



**FRANCIS SCOTT KEY PTA VIRTUAL GENERAL MEETING MINUTES**  
**Invite + Include = Community**

**Date: November 19, 2020**

**Next General Meeting: January 21, 2020**

**Start Time: 6:06 PM**

**Approximate End Time: 8:01PM**

**Location: Virtual ZOOM Mtg**

**Present:** Pallavi Sheth, Kai Guiland, Moneeka Shah, Rosalind Ng, Bonnie Quinn, Mimi Kasner, Carrie Byun, Chanel Blackwell, Dalyce Bubemyre, Urvi Parikh, Jamie Rayman, Jennifer Hedayati, Emily Hittle, Chrissy Lehn, Megan Page, Brendo O'Neill, Jessica Kench, Adrienne Carroll, Kelly Heath, Evelyn H, Elaine Lai, Dandan Chen, Shirley Vergara, Wah Eng, Alvin Au, Brent McDonald, Carly Chillmon, Chell Mendiola, Erika Van Harken, Jason Dare, Rachael Whang, Joel Reber, Jun Lee, Karolina Branley, Kim Hutchison, Laura Yang, Long Tran, Michelle Vidal, Rocky Koplik, Shioko Anderson, Taylor White, John Blackwell, Andrea Swei, Vance Vredenburg, Lex Leifheit, Michelle Fliegaufl, Kasey Nejad, Jessica Wilcox, Jefferson Liu, Jae Park, Barrett Shaver, Caroline Parker, Catherine Reid, Emily LaTourrette, Lily Manzone, Megan Zhou, Annie Lee, Courtney Ryan, David Cronan, Eliza Conroy, Emily Garvie, Travis & Stacey Haft, James Reid, Jessie Turnbaugh, Juliet Rodriguez, Julie Robbins, Miles (last name unknown), Richard Chun, Robyn Stanley, Ryan (last name unknown), Samuli Kekki, Seto (full name unknown), Yuelin Zhou, Joanne Sucgang, Molly & Greg Layshock, Tessa Nicholas, Sabrina Thillard, Cassandra Munoz, Ben (last name unknown), Eric Dilulio, Eric Kuhn, Rory (last name unknown), Katie Gaertner, Adrienne Leader, Joyce (last name unknown), Mike Brophy

**President (Kai):**

1. Native American Territory Acknowledgement

**Executive VP (Moneeka)**

1. Thank you to everyone (PTA, Principals, Staff/Educators, Room Parents) who helped out with the Halloween activities this year. It was very successful.
2. Thank you to our SNCC for all of your efforts.

**President (Kai):**

1. Vote to Approve October 13th General Meeting Minutes
  - a. Motion to approve- Emily L
  - b. Second of motion- Tina
  - c. Motion approved unanimously
2. Key Speakers and Topics for PTA
  - a. School Name Change Committee Updates - Committee Chairs
    - i. There will be future discussions by the SNCC but we want to spend time giving updates today.
  - b. School Reopening Update - Ms. Kasner
  - c. We do want to hear from the community to make sure you are heard.
  - d. Our PTA members will be monitoring our chat

**School Name Change Committee (Bonnie, Chanel & Michelle V):**

- Bonnie- I have been part of FSK for 20 years. Both of my children are FSK alums
- Chanel- I am a parent of 1 former FSK student, and 1 current student. I have been at this school since 2011.

