

PALS Operating Committee Meeting Minutes

Name:	Operating Committee		
Date:	October 1, 2020	Facilitator:	Heather Carter & Amanda Younger
Start Time::	6:00 pm	Recorder:	Carol Lucero
Location:	Online Zoom meeting		

Distribution and Attendee List: (X indicates that the member was present)

Attendee		Attendee	
X	Heather Carter - Co-President	X	Sarah Witte - Co-Vice President
X	Amanda Younger - Co-President	X	Laura Cabrera - Co-Vice President
X	Megen Lewis - Treasurer	X	Nneka London-Browne - Robin Hall Rep
X	Carol Lucero - Secretary	X	Sara Jentz - Markell Hall Rep
X	Nadia Boulos - Parent Rep to Board of Trustees	X	Christy Fankhauser
X	Blaise Bucsko		Patsy Willaims
X	Treasure Samuel		Rachel Gulleeson
X	Allison Caldwell	X	Rebecca Reddin
X	Kerri Fitzgerald	X	Katie den Hartog
X	Mychel Cortese	X	Gretchen Bucsko* - Head of School
	Jeanne Gaffney		Natalie Bennett* - Admissions Director
	Lisa Lish	X	Suzanne Yorks* - Teacher Rep
	Heather Newland		*= Non Voting Member

Other attendees:

Agenda - October 1, 2020

	Item	Responsible
1.	Welcome & Introductions	Heather
2.	Treasurer's Report (See Reports) <ul style="list-style-type: none"> Review close of FY 2019-2020. Finished last year with \$42,748 in the bank. Review of fiscal YTD. Significantly less fundraising this year due to COVID-19 pandemic circumstances. This year the biggest fundraiser will be Uniform Sales. Income has been \$1,868 with uniform sales so far. PALS needs to keep a reserve of \$15,000 in the bank for unforeseen circumstances. 	Megan
3.	Recent Events/Programs/Requests <ul style="list-style-type: none"> Teacher Appreciation - August lunch. PALS purchased boxed lunches for staff during inservice days. Land's End Uniform Purchase of \$1,200 has been made for additional items including masks, polos. a lot of new families needing uniforms. 	Heather and Amanda
4.	Upcoming Events/Programs/Requests <ul style="list-style-type: none"> Online Learning liaison position (temporary position) in order to keep communication flowing between PALS and students/families schooling remotely was suggested. Vote was passed for this position. Discussion was held to create a private platform/community group for solutions/support for online learning families unique to their situation Bottle Filling Station(s) for Markell Hall: Suggestion is for 1-2 Bottle Filling Stations to be purchased and installed at Markell Hall (varied locations) since the water fountains are off limits due to infection prevention from COVID . Nadia/Kerri to follow up with the Facilities Committee regarding the feasibility/obtaining quote for this. Will look for touchless style; combination vs dedicated types. Passport Club: Unable to have traditional style due to social distancing, etc. We have the option of virtual Passport Club. Discussion was had whether to make this optional vs mandatory. Decision was for optional only as a resource for students. PALS decided to table the idea of having Passport be a formalized club, however the link will be shared for those students/families that are interested. 	Heather and Amanda

	<ul style="list-style-type: none"> ● Chapel Service Guild / Loaves and Fishes. Christy Fankhauser is the Coordinator for this Guild. Loaves and Fishes program provides meals to support Franklin Academy families in need of support (emotional, etc.) due to illness/unforeseen circumstances. Discussion was held in providing meals and support in alternate ways than home cooked meals due to concern for COVID precautions. Decision was made for Christy to ask each family whose name is submitted to the Guild what their preference would be (i.e. home cooked meals vs restaurant provided). ● Teacher Appreciation - going forward PALS agreed this year teachers would need extra support given the increased demands of teachers during COVID pandemic. PALS will again obtain teacher preferences for birthday gifts, etc. More ideas to be generated later. ● Parents virtual social - trivia or bingo?. Suggestion for finding virtual/creative ways for parents to socialize as they no longer can mill around the school. Suggestion was made for a “Coffee Zoom” meeting weekly for families to drop in as they like. ● Zoom paid subscription. Decided to currently use the 40 minute free version but table discussion to the next meeting to determine if paid subscription would be helpful. Cost is \$150. 	
5.	<p>Current / Proposed Fundraisers:</p> <ul style="list-style-type: none"> ● Scrip - Raise Right App. We no longer have physical scrip on hand; all was sold out. We will move to all online with the Raise Right App (from our Shop With Scrip vendor). Online method will use digital cards, no physical cards; no cost ● Uniform Closet & Spirit Shop. Items exhibiting school spirit (The Franklin Academy logo) will be sold year round for those interested. Items including mugs, hats, caps, etc. ● Virtual event - read-a-thon will be explored as another virtual fundraiser instead of Walk-A-Thon this fall. Will keep Walk-A-Thon as a possibility for the Spring if COVID precautions lessen per state mandate. 	Heather and Amanda
6.	<p>Budget</p> <ul style="list-style-type: none"> ● Review proposed budget. Projected budget for the end of FY2021 would have us at \$30,581. 	Heather and Amanda
7.	<p>Board Parent Rep report. Dusty Gulleson resigned from the Board. Dr. Tung Ha is our new Board President. Other</p>	Nadia Boulos

	roles include: 1st VP John Mulhern; 2nd VP Sarah Kaiser; Treasurer Jennifer Bowles; Secretary Nick Kaiser	
8.	School News/Updates. The Auction will be virtual this year. Starting up Canvas was slightly delayed due to technological reasons on Canvas' side. Teachers will get training tomorrow and it will go live next week.	Gretchen / Liaisons
9.	Closing/ Thank you!	Heather and Amanda

Meeting adjourned: 8:10 pm

Carol Lucero, PALS Secretary 2020-21