

**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 5:40 on November 3<sup>rd</sup>, 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, Nica McCarthy, Carmen Dehlinger, Sean Charter, Ben Wolf, Erica Mikesell, Monique Audiat-Rewick, Emmanuel Jougounoux  
Board members absent: Brittany Westerman, Bibiana Pisoni, Sarah Dal Porto
- IV. Public Comment  
n/a
- V. Approval of Agenda/ Minutes  
Amendments to agenda: Farm Fresh presentation won't happen tonight.  
Minutes from previous meeting were approved via email to be posted to the website/app.
- VI. Reports
  - a. **President's Report:** (Ben)  
*Middle School update:* Lots of letters and then speaking during public comment at the District Board Meeting to express desire to resume charter to include 7<sup>th</sup> and 8<sup>th</sup> grade were well received. Next step will be an online petition later this week and next to gather signatures and demonstrate substantial potential enrollment. Parents are also encouraged to keep up the momentum and continue to write to the board and participate in meetings. Any questions should be directed to Evelyn or Ben.  
*Garden and STEAM Coordinators:* Still ironing out how they are hired. Probably similar to the Homework club (paid by PAF and PAF will reimburse their annual insurance as well) and Evelyn is the point person for applicants.  
*Tutoring:* this will be by invitation for students in need for French, English, and Math. PAF will provide a "supplies stipend" every 3 week session.  
*Homework Club:* Serving about half a dozen kids and going well. Looking at opening it up to 3<sup>rd</sup> grade as well.

*Marche de Noel:* Melanie is putting this together for Dec. 11<sup>th</sup> and SRFACS will have a booth. Emmanuel will liaise with Melanie and Alliance Francaise.

*PAF Shed:* Clean out on Dec 4<sup>th</sup>.

*Nutrition Program:* Sarah-Jane Wiseman is gathering information on the NOSH program in Napa

*Compost bin for garden:* Evelyn to connect some kinder parents with Ben/Lynn

- b. **Treasurer's Report:** (Sean) The Balance sheet is current, and we have \$167,000 in unallocated funds plus the reserves and earmarked funds. 70% 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.) Corporate matches like Dine and Donate are lagging behind previous years and Profit and Loss is about 20% shy of 2019 but are in line with our decreased enrollment. We need a separate category for the Homework Club and we may need to increase our teacher support budget. Our Net Operating Income is the red which is what we wanted: this shows we're using the money donated to support our students and community.
- c. **Principal's Report:** (Evelyn): Middle School interest was extremely well received thanks to the respectful and reasonable tone of the letters and comments. There are lots of details to work out which will take time, but it is important to maintain this positive momentum.  
The Consulate visit went great! The superintendent provided gifts and the Consulate was very impressed with our school and wants to support us and the students enjoyed their visit as well. November's Kindness Month is well underway.
- d. **Events:** (Brittany via Ben) Carnaval is booked at Friedman Center for March 12<sup>th</sup>. Need someone in charge of Auction. Talking to DJ also and catering.
- e. **Family Giving:** (Ben): \$87k raised or pledged! Included donations from several people that shared the donations link with family/friends, this could be promoted more next time.  
Giving Tuesday Campaign will be coordinated by Bri Matel and Mohammed. Will reach out to teachers to get lists for the "make a teachers wish come true" part of Giving Tuesday.
- f. **Volunteer Committees:** Bibiana to coordinate – more to come.
- g. **Class Reps:** (Erica) We have at least one rep in all the classes and Erica is working with them to get them email lists for the reps that don't have them.
- h. **Communications:** (Carmen) Will make a communications calendar for what and when to communicate.

VII. Discussion items:

- A. Budget update: Based on Family Giving results, we can leave the budget as is BUT create a separate line item for Homework Club and increase STEAM/Garden Coordinator amounts for next year when they'll be needed the full year. **Motion to create budget line item with \$5500 for the Homework Club (Ben); Seconded (Emmanuel); Unanimously approved.**

- B. Tax filing for 2020: Looks good except that Brittany's position should be indicated as President for 2020. **Motion to approve 2020 tax filing (Ben); Seconded (Emmanuel); Unanimously approved** Tax filing will be on time!
- C. Giving Tuesday Campaign: We're switching focus to Giving Tuesday and Brie Matel will coordinate with Ben for this while Mohamed coordinates with the teachers.
- D. New logos for swag shop: *C'est cool d'être gentil !* will appear on new swag in the shop
- E. Campus needs: Water filling (district), storage container (Brittany and Ben to order), Outdoor rain protection for lunch: could use PAF tents but need more supervision and the logistics of setting up and disassembling would need to be arranged. The desk option remains best alternative for kids who do not wish to picnic and kids who want to bring towels can continue to do so as they are enjoying it!
- F. Open action items:
  - i. **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. Will keep this as an open action item for future discussion.
  - ii. **Green Committee:** Funds are earmarked for classroom mess kits. Is this still how we want to use those funds? (**Bibiana** to connect with Green Committee head).
  - iii. **Carnaval: Carmen** to put a call out in La Plume for Auction help, need someone to coordinate Auctria.
  - iv. **Volunteers: Bibiana** to consolidate committees and send list of heads to PAF plus Evelyn then check in with the heads before PAF meetings for updates. Also work on clarifying volunteer expectations (in light of Covid) and clean up Help Counter. - Dec update.
  - v. **Compost Bin: Evelyn** to suggest some parents to help build it
  - vi. **Communication: Carmen** to check in with PAF and committee heads on regular cadence to check on announcements/content for La Plume. She'll add the interim Balance Sheets to the website with Budget information as well.
  - vii. **CPA/Tax support: Sean** to meet with Bookkeeper.
  - viii. **Middle School: Ben** to add request for affiliation with the school to the survey and **PAF** volunteers needed for the table outside school at drop off and pick up next week for in person signatures (and to help people sign up for La Plume and download the app!) and Discuss answers for some FAQs to be able to respond or redirect questions to Ben/Evelyn
  - ix. **Marche de Noel: Emmanuel** to coordinate. Sell swag at booth (preorder? Sell mugs?), sign up for La Plume, Set up a Facebook event for our booth and coordinate with teachers to find out how our students can be involved.
  - x. **Fundraising: Bibiana and Ben** to coordinate with other programs.
  - xi. **Homework Club: Evelyn** to confirm with Fenise that we're ready to expand to include 3<sup>rd</sup> graders.
  - xii. **Giving Tuesday: Bri and Mohammed** to connect on teachers' needs. Bri and Ben to set up donation link.

STEAM room coordinator for Maker's Space. Funding is earmarked for this but it has been sidelined by distance learning. Need work benches (Evelyn to look at funding options).

IX. Adjournment

Meeting was adjourned at 7:35 by Ben Wolf.

Meetings Tentatively Scheduled for: December 1, 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 December 1st, location TBD (zoom option available.)