- Michelle V- I am a parent of a 4th grader and a 1st grader. I am a volunteer to this committee.
- Bonnie- You may have seen an email from our committee and completed a survey. In 2018, the SF Board of Education (BOE) established a group called the School Names Advisory Committee (SNAC). They have decided that 44 schools will be renamed and FSK is one of them. FSK wrote our national anthem, but he was a slave holder, and he used his wealth and power to uphold slavery.
- Chanel- Our goal is to bring up a name. Through my resources, the SF SNAC, that was set up by the BOE, have decided that they are going to change the name in January. Originally, we wanted to extend the process to March or April. However, the deadline has been set for 12/18. If we don't provide a name, SF SNAC will choose a name. As a community, we would like to choose the name, and through the first survey, we would like to pick out 8 names by 12/7. We will have a community meeting on 12/10 to discuss these selected 8 names. In Phase 2, a new survey will help whittle down the names to 3 choices, which are due by 12/14. The committee will select the top 3 names on 12/15. Once we have a name we are proud of, we can teach our children and have an event about why the name was changed. It would be sad if people who do not know us pick the name without our consent, so we would like for you guys to help us pick this name.
- Michelle- For some background, this was a board resolution passed in 2018, so the schools selected for name change, were selected by the BOE. This was not a decision that was given to FSK. The deadline of 12/18, and why you received an email from the SNCC of volunteers, sent by Jae Yoon Park yesterday, was because we are hoping for an extension of time, to engage our FSK community. We see this as an opportunity to think about the history of naming schools and why this figure was chosen given his history. Some of us agree or disagree with this process. We do not have a choice in this decision. Many of us are excited. In transformative justice and restorative process, which is a charge of SFUSD, when we think about when harm is done in communities, we think it in circle and in community. The way we are sitting together tonight, is the way that we can get to know each other and learn together. When harm is done, we can repair it in a way that feels good to the community. This is an opportunity we have to repair harm that has been done with the symbolic name of this figure. Our all volunteer SNCC, started meeting in the early fall in the evenings and on weekends. This is not taking from your children's reopening plans or what is occurring behind the scenes. December 10th is the first community meeting, not to discuss the names being submitted, but to give you (alumni, community members) a chance to be heard. We want to listen to you and hear from you. Ultimately the board will decide the final name. We will be adding in another possible weekend to give people a different schedule option. We are models for our children. I encourage you to think about how you want to show up for your children. Please read the emails.
- Chanel- We have done this before when we had to change our logo from dolphin to pegasus.
- Kai- The process has been in flight for some time. We can model these things for our children. Please take advantage of the upcoming community meetings. This is a safe space to share.
- Urvi via chat- When I first became aware of the process it seemed like a long process (more than a year). Can you talk about why the "deadline" is now 12/18?
  - Michelle- The principals of many schools have been pushing to extend the deadline, but the BOE has decided not to extend the deadline. We can still engage our community and build curriculum. The process will be accelerated. Many classrooms and teachers are already working on curriculum on the history of the naming and the history of Francis Scott Key.
- Mimi- Thank you to the SNCC teachers for giving an update on the process. The SF SNAC the district was formed in 2018 after the resolution of changing school name. It took a while for the committee to form and research the criteria to guide the schools. They just published which school will change names this semester. The resolution passed last week. Back in July, we introduced the concept. We were hoping to take the time to do this work, but unfortunately, the deadline came much faster than expected. The first deadline was 11/15, and many principals appealed the decision to have it changed to December, even though we recognize it is tight. It is an important thing for our community to be involved, especially our children, to understand why we are changing the name. Engage your children

when you fill out the survey. I am hoping the learning will continue and why we need to be engaged in conversations about racism.

- Committee co-chair emails shared in chat.
- Joel Reber via chat- No matter what, the learning about Mr. Key shall continue in our community.
- Greg Layshock via chat- Do you have name suggestions already?
  - Tina via chat- You may share your name change suggestions in the survey
- Sabrina via chat- Where can I find the list of names to choose?

#### **Principal (Mimi):**

- School Reopening Update / Communications from BoE, Mayor's Office, etc.
- We recognize that this process is frustrating to our community. We are very proud of our staff and our parent community. I do not have control of when we can reopen. The decision comes from the district, the superintendent, the BOE, and the state. Every time I get new information, I will share it with the community. Phase 1 is current distance learning.
- What we know at this point:
  - BOE's latest resolution (to be voted on 12/8)
  - Phase 2A Hybrid: K-5 M/S special day classes (2/8) >> K-1 grades (TBD)
    - Mod to severe children need to be in person to access the tools they need. We can secure a small space and easily manage this volume of children.
    - We recognize how hard it is for little ones doing distance learning.
    - FSK: Wave 2 school aiming to reopen for priority group 2/8/21.
  - FSK PTA Reopening Committee- will meet as needed in January. We are waiting until we have a plan.
  - SFUSD District Survey- The district is sending out a survey to parents tomorrow to get a sense of what parents are planning to do. Without this information, we cannot plan. The district needs to know how to staff the classrooms. We need to limit each classroom to 14 per classroom.

