



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

Date: May 20th, 2021

Next General Meeting: Aug "TBD" 2021

Start Time: 6:30 PM

End Time: 8:30 PM

Location: Virtual ZOOM Mtg

Present: Emily LaTourrette, Dalyce Bubemyre, Moneeka Shah, Kai Guiland, Adrienne Carroll, Tina Paul Mulye, Tessa Nicholas, Valeska Grandos-Dickopp, Mimi Kasner, Laura Cappello, Carrie Byun, Brendon O'Neill, Rob & Erika Van Harken, Rocky Koplik, Rachelle Sy, Chanelle Blackwell, Katie Gaertner, Holly Coombs, Evelyn Ryan, Courtney Ryan, Carly Chillmon, Courtney Ryan, Ashley Uyeda, Annie Lee, Rachael Whang, Laura Yang, Urvi Parikh, Jamie Rayman, Jessie Turnbaugh, Emily Hittle, Shelby (no last name), Rosalind Ng, Stacey and Travis Haft, Catherine Reid, Molly Layshock, Winnie Glennon, Elaine Lai

President (Kai):

1. Native American Territory Acknowledgement
2. Vote to Approve April 20, 2021 General Meeting Minutes
 - a. Motion to approve minutes by Moneeka Shah
 - b. Motion seconded by Adrienne Carroll
 - c. Minutes approved unanimously
3. Moneeka/Kai- Gratitude to teachers/staff, room parents and all volunteers, Lilly, Emily, and Tina for organizing our season of gratitude, all of those PTA members who have attended our PTA meetings, and students/families for supporting our community and keeping it strong!
4. Moneeka- Calendar Review
 - a. 5th G Promotion- virtual 5/26
 - b. Kinder Promotion- virtual 5/28
 - c. Memorial Day 5/31
 - d. Virtual Incoming Family Zoom 6/1 at 6:30
 - e. First Day of School- 8/16/21
 - f. Image of SFUSD 2021-2022 calendar shared via slides
5. Key Speakers and Topics for PTA
 - a. **PTA Board Appointed Roles** - Kai
 - i. Last month, we appointed new board members. We also need a team of volunteers for:
 1. Stop, Drop and Go Safety Coordinator or Co-Coordinators for Morning Drop-offs
 2. Volunteer Coordinator-
 3. Science Sack Chair or Co-Chairs
 - ii. Please email Kai before June 30th if interested at president@fskey.org
 - iii. Dalyce- Being a coordinator does not mean you have to physically be present at all events. Thank you to all volunteers for the last few weeks during stop, drop, and go!

Treasurer (Rocky):

1. General Budget Update // Straw Budget 2021-2022 Proposal and VOTE!
 - a. Reimbursement requests should be submitted by 5/30.
 - b. Income/Fundraising Target \$124,800
 - c. Raised to Date \$118,844
 - d. Remaining to Raise \$5956
 - e. Expense Budget \$126,590

