

SunRidge Educational Foundation
Meeting Minutes for **Friday, 06/16/17**

Meeting Location: **Library**

Roll Call

8:35am

I Establishment of Quorum:

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

II. Approval of minutes from 05/19/17, Nell/Cheryl, 7/0 / 1 absent at time of vote

III. Approval of agenda, Cheryl/Nell, 7 / 0 / 1 absent at time of vote

IV Correspondence: Dale presented a funding program offered by Heather Thurber where 20% of her commission for the sale or purchase of a house where she is engaged in the transaction will be donated to the school. This program is available to both parents and teachers. Dale will present to the faculty and Heather will submit an article for the bulletin. Proceeds may come to the foundation if from a family or directly to a teacher's class if from a teacher referral. It will be explicit that this program is not necessarily favored by the school, rather another way for the community to support the school as is the case with other programs such as Amazon Smile or eScrip.

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 actions items from this meeting in the minutes below.

1) Follow-up on Action Items

Middle school hallway lighting: LED "rope" lighting will be fixed to the ceiling in the middle school classroom hallway 6-8" off the wall and on a separate switch from the existing lighting per electricians' (Rourke Electric) recommendation. Board approved \$2300 for housing framework (natural or white painted lumber – **Willie** to determine as he will purchase the materials and install the framework) and to cover the additional cost of the separate switches. This amount is in addition to the \$5700 approved in January (project total not to exceed \$8000). For clarification, the housing framework will be 6"-8" wide from the wall / ceiling corner + 2"-3" vertical strengthened if needed with right-angle brackets. This framework will both hide and protect the lights from damage and allow for better illumination of artwork hung on the walls.

Action: **Willie** will proceed to install the framework over summer and engage Rourke to install the lights, transformers and switches. Cost of the project is not to exceed \$8000.

Cargo Net: **Robert** met with Chris Rucker (SunRidge parent) who is one of the 3 contractors we have contacted for a quote. Chris advised that to ensure the hillside remained stable underneath the net structure; about 4" of topsoil would need to be removed and replaced with compacted road base. The spongy / soft playground material would then be placed on top of it. Chris did advise it would be possible for him to do the work over summer if the approval was given.

Actions:

Robert will provide Chris the specifications of the net we are considering so he is able to complete the structural design and provide an estimate for the project.

Robert will contact **Cheryl's** contractor for another construction opinion and possible estimate.

2) Reports on New Projects

- Middle school hallway lighting: Points and actions covered in notes above.

- Path around baseball field: We are hoping to do this project over the summer however that will only be possible once SUSD approval is given and if Jeremiah has a job cancelled in his schedule or is able to start work over weekends. Otherwise it will be done later in October. It was agreed that the path should have the decomposed granite but not the polymer.

Action: Robert will contact Jeremiah (his quote was the most cost attractive) once approval from Chris Tombe (SUSD) to proceed has been given.

Action: Robert and **Dale** will meet with Jeremiah over summer to finalize design and construction specifics.

- Kindergarten Completion Status (Baffles): **Kalen** advised the baffles would be installed during week two of the summer vacation period.

- Install donated lights from the Community Center in multi-purpose room: We have been given spot / stage lights and all agreed they should be installed in the multi-purpose room.

Action: Nell will contact Baron Conan to have them installed. Costs to protect the lights (cages) will be advised before the lights are installed as Board will need to approve any installation costs.

3) Funding allocations for 2017-18

- Cargo Net: We have not approved an amount as we do not have a final estimate yet. If we proceed, funds will now come from the 2017-18 budget.

- Teacher Training budget for 2017-18: **Kalen** has paid the deposit for the Kim John Payne training next year. She also presented a view of teacher trainings planned for the current year and next – both budgets are under the approved \$18, 000.

Actions:

Hassanah will write checks for remaining teacher training requests for this year.

Robert will contact Meriah Smith to see if she is OK with the funds from the photo day being applied toward KJP teacher training or something else.

4) Fundraising, Funds and Revenue for 2017-18

- 2018 Auction drive, budget & Bidding for Good subscription renewal: The faculty would like the proceeds of the auction to go toward projects we have started already rather than new ones. Campus beautification is the broad goal. The auction team has decided not to pay for procurement this year and shall endeavor to solicit enough support from parents to fill the gap (approx. \$22,000) raised by Amanda this year.

All agreed the auction expenses will be taken from the proceeds of the auction, including BfG renewal, as such further board for approval for costs directly supporting the auction is not required.

Action: Robert will email the message drafted by Autumn for parents to help with auction procurement over summer to 20 parents who have helped with procurement in past years.

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: Can another parent help? Programs are still dormant, providing only around \$200 - \$300 annually in revenue back to the school.

Actions: Nell will continue to try to find someone to manage each program and help parents at pickup with this endeavor. **Nell** will also consider also posting messages in the bulletin early in the fall.

- 8th Grade Raffle update: Raffle drawn at 8th grade end of year party.

- Revenue ideas:

Hassanah led a discussion on the following;

- Renting out 'tent space' at school fairs / events to raise money
Action: Hassanah will propose idea to the PC for review in their 1st meeting for the new school year.
- Back to school party with food trucks
Action: Hassanah will propose idea to the PC for review in their 1st meeting for the new school year.
- Plant sale / garden produce sale at May Fair? **Action: Hassanah** to discuss further with Vanessa.

5) **SEF Website**

Heather Thurber has offered to help us set it up.

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

6) **Site Committee Update / General Maintenance / School Lease Issues**

The focus for the Site Committee (SC) met Monday, June 12 and its current focus is garden, compost location and Kindergarten maintenance. Beyond the \$6,500 approved by the SEF in our last meeting, the SC does not yet have a budget or spend estimate for the 2017-18 school year.

Action: Kalen will provide a copy of the meeting minutes to the Board

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

Robert and **Kalen** reviewed the lease agreement for the school and found it is the responsibility of the landlord to maintain all structural issues as well as all trees on the land. This is good news as the site committee has identified a need to engage an arborist to assess tree limbs overhanging areas where the kids sit and play. If work is needed, the district will incur the cost. For any improvements the school wishes to make, there is no provision in the contract for rent relief based on the increase in

value made to the land. There is a make good clause in the contract that states the landlord may require the tenant to return property to its original condition. While this is unlikely to be enforced for changes such as the hillside and kindergarten space, it is nonetheless a key point to note for any improvements the foundation considers funding.

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

The board agreed to revisit this and bring it up to date, however have not yet set a date or time frame to complete.

The board agreed we still need a snapshot of our budget for every meeting.

Action: **Hassanah** and **Robert** to update QuickBooks to show budgets by category of expenditure.

8) Sebastopol Time Bank and the SEF: A way for volunteers in the community to help one other and earn time for helping. Time becomes the currency and the more time earned, the more services you can “buy” with time. Could we use this model at SunRidge?

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 resources (use of field or the library for example by the STB) that could then be exchanged to buy volunteer time from the STB community. If this is practical to implement, **Gene** shall explain in the August meeting.

9) Insurance & Bank / Investment options for 2017/18

Robert proposed that the board’s insurance be renewed at the coverage level it was prior to the kindergarten and landscaping work was initiated.

Robert shared article on annuities and the board unanimously agreed due to the low interest rates and long terms (limited access to funds), this is not a suitable investment option for the foundation.

Ongoing Action: **All members** to investigate guidelines on what we can do with the money in the bank in terms of investments with higher returns but with a level of risk that is acceptable and manageable and present for discussion.

10) Next Meeting / Close

11.00

August 25, 8.30am in the library