

+SunRidge Educational Foundation
Meeting Minutes for **Friday, 3/29/19**
Meeting Location: **SunRidge Library**

Roll Call

8:35am

I. Establishment of Quorum

Present: **Robert, Dale, Francois, Cheryl**
Apologies: **Hassanah, Gene, Willie, Nell**
Guests: **Kalen**

II. Review of minutes & agenda from 3/1/19 – Approved Francois/Dale – 4/0

III. Review of agenda – Approved Francois/Dale – 4/0

IV. Correspondence – none.

Open Session: **No one spoke.**

Public notice: Audience participation is welcome and encouraged. The President will recognize those members of the audience who wish to speak, and may set a time limit on each person's remarks if necessary. Usually the President will ask the audience for their remarks after individual Board members have had an opportunity to speak.

V. Business

1) Follow-up on Action Items

QuickBooks

Hassanah met with **Misty** prior to Christmas to get the accounts up to date and ready for the tax return. There will be another phone call meeting to clear up the remaining expenditure items that are still in question. The intention is to have the June – December 2018 half year statements of financial activity and financial position reports available to review in the January meeting.

Deferred action: To review our total potential expenditure and revenue for 2018/19 against YTD actuals once the reconciliations in QuickBooks are up to date. We will also review the reporting format and new items in the monthly, quarterly & yearly financial reports. This will be done after our taxes are filed.
3/29 – no new action on this.

Accounts

Deferred Action: **Hassanah** will not close the Umpqua account and transfer the balance (~\$7,000) to the SEF Redwood Credit Union account until she determines if the Redwood CU is able to set up class specific accounts to enable the set up and use of individual PayPal accounts. The intent is to allow class specific fund raising events and donations to go directly to each class when appropriate. Also, individual accounts will allow each class to better track the status of class funds for field trips and other needs.

The intent is to get down to 2 banks (Exchange Bank, Redwood Credit Union) after we find a solution to accepting recurring pledge payments by credit card which at the moment are being deposited into the Wells Fargo account. Our intent is to close the Wells Fargo account.

Action: **Hassanah** will have a conversation with Redwood Credit Union about how we could setup class accounts with our desire to set up PayPal accounts for each class. 3/29 – no new information.

Deferred Action: **Robert** will close Wells Fargo Advisors shares account (Apple stock only) because they charge us \$200 p.a. in “admin” fees. (past donation of about \$10K of Apple shares, managed by them.) The new account will be with tastyworks; however the transfer requires a lot of paperwork.
3/29 – no new actions.

2) SEF Website

Deferred Action: Robert to link the current site (sunridgefoundation.weebly.com) to the new domain name purchased from GoDaddy (sunridgefoundation.com). There have been some issues with the Weebly password changing. There is also a fee to do this.

Since our meeting in December when we discussed use of sunridgefoundation@gmail.com for the foundation, Hassanah has since advised that account is for her private use and not available to the SEF.

We agreed to create a new gmail account: sunridgeef@gmail.com

Deferred action: Robert to set up a new SEF PayPal account and link it to the Redwood CU account so that we can add a “donate now” button to the site.

3) Funding allocations for 2017-18

New Requests:

Bench to honor anonymous donor

We approved the purchase of a solid wood slab bench from Sturgeon’s Mill (estimated to cost \$1500) in our last meeting. Willie has since suggested we dedicate the new benches under the sycamore to our benefactor. Kalen also showed the design of the plaque to be affixed. It will be made of a composite material that won’t fade so easily over time by a SunRidge parent. Cost will be minimal (under \$50 she believes).

The Sycamore seating project will be scheduled once Willie returns from leave. The Site Committee has reviewed the material options and decided on natural redwood.

Action: Kalen will contact the benefactor and ask if they have a preference.

Aftercare program

This is a vital service to parents. There have been interviews of 2 candidates to take the coordinator position. Deanna has taken on this year’s program as a substitute and as of March 1st, took the full-time position temporarily for the rest of the year. Looking at professional development funds as a place for dispersing to Deanna for her efforts at having been paid as a sub all year.

Action: Kalen to find out if this is viable and report at the next meeting.

Trailer

Deferred Action: Willie will find and purchase a smaller, dual axel, dump capable trailer suitable for hauling site materials (as per SEF approval on 10/5 meeting).

Action: Francois will investigate over the next few months if he can find some suitable trailers near his work site in Vacaville.

