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September 2021 shARK Meeting Minutes

September 23, 2021

In attendance: (BOARD MEMBERS) MARNI DAVIS - PRESIDENT, SARAH LAIRD - VICE PRESIDENT, SUE DAVIS - TREASURER, CAITLIN O'NEILL - SECRETARY, LAUREN BOWNE - BOARD MEMBER (NOT IN ATTENDANCE: GIOVANNA ZARBA, KANDI C.)
(NON-BOARD MEMBERS) KENZO BRADBURY, JAQUELINE GLEASON, TAMARA SKINNER

CALL TO ORDER 9:02AM

1. Approval of minutes:

- **ADDENDUM** Meeting on 9/13/2021 on Facetime with Marni, Sarah, Caitlin and Sue. We had a targeted 45-minute discussion to make final version decisions of Welcome Back Packet going out schoolwide on 9/17. We also discussed the website layout and new additions/changes that Sue has been managing for shARK. We voted to pay out of shARK budget to have the Welcome Back Packet printed by Sprint Copy Center in Sebastopol. Sarah motioned to approve, Sue seconded the motion, all 4 members were in approval.
- Paper copies of meeting minutes from May (where we changed officer positions), June (annual brainstorming and school year wrap-up meeting) and August are being passed around to board members for review. Sue motions to approve, Lauren seconds, all members in favor.

2. Welcome and introductions

3. Board update--what we've been working on

- 4 officers met with Matthew in late August, main takeaway: events this year are on hold--we can still organize small get-togethers with the primary purpose of building community. His vision for future events, when permitted, is a collaboration between the school and shARK, with the school taking the lead. Let's move forward in the district/shARK with a feeling of abundance. No need to stress the school community with the idea that we are "falling short" and need to fundraise to keep our school programs strong.

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THE HARMONY ARK EDUCATION FOUNDATION IS OPEN TO ALL PARENTS, TEACHERS, AND STAFF OF HARMONY ELEMENTARY AND SALMON CREEK MIDDLE SCHOOLS, AND THE OCCIDENTAL COMMUNITY AT LARGE. THE PRIMARY PURPOSE OF THE HARMONY ARK EDUCATION FOUNDATION IS TO PROVIDE PROGRAMS THAT OFFER ALL STUDENTS A COMPLETE AND STIMULATING EDUCATION.

- Goal for our foundation is to continue to fundraise this year, more direct asks, likely an online Spring auction, perhaps a community-building event in the Garden late in the school year. We will not be held to a set contribution amount by the district though.
- Marni tries to attend all the school board meetings, and will continue to do so. She recommends especially new families to attend these meetings, as a means to better understand the school and where things stand with the district.
- Welcome Packets went out inconsistently, not all teachers sent them home last Friday, some didn't send at all. We as board members can check in and nudge them along.

4. Communications/Website Updates:

- Social media/Facebook page--we would like to find a dedicated person to take this on for 21-22. Ideas? **Jacqueline will get the password from Sue and "deactivate" the FB page for now.** Marni will include a link to Whatsapp group ("Salmon Creek Families") in the "shARK Board Meeting Recap" to all families.
- Monthly updates blast--schedule and follow up; **one week before board meetings, Marni will send a reminder.** **Sue and Lauren will figure out how to send a calendar alert to all those on our list.**
- Can a shARK board member follow up in person at a STAFF MEETING at some point soon (early school year) ? **Sarah.**
- Our email list--where is it stored, can the school send to families on our behalf, or do we still need families to sign up for alerts/emails from shARK independently of school--Emails are stored in Wix per Sue--easy to navigate. We could look at that list and see how it can be sorted? After meetings, **Marni will send a recap to the email list, remind them when the next meeting is, and have teachers send out to families (via the "shark teachers" email created by Matthew).** We are not doing liaisons anymore, the board members are filling that role.
- Lauren is in conversation with Deb from Live Oak Charter about systems and communication approaches. She will continue to update us. Potential for the future. Parent Square is an app being used at the high school (as well as Live Oak).
- Creating DEI (Diversity-Equity-Inclusion) and/or JEDI (Justice Equity Diversity Inclusion) Statement on the website--The first thing you see when you open the website. **Lauren will ask Carisa to write this up.**
- Logo (ask Tommy) and Re-branding--the "ARK" is confusing for people. We are tabling this for now, but let's all think about it. Would be great if Tommy drew us a salmon!

