



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

**Date: NOV 16th, 2021**

**Next General Meeting: JAN 25th, 2022**

**Present:** Kai Guiland, Pallavi Sheth, Emily Hittle, Dalyce Bubemyre, Lightning Wang, Allison Pagatpatan, Ashley Uyeda, Brendon O'Neill, Elizabeth Trocker, Katie Gaertner, Kelly Heath, Molly Layshock, Tina Paul Mulye, Ling Tian, Tristen Chang, Mimi Kasner, Angie Basilio, John Blackwell, Stacey and Travis Haft, Valeska Granados-Dickopp, Chanel Blackwell, Cynthia Chiu, Holly Coombs, Allison Au

**Start Time: 6:33 PM**

**Approximate End Time: 8 PM**

**Location: Virtual ZOOM Mtg**

**1. President (Kai):**

- a. Native American Territory Acknowledgement
- b. Vote to Approve OCT. 21st, 2021 General Meeting Minutes
  - i. Motion to approve minutes by Tina Paul Mulye
  - ii. Motion seconded by Molly Layshock
  - iii. Vote on motion to approve unanimously
- c. Key Speakers and Topics for meeting
  - i. Gratitude
    - a. Thank you to Principals, Teachers, and Staff for a great 13 weeks back on-site at FSK and Halloween
    - b. Shari and Adrienne for co-chairing our Halloween celebration
    - c. Ashley and Carly for a great Garden workday
    - d. Tristen and Emily for organizing a fun 2G-5G playdate
    - e. All volunteers
    - f. Calendar Review - Kai
      - i. Dates for November and December shared via slide. All dates to be added to myfsk.org calendar
      - ii. Upcoming PTA/School Events & Volunteer Opportunities reviewed
      - iii. Next general meeting will be in January
    - g. Volunteers- Dalyce
      - i. Need more volunteers for SDG, AiA, Lunar New Year raffle, Spring Dance chair, Outdoor table set up, SS

**2. Principal (Mrs. Kasner / Ms. Page):**

- a. Gratitude shared for our FSK community/family
- a. Reminders
  - i. When a child is sick, testing result must be emailed to Ms. Betty and classroom teacher- we have created a system to do internal tracking with families
  - ii. Student vaccine record tracking- working on a plan. If children are fully vaccinated, they will not need to quarantine if they are a close contact for COVID. There has not yet been communication from the district regarding a plan, so FSK may develop its own plan.
  - iii. Vacation- Reminder for families to be safe. There is a funding loss when a child has an unexcused absence for vacation. We have been encouraging students to do independent study if a child is absent.
    1. Dalyce- How much is it per student per day that they miss?
      - a. Mrs. Kasner- Does not know. Some days, the district loses up to

- \$100,000.
- b. Tina- Believes it varies by grade level.
- 2. Emily H- If my child is sick, but I know it's not COVID, do I have to submit a test result?
  - a. Mrs. Kasner- If a child is sick, it is excused regardless of if it's COVID. If a parent has to travel for a job, this can be excused as well. For any COVID symptoms, a test must be done. School kits must be returned the same day. On Santiago and 43rd you can drop off a test kit from Color that you can pick up at FSK. The turnaround time is about 24 hours.
- 3. Mrs. Kasner- Please stay safe when traveling.
- 4. Safety- around the school- If you see that parents are not following the safety protocol, please give them a gentle reminder about safety.
  - a. Communication with crossing guards is important
- 5. Inclusive Schools Week- 12/6-12/10 - We will be working with the staff to teach the students about this week. The special ed teams up to offer learning opportunities and dialogue with the students. We talk about inclusive school regarding to race, gender, equity, learning abilities/styles and socioeconomic factors.
- 6. The end of year will have fun activities for the classroom. We decided to move our Winter dance to the spring.
- 7. Ashley- How is Playworks process going? Her kids enjoyed their campus visit.
  - a. Kai- There is a feedback loop. Ms. Page is talking to the individual who visited and the off site manager. There will be a follow up conversation. Two takeaways were that we may have a junior coach and zoning of activities. There will be more feedback coming after a meeting about the data we have collected, and putting together a proposal.
  - b. Mrs. Kasner- We received a report today but we need more information from Playworks to follow up. We have been doing zoning and purchased more yard equipment to help us organize the balls. The kids had a good chance to learn what they prefer. The older children worked well with the little ones.
  - c. Ashley- The shed may not be locked over the weekend which may explain loss of some equipment.

#### **4. Fundraising (Ling):**

- a. Fundraising for 2021-2022 School Year - up to \$58,800 raised!
  - i. End of Nov/Dec- Direct Corporate matching donations (info shared in chat). First communication will be sent out this Thursday. Some parents have shared that their employer will donate 1-4x match.
  - ii. Blackbird SF bookstore Passport- will donate almost half of proceeds to FSK. A great fundraiser for those looking for holiday gifts!
  - iii. January- Skate Night (5G team to discuss)
  - iv. Lunar New Year Raffle- need a chair/team
  - v. Spring auction/gala
- b. Other ways to support FSK shared via slide

#### **5. 5th Grade Skate Night- Committee (Chanel and Molly)**

- a. Fundraiser for 5th graders (sweatshirts/graduation)
- b. Yerba Buena ice skating rink waived deposit
- c. January 15th, 2022- 5-7pm, indoors
- d. Safety guidelines (masks, vaccinated patrons)
- e. Molly to check in with Bonnie to ask if food can be set up outside
- f. Molly inquires how to best sell tickets
  - i. Kai- Will follow up with Molly about ticket sales after meeting/offline
  - ii. Tina- Answers Molly's previous question that yes, online ticket sales can be facilitated. We used to do \$17/ticket or \$60 for a family (4 ticket pack). For the first week of December, plan to share a flyer and advertise ticket sales. Recommends contacting Rocky, Ling, Anna Jaeger, Tina, and Kai to get consensus on ticket sales/flyer sharing. Tina can help update older flyers if needed.

- Suggests possible poll of 5G families for food?
- iii. Chanel- The minimum is 200.
  - 1. Kai- The hope is we will get more attendees due to children being vaccinated. Reviews what funds from skate night are for.
- iv. Holly- asks Tina to send the old flyer via email via chat

**6. Historian (Carrie):**

- a. 1683 volunteer hours logged! We appreciate all of our volunteers.

**7. Outreach (Tristen)**

- a. Updates on regarding Weekend Playdates- 2G-5G last weekend was successful
- b. Recording of the Virtual School Tour will be posted online. In person information meetings are planned for December and January
- c. Room Parents' Social for December being planned

**8. Membership (Tristen):**

- a. Membership Numbers- 213 members!
- b. Tristen- asks where our goal for 250 members came from? How many families does this cover?
  - i. Brendon- last year, we discussed a goal, and increased it from the previous year's goal of 220.
  - ii. Kai- With 500 plus students, we should be able to get >60% of families. Brendon and Kai can use Totem to get that information. Another question would be to ask the 2nd district PTA what would be the anticipated number of families signed up for a school of our size?

**9. Technology (Emily H.):**

- a. Website [myfsk.org](http://myfsk.org) has had some minor updates. Please take a look and give feedback.
- b. Our ParentSquare Updates . Please fill out the ParentSquare form to sign up.
  - i. Tina- 377 students and 492 parents signed up

**10. Kai and Tina-** Treasurer's report to be sent out later this week by Rocky via email/ParentSquare.