

**PAF MEETING Minutes 5:30 PM 9/9/19 | SRFACS Library**

Attendees: Megan Hernandez, Dana Van Blair, Tracey Klein, Kim Petty, Brianna Matel, Aude Paret, Erica Mikesell, Ben Wolf, Evelyn Andersen, Ronit Glickman, Sean Charter

- 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. Ketsia – Advocate for an additional kindergarten aide, there is only 1 for the 4 kindergarten classes. While we have some volunteers, but they may not continue. Another aide for Kinder would free the FSL teacher to support the other grades helping the entire school. Feedback: Requires budget, Najine is looking into student teach aides starting in January, if it does not work this year, we will get them next year. Ability to do this will depend on the family giving campaign.
  - B. Jackie – I have worked on the yearbook for 7 years. Recently I was made aware that others are taking over the yearbook, there should have been a meeting with me.
- IV. Consent Agenda and Approval of Minutes
  - A. AGENDA: Approval of Agenda for this General Meeting. Motion: Tracey, Second: Brianna, Unanimously Approved
  - B. MINUTES: Approval of Minutes from Last Meeting. Motion: Brianna, Second: Dana, Unanimously Approved.
- V. Board Reports
  - A. PRESIDENT’S REPORT: Megan Hernandez (5 minutes) – Back to school night was nice and well attended, it did not drive much uptick in family giving. I was thinking of doing a coffee talk once a month outside of school to answer questions. I would like to continue to emphasize community involvement and outreach, encouraging volunteering and encouraging all people to be part of our community.
  - B. TREASURER’S REPORT/Replacement (5 minutes) – Checking account \$81K, \$31K in savings, Currently, \$67K pledged in family giving, not including recent pledges. Sean Charter is a candidate for PAF treasurer, has 3 kids, has been helping in the morning with drop off, works at RCU in IT, has been on his church board, and has familiarity with Quicken and Quickbooks. Sean has been at the school for 4 years now with his oldest child and his youngest child is 1 year old, so his family will be here with the school about 17 years. He has prior experience managing Starbucks store budgets, etc. Tracey advocates for exploring steady bookkeeper to support. After a new treasurer is in the role we can validate

- the need for a bookkeeper. Motion to Approve Sean for Treasurer for 1-year term to complete Rachel's term: Ben, Second: Tracey, Unanimously Approved.
- C. PRINCIPAL'S REPORT: Evelyn Anderson (5 minutes) – Principal meeting happened this morning that included training principals for intruder lockdown. We explored communication channels in the case of emergency, email and loudspeaker don't work. We have walkie talkies, but they are too loud and not always on hand and the new clocks/bells/etc. system doesn't work without internet. So, we are looking into aps and other cellular enabled tools for emergency communications. We had a school safety inspection and he was impressed with our drop off system but recommend a gate and a higher fence on the corner. We had resources from SCOE come to look at bungalow B as a STEAM room – there are real possibilities there, but we need to get rid of stuff that is in that space and get a storage space for the items currently in that space. There is a STEAM showcase coming up, if we shape a steam club we could be part of that. I met with the French Consulate and they are super supportive because we are accredited and public, so they are planning to help bolster our French culture and back us on CBEST with the state. We have also had the French learner TOSA here and people interested in participating in that opportunity have become involved. We now have a social/emotional support services TOSA, since we lost our counselor funding from LCAB, and counselors are expensive resources. Given the number of SSTs and students needing support we requested a resource from the district and they created it as a support services TOSA, and then we will have a counselor 1/day per week for those cases that are referred by the support services TOSA. The new lead teachers are Mohammed and Ketsia and I am going to the AAFE in a couple of weeks and they will cover.
- D. SAB REPORT: Ben Wolf (5 minutes) – We are getting better at SAB minutes and agendas like PAF, and we will get those documents linked in the ap. We had a CBEST update and principal report – working on addressing the 4-teacher turnover in May and working with the district on our ability to quickly post, and we have questions from the district re: student/teacher ratio to identify when we can post backfill roles. After the next board meeting we should be able to post one of the roles. The state board did not put CBEST on the agenda for September, Evelyn and Stacey S are going to make public comment at the next state meeting to get the waiver on a future agenda. The district is backing us but not empowered to waive the CBEST. There is confusion with the district with the contracts written this summer for our new teachers on when they have to pass the 3 CBESTs tests, a few teachers are required to test by February. If the contract does not get changed, it will make it more difficult to recruit teachers in the future, it takes time to request the waiver and you don't want to come into that uncertainty. Our new teachers this year will apply for new jobs and leave and we will have rapid turnover if this issue is not addressed. Evelyn is working to move this to the right direction.
- E. ELAC: J Alys (5 mins) – The first meeting was last week, there is a new board, we hope to have a better year than last year as we are working to have kids pulled out earlier in the year to get support, last year they did not get pulled out until February. Ronit shared we may need a few more times for the younger grades. Last year after school tutoring was an option, but there is not budget from the school for that this year.