#### **PTA Business (Kai)-**

1. Calendar (posted on slides)
  - a. FSK Passports for Fall reviewed
    - i. Beer Hall- currently in process
  - b. Additional FSK Virtual Town Halls- 12/3 and 12/17. We may have more if we have increased attendance.
  - c. Virtual Community Events- planning possible Trivia Night, Winter Dance, etc.
  - d. This is the last PTA General meeting for 2020. The next meeting will be 1/21/2021.
2. Bylaw Changes for Parliamentarian
  - a. Approval of CAPTA
  - b. Waiting on CA to do a final vote

#### **Fundraising (Emily L) :**

1. General Fundraising Update
  - a. Direct Donation Drive
    - i. Giving Tuesday is Tuesday 12/1/20. This will be our final push for our annual fund/direct donation. We are around 1/3 of our fundraising goal. We have a higher goal this year.
  - b. FSK Passport Updates / Move-a-Thon Success
    - i. Thank you to Sabrina for partnering on behalf of Bask, Catherine on behalf of Blackbird Books, and Jen & Drew Hall on behalf of Beer Hall for our FSK Passport

1. 11/8-12/6- Blackbird Books- can buy a box of books online for \$40, and \$20 goes back to FSK.
  2. 11/17-11/21- The Beer Hall
  3. Nov-Dec- Bask SF will donate a percentage back of dining in or order pickup sales
  4. December (TBD)- Escape from New York
- ii. We raised \$14,000 for our Move-A-Thon. Thank you to Katie Gaertner, Lisa Rockefeller, Monique Pflager, Tina and Jennifer Hedayati, and our teachers for executing this with the trackers.
- c. Monique Pflager has an idea for a young entrepreneur event, in conjunction with the Maker Faire. We will present more at the January PTA meeting. It is a pairing of STEAM and Project Based Learning.

**Treasurer (Rocky):** Review monthly Treasurer's report (shared via slides)

1. General Budget Update
  - a. Incoming/Fundraising Target- \$124,800
    - i. Raised to Date- \$41,499
    - ii. Remaining to Raise- \$83,301
  - b. Expense Budget- \$126,590
    - i. Back To School Care Packages and Move-A-Thon exceeded income budget lines
  - c. Available cash- \$73,518
  - d. We have not touched the rainy day or discretionary fund dollars. We are doing fine in regards to liquidity.
  - e. We are hoping to see more direct donations and membership dues come in.
  - f. Our largest expense to date was for Environmental Education which was on budget.
  - g. We have filed our taxes on time. We are eligible to run a non-profit raffle, which is maybe planned for the Spring. We are receiving reimbursement receipts from teachers.

**Historian (Carrie):** Please submit your hours via the link that was emailed out. It is important to record any volunteering you have done for FSK.

**Membership (Brendon):**

- Membership Numbers, Goals and Drive Updates (shared via slides)
- You do not have to join the PTA in order for your voice to be heard. If you want to vote on our budget, and make decisions, please do become a member. We have 186 members currently.

**Logowear (Adrienne):**

- General Logowear Update - Beanies now for sale [online](#)
- I will be present on Sat 11/21 when you pick up your Beer Hall order.

**School Reopening (Mrs. Kasner):**

1. Image showing different groups that are part of 2A shared via slide presentation
2. Image showing different groups that are part of 2B shared via slide presentation
3. FSK is in Phase 2a, Wave 2; Reopening date is 2/8/20 for PK, M/S SDC.
4. Wave 2 TK, K, 1st graders reopening date is TBD and will be a hybrid schedule
5. Due to COVID numbers changing constantly, we have to be able to adapt and be flexible. How we bring students back will be discussed as updates come. We don't know the details of the schedule. We do not know how many staff and students will want to come back. Please fill out the survey so we can collect information.

## **General Q&A:**

-Monique Pflager via chat: Did anyone ask how the teachers feel about this? How can we help the teachers and staff feel safe? How do teachers watch their kids if their children aren't back in class yet? How can we help?

Mrs. Kasner: We are going to do a teacher survey as well. We have to know all of the specifics. We do need to take into consideration the teacher's health.

-Via chat (unknown member): Should we realistically plan to have kids home for the remainder of the school year?

-Mrs. Kasner: I am hoping the children come back, if the city feels safe to have the kids return. We do not have open spaces. Our classroom is maxed out. We need to work it out with the district. We need to make sure we meet the safety protocol and accommodate all of the students. I don't know at this point.

-Mrs. Kasner in response to Monique via chat: There are teachers at our school who have kids. That is definitely something we have to take into consideration; if teachers are coming back, but if their own children are not coming back.

-Emily G via chat: Where is FSK in facility inspection?

-Ms. Page- Because we are a waive 2 school, our school is considered ready for opening. There is a dashboard with 9 indicators. Once all of those are at 100%, then that is when the district will deem FSK safe for children to return.

-Mrs. Kasner- Our school has been cleared in terms of ventilation. Someone came to the classrooms to check our furniture and see how it will be possible to space students out to create 6 feet apart distance. I asked for spreadsheets to be shared with us. We can take on some tasks on our own.

-Brent via chat: If I understand the slides correctly, it sounds like the earliest K or 1st grade students would be back at FSK would be the end of February. Is that correct?

