro’s role. Aude could be a dual member, but SAB would be the priority.
- Assuming Aude moves to SAB, Nomination for Ben Wolf to join PAF:
  - Goal of dual role: PAF, SAB, Principal – seem siloed today and parents view them all as similar, so Ben could help unify the three. A dual PAF/SAB role would make it a more formal tie.
  - Motion: Pending Aude’s agreement to move to SAB, Ben Wolf will play dual PAF/SAB role. **Tracey will reach out to Aude to confirm.**

## III. Discussion:

- **Classified staff recognition:** 1. Observation, as a classified representative, many classified people are affected by how things happen, they are often not included in parties that happen for “teachers.” Everyone needs to feel included, and that makes some of our classified staff feel very hurt, they play a tremendous role in our school, without them the teachers could not do what they do. We have cubbies in the staff lounge – at the end of the year the teacher cubbies have gifts, thank you notes, wine...the classified staff cubbies are empty. **Action:** ensure events and gifts going forward clearly include all staff, and communications don’t say “teacher appreciation” but “staff appreciation”, this should apply to both PAF lead efforts and communications to parents.
- **Yearbook Committee Request:** Request for a good computer for the yearbook, cameras, and support for recruiting a yearbook committee or a plan for engaging more photographers on the committee and a centralized google drive or file storage space. Jess who is taking on PAF volunteers recruitment chair can help recruit committee members (e.g., photographers, communicate reminder to gather pictures, gathering students to support, etc.). Jackie to create a list of responsibilities to help identify volunteer needs.

## IV. Creating a Financial Decision-Making Framework:

- Evelyn and Ben Wolf have started the process of reviewing the PAF, SAB, and School budget to mesh them.
- PAF has \$29K in reserves, \$10K frozen for the lunch program and \$55K readily available until the next year’s family giving campaign.

- With SAB's guidance and direction, PAF will develop a clearer decision-making framework for funding discretionary things from PAF beyond the holds for Visas, etc.
- PAF has key fundraising goals this year because of the LCAP cuts, so we need to have our SAB/PAF meetings on the same night again to keep the agendas tied and support critical needs.
- 2019-2020 Budget Meeting: Rachel is closing the books and will review them with the accountant on July 3<sup>rd</sup> then we can create next year's budget. Budget meeting target end of July

**V. Principal's Update from Evelyn:**

- The STEAM (Science, technology, Engineering, Art, Mathematics) element is the one piece of the vision that has not fully developed.
- Teachers have been clear that having assistance in the classroom is what is needed to help make STEAM happen.
- The school has probably have a \$100K gap, \$95K for 4 teacher aides and \$5K for tutoring.
- In addition, this year is the first year we had to pay for our own restorative counselor due to loss of district funding.

**VI. Setting a Strategic Vision:**

- The principal will provide clear communication of a vision so that the school community can support it.
- The SRFACS Mission Still stands – creating great global citizens, meeting common core...
- STEAM has always been part of the vision, PAF funding should focus on helping to realize this element.
- The clear vision, and FOCUS – removing little distractions, will enable greater outside fundraising, e.g., French embassy, corporate funding, parent...
- Possible long-term solution for aides: amity French student teachers. It will require ~\$500/month per aid, a place to stay, and a relationship with Sonoma State, and will take several months to arrange.

**VII. Action Items:**

- **School Board Meeting Bus Charter:** We are planning to charter a bus in July for the CBEST discussion with the state school board meeting on behalf of teachers. We are not sure if we are on the agenda yet, but we would participate through public comment if not. Both kids and parents are encouraged to attend and having some kids as spokespeople can be effective. Estimated \$1,200 for a shuttle bus (4 hour minimum plus hourly). Seats 25-50 depending on the bus, Dates: July 10 or 11. Motion: Dana, Second: Megan, **Unanimously approved**
- **School Grounds Improvements:** Exploring possible beautification budget of \$10K for the items below. Status: HOLD pending the larger budget proposal.
  - i. Tables around drinking fountain to reduce risk of collision injury
  - ii. Improve benches around trees at the back of the school grounds.
  - iii. Move bike rack by Girl Scout Garden.
  - iv. Add a new bike rack behind Bungalow A where they are less visible from the street to reduce theft risk.

- v. Teachers have moved to a different outdoor space, look to create a zen space, etc. with the former teacher space.
- **Lunch Program:** Michelle G has been working with Polly, the former director of the CIA, on a proposal to have Polly create a menu plan and recipes, etc. for the lunch program for the district. Estimated cost \$10K – Q: will the district support the recommendations in the current budget situation? They are open to us submitting a new plan, but it is not a commitment. Would need Evelyn to get feedback on the district re: what could be supported? Polly and Evelyn would need to advocate to the district together. Status: Motion: Dana, Second: Megan, **Unanimously approved** pending district support for implementation as a dependent program.
- **SRFACS App:** Will use Ecole en Blanc to provide tutorial on how to download and use the app. Ability to use the app to record absences is ready to go live pending district approval.