



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

Date: JAN 25th, 2022

Next General Meeting: FEB 17th, 2022

Location: Zoom Meeting

Start Time: 6:36 PM Approximate

End Time: 8:00 PM

Present: Kai Guiland, Pallavi Sheth, Tina Paul Mulye, Rocky Koplik, Valeska Granados-Dickopp, Brendon O'Neill, Ling Tian, Emily Lawrence, Mimi Kasner, Emily Garvie, Abbey Levantini, Bonnie Quinn, Carly Chillmon, Carrie Byun, Dalyce Bubemyre, Debby Ng, Emily Hittle, Eric Kuhn, Adrienne Carroll, Jennifer Ereso, Jessica Rose Kwalick, Jessie Turnbaugh, Josue Zapata, Kasey Nejad, Rachelle Sy, Megan Page, Michelle Fliegauf, Cara Cuper, Carly Chillmon, Christopher Ruiz Castro, Courtney Ryan, Rachael Whang, Katie Gaertner

1. President (Kai):

- a. Native American Territory Acknowledgement
- b. Vote to Approve Nov. 16th, 2021 General Meeting Minutes
 - i. Motion to approve minutes by Carrie Byun
 - ii. Motion seconded by Valeska Granados-Dickopp
 - iii. Vote on motion approved with a majority.
- C. Gratitude
 - I. Thank you to Principals, Teachers, and Staff
 - ii. Thank you to Carly and Ashley (Garden Chairs)
 - iii. Thank you to Adrienne, EVP and Logowear Champ!!! She will be leaving the Bay Area/FSK soon
 - iv. Thank you to all volunteers
- D. Calendar Review- important dates shared via slides
 - ii. Skate Night postponed to April 30th.

2. Parliamentarian (Valeska):

- a. Updates on Nominating Committee & Upcoming Board Elections
 - i. Nine positions are open: President, Executive VP, Secretary, Treasurer, Communications, Technology, Historian, Parliamentarian, & Logowear Coordinator
 - ii. Nomination Form and Role descriptions will be shared by Parliamentarian tomorrow
 1. Please submit by February 28th
 2. Please notify the person you are nominating if not yourself
 - iii. Board Member Election will be held at March 22 General PTA meeting
 - iv. Questions can be directed to Kai or Valeska (Emails shared via slide)

3. Volunteer Coordinator (Dalyce):

- a. Thank you to all of the volunteers
- b. Volunteer sign up link shared via chat
- c. Tina- An email will be sent out to volunteers soon
- d. Picture Day on 2/15/22- need 3 volunteers to sign up
- e. Need more Science Sack, Stop, Drop, & Go, Outdoor Table Setup and Clean up, Art in Action, and Garden volunteers

4. Principal (Mrs. Kasner / Ms. Page):

- a. Most updates have been sent by email through our weekly message
- b. Springtime teacher/student individual assessments are starting to take place
- c. We will start getting the state, district budgets, so by then we will have a better understanding to project spending for next year. Then we will work with the PTA and SSC to work on priorities. We will figure out how to reach out to the broader community to get input.
- d. Fewer parents came to tours for fall enrollment, but hopefully people are still interested in our school.
- e. Rocky- Last year, the classes were kept together. What will happen next year?
 - i. Mrs. Kasner- Staff appreciated having the students together this year, but don't believe having them stay together for too long is a good thing. Ms. Page and Mrs. Kasner will talk about and maybe keep kids together for 2 year at a time and will talk with staff about dynamics and needs. No decisions have been made yet.
- f. Emily G- Are you concerned about cuts to the school site budget for next year?
 - i. Mrs. Kasner- The key is how the district calculates the employee benefits/costs per personnel. The formula may change. Once we get a budget, we do a baseline spending projection and then get a better sense. There is always a concern until we see the budget. So far we are happy with all of the programs we have. The staff is an amazing team and we are hoping not to cut anyone. There may be some changes/shifts, but hopefully not with staff.
- g. COVID Updates
 - i. Notifications sent out per SFUSD/SFDPH protocols. We have 31 cases total this month. Appears mostly from family/friends and not yet any spread within the school.
 - ii. Parents are supporting this effort, following the protocols and communicating with principals and teachers.
 - iii. We recognize this is a lot of pressure for the kids. We do not want them to feel pressure or shame in having COVID or having to stay home. Teachers are working with students on this topic as well.
 - iv. Thank you to the board/parents to drop off donations of masks. The district supply of masks has now come through. We have a lot of rapid tests. Color PCR test results are coming back within 1-2 days.
 - v. Jessie- At some other schools, the schools are trying to make sure students have proper masks. For example, if a child shows up with a cloth mask, they get an additional surgical mask to wear to provide more protection and decrease in-school transmission.
 1. Mrs. Kasner- If the student has no mask or if the mask doesn't fit well, we provide them with a mask. Has not told parents to change the mask for the students. So far, we have been focusing on students keeping on the mask well, using lanyards. We can have teachers pay more attention to this, and provide a double mask. We do have masks at the school. The district provided surgical masks.
 - a. Kai- We will discuss a communication to the parents regarding this issue.
 - vi. At-home test kits for students/staff were sent home with students 1/14

3. Community Chat (Kai/Adrienne)

- a. Kai- We want to hear more from YOU, our wonderful community! How is everyone? Thanks to the teachers for joining as well.
 - i. Ms. Quinn- Feels very supported by the parents and by the PTA. The kids are doing well and she feels good!
 - ii. Ms. Cuper- Kindergarten teachers are feeling well and receiving support from PTA. The students are doing really well. They are being safe, listening, and doing their best.
 - iii. Ms. Ng- Thanks for the redcat microphone system. Kids can hear her! Everyone is so happy to be at school. Fifth grade teachers feel well.
 - iv. Kai- Our goals were to do this together and communicate. Thank you teachers for joining today.
 - v. Ms. Ng- Our last Alhambra delivery was in December and all of the bottles are empty. We would appreciate some more bottles.
 1. Mrs. Kasner- Normally we have a delivery. We have been boiling water for tea/coffee, especially if people want hot water.
 - vi. Tina- To appreciate teachers, we have been dropping a few things each month for teachers. It would be fun to do a grade level appreciation. Maybe a coffee sign-up and ask the community to

drop off from different local places.