- f. Spent to Date \$112,131- major expenses have occurred so far. Some classroom supplies, auction expenses, and teacher reimbursements will be still to come.
 - g. Remaining to Spend \$14,459
 - h. Available Cash \$68,779
 - i. 5th grade account has gone down for expenses towards grad gifts (locks) and graduation logo wear.
 - ii. Waiting for late year reimbursement requests.
 - i. Report shared via slides and emailed out to members prior to meeting.
 - j. Checks written shared via slides.
2. FSK PTA Proposed 2021-22 Budget
- a. During the pandemic, given the realities of distance learning, we revised our fiscal year 2020-2021 budget, removing expense items related to community events and in-person school.
 - b. With anticipated return to more normal conditions for the 21-22 school year, we want to once again fund community gatherings, enrichment activities, and school events. This will return us to an expense side budget of closer to \$150K.
 - c. As a board, we thought about what more we could do. With community feedback from surveys in 2019 and 2020, expressing desire to see more focus on social emotional learning and recess programming.
 - i. We are recommending comprehensive support of recess programming:
 - 1. 3 recess support staff- \$18K, previously budgeted expenses
 - 2. Playworks consulting- \$11K, new expense. Consultants come to work with staff to figure out how to best support students/staff during recess.
 - 3. Improvements to Physical Space- \$2K, new expense. This would cover a change/purchasing of equipment.
 - d. We want to leverage our strong financial position to commit to doing more on the expense side, while also trying to raise more through fundraising. The new fundraising goal will increase from \$124K to \$150K
 - e. We will enter the 2021-2022 fiscal year with a significant cash reserve, not including rainy day fund, principal's discretionary fund, or the Lockheed Martin stock. Having this available cash pushes us to think about how to spend it in ways that support the students, staff, and school community.
 - f. Proposed Budget 2021-2022 shared via slides
 - i. New or revitalized items from year's past budget include recess support staff, Playworks, redesign of playground, Parent Square communication
 - ii. Holly- Playworks is great and is at her own school. At her own school, recess support staff are trained to handle situations in that moment, and Playworks will consult separately. Is it possible to get a Playworks staff person vs just consulting?
 - 1. Kai- Our goal is to have BACR ASLP staff in contact with the Playworks consultants so they can continue their built relationships with the children they already know through ASLP.
 - 2. Rocky- The most elaborate plan for Playworks where the staff person is on site all day and a less expensive program where they are on site once a month. Our proposed program would be for early October hopefully, for being on site for 4 days, observing, talking to staff, training, providing feedback, and involving students.
 - iii. Dalyce- I want to back Playworks as it has been something that the board has been discussing for the last few years. The teachers have taken time to map out things.
 - iv. Kai- This is the straw budget that sets up to spend effectively in the summer and then do a formal Fall budget approval. We are in a position to see how we can do more, because we do have some cushioning. We have collaborated more with others to see what we can focus on more, as well as the SSC group to support students and staff. If we get

feedback before the fall, we would have approval from the PTA members to move forward with changes. Encourages questions by members.

- v. Tina- There is a communication tool called Parent Square that helps streamline communication. This app integrates graphics, involves a home page, and helps involve our students, staff, and families. One of our goals is to encourage families to read our emails, staff emails, and other website/social media communications. Parent Square would integrate all of those interactions.
 1. Emily LaTourrette- Used at her school where she works and she has used it to communicate with parents.
 2. Tina- Emily Hittle and Tina would work on on-boarding with the app during the summer if approved. The app would alert you if you received a newsletter, staff email, student sharing, etc.
 3. Emily H- The tool would even help with signups for volunteering, teacher/parent conferences, etc.
- vi. Rocky- Call to specify some of the line items because some current line items do not have clear definitions.
- vii. Chanel- Since young kids will not be vaccinated, will we have a budget for PPE?
 1. Kai- That may fall under Mrs. Kasner's budget. If the school staff feels that we need more, we can accommodate that.
 2. Mrs. Kasner- SFUSD should supply that, but I always prepare for extra supplies. If there is a need, I will ask the PTA for the money.
 3. Rocky- We also have \$15,000 for emergency supplies which we can draw from.
 - a. Mrs. Kasner- We have just received 800 fabric masks worth \$27,000.
- g. Vote on 2021-2022 Straw Budget Proposa
 - i. Motion to approve by Emily LaTourrette
 - ii. Motion seconded by Tina Paul Mulye
 - iii. Vote nearly unanimously passed

Fundraising (Emily L) :

1. General Fundraising Update- Annual Goal \$124,800
 - a. We need ~\$6,000 more to reach our goal!
 - b. Season of Appreciation- Donations during our "Season of Appreciation" at FSK have brought in \$6,000!
 - c. Donation Matching makes a big difference
 - d. FSK Passport- June 11-13 at Franco's Latin Table
 - e. Logo Wear sales by Adrienne (see below)
 - f. Timeline for 2021-2022 fundraising events shared via slides- some events TBD due to COVID

Logowear (Adrienne):

- General Logowear Update - Beanies, masks, and more for sale [online](#)
 - 12 adult mask orders last week. If we deplete our stock, we can order more and get closer to our goal of \$6000 raised.

