

SunRidge Educational Foundation
Meeting Minutes for **Friday, 05/19/17**

Meeting Location: **Library**

Roll Call

8:35am

I Establishment of Quorum:

Present: Gene, Robert, Willie, Nell, Cheryl

Absent: Dale, Francois, Hassanah

Guests: Kalen

II. Approval of minutes from 04/21/17, Robert/Gene, 4/0

III. Approval of agenda, changes made per Kalen's request, Robert/Gene, 4/0

IV Correspondence: All in agenda items

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

New Action Items from this Meeting:

Action: Willie will follow up with an updated project estimate for the led strip lights including switching and transformers.

Action: Nell will research the polymer that we would use on the track for its potentially harmful characteristics and email board with concerns or not.

Action: Willie, Dale & Nell will determine what material will be used for the path (crushed granite or other), the type of polymer if at all & what type of gopher barrier will be used.

Action: Kalen will contact realtor, then follow up with **Nell, Willie & Dale**, then she will contact SUSD once she has a proposal from us to get it on the agenda.

Action: Kalen will move forward with Kim John Payne training. She will also build a view of past teacher trainings and what we are looking at this year.

Action: All members to look at guidelines on what we can do with the money in the bank in terms of investments and consider the level of return against risk that is acceptable

Action: Robert will find out if annuities are an option for us and discuss at the next meeting

Action: Robert will ask for a copy of the school's lease agreement with the SUSD & THUSD from **Kalen** and will share it with the board.

Action: Gene will speak with Gayle from the Sebastopol Time Bank to see if it is possible to set up a relationship that exchanges SunRidge resources (use of field or the library for example by the STB) for time from volunteers registered with the STB and how that might work in practice.

1) Follow-up on Action Items

Middle school hallway lighting: We viewed the sample LED strip Rourke Electric sent to Willie. Lighting will be installed on a separate switch from the existing lighting per electricians' recommendation. Our visit to the middle school hallway made us want to move the lighting off the wall 6-8". We had approved \$5700 for lighting back in January. This did not include paint or lumber estimates. Project will cost more than \$5700 so further approval is needed via email or at our next meeting. Willie can install the wood (or metal) framework (6"-8"wide from the wall

/ ceiling corner + 2"-3" vertical held with right-angle brackets for added strength) and paint with high gloss white if we don't go with the pre-painted metal option.

Action: *Willie* will follow up with an updated project estimate and email it before our next meeting.

Cargo Net: We are still waiting to hear from the 3 contractors we have reached out to for a quote. We have the design figured out which was essential for getting the quotes.

Actions: *Cheryl* will send her contractor the design outline forwarded by *Robert* and follow up by the end of the month.

Robert will get the list of parents that are contractors from Makena and make some more calls.

2) Reports on New Projects

- Middle School hallway lighting update (see above notes)

- Path around baseball field: *Dale* has been very busy this month and has not been able to make progress on this. Jeremiah's quote was the most attractive to us. We are hoping to do this project over the summer so we need a proposal for the SUSD by the June meeting, 2nd Thursday of the month.

Action: *Nell* will research the polymer that we would use on the track for its potentially harmful characteristics

Action: *Willie, Dale & Nell* will finalize what material will be used for the path, what type of polymer & what type of gopher barrier will be used.

Action: *Kalen* will contact School site realtor for the information needed and then shall follow up with *Nell, Willie & Dale*, before contacting the THUSD once she has a proposal from us to get it on the agenda.

- Kindergarten Completion Status (Baffles): *Kalen* had not been provided an update on when the baffles would be installed.

Action: *Kalen* will follow up.

3) Funding allocations for 2017-18

- Cargo Net: We have not approved an amount and do not have a final estimate yet. Given if we proceed, funds will now likely come from next year's budget.

- Teacher Training budget for 2017-18: There are several requests for teacher funding for training. ~\$7000-9000 estimated for the summer & next year. Kim John Payne has a program for \$16K per year to have him come to the school to work with teachers & middle school students to build the Waldorf connection. Kalen requested for partial funding of this program. The need for teacher trainings and site development raises a concern whether our professional development \$18K per year set aside is sustainable in the coming years.

Action: *Kalen* will move forward with Kim John Payne training. She will also build a view of past teacher trainings (build on the profile *Robert* had provide *Makena*) and what we are looking at this year and next.

4) Fundraising, Funds and Revenue for 2017-18

- 2018 Auction drive, budget & BfG subscription renewal: There are several asks from the teachers for what they would like to see on the campus. We would like to

focus on projects we have started already rather than new ones. Campus beautification is the broad goal.

Action: *Cheryl, Autumn & Robert will draft a message for parents to help with auction procurement over summer.*

Action: *Robert will bring auction budget and BfG renewal to board for approval at the next meeting.*

Kalen would like to reach out to past families and community members who would be interested in supporting the school financially. We could email for funding requests over the summer as we get the SEF page up and running. Credo's website might be a good resource to see how we should structure our site.

