



**SMS Parent Faculty Club Executive Meeting  
Minutes - October 6, 2020 6:00 PM  
Via Zoom**

**Attendees: Angelique Ball, Daralyn Christensen, Jen Kohl, Audrey Nagle, Teri Stevens, Hope Tompkins**

- Call to Order: Angelique Ball @ 6:04 p.m.
- September Minutes were approved: Angelique motioned to approve, Daralyn seconded.
- Principal's Report
  - BTS Re-cap
    - BTS night was in a completely new format - 100% virtual for the first time. Teachers did a great job creating videos. Felt it went well overall and reflected the positive team spirit of SMS especially given the challenging time we're in.
  - Phase 2 Distance Learning preparation
    - Preparing for the SMS Site Safety Team meeting on October 7th (12:15 pm - 1:15 pm). The goal is to provide feedback on a draft plan and problem solve potential issues which will include a comprehensive walk through of the campus. A representative from each of the three school unions will attend. Drop off and pick up will be a finite time as it's difficult to hold students not in classrooms. Students may not linger after drop off and will need to go directly to their classroom. Many protocols and signage will be in place, including student bathroom usage. SMS is getting a lot of support and resources from the district. Teachers are looking forward to having live student connections again.

- Considering holding a “practice day” for the 6th Graders. They could walk the campus to become more familiar and comfortable with it prior to their first day onsite. This requires district approval.
  - 150 Students in the AM Cohort (onsite) and 160 Students in the PM Cohort (onsite).
  - We applied for and received approval for the Community Eligibility Provisions (CEP). All students at CEP schools automatically qualify for free breakfast and lunch. Bags of groceries will be coming home with students.
  - It has been going really well with the small cohort of students that are currently on campus (Gateway and students with special needs). Students are following the rules and wearing their masks without a problem.
  - Two teachers will continue to teach virtually. Exploring the idea of having two teachers teach those classes - one on campus and one online so students onsite get live instruction.
  - October 9th is a school day. A communication reminding parents that school is in session on October 9th will be sent out.
- Treasurer’s Report
  - Current financial statements
    - Not too much activity to report at present. A few expenses for curriculum within the budget were approved. Angelique suggested inserting a notation for departments not using allocated funds due to being in a virtual environment. Budget total is \$11,700 and we’ve spent approximately \$3,000 since the beginning of the 2020 - 2021 fiscal year (July 1st) which is 25% of the budget. This is appropriate given the time in the year and actually overall expenses are down.
  - Tax filing for future
    - IRS confirmed they received our letter regarding the amended 2018 taxes and possible penalties. They need an additional 60 to 90 days to look into the matter and respond. Audrey will follow up. Our most recent tax person is problematic due to lack of non-profit experience and overall performance. Moving forward it’s recommended we transition to someone with more experience. Daralyn will ask Brian Monske (CPA) who does the taxes for Vichy Elementary. Teri will also reach out to someone she has worked with who has non-profit and QuickBooks experience.

- QuickBooks subscription
  - Last year SMS moved from a desktop to an online version of QuickBooks due to problems with the desktop version. Our three month trial of QuickBooks Online at a 50% discount is ending on November 1st (\$35/month - trial price; \$70/month full price). Audrey strongly suggested staying with the online platform to ensure accurate data integrity and for the ability to access QuickBooks from anywhere. This year, with the three months at half price, the cost is \$735 for the year. Angelique mentioned the importance of it being more fluid and transitional with the changing of Board Officers through the years. The Board agreed purchasing Quickbooks Online was best for SMS. Audrey will work to have this set-up directly from our bank account.
  
- Fundraising
  - Strategy for implementing 20-21 programs - AB
    - The Farm Fresh, Gift Cards, Catalog, Amazon Smile programs will get up and running for the holidays.
    - Sponsorship banners to stay up until we have new sponsors due to lack of adequate exposure during the spring.
    - Dine & Donate Update - we have two upcoming Dine & Donates: MOD, October 28th and Foodshed, November 11th. No flyer needed for Foodshed. Angelique to send information to Daralyn and Michelle so it can be publicized the week of October 19th. Jen will also mention in her Sunday newsletter.
  
- Miscellaneous
  - Next board meeting is a general meeting. Jen will provide a translator and reach out to Napa High for best practice ideas. Discussed that a webinar format may work best. Parents would have to register for the webinar which would capture attendee names.
  
- Adjournment - Meeting adjourned at 7:07 pm

Next Meeting: General Meeting, November 2, 2020 6:00PM