

PAF MEETING Minutes 5:30 PM 10/7/19 | SRFACS Library

Attendees: Megan Hernandez, Tracey Klein, Dana Van Blair, Jess Alys, Erica Mikesell, Evelyn Anderson, Aude Paret, Kim Petty, Ben Wolf

- 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
 - A. Information on the RVCS middle school reconfiguration was distributed by Jeff G.
 - B. Angel has requested the creation of a “Cultural Committee” – last year the teachers led this effort, but some of the other non-French cultural celebrations from prior years did not happen, so we need to bring forward the other cultural events again. It’s possible this can be folded into International Week and the events committee. Follow up with Aude.
 - C. Mohammed is looking for a drone to film the soccer training a couple of times during enrichment. Megan may have one.
 - D. Mohammed is suggesting a Halloween costume exchange for this month.
 - E. Request for more specific general PAF position description for the recruitment committee.
- IV. Consent Agenda and Approval of Minutes
 - A. AGENDA: Approval of Agenda for this General Meeting . Motion Jess, 2nd Dana. Unanimously approved.
 - B. MINUTES: Approval of Minutes from Last Meeting. Correct typo in AEFÉ then approved.
- V. Board Reports
 - A. PRESIDENT’S REPORT: Megan Hernandez (5 minutes): Need to continue to focus on how we get messaging out. One of the Kinder families is the GM at Crepevine, Cascabell, and the new Juice place – they will give 5% of all purchase for the year back to the school for anyone who has a SRFACS restaurant membership card.
 - B. TREASURER’S REPORT: Sean Charter (5 minutes): We have \$89K in checking and \$30K in savings, we have some school/school district expenses going out soon. Sean just got access to Quickbooks and will be digging in to analyze things. There are two full banker boxes of old records, we should figure out a more permanent storage location rather than handing them off to the latest treasurer, e.g. a lockable file cabinet at the school, we will want about a 5-year history on record then shred older documents. Need to change the account owners at Well Fargo using the new resolution.
 - C. PRINCIPAL’S REPORT: Evelyn Anderson (5 minutes): I want to focus on our great kids and how they are showcasing themselves. One of our 6th grader organized the climate change

protest, and it was a good scientific exploration for them. There was an incredible walk and roll to school day. We got a new gate and are waiting for a new doorknob with a lock. When that arrives, I would like to have a ribbon cutting with the head of maintenance and operations and take a photo and put it in La Plume. Today we sent out a message around our updated handbook, as we had some problems with cell phones in the classrooms, so we need parents to sign that.

Lunch Program: I have not had great conversations lately with the nutrition services director, however, I did speak with a consultant about fixing the grease traps, so if that is the issue that prevents us from being about to cook here then we can address that. The district wants to re-equip the kitchen which can help us bring back our lunch program.

STEAM: Allison Budlong and Evelyn went to SCOE to learn about the STEAM event that is taking place in February, it looks like a great event that both our students and adults can participate in.

We are working on the LCAP, the charter renewal petition, and French accreditation we are analyzing all of the data for that and Evelyn will be bringing the data to PAF.

- D. SAB REPORT: Ben Wolf (5 minutes): There are 3 deliverables for SAB: LCAP, Accreditation, and charter renewal and they are all coming up. The Amity request for aids deadline is past, but we are starting the application process to get 5 teachers aids for amity. If we secure those aids, PAF will need to support that by finding hosts and paying a stipend, previously PAF paid each aid \$500/month. We are working to make sure that there is a single master calendar and reconciling the ap and websites.
- E. ELAC: Jessica Alys (5 mins): We elected a new D-ELAC, District level ELAC representative, Jasmine.