-Ms. Page: You are understanding the slides correctly. The first students entering the building on 2/8/21, would be K-5 mod/severe students. After that, we would bring in our K and 1st grade students. We can presume that K-2 children may come back a couple of weeks after 2/8/20. This is all dependent on science and dashboard indicators being met.

- Monique via chat: Did anyone mention the SFUSD survey from October? I heard 90%+ teachers do not want to return .

-Mrs. Kasner- I am hoping that December 8th, when the board reviews the superintendent's plan, we can have that date. For now, that date is TBD. There is another question from the survey back in October.

-Ms. Page- She may be referring to the UESF survey for our school site. I do think we do have >90% of teachers who are willing to come back to school.

-Urvi & Jamie via chat: Can you clarify the statement from SFUSD that "every effort will be made to assign in person learning to the school in which they are enrolled" Is there any possibility that if we choose to return in person that our student could be assigned to a different site location or different teacher?

-Ms. Page: As admin, Mimi and I do not know how much control we will have over that. Once the district sends out the survey to figure out which families want to come back, we will be given that data to work out which families will come to FSK. We do not know and will need to wait for survey data before we know more.

-Mrs. Kasner: From site to site, the community is different. The teacher/student ratio may not match. The district is open to the idea of having students from another school to attend in person. If we do not have

enough teachers, another teacher may come to our school site. We hope our students can continue to learn from their own teachers.

-Mrs. Kasner- There is a question about when teachers can get vaccinated. We do not have any information about priority. The DPH may make it a priority, and I am hoping that the district may advocate for that since we will be working with a condensed community.

-Sabria via chat: Has the district considered outdoor classrooms? Even a 2-3 hour window? Risk is much less being outside.

-Ms. Page: There is no guarantee for an outdoor classroom. Once we get the numbers for how many families want to return, we are not limiting ourselves in what that can look like. We have a great Garden Committee and teacher and we can be creative in what we want to do.

-Tina- Ms. Page, did you already address the question about whether vaccine priority to teachers?

-Ms. Page- There was something that the district signed regarding testing so that teachers and maybe students can get tested.

-Monique via chat: I saw that the facilities team was at the TK site on Noriega on Monday .

-Tina- They are part of Wave 1 so it makes sense that they would be assessed earlier than Wave 2 schools.

-Mrs. Kasner- Last week, facilities were there in the classroom, going through the ventilation, windows, lighting, etc. He reports his findings back to the facilities department.

-Ms. Page- In full transparency, Wave 1 schools are letting mod/severe back and then a couple weeks later, TK-1. Then Wave 2 (us) start this staggered schedule. The district will be questioning what is working and what is not. Then they can implement what they have learned.

-Kai: There is a question (via chat) about after care if we go to a hybrid model

-Mimi: We are working with ASLP closely and they will be part of the planning. I do not know to what extent they can provide care. I am thinking of tapping into this human resource that we currently don't have. If we have to create additional classes due to reduced class size from 22 to 14, we will have to have teaching staff. I will involve parents, PTA, and staff to figure out things for our school site and how we will accommodate our students who want to come back.

- Urvi and Jamie via chat: I feel the teachers have really optimized and done an amazing job teaching on Zoom. Any thoughts on how teachers would teach if some students were in person and others were on Zoom at the same time?

-Mrs. Kasner: We will have to look at the staffing situation that allows one teacher to focus on distance learning and one on in person learning. We have talked about potentially live streaming some of the lessons and provide in person support in a different way.

-Emily G via chat: Are there things parents can do to help FSK prepare outdoor spaces for outdoor classrooms (fundraise for shade structures etc)?

-Tina: We would love to have a Volunteer group on a School Reopening Committee to support our staff. If you'd like to help, email me at [communication@fskey.org](mailto:communication@fskey.org)

-Ms. Page: We have been reaching out to other principals, to get a sense of what other districts have done. We have reached out to the assistant superintendent of schools in New York. Mimi and I have been working very hard to get as much information as we can, so that we can make good decisions for our community. We are looking for input from our community. Decisions will be communicated and collaborated.

-Long via chat: How do we encourage our students to wash their hands when the faucets in the restrooms only turn on for about five to ten seconds by pressing on the top portion of the faucets?

-Mrs. Kasner: Our school has been outfitted with hand sanitizer dispensers. The teachers will also do a good job to make sure students follow the protocol. I am looking into the options for barriers to use without interfering with learning. What materials can we set up as individual kits? We may have to invest money in these kits. I am hoping that whatever your child has at home, they can keep it there. If older kids don't come back to school, what will they need? I will work with teachers to figure out what else we need. The PTA has been raising money. If I need to tap into this budget, I will ask. We are still in the planning stage. I am talking to vendors, and finding out what we can customize and tailor to each grade level, each classroom.

