

## Felta Education Foundation

### Regular Meeting

Location: Phoenix Hall, 1201 Felta Road, Healdsburg CA 95448

Tuesday, November 14, 2023 — 8:30 a.m.

## Meeting Minutes

### 1. The Meeting was called to order at 8:44 am

Members Present: Anna Tarlton, *President*, Cecilia Nelson, *Vice President*, Kelly Studer, Secretary, Kendra Thomas, Treasurer, Danielle DeZorzi, Jenny Nelson, Molly Ryan

Members Absent: Nicole Gromala, Sarra Brumand

### 2. AGENDA APPROVAL

Kelly made a motion to approve the agenda, Danielle seconded, all were in favor.

### 3. APPROVAL OF MINUTES dated October 13, 2023

Kelly made a motion to approve the agenda, Anna seconded, all were in favor.

### 4. NO PUBLIC COMMENTS

### 5. REPORTS

#### 5.1 Principal's Report - Rima Meechan

- This week the teachers and admins will have a "Staffsgiving" where they will enjoy a potluck thanksgiving meal. The 6th graders will help to look after the students.
- Music is going well with the Kalimba.
- Bond Project - still waiting for approval, hoping that it will start in January, if not then the summer time.
- The Costume Parade was a lot of fun, great to see all the parents at the school.
- It was a great parent turnout at the Jog-a-thon. Rima is loving all the community building efforts lately.

#### 5.2 School Board Member Report - Janet Coleson

- The usual stuff is going on. There is a meeting tonight. The board had an official send-off for Pat.
- Nothing new to report.

#### 5.3 Treasurer's Report - Alina Vanoni

- This will be the last one for Alina before handing everything off to Kendra.
- They found out who the \$5k check is from - The Tompkins Emhoff Family Fund, who was in the graduating class of 2011. The money is for enrichment programs.
- Total Bank Balance of all monies held \$307,231.
- Of note, one of the CDs, which is the oldest, will hit its maturity date on Dec 13, and holds \$37k. A decision will need to be made about what we'd like to do with it. Alina suggests we put it into another one, we could do another 18-month CD, but we can decide at the next meeting.
- We need another check signer.
- Latest total donations - \$7,110 check and other donations.
- EScrip \$221
- Small raffles \$3,709
- Let's look at the buttons on our website and make sure that we can still take recurring donations. They seem to not be working.
- Paid for renewing insurance.
- Tax return cost \$848.
- Jog-a-thon prizes \$130, still need to pay for the pizza party for 1st grade.
- Interest income - see report.
- Exact fundraising to date - still TBC based on PEPTOC money.

- PEPTOC – since July it’s received lots of calls and if the volume gets to the point of needing more money, Alina will reach out to Jessica.
- Danielle commented that we should expect some checks/payments from parent-family employer matching contribution programs. This is from people spreading the word, but let’s look into putting the plug-in on the website.
- Rima would like to thank the person that sent in the \$2500 check – in memory of Carol Ann Grill, Molly will send an email about the connection to the school so Rima can follow up.

#### 5.4 President’s Report – Anna Tarlton

1. Brown Act Recap – Janet provided a lot of great information in our last meeting which was the perfect time to make some important changes to the group. Due to the expansion of this board and the increased interest of non-voting members to be in attendance, we are implementing a new format for FEF meetings moving forward. To increase productivity and stick to our one-hour time frame, there is structured time for public comment at the beginning of every meeting. If you are not a voting member of the board, you are now considered a member of the public. Anna T. (President) will move through the agenda items in order and no other topics can be presented during this time. As the board moves through our agenda, you may ask questions if they pertain to the issue we are discussing, time permitting. We will answer your question briefly, and if necessary, may have to table that until the end of the meeting. Otherwise, it will be tabled and added to the next meeting’s agenda. Thank you for your understanding!
  - a. Quorum is 5 – we have quorum today.
  - b. Jessica Uribe has declined to be a voting member, which keeps our voting/board members at (9) total.
  - c. The Brown Act presentation will be available on the website.
  - d. Danielle is questioning whether we really need to be subject to the Brown Act. We came to the conclusion, and that if we can find the opinion that would be helpful. Janet will check to be sure, and then we will know officially how to move forward.
  - e. The topic of raffles and poker nights came up. These must not be hosted by the school and can not be an official function of FEF.
2. FEF Class Liaison (formerly “Room Parent”) Info Sheet
  - a. Rima and teachers weighed in at a recent faculty meeting; they prefer that we approach this role as a “FEF Liaison” rather than a “Room Parent” as teachers already have their own communication set up for things such as the needs of the class, field trips, reminders of upcoming school events, and class volunteers. This role is now focused on how the parents in each class can support FEF, gather volunteers for FEF events, and send important FEF-specific reminders. We will distribute this to the parents that have signed up in each grade. Thank you to Andi Justice who sent along a really nice outline of what she thought would make a good room parent! We will try to implement some of these things as they align with the teacher’s thoughts about this role.
  - b. FEF Liaison still needed for Kinder and 5th grade. Let’s keep our ears open for volunteers that are a good fit. Sarra was suggested for Kinder. Rima can reach out about 5th grade. She will wait on the information sheet.
3. Fundraisers
  - a. Jogathon update and recap –
    - i. \$23,297 99Pledges Gross – \$22,496.59 from 99Pledges after fees + \$80 Check + Sponsor Checks
    - ii. \$130 so far in prizes – \$50 Scholastic GC, \$80 Angela's GCs, Pizza Party, Date TBD
  - b. These are the highest numbers we’ve seen so far, and we largely attribute it to new parent involvement.
  - c. Believe Fundraiser update – numbers aren't totaled yet but we may get around \$600 or so.
  - d. Others – Bunco, Poker Night
    - i. Poker Night #1 raised \$150
    - ii. Bunco Night for Kinder & 1<sup>st</sup> raised \$400
  - e.
4. Fiesta Meeting

