

River School Family Foundation Meeting Minutes

Zoom Meeting

5:45-7pm

Tuesday, Aug 25, 2020

Maureen Theunissen, Recording Secretary

Agenda Items	Notes	Action
Welcome & Additions to Agenda and Intros	Laura- welcome back everyone!	
Approval of Meeting Minutes (Maureen Theunissen) 5 min	<i>Approval of May Meeting Minutes</i> <ul style="list-style-type: none">o Tony motioned, Rachel seconded approval of minutes	
Principal Report (Cathy Adams) 15 min	<ul style="list-style-type: none">o Remote Learning successes/challenges - It's been a rough start, need power and zoom to work. We had a better day today, but we were off to a slow start. Short time window to learn how to use Clever and launch all the links. The elective program lost our world percussion teacher John Hannaford. We were already short manpower to staff some other sections, so we are looking for some part time teachers to staff electives. We will probably be sharing an art teacher with Harvest. Want to give a shout out to the office/admin staff for being so resourceful and resilient. Group congratulated Cathy on her promotion to the new role as River Principal.o Fire update- 5 families who have been evacuated. Looking at 2 weeks without power in certain areas. Christine is monitoring those families and Megan Dominici is offering resources. Teachers are doing ok, there were 2 that were affected by evacuations, but homes are ok.o Back to school night will be September 8th- there will be some recorded pieces and a zoom call but could be different. Will be based on best practices with other middle schools meeting to decide on a good format.o Laura- Thank you Cathy for all your hard work this summer and for being the rock and leader for teachers and staff.o Introduction of new Vice Principal- Stefan Schaeffer- Welcome! Teaching 7th and 8th grade is majority of experience. 7th year as an admin. Worked in Petaluma for last 4 years. PBL/ Positive behavior practitioner and wanted to be part of River's program as it aligns with his skill set. Thrilled with the team and wanted to spend more time with kids so the VP role appealed to him.	
Staff & Admin Report (Stacy Eichner) 5 min	<ul style="list-style-type: none">o Asked teachers about the pros and cons of the new year- Pros- 7th and 8th graders are very resilient. 6th graders have been impressive and not giving up. Cons- There was not as much excitement because people can't see each other in person. 180 6th graders, hard to build community and kids don't know each other like the 7th and 8th graders. There are a lot of new internet tools to learn for distance learning which has been stressful. There has been a lot of communication which is great but there is a lot read especially if you have multiple schools which is overwhelming. Teachers are getting a lot of email too so please be patient. Teachers are starting slow and try to learn things and doing some break out rooms so kids can get to know each other. There is a staff and admin report that is	

