

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

- I. Call to Order -The regular meeting of the Santa Rosa French American Charter School Foundation Parent Association Foundation was called to order at 5:33 pm on December 6, 2023, at SRFACs and via zoom 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: Ben Wolf, Sean Charter, Carmen Dehlinger, Brittany Westerman, Ludovic Pallanca, Nora Mallonee-Brand, Monique Audiat-Rewick, Danielle Stewart, Jenny Slama, Aimee Carney, Melissa Greenberg, Juliette McElvaney, Lauren Palleschi, Sharon Orozco, Emmanuel Jougounoux, Sarah DelPorto
- IV. Public Comment – N/A
The public may address the Board regarding any item not listed on the agenda during this time. Presentations are limited to three (2) minutes per person per topic. When addressing the Board please state your name and position (e.g., teacher, parent, community member). It should be noted that the Board may not respond to comments. The Public may also address the Board on any item listed on the agenda at the time the matter is discussed by the Board.
- V. Consent Agenda and Approval of Minutes
Minutes from previous meeting were approved via email and posted to the website/app. Ben motioned to add an agenda item: move bank account to RCU, Brittany seconded the motion. Motion unanimously approved. Agenda item added.
- VI. Board Reports
 - A. PRESIDENT'S REPORT: **Ben** – No update.
 - B. PRINCIPAL'S REPORT: **Evelyn** – Quote received for Eloquencia was 12,500 euro, not including airfare and 2 coaches. We budgeted ~12k with one coach, therefore no need to vote to change the budget, as she will go back and see if any more wiggle room in pricing. Thanks all 7th grade parents, as the students are wonderful. Overall need to support Manon to ensure retention of our older grade teachers, as that age group can be challenging.
 - C. TREASURER'S REPORT: **Sean** – 232k in all accounts, balance sheet in good shape. Any specific information wanted or questions, email Sean directly. **Action item Ben**: update and finish pie chart for website. Discussion: moving bank account from Wells Fargo to RCU. Wells Fargo is difficult to deal with, RCU is local and always good to support local. Sean works there, so streamlines/eases duties for Treasurer. Can have multiple individuals on account, apply for credit card, separate authorized signors. Discussion: two people on

account, management of financials outsourced for non-profits. **Action item Ben:** review bylaws wrt financial accountability. Ben motioned to move account from Wells Fargo to RCU. Aimee seconded the motion. Motion unanimously approved.

VII. Updates, Discussion, and Action Items

- A. Fundraising: Ben, Nora, Jenny
 - a. Teacher Wish Campaign nearly sold out. Nora needs to connect with Sean to access SRFACS amazon account for ordering items. Campaign closes end of December. Discussion if need to open up / add more options, such as office/administration. Nora to connect to add more options. Website: Adding a page for Carnival on website so that it can be easily accessed for fundraising purposes.
- B. Communications: Carmen, Aimee
- C. Calendar coordinator: Nora
- D. Green Committee: Sarah – trying to get Recology in to do opening ceremony/seminar type intro for school about saving waste, how to reduce, then another follows up to see how we did. Tiffany, new head of subcommittee, idea person, wanted to know which teachers still need their mess kits. **Action item: Ludovic:** *check with teachers and follow up.* Earth Day Planning and trying to get certified as Green School, so any pictures of any green activities/events, equity (UN13 priorities) please send to Sarah. **Action item: Ludovic** *to let teachers know, to ensure Mathias and Emilie communicated already.*
- E. Swag shop: Sarah, Brittany, Melissa: New Swag shop designs. Yay! Just in time for holiday shopping: will be available for purchase at Marche de Noel and via the SRFACS app.
- F. Volunteers and Class Reps: Danielle, Bibiana, Jenny, Aimee: no updates. Fingerprinting is now done at the district, available every day, just need to call and schedule. Would be good to remind people to go do it. Sharon needs help with volunteers, asking for help with activity involving rice and weighing for a math lesson. Sent to class reps but no response. Sharon to contact Bibiana to follow up and message again and include one grade level lower. Evelyn reinstating Volunteers sign wrt Volunteer guidelines, includes things like abiding to student confidentiality, areas you're allowed to be, not allowed, etc. Evelyn will manage sending out to all parents, stack at office to sign when you come in to volunteer. **Action item: Danielle** *to check volunteer requirements on website, i.e. no longer need weekly covid test. Just needs to align with district volunteer requirements on their site.*
- G. Outreach (new teacher, intern, new family welcome): Emmanuel, Brittany
- H. Enrichment: Juliette, Lauren
 - a. Juliette and Lauren investigated adding another cooking class option, also 6th St. Playhouse, maybe 2 classes, upper/lower but at this time, only availability for one.
 - b. Winter: Starts January 15
 - c. Spring: Starts April 1
- I. Event Czar: Brittany
 - a. Marche de Noel: Emmanuel, TBD teacher- Next Saturday, 11-4, Clemance with AFSR advised load in done by 10, load out, starts at 4:15. Need more volunteers, esp. afternoon hours or we can't support. Each PAFer needs to sign up for min. 1 slot on SignUpGenius **by this weekend.** Teachers will be selling table décor, cards,

snowflakes, origami wreaths, swag shop items. **Action item:** further discussion with PAFers regarding possibility of doing Gaufres, chocolate chaud (can ask Berengere).

- b. Carnaval: Nora, Jenny, Brittany (Advisor) –Save the date: MARCH 2, 2024! Went out to class reps and on the fb circle awhile ago. Asked for auction items. Sharon sent staff a Save-the-date plus the info about PAF buying their ticket. Brittany to send S-t-D to Aimee to put into Atria. Brittany reached out to 54 corporate sponsors; so far for monetary sponsors and wine. Ticket price discussion kept price nearly the same for years and now not even breaking even on the event and it’s a fundraising event. We are inclusive and outreach in many areas, this events goal is fundraising. Other non-profit organizations fundraisers are easily \$200 plus/ticket. Agreement we need to maintain the event as a community event as well as a fundraiser. Will aim to set pricing strategy by January. Pricing will likely remain similar to last year. Also need more corporate donations and auction items.
 - c. Carnaval Appetizers: Monique. **Action item Monique:** reach out to corporate donors, bakeries for donations.
 - d. Carnaval Auctions: Jenny, Carmen
 - e. Earth Day: Sarah
 - f. Talent Show: Jessica Hewitt, Kim Navarro, Sarah-Jane Wiseman
 - g. Volunteer appreciation: Danielle, Bibiana, Jenny, Aimee
 - h. Staff appreciation: Danielle, Bibiana
 - i. Kermesse: Jenny, Juliette
 - j. Fete du Village events: Nora, Jenny, Brittany
 - k. Dine and Donates: Jenny, Lisa McKee
 - l. End of year staff appreciation: Brittany, Ben
- J. Teacher update: Sharon:
- a. Caroline submitted 4 applications for Santa Rosa art installation and all 4 for declined. Were outside scope of intent. Will look into other opportunities.

VIII. Upcoming dates:

- A. Marche de Noel: December 16
- B. PAF meeting on January 3rd?

Future Meetings Scheduled for: January 3, February 7, March 6, April 3, May 1, June 5, July 3

PAF meets on Wednesdays at 5:30pm unless otherwise noted.

IX. Meeting Adjourned at 7:04pm by Ben Wolf.