



FRANCIS SCOTT KEY ~ PTA GENERAL MEETING MINUTES

Invite + Include = Community



Date: SEP 16th, 2020 via ZOOM

Meeting Start Time: 6:05pm

Meeting End Time: 7:37pm

*****PTA Meeting Norms*****

1. *Keep equity at center*
2. *Be present and engaged*
3. *Be part of a solution; focus on processes/procedures, not people*
4. *Be respectful of differences*

*****VIRTUAL Meeting Norms*****

1. *Click on 'Raise Your Hand' option, to Speak/ Ask a question. We appreciate you waiting until after the speaker has wrapped up their section before you ask Questions. Thanks.*
2. *Emily H., our host, will Unmute you*
3. *Alternatively, you can use the CHAT feature and someone will answer your question. As always, please refrain from sidebar conversations/chats.*
4. *NOTE: This meeting will be recorded and shared to our FSK Email Lists.*

Present: Kai Guiland, Tina Paul Mulye, Pallavi Sheth, Emily LaTourrette, Emily Hittle, Adrienne Carroll, Carrie Byun, Moneeka Shah, Eliza Conroy, Jason Dare, Rachael Whang, Rosalind Ng, Salumeh Eslamieh, Carly Chillmon, Brendon O'Neill, Missy Keadle, Jiaon Mai, Holly Coombs, Dalyce Bubemyre, Carolyn Sideco, Nia Ross, Joanna, Steven Bonaccorso, Cindy Hong, Nicole Selcuk, Rocky Kopic, Mimi Kasner, Emily Garvie, Monique Pflager, Jennifer Hedayati, Frances Falvey, Anna Jaeger, Chrissy Lehn, Erika Van Harken, Molly Layshock, Catherine Reid, Katie Gaertner, Heather Meidinger, David, Tiffany Hoong

PTA Business:

1. PRESIDENT & EXEC VP (Kai & Moneeka) - Vote on Minutes from 8/26/2020 meeting
 - a. Motion to approve minutes by Moneeka Shah
 - b. Motion seconded by Adrienne Carroll
 - c. Vote passes to approve minutes: 28/33 votes in favor
 - d. Moment of Appreciation given to Emily L, Pallavi and Valeska for their behind the scenes work.
 - e. PTA Calendar of Upcoming Events
 - i. Grandparents Day Walk and Roll Extension- extended through Sunday 9/20- take a picture of you walking with or in honor of your grandparent or grandfriend, and send it to our Communication VP to be featured.
 - ii. Back 2 School Care Packages Fundraiser (shared in Fundraising update)
 - iii. Literacy Workshops: 9/17 and 9/24 @5-6pm. Details on myfsk.org
 - iv. Move-A-Thon- 10/12-10/18- Come walk/roll/dance.
 - v. Halloween Event (VIRTUAL)- more details to come
 - f. PTA [Committees](#) / [Volunteer](#) Sign-Ups
 - i. Request for increased support from the community. Please sign up for a committee or to volunteer.
 1. Distance Learning Committee
 2. School Renaming Effort Committee & Update
 - a. School Site Council progress and guidance

- b. Working to finalize Guidance Document
 - c. Following Board of Education guidelines and timelines
 - ii. The more volunteers we have, the more we can support each other and our students.
- g. Moneeka- Join the PTA as Outreach VP! If you know someone who may be interested, please nominate someone who you think may be a good fit for this position by emailing the PTA board.
 - i. This person will help organize virtual school tours, and virtual or in-person (when possible) parent/teacher social events.
- h. Connect with our [school](#) and [PTA](#)
 - i. Join our PTA
 - ii. Visit our websites: myfsk.org, Instagram, and Facebook pages
 - iii. Email the board at pta_board@fskey.org
- i. Please record your Volunteer Hours and submit them via Google form that is emailed out by our PTA Historian Carrie.
 - i. Anna Jaeger via chat: Volunteer hours impact the taxes we file.