5. Fundraising ideas to consider this year to supplement annual pledge:

- **Dine and Donate--Sarah will lead this.** This will depend on the restaurants. One day, or a week, or what? Some businesses will request we say "we're from shARK" but others will donate a percentage of profits from the whole day, no matter who is buying; Howard's, Hazel, Altamont, etc. **Subcommittee, to follow up in October.**

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- Kozlowski Pie Fundraiser--Holiday Pie Fundraiser. **Marni will look into this, Sarah will help as well.**
- Jars for donations in local businesses--on hold for now. Would be best to have a specific “campaign” and make it distinguishable from service tip jars, etc.
- Our annual “big ask”--outdoor focused, place based (playground updates, etc.) (Sue: community resource sharing, apple press, etc.)
 - The school has a good amount of money budgeted already for improvements on campus.
 - The little ugly area between the classrooms and the library--sensory garden, etc., would be a great zone to improve, as well as the strange little shaded square gravel pit.
 - The Big Toy--tire swing needs replacement, what about a swing set?
 - Art class--can we add more equipment? Sue thinks an apple press would be a great addition. Subcommittee of Sue and Jacqueline to discuss the garden infrastructure and how we can grow that?
 - **Let's send a survey to the list and get people's feedback on these ideas specifically? Caitlin and Jacqueline will meet to discuss the survey. gleason.jacqueline@gmail.com**
- Creating an annual publication (resource guide, spotlight on shARK/school collaborations, etc.) AND/OR an illustrated (by students) recipe book, with local businesses advertising (this has been done in the past - any ideas for parent volunteers who would want to take this on?)--Sue says that a recipe/calendar has been in the works for awhile. **We could sell these in December?**

6. Treasurer Updates:

- Filing 990s, looping in with the CPA
- Per Sue: we have made about \$1000 since the welcome packet went out last week, mostly from Marta's class (August donation) and one family who gave for their three kids. **No new monthly donations--Sue will look into how many we have of this. Marni will include a reminder to donate in the Recap blast.**
- List of passwords and people who have access (Sue)
- Going to the bank and changing check signers--**let's do this the week of conferences.**
- Meeting minutes from last year--approve and get on the Drive and the WEBSITE

7. Other Topics to Discuss

- Creating a relationship with local teachers supplies business for parents to support (rather than Amazon). Ideas? Art N Soul, etc. Table for now, to be continued.
- Harmony Walks - monthly parent walking group. Marni can host. Let's pick a day of the week that is best. FRIDAYS ongoing after dropoff at Hotel. **Marni will lead and communicate via WhatsApp about this.**

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- Clay Folk--Kaelyn's ceramic studio--can we offer/organize after school classes this year for students who would take the bus downtown? Sue mentioned it to Kaelyn this summer and she felt she could do that--**Sue will follow up on it.**
- Aftercare--we need to individually reach out the administration to ask for it--shARK cannot take it on. Supervised play--doesn't need to be fancy. Glorified babysitter. And affordable. Drop in ideal.
- New families, kindergarten families--meetup, they will organize amongst themselves.
- Let's give Feedback to the school--chocolate milk every day is unnecessary. Our kids are coming home hungry, not having enough time for snacks and lunch, skipping the lunch because the line is too long, particularly in upper grades. Lauren will email the school and recognize how wonderful our farm to cafeteria program is, how difficult it is to organize during Covid, but we need the kids to feel spacious-ness and calm around meal times, and not having chocolate milk every day. No skipping lunch to go play.

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