VI. Committee Reports

- A. TECHNOLOGY: Dana/B. Wolf (2 mins) – Dana needs teacher bios for the PAF website. Ben is now transferring some of the app push notifications to Angel in the office. We are getting a lot of requests to push things in the app, we want to make sure we are not pushing too much, as some parents are turning off push notifications, but most appreciate it. Dana needs the google address to link the PAF and school website calendars and we have a parent volunteer who is offering to help with the calendar. We still need to get Spanish and French translations on the website, Dana will get the software to enable the translation, Maria will do the Spanish and Ketsia will support the French, we previously approved \$250 each for translation support and \$500 for the software to enable it. We need to harvest the data from the donor link on the website to pull it into the app solution before shutting that down. Dana will upload past PAF agendas and minutes so that they are up to date.
- B. NUTRITION: We are waiting for the proposal from Polly to present to the district to try to start to drive a change. We need to push the chocolate milk out in the short term, a note to the district and a parent sending back. We need to communicate the need for volunteers, even for kids bringing lunches, especially the younger children. The classroom approach is going to start up again and Lenora is chairing it. We can communicate minimum of 2 and 4 preferred, we should be having art de table and communicate it through La Plume. Bri to have Jess work with Leora on language for La Plume. We still have an amazing garden and the Semaine de Gout is coming soon, even without the lunch program. We should still have parents invited to lunch even if they bring lunch because it is great to have them at the table with the kids.
- C. FAMILY GIVING: B Matel (5 mins) – We are around \$70K we had a very little bump on back to school night. Feedback that not all of the parent reps were able to explain the \$700. We need to communicate the incentives. We are comparable to this time last year, but we need to be ahead of last year. Need to provide the transparency into the giving numbers and the incentives. Start with a formal letter pushed to class reps.
- D. CARNIVAL: K Petty (5 Mins) – It will take place Feb 22. Event committee will want to hold international week the week leading up to Carnival. Looking to lower costs and raise revenues this year. Bringing in additional revenues through VIP tables, Games, Sponsorship – and looking for donors to reduce costs on auctioneers, space, DJs, food, etc. Send connections and resources to Kim/Erica.

VII. Discussion Items

- A. PAF Director Roles and Responsibilities (5 Mins) – Need to lay low with the district on everything except CBEST and Lunch this year. We could possibly switch out one of our teacher reps on PAF to get a community member, preferable French or someone who has connection to community resources. At the moment, we don't need to take action. Erica will be the Events lead going forward.
- B. Joyful bathroom project (5 mins) – we have two artists willing to put up inspirational art and quotes throughout the school with the purpose of uplifting joy and kindness throughout the school. Evelyn is going to look into having it approved...murals are easier to have approve

than bathroom stalls because they can be painted over and the district needs to know who is doing it and when. One of the SCOE STEAM projects is “building hope” – we can use a cricket vinyl cutter to make decals and make it a student involved project so that we can tie it to STEAM funding. SCOE has a Cricket machine we can use as long as parents involved. Projects are due in February. HOLD pending Evelyn/District approval.

