

**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 5:38pm on December 1, 2021 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:
Mohammed Teieb, Brittany Westerman, Carmen Dehlinger, Sean Charter, Ben Wolf, Erica Mikesell, Monique Audiat-Rewick, Emmanuel Jougounoux, Bibiana Pisoni
Board members absent: Nica McCarthy, Sarah Dal Porto
- IV. Public Comment
n/a
- V. Approval of Agenda/ Minutes
Amendments to agenda: Ben to add a new item above existing item F. New item to be titled "Clarification of Host Family Stipend". Ben motion to approve agenda, Sean second. Amended agenda unanimously approved.
Minutes from previous meeting were approved via email to be posted to the website/app.
- VI. Reports
 - a. **President's Report:** (Ben)
ELAC: Went to the ELAC meeting last month, will attend this month's meeting, and is working on building more connections throughout SAB, PAF, ELAC. Working on a gathering to get all groups together.
Storage Container: New storage container is on campus.
Middle School update: Petition is still circulating, and we have a little over 200 signatures in favor of the middle school and hearing from more parents/guardians would be great. We will send the petition to the Board when we see that the middle school is on their agenda. The 6th grade class put together a video message requesting a middle school. If we circulate it to the Board then Leighton Petty, student council president, will send out the message out. We might ask for public comment at the next board meeting from some parents.
Homework Club: Has opened up to 3rd grade. It is going well.

PAF Shed: Clean out, originally scheduled December 4, will be pushed until January.

Teacher's Wish Campaign: Campaign has launched, we have raised \$1,000 so far.

Need more teachers to send in their lists.

b. **Principal's Report:** (Evelyn):

Marquee: The new marquee is in place. It currently doesn't have an antenna so we cannot change the message but that will be resolved soon.

Thanksgiving: Thanksgiving break was much needed by the students and they all seem well-rested and ready to be back.

Middle School: Did not have enough students responding to the survey; district wants 30 students per teacher. Evelyn wants PAF to move forward with petition.

Visas: Ketsia is in her 5th year and they're currently looking into an H1-B Visa for her. PAF will cover that visa expense.

Interns: The interns are in their second phase of their internship which means they have more responsibilities in the classroom. In February we will start interviewing interns for the 2022-2023 school year.

c. **Treasurer's Report:** (Sean) The Balance sheet is current, and we have about \$180,000 in general use funds, including the reserves and earmarked funds. Created a separate income category for the wish campaign. 84% of our goal for Family Giving has been received (The numbers in the app are projected funds including pledged money, but the actual numbers received are tracked in the balance sheet.) We are just about 20-22% below our 2019 family giving numbers. We have no significant expenses to report this month.

d. **Events:** (Brittany) Working on DJ, band, and catering for Carnaval. We have some volunteers that Brittany will reach out to. Carmen volunteered to lead the Auction.

e. **Volunteer Committees:** (Bibiana) In an effort to reduce the number of committees, to try and streamline the committees, and to make sure someone from PAF is one of the chairs on each committee, Bibiana has sent out a document listing committee chair and co-chairs and their subcommittees. Discussion occurred about needing a grant writer, in the past it has been Bri Matel. Question about whether or not a teacher can co-chair the green committee, but that would have to be on their own volunteer time. A few sub-committees heads names were missing. Those people are:
Enrichment & Cultural Enhancement Committee

Chair: Brittany Westerman (confirmed)

Co-Chair: Nica McCarthy (unconfirmed)

- Enrichment (Teacher Rep. Mohammed), Parent Rep (Juliette)
- École des Loisirs (Cheryl and Angel in the Front Office)
- French Book Fair (Galiene, Jessamyn)
- Scholastics/Magazines (Melinda)
- Talent Show (Ali Miller)
- *Please Add: Kermesse (Galiene, Juliette)*

More discussion about whether the talent show can happen (sounds like it might be able to, especially if we can do it outside).

Separate document contains the summary of committees and will be updated as committee chairs/co-chairs are confirmed. This document will live with the SOPs Brittany is working on.

- f. **Communications:** (Carmen) Going well. No new updates.

VII. Discussion items:

- A. PAF SOPs: (Brittany) Gathering information for SOPs, will put it on the info@srfacs Google Drive. This item should be on ongoing topic.
- B. Class Reps: (Erica) Email was sent out about teacher's wishlists, asking reps to reach out to their teacher to ask for their list. Moriah updated HelpCounter with current contact information and emailed the Class Reps for Yearbook photos.
- C. Teacher's Wish Campaign: (Ben) Need more lists from Teachers.
- D. Marché de Noël: (Emmanuel) PAF needs to bring a pop up tent, table, volunteers, décor and any items we want to sell/give away. Ben proposed we give away mugs and put up QR codes for donations and the swag shop.
- E. PAF/ELAC/SAB Gathering: (Ben/Evelyn) We don't have time to meet before the market, so we will target January for a gathering.
- F. Clarification of Host Family Stipend: (Ben) We previously approved a \$500 per month stipend for host families but never clarified if the money follows the intern or if it is a fix price per host family. Example: one host family has more than one intern. Do they get \$500 per month or \$1,000 per month? Make sure to clarify in the SOPs that it is \$500 per intern to the host family and that it is paid at the start of each month.
- G. Open action items:
 - i. **Marché de Noël:** Ben & Emmanuel will discuss and find a time to look at the Shed prior to the Marché. Ben & Emmanuel to go to the Shed at 8am on 12/11 and then meeting downtown at 8:30am to unload and set up. Ben will send out an email about who is going and when. Brittany will do the flyer for prospective families. Brittany will find out from Tracey where we used to buy the car stickers.
 - ii. **Intern Housing:** PAF to work on a video with current interns and host families to talk about their experience and why you should host an intern.
 - iii. **Yearbook:** Another parent is needed for Yearbook, the Communications & PR Committee will follow up with Moriah (Action items). Brittany to send Mohammed the email address and the Google Drive link for Yearbook photos.
 - iv. **Talent Show:** Enrichment & Cultural Enhancement Committee to check in with Ali Miller to see if she wants to help coordinate.
 - v. **Volunteer Committee:** Please have everyone confirm via email to Bibiana if you are okay with your committee chair or co-chair position.
 - vi. **Salle de motricite: Mohammed:** Brainstorm ideas as space is too limited. Logistics of sharing multipurpose room with lunch and soft gym equipment are impractical so far. Brittany suggests another Shed that PAF can purchase if there is space on campus. Will keep this as an open action item for future discussion.
 - vii. **Green Committee:** Funds are earmarked for classroom mess kits. Is this still how we want to use those funds? Bibiana to confirm with Sarah about being the

Green Committee head. Evelyn indicated that this is a topic that came up in the student council meeting so we will keep this item going forward.

- viii. **CPA/Tax support:** Sean to meet with Bookkeeper and also check with Amity's suggestion for help.

VIII. Adjournment

Meeting was adjourned at 7:08pm by Ben Wolf.

Meetings Tentatively Scheduled for: January 5, February 2,
March 2, April 6, May 4

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

The next general meeting will be at 5:30 on January 5, 2022 location TBD (zoom option available.)