

**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 5:37 pm on January 10, 2024, 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, Monique Audiat-Rewick, Danielle Stewart, Jenny Slama, Aimee Carney, Juliette McElvaney, Sharon Orozco, Sarah DelPorto, Bibiana Pisoni
- 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: potentially increase amount in spending account, Sean seconded the motion. Motion unanimously approved. Agenda item added.
- VI. Board Reports
 - A. PRESIDENT’S REPORT: **Ben** – Review of action items: review bylaws for investment account: technically we don’t need to vote on but will review today in discussion. Marche de Noel went well; raised about \$800. Event feedback: holding items for children that limited our ability to sell. Recommendation to not hold items next year and simply sell what children made. **Action: Ludo/Sharon:** please communicate to teachers for next year.
 - B. PRINCIPAL’S REPORT: **Evelyn** – All parents please read Parent Square notifications, regularly.
 - C. TREASURER’S REPORT: **Sean** –Account transfer to RCU went well, next action item to write checks to test etc. Assets remain about the same; over 100% of goal on Family Giving, Corporate Matches may be lagging a bit, Recurring donations about 50% of goal, so hoping to see more. We now have an interest-bearing checking account, separate from the savings account, where we hold most of our funds. Homework club and tutoring ticking up in activity, and not heard much from teachers wrt reimbursing teachers for scholarships for enrichment. **Action: Juliette** will follow up with teachers and liaise with Sean to resolve

concern with one teacher. Payment for teachers via payroll based on amount per hour (1.5 hrs for enrichment class) (not per student) for teachers so individual tax withholdings will vary. In most cases, ended up being more profitable for teachers than before. If 4 students, then \$140, 3 students \$160. More discussion is needed. Bank account currently holds \$30k in reserve, so suggestion to double to ~60k and put part of it somewhere we could earn more interest, like a 1 yr. CD, HYSA, etc. Idea being we have enough in operating budget and some additional to earn more interest putting money to better use for us.

- a. Ben motioned to increase reserve from 30k to 60k and put 50k into a 6 month (since rates about the same for 12 month so we can test and approve by July financial meeting) CD, Brittany seconded motion. Motion unanimously approved.

VII. Updates, Discussion, and Action Items

- A. Funding for 8th grade France trip chaperone discussion: Ben: do we want to fund the group leader for the trip? If 6 students go, the trip company funds a free travel spot, ie group leader. But, for this first trip we only have 3 students. If we don't fund it the 3 kids signed up would need to cancel and lose deposits and we lose the momentum/prospective of future trips/excitement for students. Brittany is currently the group leader, the idea would be to eventually hand off to a teacher to go. It's too late to change the group leader for this tour. Funding would need to come from Field Trip budget, 3k left with a few pending trips planned so we may need to review increasing the budget.
 - a. Ben motioned to increase the field trip budget by 10k to fully fund Brittany going this year (Brittany recused from vote), \$2605 for her trip will be taken from the field trip budget, Bibiana seconded. Motion unanimously approved.
- B. Fundraising: Ben, Nora, Jenny
 - a. Grant a teacher's wish debrief: Nora: landed about 4k raised; about 85% of goal. 1k needs to come from PAF to cover remaining. Nora needs to follow up and buy the gifts and deliver. Guinea Pigs update: named as nugget and peanut 😊.
- C. Communications: Carmen, Aimee
 - a. Updates to website and app (PAF bios??)
- D. Calendar coordinator: Nora
- E. Green Committee: Sarah
- F. Swag shop: Sarah, Brittany, Melissa
- G. Volunteers and Class Reps: Danielle, Bibiana, Jenny, Aimee
 - a. Is the website up to date on the requirements? Danielle is still working on it, but she and Aimee can connect (Aimee added guidelines) to confirm more. Action: Danielle, Aimee, Jenny to all connect to review/finalize.
- H. Outreach (new teacher, intern, new family welcome): Emmanuel, Brittany: this is the time for Evelyn to start soliciting interns for the fall, so we need to start seeking housing or we can't host any interns. Plan is to fund up to 3 interns, if we can secure housing. **Action: all SRFACS Community: start considering sponsoring/ seeking housing.**
- I. Enrichment: Juliette, Lauren
 - a. Winter: Starts January 23
 - b. Spring: Starts April 1

J. Event Czar: Brittany

- a. Carnaval: Nora, Jenny, Brittany (Advisor): ticket sales are LIVE! So spread the word and BUY TICKETS. Please continue to obtain Auction items, we need MORE AUCTION items. All hands-on deck in February to pick up, organize items (last two weeks of February). **Action: ALL**
- b. Carnaval Appetizers: Monique
- c. Carnaval Auctions: Jenny, Carmen. Bibiana reached out to class representatives to connect around expectations for each class to submit an item for auction. Jenny will follow up as well to encourage/explain expected participation.
- d. French Book Fair: Brittany, Amy Petrovich
- 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: Lisa McKee, Jenny: Next one: Feb 1 at Café Citti
- l. End of year staff appreciation: Brittany, Ben

K. Teacher update: Ludo, Sharon: inline above.

VIII. Upcoming dates:

Coffee with PAF Thursday, January 25th

Future Meetings Scheduled for: 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 6:37 pm by Ben Wolf.