- C. Makers Space (2 min) – SCOE assessed bungalow B to look at using it as a maker space for the STEAM program, teachers will be offered training with the mobile STEAM bus. The Maker space will need to be set up for ease of use and have teachers on board. Evelyn will work with teachers on curriculum and usage. If we increase enrollment, we may need that room for another class. We have lab tables in 5<sup>th</sup> or 6<sup>th</sup> grade that can be switched out for desks.
- D. Dine and Donate (2 min) – Last year dine and donate went to the Garden budget, about \$1,100 that we did not pay out yet. We can give it to the “Staff Recognition” budget this year to encourage participation.
- E. Events and Education Events (5 min) – push it to next month’s agenda.
- F. Field trips (2 mins) – Colma field trip ask came at the same time as family giving this year. We may have a little leftover field trip money that could go towards this. Last year the older students’ teachers used class bonuses for extra field trips. We should avoid the Colma/family giving conflict in the future, perhaps communicate about Colma to 3<sup>rd</sup> grade families in the spring so it is not a surprise. Consider earmarking fundraising channels for fieldtrips e.g. all merchant rewards go to fieldtrips. Revisit allocating all “Merchant Rewards” funds to fieldtrips.
- G. Yearbook (2 mins) – The yearbook needs to move the primary lead because the prior lead is a school employee, and this is a volunteer activity and so she could not take pictures and work on yearbook activities on work time. We have a new chair, Lauren B., interested in doing it, but now we need to get the usernames and passwords for the yearbook. If we can’t get the passwords from the prior lead, we can have the Lifetouch password reset.
- H. Green Committee (2 mins) – bowls and utensils from home are being encouraged, rather than PAF funding them, each parent can send one in for their child.
- I. Teacher Supplies Reimbursement: M. Hernandez – We initially gave \$500, but some teachers need to be reimbursed for overages because they bought over the summer before the teacher supply budget was reduced. We may have some more of these requests come through, and teachers should feel very comfortable coming to PAF to funds. Suggestion to teachers to follow the model that Clemence Spita used of creating an Amazon wish list (linked to the school merchant rewards) for classroom supplies that parents can support directly.
- J. Winter Shows – Teachers are planning to do in school winter shows again this year. Some funds from PAF money may be requested to support it.
- K. Teacher Training: Teachers have had to wait a long time previously to get reimbursed. We will aim to reimburse faster and also look at an online travel booking account that goes to PAF directly to avoid the need for teachers to carry the expenses.

#### VIII. Action Items

- A. 1<sup>st</sup> Grade French Audio Books: R. Glickman/C. Naro – Looking for online books for 3 first grade classes, we have no way to listen to books in French like RazKids provides in English. It is \$455.53 USD/year for a Canadian application. Will come from the “Classroom Supplies” budget. Motion: Brianna, Second: Ben, Unanimously Approved.
  - B. Carnival Budget: K. Petty – Target event budget of \$15K, down from ~\$20K previously. Motion: Ben, Second: Dana. Unanimously Approved.
  - C. Entertainment Budget for School Office: M. Hernandez – Should come from the “Principal Discretionary” budget.
  - D. Turn Lane Road Signs for Crosswalk: T. Klein – Police officer recommended a “No U turn” sign for the turn lane near the cross walk by Mario. Fund from “PAF Ad-Hoc” discretionary fund. Up to \$200. Motion: T. Klein, Second: Dana, Unanimously Approved.
  - E. CBEST Study Support \$500: T. Klein – Dedicate \$500 for test prep supplies and study support. From the “Teacher Development” budget. Materials are available in the library and most teachers already have study materials, so it may not be necessary. HOLD for next meeting
  - F. CBEST Testing Fees: Aude – request to increase test fee reimbursement from just 1 attempt to 2 attempts for the 2 new teachers who have a different contracts this year. They can break up the test and sit for math, English, etc. but have to pay to sit for the test each time and since those teachers have a different contract structure we should support them. Additional \$200 in expenses this year. Also, you have to show you are trying in order to get the waiver. From the “Teacher Development” budget. HOLD for next meeting
- IX. Future Meetings – 10/7 is the next meeting at 5:30pm in the library.
- X. Meeting Adjourned – Motion: Sean Charter, Second: Ben. Unanimously approved.