- vii. Ms. Page- Teachers do appreciate when there is food and coffee available to them
- b. Gift Gard Giveaway- Winner is Abbey Levantini

4. Treasurer (Rocky):

- a. Budget 2021-2022 Summary shared via slides
 - i. Fundraising Target \$150,000; Raised to Date \$77,806; Remaining to Raise \$72,194
 - ii. Expense Budget \$166,540
 - iii. Available cash \$78,558
 - iv. Important line items reviewed via slide
 - 1. We have spent the same amount that we have brought in; a little under \$20,000
 - 2. Logowear, FSK Passport, Sports Basement, Gus's Noriega Produce and direct donations/corporate matches have provided income
 - 3. We got the invoice for Playworks program for the fall and made payments on that
 - 4. Grade level funding and receipts from teachers continue to come in
 - v. Checks written shared
 - vi. Encourages members to share ideas for upcoming year's budget
 - 1. We will likely carry over \$50,000 plus to the next year. We should think "big" for next year's goals given this excess amount of funds
 - vii. Dalyce- If you are a Sports Basement member and you identify FSK as a charity, is that how the donation works?
 - 1. Tina via chat- Via Sports Basemementeer program
 - 2. Rocky- Maybe they were backlogged and issued a check from previous members. We can reach out to them to get more information.
 - viii. Emily G- Can you explain the Playworks program?
 - 1. Rocky- The program sent an onsite observer/instructor to the school to see how recess was being conducted and shared ideas to maximize the outcome from play and the setup of our space.
 - 2. Kai- Staff members participated in this week-long working session. Ms. Page and Kai are waiting for a report back from Playworks and further suggestions. Two things they recommended was a junior coach program and zoning areas of the playground. The process was reaffirming. Mrs. Kasner and Ms. Page and Kai discussed re-visiting the junior coach opportunity.
 - a. Ms. Page- Playworks program is great. Came from a school that had a Playworks coach. At FSK, we don't have a recess team, so we had to figure out with our staff, how to support a Playworks initiative with minimal staff. Coach Matt was insightful. We examined the balance between structured and unstructured play. Our staff feels that recess is a good time to engage in unstructured play. We came to an agreement to implement zoning to accommodate both models. 4th and 5th graders can be helpful in facilitating games and monitoring. Planning is on the horizon.
 - b. Mrs. Kasner- Ms. Kusuma runs all the lunches and has a lot of responsibility. Mr. Speidel is running the upper grades sports activities. After school teacher Chris is facilitating high contact activities. After school has funding for two full time staff to provide morning recess support and lunch time support. It will be a 3 year arrangement for these two staff members. There have been some injuries, but no major behavioral issues.
 - ix. Audit + Tax Filing Updates

5. Fundraising (Ling):

- a. Fundraising for 2021-2022 School Year - We are halfway to our fundraising goal!
- b. Online Auction and Gala will be our biggest fundraiser (Katie and Tina)
 - i. Flyer shared via slide- Garden Party Theme on 3/12/22 at FSK; 4-8p. Thank you to Angela Chang for designing the flyer.
 - 1. Katie- If you have connections to businesses who would be willing to donate, please contact the Auction gala chairs- email shared via slides.

2. Tina- We are due for a party! We are looking forward to showcasing all of the classroom projects and local business donations at our own school. Location will be at FSK. We will limit tickets to FSK families. Our online auction will be March 4-12. It will end the night of the gala. Some items will only be online and some items only in-person. We will also have a VIP experience. Staff are free!
 - a. We really need donations and volunteers to help with decor and logistics. We are working on a site permit and a liquor permit.
 - b. Carly and Ashley will consult about incorporating the garden. Garden clean up party will be scheduled for the weekend before, date TBD.
- ii. Adrienne- Suggests scanning box tops and select FSK to send money to school
- c. More events (Spring Dance, Movie Night) to come in Spring.

6. Historian (Carrie):

- a. Volunteer Hours ~ 2417 volunteer hours so far!
- b. Please remember to log your hours. Link shared via chat.

7. Outreach (Emily Lawrence)

- a. Thank you to room parents for attending the pre-meeting today
- b. In person meeting 2/26 from 2-4p @ Boat Park
- c. Link to informal survey to check in with families shared via chat

7. Membership (Kai for Tristen):

- a. Membership Numbers, 2021-2022 Goals - 216 members joined

8. Logowear (Adrienne):

- a. General Logowear Update - Masks, and more for sale [online](#)
- b. When you buy, please share child's name and room number so they can receive their purchases
- c. Incoming Logowear Coordinator will be Carrie Byun!

11. Technology (Emily H.):

- a. Website myfsk.org and our ParentSquare Updates