

SFPO General Meeting Minutes

Sept 15, 2020, 6:30pm - via Zoom

Presiding Officer: Denise Rose, Co-President

1. Call to Order, Welcome & Introductions

Call to order at 6:35 pm

In attendance: Elizabeth Hegarty, Steve Williams, Ed Navarro, Ann Gospe, Kelly Suacci, Anya Kayne, Anna Armstrong, Bess Allen, Emily Asencio, Julia Peng, Denise Rose, Rebecca Lattimore, Kim Walls, Nancy Blair, Lea Zumwalt, Emily Stockert, Kim Roper, Nancy Bade, Leslie Loopstra, Kerri Izen, Celeste Galvez, Todd Stockert, Jessica Albrecht, Marcy Martell, Fav Arcie,

2. Principal Navarro introduce new AP Victoria Nelson

3. Review and approve minutes from August Executive Board Meeting -

[Click here for minutes](#)

Executive Board held an emergency meeting in August to insure teachers had enough funds to purchase needed items to get the remote school year started. Historically, each teacher was awarded \$1,000 to start the school year. However, due to the extreme circumstances this year the Executive Board approved \$20,000.00 for all the teachers to share. We also approved online banking and a debit card for SFPO.

Ann Gospe moves that we approve minutes as written. Elizabeth Hegarty seconds- all approved. Ed Navarro notes how grateful the teachers and administrators are for the funds. They are very appreciative. SFPO notes the remaining funds from last year that weren't spent due to Covid were helpful.

4. Treasurer Report - Anna Armstrong

\$63,000 in checking account and \$22,00 in savings - see Treasurer's report document. No liabilities so far this year. As of 8/31 there are already \$3100 donated from Family Giving Campaign. Anna can't access the bank account online so there may be more funds that were deposited in the past two weeks.

5. Discussion of school year plans and needs - Principal Navarro

Teachers are getting second monitors that are being taken care of by the SRCS. There is a staff meeting next week which may result in an

additional ask, but at this point they aren't asking for any particular amount or item over the \$20,000 already allocated.

6. 2020/2021 SFPO Budget presentation, discussion and vote to approve. [Click here for proposed budget](#). Family Giving Campaign is harder to fund without on campus contact, but there are also a lot of activities that can't really occur so it's possible that less funds are needed. The budget is very fluid so this is just a starting point.

a. Discuss additional budgetary needs for teachers and staff to facilitate distance learning

Nancy Blair requests funds for a vocabulary study program called Membean that is roots based and differentiates for each kid. This could be used by both the 5th and 6th graders. This is something that the teachers would use whether in distance learning or face to face learning. Leslie Loopstra says parents have requested it during conferences. Denise suggests this is already covered by the \$20,000 that has been approved so we don't need to approve it. If they want to renew next year they should ask SFPO towards the end of Spring. Steven Williams suggests it should actually be part of the school budget since it is curriculum.

b. What will the Spring school term look like and what will we need funds for? 6th Grade camp? Field Trips? SRCS is presenting a recommendation to the board tomorrow that we stay in distance learning through the end of 2020. Steven Williams notes that 6th grade camp is canceled this year because Nature Bridge is not running camp. If we can get back in the Spring there may be some alternatives that he will explore if we get to that point.

7. Fundraising during a pandemic discussion - Ann Gospe

a. Family Giving Campaign - need ideas to spur donations

b. Will we have a Spring auction event in person?

Hidden Valley is having a virtual auction this weekend, they worked with Steele and Hops for food and drinks (premium ticket gets food and drink kit and also an art class for kids during auction

time) and are selling breakout rooms instead of tables. Maybe we can get more information about how this goes and model after this. Virtual auction? c. Other fundraisers: Amazon Smile, Dine and Donates, eCommunity Card, etc.

Bess suggested lawn signs, but they are too expensive so she suggested window clings identifying our students as SRACS students. This would cost \$113 for 100 window clings. We could maybe get these and distribute to those who contribute to Family Giving.

We need a motivated Dine and Donate coordinator, maybe the person who did it last year would be willing to help. The D&D figure needs to come down in the budget, it is currently too optimistic. It is hard for restaurants to commit to D&D.

The Family Giving Campaign figure is also too high. It is hard to tell what the numbers will be because we don't have access to the bank account. It looks like there is about another \$1,000 in the last two weeks according to Square. Benevity provides long-term contributions so they should be considered in the Family Giving Campaign total.

Bess suggests that we keep the budget low and less aggressive to be safe under the circumstances and the fact that we don't know what the future will hold. Nancy Lanz suggests we budget \$20,000 but note that this may be lower for 2020 exceptions. Steven Williams suggests that we decide on an amount that we are going to draw from reserves so we can be comfortable in budgeting. Continuing to lower the Family Campaign budget leaves the impression that we don't need the \$20K. Kelly mentions that the Family Giving flyer that went out on distribution day went to her son with his materials. Kelly suggests we reach out separately to parents in about a week or so explaining what the Family Giving Campaign pays for. Ann asks for help in making this jump out. Kelly thinks it may be timing, and now that families are kind of getting in their groove and it may be more successful.

Bess suggests an email that is ONLY about Family Giving Campaign. Ann says one went out that was just a push for Family Giving, but the timing may have been poor. Ed and Victoria can send it out via Parent Link for us. Branding on distribution day may also help making this tangible. Art supplies are supposed to arrive Thursday or Friday and the next distribution day may be Tuesday or Thursday of next week, but will be decided on at the staff meeting. The decision seems to be that we will leave the Family Giving Campaign at \$20,000 with the note that we can draw from our \$22,000 reserve funds if needed. Anna budgeted 50% of last year's party budget in the hopes that we can go back to school in 2021 and have a party or two. Hospitality budget is unclear - maybe for orientation/back-to-school night, etc. We will leave it in in case it can happen in 2021. Misc. is unclear, but she put 50% of last year's figure there. Ann points out that DNO insurance is missing, which is about \$450, and needs to be purchased. Website and domain are under the software category. Denise asks for Teachers overtime to Wednesday homework help. Steven Williams says he would not be comfortable if the 6th grade graduation fund was less than teacher appreciation so the graduation fund is increased to \$1,000, but we don't agree to reduce teacher appreciation. The classroom supplies figure has been allocated at \$2,000 each, but we know that this is actually different for each teacher depending on what portion of the \$20,000 allocation each spent. Anna will adjust accordingly, and note that this is due to extenuating circumstances in 2020 due to Covid, and that the normal amount allocated to teachers is \$1,000 per year.

Kelly Suacci moves to approve budget as amended, Ann Gospe seconds. All approved- budget passed.

8. Open Floor/New Ideas

Steven Williams is asking about Professional Development Funds for conferences. Ed Navarro says he is allocating some school money for PD that he will share at the staff.

Bess suggests planning for a May event instead of February like maybe a drive-in movie. Bess can help with planning for that. Please send Ann any other ideas.

9. Adjourn

7:59 pm