-Jessica via chat: Where does the teacher's union stand with this?

-Ms. Page: One of the 9 indicators on the dashboard with the teachers union, is the expectation that the teachers have an MOU. The dashboard shows this portion as 33% completed. The district, UESF, and UASF are currently in negotiations. The expectation is those are completed prior to students returning to school. These logistics will take time.

-Molly and Greg: Will the in-person classrooms be connected to the remote students?

-Mrs. Kasner: The families can choose whether to send their student back. We will continue to figure out the system that can support students at home. Maybe we will do live streaming, but there may be zoom small group with remote students while in person students are working

-Andrea via chat: Has the recent increase in cases in SF changed the reopening timeline?

-Ms. Page: Much of this planning occurred when we were in the yellow phase of COVID. They are still going with the 1/25 and 2/8 dates. We can assume that changes in these dates may happen when. There is no change in the timeline currently.

-Kai- Thank you Mrs. Kasner and Ms. Page. There are a lot of moving parts. Our school staff is trying to share as much as possible, but this is subject to change at any moment.

-Monique via chat: Are there any non-profits providing these safety materials? Or is the City at least helping?

-Mrs. Kasner: The district is getting support from the city. Learning activities and instructional material design and setup is up to our own school site. I am exploring what supplies to buy, but once we get into January, we will reach out if we need connections for what we need.

-Carly: Whenever schools reopen, what plans are being made to address the learning slide ( academic and socio-emotional) due to the pandemic and distance learning?

-Mrs. Kasner: We want to get a hold of every single family because we recognize that there are a lot of social emotional needs.

-Ms. Page: We are here to support you. For Carly's question, once we are back, we will communicate with our teachers to ensure that we have a plan in place.

-Mrs. Kasner: If there is any time you need help, we are here. We do not always have a solution, but we know you are not alone. Students will pick up where they left off. They are all on the same page. Do what you can to bond and engage with your child.

-Long: Does the district have any plan to upgrade those faucets because I read somewhere that actual hand washing is much better than just using hand sanitizer?

-Mrs. Kasner: Hand washing is better than hand sanitizer, but when kids are waiting in a long line, the hand sanitizer by the door is convenient. In the classroom, we do have a sink. We have a soap dispenser, no touch, no contact. If people get sick, what will happen? We cannot protect everyone, because we cannot keep everyone in school. Children are thankfully the least likely to spread the virus. Adults can still be sick. We may

struggle to find teachers, but we will figure it out! In the past, we have sent kids to other teachers, but now we cannot do that.

-Mrs. Kasner: The teacher's union is in negotiations with the district.

-Eric D: Can anyone please speak to what will happen if we go back and there is an exposure in a classroom? Kids and teacher go into quarantine, priority testing, etc. - some kind of combination?

-Ms. Page: We will think about how to combine in person vs. distance learning. This can cause stress on parents if the kids have to stay home and parents have to work. We are hoping the district will provide guidance after speaking to the unions. This is a concern and is on the list of things to discuss.

-Mrs. Kasner: The district has signed a contract to do regular testing. This will be proactive. We do have a standard of practice protocol to screen children before they enter the school. We now have to raise our standards. If your child is not feeling well, keep them home. There will be a lot of preventative measures.

-Monique: Is there any discussion about physical education/extra exercise? My kids are not moving like they used to.

-Ms. Page: It is harder to get moving. Teachers have made a very conscious effort to incorporate movement with Go Noodle. There has not been discussion about extra movement, but teachers are trying to incorporate breaks that are age appropriate.

-Mrs. Kasner; In the past, we have had brain breaks, which is a minute or two. Have the children go outdoors if possible.

-Monique: I am wondering if PE will be incorporated into our hybrid return, especially if we have a shortened day.

-Ms. Lai: There are also natural times the kids move around the classroom (coming to rug, getting something from the closet , moving into small groups).

-Eric K: Do you know what the exact test is that will be used (rapid, PCR, etc.)

-Ms. Page and Mrs. Kasner: We are not sure. We will share with you when we find out.

-Emily G: I want to share that there are efforts underway with D4 Supervisor and nonprofits to try to expand small group childcare options in Sunset. I'm hoping care becomes more equitable and available for fams that need it.

-Mrs. Kasner: Please join our office hours if you need private time to chat or email us.