Action: *Kalen and Nell will draft a message to past parents*

- Whole Foods Scrip / Amazon Smile – parent help? Programs are still dormant, providing just a \$2 - 300 annually.

Action: *All board members will continue to try to find someone to manage each program and help parents at pickup with this endeavor. Consider also posting messages in the bulletin early in the fall.*

- 8th Grade Raffle update: After stopping the raffle in November to register for the permit (because the raffle reaches outside the school community), no further tickets were sold (notice of registration approval was in early Feb). Learning curve this year. Date and results of the raffle to be communicated by Rosalie Simmons. 7th grade is interested in doing this next year.

- 8th Grade Field Trip Fund – policy on unused and when to use reserve funds: We need to be aware that the leftover \$ can be used for other needs / projects outside of field trips as it becomes the discretion of the administration rather than the foundation to determine this. Foundation will need to decide whether we will continue to allocate the same amount to field trip funds in the future during the budgeting process.

Action: *All board members will consider amount and timing of field trip fund allocation if another donation is made to by the angel trust for next year.*

- Revenue projection for next 3 years / how much revenue do we need to generate? / how many events? What will be our financial position? How long will the Angel Trust continue to donate to the SEF?

Apple shares: risk of holding is low since they were donated and value has risen so much in the past 12 months. Discussed options of whether to sell or not and it was agreed we need a financial strategy before a decision is made. Anyone who donates shares may receive a double tax benefit and this could be communicated in the pledge program.

Rent 'tent space' at school fairs / events to raise money – not discussed
Back to school party with food trucks – not discussed
Plant sale / garden produce sale at May Fair? – not discussed

Hassanah & Robert met with **Susan Ohlsen** from Abacus Wealth Management on how we might invest our money in the future. She was advising that the board first develop a statement of intent for funds management. This would include our level of risk, proportion of funds to be invested, amount to be retained for reserve and special needs. Sue felt that buying shares was a risky and would not recommend

this at the moment but instead suggested looking at buying short to medium flexible bonds that give a 1-2% return. There is still a risk that bonds could fall in value if interest rates rise.

Action: *All board members* to consider the type of guidelines the Foundation should adopt in terms of what we might do with investing.

Action: *Robert* will find out if annuities are an option for us and report at the next meeting.

Action: *Robert* will follow up with the downtown charter foundation representative to learn how they are dealing with this aspect of their school.

5) SEF Website

Nell has yet to hear from Heather when she is available to help set it up.

Action: *Nell* will follow up with Heather and include *Robert* in the meeting invite.

6) Site Committee Update / General Maintenance Issues

There is an issue with flooding outside Morning Star during the winter months; Willie will be building a trench & retaining wall at MS classroom front door. If this does not work, \$5K would be requested for awning at front door. Possible requests needed for DF loft, woodworking awning & garden sheds & kinder hillside.

Kalen formally presented a \$6,500 request now for garden sheds & woodworking shade structure in the kindergarten area. This would complete the needs for the summer. Funds **APPROVED** - *Gene/Cheryl*, 4/1

Also discussed was the responsibility the site owner (SUSD) and the TWUSD have in covering maintenance and improvement costs.

Action: *Robert* will ask *Kalen* for a copy of the lease agreement to educate all of us on what is the responsibility of the property owner and what should fall on the foundation.

7) Foundation By-laws & role for 2017/18:

We should revisit this and bring it up to date. We still need a snapshot of our budget at every meeting in front of every foundation meeting.

Action: *Gene* will check his early Foundation notes and if he has a copy of the by-laws, will give a copy to *Robert*.

8) Pledge program for 2017/18 – Foundation Support?

Kalen has been speaking with charter council & faculty about how much we are down in pledges. We can dip into reserve to cover it, then increase pledge income in the future. *Kalen* has reached out via phone and the truancy has changed very successfully. Factors that contribute to this gap in the pledge. 15% of our families are low income. Rents have drastically increased in the county. *Kalen* is asking the foundation to consider having a paid pledge person again or look at taking part of the pledge program again. Pledge parents in every class possibly.

Action: *All board members* to consider the role the foundation could play in supporting the program next year and discuss at the June meeting.

- 9) **Sebastopol Time Bank and the SEF:** New to Sebastopol, started in 2016. A way for volunteers in the community to help each other out and earn time for helping. Time becomes the currency and the more time someone earns, the more time they can “buy”. Could we use this model at the school? We could possibly donate use of the field or school facilities for events to earn time for the school that could be redeemed for volunteer time.

Action: Gene will speak with Gayle at the Sebastopol Time Bank (STB) to see if it may be possible to establish a relationship between the STB & SunRidge that would be mutually beneficial + practical to implement and shall report at the next meeting.

- 10) **Insurance & Bank / Investment options for 2017/18**
Deferred for discussion at our next meeting. Renewal due June 20.

- 11) **Thank you gifts for faculty and staff**
Kalen would like to try the wine before deciding if suitable for the faculty.

Action: Robert will bring a bottle to the office.

- 12) **Next Meeting / Close** **11:00**

June 16, 9am in the library