

River School Family Foundation Meeting Minutes
River School Library
6-7pm
Tuesday, September 24, 2019
Maureen Theunissen, Recording Secretary

Agenda Items	Notes	Action/ Next Steps
Welcome & Additions to Agenda	<ul style="list-style-type: none"> Committed to ending at 7 pm 	
Approval of Meeting Minutes	<ul style="list-style-type: none"> Motion by Stacey Eichner Seconded by Richard Hall 	
President / VP Report a) Mission Statement b) Proposed By-Law updates	Bylaws have changed since relinquishing charter statues to (now) public. Board no longer governing. Focus on raising and allocating funds <ul style="list-style-type: none"> John Hamilton is a signer for payments - amended that all checks must have second co-signer Suggestion: rather than have 3 year terms, would like to make positions yearly for committee chairs. Discussing what the board time limits are - want to avoid not having enough people and too many transitions. <ul style="list-style-type: none"> Suggestion to have 2-year term limits Jim Bartscherer will be stepping down as board member. Rina Faletti would like to become board member- gave brief bio- invited to join board. 	<ul style="list-style-type: none"> Officers to recommend changes in term limits within by-laws at next meeting
Treasurer Report	<ul style="list-style-type: none"> John Hamilton not present. Laura is presenting. Working with Venita in order to figure out a new reporting format. Will be paying for her time out of our budget line item. Working on having a budget vs. actuals to share every month. Peter talked about unwinding previous processes and how the money worked. Gave some examples of things that are handled by school (salaries, subs, etc) Some things belong within the foundation. \$36,000 of restricted funds that are ready to be spent. Pledge process is very paper intensive. Will move to online system so everything will be much more seamless and electronic. Hoping to complete it by end of the month. Will have a website too. Could use another treasurer to help John and train a new person (bookkeepers, accountants, etc would be appropriate people to help out) 	<ul style="list-style-type: none"> Officers to work on identifying additional co-treasurer parent volunteer
Principal Report	<ul style="list-style-type: none"> New campus- Students are getting excited to go to new school 	

<p>a. New Campus Update</p> <p>b. School Wide Safety Plan</p>	<ul style="list-style-type: none"> ○ Process to move - did tour 2 weeks ago with staff- over next 2 months we will be taking an inventory of what is going and what we need - Bond will furnish library and cafeteria tables and chairs - PE equipment will need to be stocked - Didn't plan for badminton so they need to plan for lines and nets as its accessible ○ When we go on break, the entire office will be moved on Saturday, and Sunday will be teachers and classrooms. District will use a moving company to do the move because its more cost effective. Teachers will have last week of break to set up. Looking for money to compensate teachers for their time. Only paid \$150 by district. ○ Any way for parents to help? Yes: use room parents to coordinate help for teachers during the move. Maureen will help out as room parent coordinator with help of Britannia. Requesting a co-chair because only have one year to give and would like to train someone. ○ Would like to have a housewarming party and create a list of needs for classrooms ○ Allocated a slush fund for teachers to use for their classrooms - will be creating a process to release those funds to teachers soon once accounting is set up 	
<p>Staff & Admin Report</p>	<p>Safety plan update-</p> <ul style="list-style-type: none"> ○ Cathy Adams- about 12 pages need to be updated yearly. Will be redone for new campus. Long table of contents so she will summarize. Organizational chart is getting updated, its mixed with Harvest. Evacuating to sidewalk in front of school. Staff plan gets updated. Goal is to get people evacuated safely to place that is not in the street. Also working on suspension plans. ○ Question- use district guidelines for student behavior? Yes ○ Kitchen on site has food supplies for situation where kids and staff are on site for 24 hours. ○ Safety supplies are refreshed every 2 years- each classroom has a bucket that is packed with safety supplies ○ Drills are required by district- Fire, earthquake, teacher down, shelter in place, run, fight hide drill <p>Teacher update-</p> <ul style="list-style-type: none"> ○ Louann Talbert took a group of kids to farmers market today- was a great experience and the elective class got to go. ○ Madeline Gomez- volunteered to pilot new science books for the district 	<ul style="list-style-type: none"> ○ Add Safety Coordinator position to committees list – responsibility for annual restocking and organizing of emergency supplies and review of safety plan annually

	<ul style="list-style-type: none"> ○ Stacy Eichner- Identity project is on and the kids are working on this ○ Garden and culinary program- Louann would like to talk about garden to table program at the new site. Would like to have a paid coordinator position (stipend). Would like to see perhaps \$3000/year but not ready to commit to number. There are several hours that are needed to administer this project. New garden is a blank slate. Have gotten feedback from staff on what they would like to see in the garden. Hoping to recruit parents to make things happen for the garden. Maureen suggested a tour of edible gardens in Berkeley. ○ Question- is there space and will garden be exclusively edible? Yes but its not worked out yet and might be an issue with water. Want to use garden to support math and sciences and create spaces that are not edible. Any soil testing done to date? No ○ Laura will send out proposal electronically for parent review; ○ Stipend request is in addition to \$3K already budgeted for garden - Will need to review and approve additional budget items as we determine funds available from fundraising efforts – Stomp and Pledges – although there are already \$8K in restricted funds for garden use so may be able to allocate those funds to stipend request. 	<ul style="list-style-type: none"> ○ Solicit parent interest in forming garden committee to support build out of garden at new campus
Committee Reports <ul style="list-style-type: none"> a. Website b. Field Trips & Assemblies c. Luau d. Other: End of Year BBQ e. Grants update f. Changes to board positions g. Marketing plan 	<ul style="list-style-type: none"> ○ (Megan) website. Will Daley will be creating a new website for us- will be informational site for current parents and new/prospective parents. Will have a forum to pay money for all the fundraising and events. Bylaws and minutes will be posted there. Will be live in next week. ○ (Laura) Mission Statement Draft - <i>The River Family Foundation works to secure the financial viability and volunteer resources needed to supplement our students' experience through school-related events and enriched programs. With the help of our community of parents and River staff, this provides us the opportunity to stimulate our children's academic learning and social and emotional growth.</i> ○ (Laura) Field trips and assemblies- This group met recently to discuss the year and recommend ideas for the school. Kaiser theatre- plug for Amazing Race ○ (Mecaela Miller) Luau- Mecaela has a 6th grader and agreed to do it for 3 years- She needs volunteers and people to head some of the committees. ○ (Laura) End of year BBQ- request for the foundation to supplement the cost of it. Turn it into a field day 	

	<p>as well. Need about 40 parent volunteers and \$1600 to fund the event.</p> <ul style="list-style-type: none"> ○ (Laura) Grants - Rachel Bergman will be helping with grant writing- have other teachers helping out as well 	
Other	<ul style="list-style-type: none"> ○ Richard- Open enrollment- starting next week- would like to see a marketing plan pulled together- Reviewed where they will be held- Still open enrollment; Open Enrollment may be delayed due to closure plan ○ What was marketing plan last year and was there a budget? Megan Eierman will report on this next meeting ○ Will solicit agenda items and ask for a written summary prior to meeting ○ No shadow days this year <p>Next meeting Oct 22nd in library 6pm</p>	