	posted on Parent Square that Stacy uses to ask for feedback. Please review for more details.	
VP Report (Megan Eierman) 5 min	<ul style="list-style-type: none"> Teacher Appreciation- last year we gave the teachers \$250 to spend for their teaching needs – This year we will be gifting \$200 per teacher (\$5000 total to be issued immediately) exclusively for personal use and as a thank you from RFF for their commitment and hard work. \$2500 in budget for additional teacher appreciation in 2nd half of year (on site luncheons, other in person activities if possible) Teaching and classroom needs will be supported through a different budget line item (see below). Marilyn Reid and Gina Griggs will be on Parent Advisory Committee 	
President Report (Laura Webb) 25 min	<ul style="list-style-type: none"> Introduction of the new Treasurer- Scott Gay- He has been coming on board over the summer. He has helped us get our books in order Budget Review- Budget is going to be majorly different due to the pandemic- Spending sorted by first half and second half of year – assuming kids will be back in school second half of year. Also planned areas of spending (e.g. field trips) are not possible right now so have shifted budget to areas where RFF can have more immediate impact and support students and teachers. Budget will be more fluid and may require changes as our conditions and covid situation changes. Cathy feels confident that this budget should work for this year. Revenue – <ul style="list-style-type: none"> Sponsorship/Pledges - We are holding off on sponsorships and pledges right now - will determine when to communicate pledge process soon. We also have River Wear that was purchased in order to raise some money. Office and RFF will work on a way to order and pay for these items online. We have some restricted funds that need to be spent and we will be looking at ways to spend this money given that some funds were donated to areas that we currently don't have (e.g. Drama). Luau/Virtual Auction- Holding \$10k for Luau and hoping to do a virtual auction- holding wine and other things that would be great for this event. It will be a nice team building activity. There was some wine, olive oil and vinegar that was gifted to teachers at end of the year. The teachers were thrilled to receive these gifts. We have approximately 36K in restricted funds which we will put to use. We want to provide a yearbook to every student regardless of ability to pay - Ask people to pay but if they can't we have some coverage. We also provide \$1000 in scholarships. Classroom support/supplies \$15,000 line item will be there for teachers to apply and use- will be building a process on how the application and reimbursement will work. Cathy and Stefan will vet the applications and the RFF will be informed about planned uses related to teacher requests. Will help build transparency between teachers and parents around what is happening in on-line classrooms to optimize learning and student engagement. Field trips and Assemblies – even if we have opportunity to do these again this year, we won't need to set aside additional funds as we place about \$20K in NVUSD fund to support these activities last year and we used none of the funds because of COVID. 	<p>LW – Work with Stacy and another volunteer to find online shopping platform to sell River Wear</p> <p>Megan Eierman: To draft letter from RFF for Teacher Appreciation Checks – issue checks/coordinate with Cathy for distribution</p> <p>L. Webb/Cathy Adams – to clarify process for classroom needs requests</p> <p>Cathy Adams – provide list of all teachers to receive gratitude check</p>

	<ul style="list-style-type: none"> Rest of the items are largely operational items that we always fund along with prior commitments made from last year. 	
Treasurer Report- (Scott Gay)	<ul style="list-style-type: none"> Scott started July 1- he is focused on trying to make the transition as easy as possible for the next treasurer- Our financial situation is pretty strong since we are not spending a lot of money. We are sitting on \$425K of unrestricted funds but it needs to act as a rainy-day fund, long term funds for health of school, etc. so we want to spend it responsibly. Trying to close out some of the work started last year to transition from charter school to the River foundation which is a less complex financial situation. Trying to simplify and consolidate accounts. Moving all the data from older QuickBooks that was only accessible from a dedicated laptop to the online tool so that we can take advantage of the better monitoring and accessibility tools available online. It will also allow the President and VP to see and review the budgets on their own. It will make our visibility, reporting and transparency much better moving forward. There is a lot of responsibility that comes with a large amount of money and can be more complicated. What do we want to do with these funds is an ongoing conversation. Rina asked- Want to follow up on the Yearbook line item conversation and make sure that lines up with what was discussed. How much is needed to fund just students who cannot afford them versus making the yearbook free for everyone? Not sure what was paid last year, would like the details. Will be discussed in upcoming meeting. Need a motion to approve Budget- Rina, motion Tony seconds- The budget was approved Make a motion to remove two current signers (Peter Hartnack and Heather Watson) from Umpqua Account (used for eScripts) which has about \$3000 in it and add our new signers (Laura Webb, Megan Eierman, Scott Gay). Once complete Scott will move the money from Umpqua to our new bank which is Bank of Marin. Rachel motioned; Lisa seconded – motion approved 	<p>Megan Eierman/ Maureen Theunissen – add Yearbooks funding to discussion for next board meeting</p> <p>L. Webb to submit final minutes to Umpqua for change of signors</p>
Discussion- (Maureen Theunissen) 10 min	<ul style="list-style-type: none"> How do we build community and traditions remotely? What kinds things would we be allowed to do to build community and what are some of the restrictions/limitations? Could the teachers please weigh in on this? Several ideas were discussed but will need to have more conversations. Please email Maureen with your ideas: mcyrot@hotmail.com 	<p>Maureen Theunissen to follow up with group on some ideas</p> <p>Megan Eierman/ Maureen Theunissen – add community building ideas to next board meeting</p>
Committee Reports a.	<ul style="list-style-type: none"> 	

Next Meeting: September 15th 5:45pm-7pm via Zoom