Lighting and sound setup for gym / outside events

Willie found 2 of the lights received were faulty and arranged for Atticus from Diversified Stage to pick them up and send them off to be fixed at no charge of course. The new sound and lighting boards will allow many features that can be utilized during plays (increasing/decreasing number of lights, intensity of colors, variations in sound for instance) – **training is needed.**

Action: We still need to purchase 2 microphone stands from any music store (or from Amazon). Hopefully, **Willie** will do the installation of the hanging microphones during the summer (as well as window cleaning, curtain rack removal, rehangng curtains). We will need a resident “expert” to learn the capabilities of the equipment and be able to communicate/train faculty.

4) Fundraising, Funds and Revenue for 2017-18

Grant Writing

2 Teachers have utilized the SEF teacher mini-grant program for; **Dale**-some physical fitness equipment; kettlebells, resistance bands and a modified pull-up station; **Jehanne** received a grant for a guest speaker.

Parents in the 2nd and 3rd grades (with younger siblings) would like attend the Edible Schoolyard workshop (\$650/person) to go to the training in Berkeley. They’ve applied for grants/scholarships, and Kalen is also considering professional development funding. Vanessa would also attend.

Action: **Robert** and **Dale** will list grant timelines available (locally, regionally, state-wide) with timelines for applications, and also a list of direct ask contenders for needs we know already exist.

Investments and Borrowing

Action: **Robert** and **Francois** will look into a place to deposit our reserve funds to earn better interest, in a place that is FDIC insured. Some places came up (Capital One, Bank rates, and the like).

Action: **Francois** will talk to **Nick Sanders** (member or former member of board of SICS) and will also draft a message about investing with RSFSF for the bulletin. As of 3/29, no further action yet.

Action: **Robert** will forward to all SEF members the feedback received from **John Azzizzi** (Finance lead for the SICS) about their research into alternative borrowing options for the purchase of the new site.

Pledge Update

We are yet to implement the incentive for the first 20 families (whether they are currently pledging or not) that take up the option of regular automatic pledge payments. About \$85,000 short of our goal. Last year, we received \$75,000 in this same time. Current rate is 55%.

Nell has purchased gift certificates – they came in 20s tens and fives.

Action: **Nell** to advise the total value of gift certificates received for \$400

Parent Council

PC has provided a draft budget and requested about \$1100 so they have enough money to plan for its future events. The SEF supports holding a reserve from the profits of any PC fundraising event.

Action: **Robert** will meet with **Rachel** to discuss and finalize the proposed budget for 2019/20 and any funds needed from the SEF.

Fundraising Plan

Robert is working on the 2013 Fundraising Plan, and will email to SEF members, perhaps for review at our next meeting.

Action: **Robert** will send the draft fundraising plan to SEF, and we’ll review online, and get feedback to **Robert**.

Auction

Auction grossed ~\$20,000, \$5,000 lower than last year. **Cheryl** has used Square on her phone to process some transactions. There are some items left to purchase. Pickups are moving along rather regularly. The

process of generating it is generally streamlined, and still seems like a worthy use of community volunteer efforts.

Auction project: The commercial kitchen is integral to the long-term goal of SunRidge providing its own food for meeting the requirement for the provided food (free or reduced meal cost) to be implemented next year. Members involved in Farm Friday see the need for a larger stove with 6 burners and 2 ovens. It's likely that we will go with Revolution Foods at least for the next year. But the SEF is considering how we could, as a school, provide our own food to students, growing it here at SunRidge.

Basketball Hoops

Dale stated a need for the middle school to have full height (10') "movable" hoops for the back blacktop. It would positively impact recess time for our middle schoolers, creating a full-size court for them. It would also assist with impact of the MUR (afterschool practices versus play use).

Cheryl/Francois 4-0 to approve portable basketball hoops up to \$2000, contingent upon faculty with supervision issues, and site committee approval.

Action: **Dale** will investigate what types of basketball hoops and lockdown security (chains, bolts, pins) would serve SunRidge.

Professional Development - \$2100 for Cristina Gosling vs. \$2800, if it's in one lump sum. This sum could be taken out of next year's funding. It's likely that a faculty member will ask for funding over and above the \$1200 per faculty member which is the target for the SEF to fund.

5) **General Admin**

Deferred Action: **Robert** to publish the updated board member terms document and post on google drive. As of 3/29, no action yet taken.

Motion to reduce the quorum requirements from 5 to 4 to June 30, 2019 – **Francois/Robert 6-0 motion passed.**

Motion to permit motions to be passed by a majority of attendees if there is a quorum – **Cheryl/Dale 6-0, motion passed.**

Motion to increase the SEF board by 1 voting member to 9 – **Dale/Francois 6-0, motion passed.**

Motion to fill vacant Vice President board member position – **Dale / Robert 6-0, motion passed.** **Cheryl** is now Vice President.

6) **Next Meeting / Close**

Thursday, April 25th at 8.30am in the library.