

**Santa Rosa French American Charter School Foundation
Parent Association Foundation Meeting Minutes**

- I. Opening:
The regular meeting of the Santa Rosa French American Charter School Foundation Parent Association Foundation was called to order at 5:45pm on July 13th 2022 at Ben Wolf's house by Ben Wolf.

- II. PAF Mission Statement
The SRFACS Parent Association Foundation (PAF) will provide services to the school community in collaboration with the school's leadership; raise funds solely for the purposes of supporting school goals and programs; conduct activities which foster community spirit, involvement, and awareness; and sponsor activities that promote the vision and mission of the school.

- III. Board members in attendance:
Nica McCarthy, Carmen Dehlinger, Sean Charter, Ben Wolf, Erica Mikesell, Monique Audiat-Rewick, Sarah Del Porto, Danielle Stewart, Bibiana Pisoni
Board members absent: Emmanuel Jougounoux, Bibiana Pisoni, Nora Brand

- IV. Public Comment - n/a

- V. Approval of Agenda/ Minutes
Minutes from previous meeting were approved via email to be posted to the website/app. Carmen motioned to approve Meeting Agenda, seconded by Sean; Agenda approved.

- VI. Reports
 - a. **PRESIDENT'S REPORT:** (Ben)- We are still recruiting new PAF members, especially as we get into new school year. Anyone interest can contact Ben. Bastille Day celebration is coming up tomorrow, but will review further on in agenda.
 - b. **PRINCIPAL'S REPORT:** (Evelyn) Peace poles went up in front of school and look good. Evelyn asked for school clean up day and Saturday, August 6, confirmed.
 - c. **TREASURER'S REPORT:** (Sean)- New Fiscal year has started. Reviewed balance sheet, reserves, budget v actuals 2022. We hit family giving goals and almost hit corporate match goals, last year. We need to ensure we can still hit goals this year. Sean transitioned past board members with financial access to the accounts out and new ones in. We need to tighten up that process; secretary needs to sign resolution to remove past/approve new account owners at Wells Fargo. Discussion topic for next month: moving accounts to Redwood Credit Union (where Sean works) from Wells Fargo.

- VII. Committee Reports:

- a. **Fundraising and Events:** Ben: should be separated into two committees. Need to expand on role definition and discuss at next meeting. Brittany will still do Events, but need PAF liaison. Carmen interested - she will talk to Brittany. **Action:** add to August agenda. Carmen also interested in fundraising (not leading), Bri Matel available to assist with grant writing (and possible Middle School PAF member). **Action:** Ben to talk to Nora/Bri about fundraising. And possibly Carmen/Danielle for the events liaison.
- b. **Green Committee:** Sarah: Campus Clean up Day August 6
- c. **Parents Representatives Committee:** Bibiana/Erica: Erica working with Emmanuel and Bibiana for Teacher Welcome, which is underway and going well. Will collect, create welcome baskets. More further on in agenda.
- d. **Lunch, Dropoff, Use and Reuse Committee:** Emmanuel absent. Needs renaming: **Volunteer Coordinator** - Is this the right title and scope? Include in August committee discussion. Erica will speak with Tiffany as a possible PAF member for this role.
- e. **Enrichment and Cultural Enhancement:** TBD - Juliette will continue Enrichment Program, but needs assistance with some parts (e.g., teachers' insurance, kids' emergency contact and allergy forms, scholarships, etc) (Christelle will replace Mohammed's role). Christelle will help with Enrichment as the teacher contact. Ketsia continuing Cultural but also may need assistance with parent involvement for events. Net: need someone to assist with both and be PAF contact person. Danielle may be interested in this role.
- f. **Communications and PR:** Carmen: **Action:** Ben to provide Carmen with password for app. and get together for website.

VIII. Discussion and Action Items

A. Budget proposal for 2022-2023: Sean

- a. 120k seems attainable goal from a budget perspective. setting reasonable goals in budget, can exceed, but making goal achievable.
 - i. Permits/Insurance increased (from \$500-\$1000)(EEBBR is \$200 alone).
 - ii. Events budget (circus performer at EEBBR, DJ/Music at Carnival) increased to \$2000. Bastille Day, approved \$200 for decorations/games to be used on other events, plus Accordion, Approved to spend \$410 for all, but capping the spend for next year. Facility rental includes tables, chairs, etc. Bastille Day to be bumped to \$450.
 - iii. Caroline expecting scholarship for Odyssey of the Mind, Classroom Supplies bumped up to accommodate 7th graders, also Field trips like potential 8th grade trip to France.
 - iv. May reduce Visa category to 30k due to spending 10k for Ketsia. Adjusting budget line name to Garden Program, STEAM Program (rather than Coordinator), Removed classroom personnel support as specific line item.

Budget proposal for 2022-2023: Ben motioned to approve all recommendations as noted above. Erica second, motion approved. Budget approved. Sean to add notes and Carmen to publish to the website and app.

- B. New teacher/intern welcome plan: Erica, Emmanuel. 4 new teachers coming
 - a. New Teachers: 1) Miriam here, staying with Erica. Needs a 2 bdrm condo/home, car
2) Lena arrives July 21, has lodging July 23, (needs 2 night stay. Needs car. Emmanuel
picking up. Action: Monique to contact Emmanuel as back up pick up. 3) Virginie
(Family of 4 people), arrives July 28. Ben picking up, can stay with Wolf family for a
few days, then need something more temp/perm. 4) Florine - here already and
taken care of.
 - b. New Teacher Welcome: Erica to coordinate. Lunch with Evelyn: Sarmentine and
assemble welcome baskets. Action: Monique to get Erica baskets/swag from shed.
Action: Ben to follow up with Emmanuel on updates/needs
- C. Campus cleanup day: Sarah. Scheduled for August 6. Deborah to coordinate. **Action:**
Carmen, will put into LaPlume. Would be nice to bring Starbucks coffee/donuts -
Carmen/Sarah to work on.
- D. Bastille day: Emmanuel/Ben: \$160 for music? Approved. Need Setup help - rope off at 4:30,
event 6-9, need PAF pop ups for PAF and others, tablecloth, swag, tables. Monique to meet
Ben and get items from shed and go set up. Clean up: Sarah, Sean
- E. Agenda items for August meeting:
 - a. New Teacher/intern welcome plan
 - b. Campus cleanup day
 - c. EeBBer planning - Action: anyone helping to load/unload onto Doyle has to register
car with city - **Action:** Ben to email form out to all PAFers. set up 10am, event 12-4,
out by 5pm. bring trash cans, TP, haul trash away, hand sanitizer. **Action:** Carmen to
connect w Bibiana to see if reusable vino acrylic glasses. Table Coordination is a big
job. **Action:** Need to order some swag shop things to have on display. **Action:** need
to source more wine/beer now. Sarah to follow up on beer. **Need to source
sparkling for EEBBR (and also for Carnaval)**
 - d. Family Giving 2022.
 - e. PAF SOPs
 - f. Move accounts to RCU?
 - g. Confirmation of committee owners.
- F. Open action items from previous meetings:
 - a. No open action items.

IX. **Upcoming dates:**

- Bastille Day at Gouquette: July 14, 6-9pm
- Campus Clean up, Sunday, August 6
- Ecole en Bleu, Blanc, et Rouge: August 20, noon-4

Future Meetings Tentatively Scheduled for: Aug 3.

Next year target 1st Wednesday of the month, PAF meets on Wednesdays at 5:30pm unless otherwise noted

- X. Adjournment: Meeting adjourned by Ben at 7:55pm