VI. Committee Reports

- A. TECHNOLOGY: Ben Wolf/Dana Van Blair (5 mins): We need to connect on where the PAF and SAB agendas and minutes should live. With the district website up, we can start to define where information lives and who maintains it. Ben and Dana will connect with Angel on the roles of the different websites. Need to set up Rachel's email to forward to Sean.
- B. NUTRITION: See principal's report above.
- C. FAMILY GIVING: Megan (5 mins) 56% of families have given, Kinder A has reached 91%. TK and 6th grade are at the lowest. We are at about \$114K pledged, including pledges through the end of June, this does not include the corporate matching. It would be good to wrap up by the end of the month. Two needs: A) we should notify the corporations to make the checks out to SRFACS PAF vs. SRFACS or the checks have to be held. B) we also need to support class reps in doing targeted outreach to families who have not yet contributed to family giving.
- D. CARNAVAL: Erica Mikesell (5 Mins): We have a caterer onboard who wants to anonymously donate the food, but they are a French company. We are working on a menu. There may be some nominal costs for labor, but the primary contact has agreed to take charge of all the catering. Erica and Kim went and checked out the new Ellington Hall space – there is a whole new space that enables to invite a lot more people. We worked with the owner of the space on opportunities to save money, and he helped us cut back some of the costs.

We are working to finalize pricing and then we are going to update the donor request letter to ask for donations and VIP donors. We have created a donor outreach list and we will want PAF members and school community member who have relationships at those companies to reach out. Melissa is thinking a La Vie en Rose theme for the poster.

VII. Discussion Items

- A. Field Trips: We need to get a full accounting of what field trips are taken and the associated costs for future planning.
- B. Fête de Village Fall Event: November 16th event we want to use the theme of stone soup at Bike Monkey's warehouse in railroad square. More of a community building event with some minimal fundraising elements, e.g. wine/beer ticket sales. We have a DJ identified and parent volunteers. We will meet with Carlos next week to make more specific plans. Need to issue a save the date for 5:30pm on Nov 16 – Kim to send content to Dana/Ben to announce it.
- C. PAF Member and Committee Recruitment: We have an opening on PAF to backfill Ronit. There are a couple of applicants to date. We are focusing on community outreach and fundraising as the key roles. Both candidates may have barriers for Monday meetings. We will do one more round of outreach to class reps, on La Plume, Circle, etc. We should target parents who have younger children who will be with the school.
- D. Amity Teaching Interns: See SAB report. It was difficult to find placement when we had two previously, if we have five that will be more challenging, we may even need to commit to renting a space. Kristina Coleman hosted last time and so she might be a good contact as a reference. These are young students. A couple of families had issues who hosted in the past, so we should learn from those experiences to provide guidelines and set expectations. Smoking was an issue for some host families in the past. They could rotate for 3-4 months per household if families don't want to commit to the full year. This does not have to just go to SRFACS families, it can go to the greater French community. Transportation is another issue, if we can source bikes for them that helps. Also, they need tax support.
- E. Staff Holiday Appreciation: We should not deliver alcohol to the school again, but need to think of something, but last year it came from a donation budget.
- F. STEAM: See Principal report.
- G. Auditorium Sound: It would be good to have more dependable, maybe a new microphone at minimum. The back to school night the mic seemed to just have battery issue, perhaps we move the PAF microphone and amp to the stage or use the necklace amplifier.
- H. AEFÉ and Teacher Training budget: We are exploring having PAF facilitate training reimbursement to avoid delays in district reimbursement and have a single accounting system. We would take the \$17,200 line item from the site budget to PAF, PAF paid about \$8K last year, and SAB covered about \$10K last year, we have about \$6K in the PAF budget currently, so we would have to reconcile taking on the additional expense. Have a corporate travel site set up to have PAF pay travel directly.
- I. Staff Cubbies: Classified staff has requested lockers for storing their personal belongings, perhaps a locking file cabinet would work as it would be movable. Need to do more research.

VIII. Action Items

- A. Fête de Village Budget: Request for \$1,000 for supplies for the event. Motion: Tracey, 2nd: Kim. Unanimously approved.
- B. AEFÉ and Teacher Training: PAF take the \$17,200 budget to PAF, approved pending potential need to swap \$10K expenses to SRFACS site budget based on final PAF budget approval in November. Currently we have \$9k that can be contributed now. Motion: Kim Petty, 2nd: Tracey. Unanimously Approved.

IX. Future Meetings: 11/4 @ 5:30pm in the SRFACS Library.

X. Meeting Adjourned