- a. There will be a meeting immediately following this board meeting to discuss the planning timeline and set the first full meeting date and time.
  - i. The first full Fiesta meeting will take place on Thursday, November 30th at Anna Moore's House - 991 Linda View Dr in Healdsburg from 6pm-7:30pm. The groups have been outlined, and we will be looking for volunteers to join those groups, as well as looking for an event Chair. Please spread the word!
  - ii. FEF Class Liaisons will text all parents about the meeting date, and we will put it on Facebook and ask that people spread the word.

## 6. DISCUSSION AND ACTION ITEMS

6.1 Consideration of Presentation and Approval of Writing Club - presenter Stephanie Freele, *will present this topic for discussion.*

For the last couple of years, Teacher Stephanie hosted the Writing Club after school for upper grade students. Stephanie has a masters in creative writing and was a keynote speaker at several conferences. She has presented a proposal that requests \$1,000 for the Spring Club for snacks, Stephanie's time, and supplies. , where she will meet with the children for one hour, and she will provide them with different prompts for creative writing. For example, they get a fortune cookie and the fortune they received is the first line of their story. It lasts six weeks per grade, for 4th, 5th, and 6th graders. She estimates that about (10) children per grade usually sign up. This comes out to about \$33 per child. Brooke Stringer made a suggestion that we could take any donations from the parents to cover the cost of their child. This topic has been tabled until the next meeting in December. **NO VOTE / TABLED.**

6.2 Presentation and Discussion of Wreaths - presenter Stephanie Freele, *will discuss a plan for collecting items and putting together the holiday wreaths for the West Side holiday sale this year.*

We will do things a little differently this year and collect natural items to decorate the wreaths with to sell at the holiday market as well as the local markets, like Sheltons. We will only make about (30) this year, but we do have about (100) wire rings leftover to use. Here is the schedule / plan:

Week of Nov 27 / week after Thanksgiving - We will ask parents to collect these natural items and have their child bring them to school

Sunday, December 3 - we will have families onsite to create the wreaths with greenery

Week of Dec 4 - children will decorate the wreaths in garden class, splitting them up into two groups per class

Dec 7 & 8th - holiday sale at the Old Felta Schoolhouse

If any wreaths are left, we will plan to sell them at Shelton's Market.

**NO VOTE NEEDED.**

6.3 Discussion of Holiday Sale - *let's discuss a plan of action for the West Side 2023 holiday sale.*

Anna suggested that we have a potluck style bake sale where we send out a sign-up genius and ask that families bake items to be boxed and offered at the holiday sale. These will be sold alongside the wreaths, the West Side wine, and anything the Teacher Jessica decides to have the students put together. We will have families drop off the baked goods on Wednesday, December 6, then package them that evening to be sold the next two days.

Nicole will work on the signup genius.

**NO**

**VOTE NEEDED.**

6.4 Consideration of Presentation and Approval of Purchase of a School Mascot Costume - *members of the FEF have suggested that we purchase a Bobcat costume for use at school functions as a way to boost morale amongst the administration and students. The approximate cost is \$1,500 and they are open to exploring options to have it funded by the FEF, the school, and a local nonprofit.*

**TABLED.**

6.5 Discussion of Changing Check Signers - *Anna T & Cece will remain on as check signers, and we will need to remove Shelley and add Kelly. Topics: Movie night check from square sales & Sign for 6th grade bingo night from last school year.*

Kelly will make a copy of her driver's license and sign a form from Redwood Credit Union.

**NO VOTE NEEDED.**

6.6 Discussion of Event Groups - *with the new format of the FEF meetings, would the members of the public in attendance like to discuss setting up a new meeting to have dedicated time for discussion with a FEF member in attendance?*

Brooke Stringer declined to set up a new, less formal meeting time for the Event Groups to meet. We can discuss this again at a later time if there is interest.

**NO VOTE NEEDED.**

6.7 Discussion of Spring Concert Venue - *does anyone have a connection or ideas for a venue?*

Brooke Stringer has taken this on and will reach out to The Raven and one other venue, reporting any information back to Rima.

**NO**

**VOTE NEEDED.**

## **5. FUTURE AGENDA ITEMS**

Added for December:

- FEF CD that is expiring in December
- School Mascot
- A vote for Spring Writing Club
- Game nights

## **6. ADJOURNMENT at 10:04 a.m.**