2. FUNDRAISING (Emily L) -

- a. FSK Passport Successes
 - i. We raised \$400 with partnership with Beer Hall (thanks Jen and Drew!)
 - ii. More to come this fall, and throughout the whole year...stay tuned!
- b. Back 2 School Care Packages for Staff Fundraiser, Sept 16-27 (Tina)
 - i. Thank you to Katie Gaertner who curated items from local and small businesses to put together care packages for 91 staff and educators.
 - ii. Donate \$30 for a special care package for our wonderful educators and staff. \$30 is under the retail value of the items in the package.
 - iii. It is a way to support small businesses, show our educators and staff our appreciation, and also raise funds for our PTA.
 - iv. Consider chipping in with other families if \$30 is too much for your family. Payments can be made via Paypal or check made out to FSK PTA and mail it to the school address.
 - v. Please email Tina Paul Mulye with any questions.
- c. Fall Fundraiser Event--Move-a-Thon, October 12-18!
 - i. The planning has just started for a Move-a-Thon in early October, but we need help! Even a few hours of help can help us reach our Fundraising target of \$8,000 for this event. This event is our major fundraiser for fall!
 - ii. If people are interested in hosting a virtual movement activity, please contact the chairs. We plan to do this safely. There will be no large gatherings.
 - iii. Thank you to Jennifer Hedayati for her ideas for the event.
 - iv. Families can also participate in different activities and be encouraged to track their movement as they do it.
 - v. Email Emily L or our Move-a-Thon Chairs, Lisa Rockefeller and Katie Gaertner:
 - fundraisingvp@francisscottkeyschool.org
 - lisa.rockefeller@yahoo.com
 - katie.clair@gmail.com
- d. LogoWear (Adrienne)
 - i. Poll of new items including a stainless steel water bottle or a mask for the kids with the pegasus logo on it. Please fill out the google form poll (link placed in chat) to let us know if you prefer the water bottle or mask. Please choose one price. A link to vote will also be posted on social media.

- ii. Back to School sale will be ending this Sunday 9/20. 15% off anything, or 25% off a \$100 purchase.
 - iii. FSK Beanies will be for sale soon.
 - iv. We had great sales during our school supply pickup.
 - e. Fundraising this year (**All hands on deck!**)- BIG PICTURE
 - i. Fundraising Committee members needed.
 - 1. If you have ideas or questions, please sign up for the committee.
 - ii. Direct Donation campaign **starts Oct 1**--make your annual donation or set up recurring monthly donations [here](#).
 - iii. Encourage corporate matching to maximize donations!
 - iv. Participate in future FSK Passport partnerships this year.
- 3. PARLIAMENTARIAN (Kai) -
 - a. Our PTA needs to update our Bylaws to reflect recent changes.
 - b. The addition of our VP of Communication role is needed.
 - c. We need a motion to formally update our bylaws to reflect these changes.
 - i. Motion to formally update our bylaws by Anna Jaeger
 - ii. Motion seconded by Dalyce Bubemyre
- 4. MEMBERSHIP (Brendon) -
 - a. Membership Numbers - Totem site- We have 165 members signed up. This is 65% of our goal of 250 members. Last year we had 234 members.
 - b. Membership Renewal Reminder! Last year's members need to renew by the Sept. 30th Deadline.
 - c. Please consider an additional donation to our PTA when you sign up. Membership dues and donations to FSK PTA are tax deductible.
 - d. Tonight's Challenge: [Join](#) and Share
 - e. Contact Brendon (contact listed on slides) with any questions.
- 5. TREASURER (Rocky) -
 - a. General Budget Update
 - i. The budget now reflects all of the changes and additions that we voted on at our last general meeting.
 - ii. Income/Fundraising Target- \$124,800
 - iii. Raised to Date- \$11,399- With PTA memberships and donations coming in via TOTEM, those funds move in our PTA bank account monthly so this total may not include the most up to date value. There may be about another \$2,000 yet to be added from TOTEM.
 - iv. Expense Budget- \$126,590
 - v. Spent to Date- \$26,543
 - vi. Available Cash- \$46,798
 - vii. \$1,725 is now reflected as income on our revised budget, under FSK Passport.
 - viii. Shared updated reports
 - ix. Please contact Rocky via email for questions.

-Rocky expresses concern for ability for other parents being able to participate in PTA meetings given there are 34 people present today, 13 of whom are board members. Can we reconsider the time of the meeting to allow more parents to attend?

-Kai- It has been difficult to target a good time for people. We also are recording the event, so that those who can't attend can view the information. We can also have other events virtually for parents to ask board members questions in a smaller setting.

- 6. PRINCIPAL'S CORNER - Update from Mrs. Kasner

- a. School Site Council is going to meet tomorrow to finalize the information for the School Renaming Committee guidelines. As staff, we are going to dive into learning and understanding racial identities and anti-racism conversations. We want to encourage everyone in the learning journey together. We should finalize our guidelines by tomorrow.
- b. School site is closed to all until we know more. Please email Mrs. Kasner and Ms. Page if you have an emergency.
- c. Health Forms and Emergency Cards- We will be emailing all families next Monday to submit their health forms and emergency cards, which are required. All forms can be submitted via ParentVue.
- d. Distance Learning
 - i. Some families are asking about the standards. We are not teaching to the level of a typical school year. It is challenging for the teachers to give immediate feedback. This is part of the drawback from distance learning, but it also creates an opportunity for teachers to be creative and grow skills.
 - ii. Literacy workshops online: Write with your child 9/17 and 9/24, 5-6PM
 - iii. Tech workshops- Let Mrs. Kasner or Ms. Page know if there is something that you want to learn how to do to help enrich your child's learning experience.
 - iv. Latinx Heritage Month- visit our virtual I.D.E.A.S. Gallery Slides/Video
 - v. ParentVue and Room Parents are ways to stay updated and connected