Historian (Carrie):

1. Log your volunteer hours
2. Thank you to all volunteers ~3,000 hours logged
3. Meet up or contact Carrie for a small gift

Membership (Brendon):

1. Membership Numbers, Goals and Drive Updates
 - a. 200/250 member goals signed up!

- b. Tell a friend to pre-register
- c. Tristen Chang will be our new Membership VP

Principal (Mimi):

1. School Year End Updates
 - a. [M&M Virtual Office](#) - Wednesdays 12:00 - 1pm and Fridays from 1:00 - 2pm
2. Thank you to all volunteers for drop-off and pick-up. Please keep students safe at all times.
3. Welcome Incoming Families- June 1st, Virtual Meet and Greet (link shared with families)
4. 5th Grade & Kinder Promotion, virtual
 - a. Zoom links will be shared with K and 5G families on 5/25
 - b. 5th graders will drop off items and pickup a gift on 5/26
5. School Start time for 2021-2022
 - a. Based on requests from families and staff, as well as the challenges we have with school starting time, principals were asked to indicate our preferences from the 3 options: 7:50, 8:40, or 9:30
 - b. I offered my justifications for 8:40
 - c. Factors in deciding start times
 - i. SFUSD bus/transportation routes/costs. SPED students have to leave their houses at 7am to get on the school bus and arrive at FSK by 7:50am. Our staff offers breakfast/naptime for these early risers.
 - ii. Lunch service time
 - iii. Extremely long day for students. Our after school is one of the largest and longest in the city.
 - iv. Lack of teacher workspace in the afternoon to prep students due to after school in session. With a later start time, teachers will have extra time to meet and collaborate in the morning.
 - v. Large number of tardies due to early schedule. This affects student learning.
 - vi. ASLP consulted about early care and it will be a possibility. If we need that, we will work out the details.
 - d. SFUSD is making the final decision, we hope to know by June
 - e. Jessie via chat- Will there be an additional/separate fee for early care if the time changes? And/or would the price of aftercare change?
 - i. Mrs. Kasner- There may be a cost. If we have to hire someone to accommodate the families, there will be a cost, but it would be affordable.
 - ii. Kai- Since we do have a rainy day fund, we can consider using PTA funds to help subsidize any extra or unaffordable costs for families in need of assistance.
 - iii. Mrs. Kasner- We still have a grant subsidizing after care for our families. If there is a need, I will reach out to the PTA, but I don't anticipate any need.
 - iv. Kai- Once we know the decision by next week, we can figure out an option.
 - v. Mrs. Kasner- We will always try to meet everyone's needs.
6. Tessa/Urvi/Jamie via chat- Can you please speak to the plan and context to promote the classes as a whole?
 - a. Mrs. Kasner- Today at SSC, one teacher said these students never had a chance to develop new friendships/relationships. They were not as upset to not be able to play with their current friends. We realized that these kids have had only 6 weeks together. From a teacher's perspective, we look at their academic scores, personalities, and needs, but this year, we didn't see the need for that. This has been decided for K-2, 4-5G. 3rd graders will have to be broken apart to be split from 4 to 3 classrooms.
 - i. This year, you may find out your child's teacher early. We feel we are doing this fairly. Our teachers are excellent teachers.

- ii. Tessa- What will the plan for recess be?
 1. Mrs. Kasner- We are hoping to keep the same schedule. A lot of the system has been working. We will continue some of the processes that have worked well. Students will have a chance to mingle with their friends hopefully during lunch.
 2. Tessa- Will after school be keeping the kids together from their cohort?
 - a. Mrs. Kasner- We currently cannot mix cohorts.