7. Question & Answer Session

- a. Dalcyce- Thank you to Mrs. Kasner for your communications. What is happening with Art In Action? There is a studio series that has been changed for virtual learning.
 - i. Mrs. Kasner- The AiA committee is currently discussing this.
 - ii. Eliza- Maybe we can move forward to discuss more with our parent community about what our plans are for AiA.
 - 1. Mrs K- We can schedule a meeting to talk about logistics. If obtaining materials is the only barrier, maybe we can let families know how to prepare for the activities and supplement or revise the materials. Maybe the teacher can contact the tutor directly. SeeSaw or Google Classroom are secure environments and this may be hard to work around.
- b. Monique Pflager- Is it possible to open up the school email to tutors outside of school? For example, if I need to email work to the tutor, we currently cannot send it from my daughter's laptop to the tutor or to myself or her father.
 - i. Mrs. Kasner- I did not realize that students cannot use their accounts to email others. Perhaps students cannot email outside of SFUSD. Mrs. Kasner requests Monique to email Mrs. Kasner and Ms. Wong regarding this issue so that Mrs. Kasner may address the issue further.
 - ii. Tina- Shared a link for tech support/info from SFUSD in the chat box.
- c. Carolyn- I can't access SeeSaw from my own gmail.
 - i. Emily H- The teacher has to accept you in SeeSaw and then you can access it from your gmail.
- d. Molly- It would be helpful if parents could email our child's account. This is in order to send our child messages during the school/work day.
 - i. Kai- Can an email registered in ParentVue be used to communicate between children and teachers?
 - ii. Mrs. Kasner- Currently there is not a way to email from the student account to outside email accounts. We can find out how students can email parents or parents can email students. I do not know if there is any way to do this. I can check with our department of technology.

- e. Nicole- Could the district create SFUSD guardian accounts for families to use?
- f. Carly- When will an update about school reopening be given by the district?
 - i. Mrs. Kasner- Our district has not made any decisions yet because of the requirements. This information was sent out a few weeks ago via email. We will plan to email the FSK community again when further updates arise.
 - 1. Tina- Link to SFUSD hybrid learning update shared in chat box.
 - 2. Emily L- SFUSD Family Digest is being emailed out every once in a while.
- g. Emilie- Are there any shareable results from FSK's own family survey in July regarding family needs?
 - i. Mrs. Kasner- We shared these results over the summer. The overall results are not accurate anymore. We used the data to design this whole year's distance learning model. The most current data is from the recent wellness check. Four families expressed needs that need follow up. Several families who had minor needs have already been followed up with. Unsure if the data is updated at the state level.
- h. Nicole- I am considering an activity for Halloween via SeeSaw. Are all classes using SeeSaw?
 - 1. Mrs. Kasner- All students K-5 have access to SeeSaw. If you let the teachers know ahead of time, they can guide the students.
- i. Catherine- School Site Council elections are coming up. There are 2 positions opening up this year.
 - 1. We are figuring out a google form to vote this year.
 - 2. Meeting is tomorrow and we will finalize the process.
 - 3. Please look out for emails asking people to consider running for SSC.
 - 4. Each term is 2 years.
 - 5. Rocky- Is SSC like the school board?
 - a. Catherine- Yes, SSC is like a school board for our own school.
 - b. Mrs. Kasner- Each school has a governing board. They work with the principal to make decisions and implement the school budget for instruction or programming. Currently the SSC is working on guidance for our school renaming process.
 - c. State federal funded program- SSC decides how the budget is being allocated to support a program. It is like a check/balance to make sure the funding is going to the appropriate programs.
 - d. SSC that has federal/state funds, it determines how the budget is being allocated for each program. For schools who do not have federal/state funds, it is more of a general advisory role. SSC works as an advisor to the principal.
 - e. SSC is the governing board of the school, consisting of 5 staff (including the principal, certificated or classified staff), and 5 parents (1 ELAC parent), that works with Mrs. Kasner
 - f. If many people are interested in joining the SSC, the top voted member gets a seat, and the other 4 can be alternates. If a member is absent, the alternate can fill in for them.
 - g. There are some 1 year terms to help prevent complete turnover, but the terms currently are 2 years.
 - h. Email cagallagher1@gmail.com with questions
- j. Rocky- \$670 has been raised so far during this meeting towards the Back to School care packages.

STAY CONNECTED WITH OUR COMMUNITY

myfsk.org

<https://www.facebook.com/FSKschool/>

[instagram.com/fskpta_sf](https://www.instagram.com/fskpta_sf)