

**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 5:37 on October 6<sup>th</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, Brittany Westerman, Nica McCarthy, Carmen Dehlinger, Sean Charter, Ben Wolf, Erica Mikesell, Bibiana Pisoni, Sarah Dal Porto, Monique Audiat-Rewick, Emmanuel Jougounoux , Sophie 4<sup>th</sup> grade French teacher joined us to provide additional teacher perspective and input. Encourage lower grade teachers to weigh in also.  
Board members absent: n/a
- IV. Public Comment  
n/a
- V. Approval of Agenda/ Minutes  
Brittany Westerman motioned to approve the agenda. Erica Mikesell seconded. The agenda was unanimously approved as distributed.  
Minutes from previous meeting were approved via email to be posted to the website/app.
- VI. Reports
  - a. **President's Report:** (Ben) Bylaws will be put on the website and we should all read them. We're officially paying our two interns their stipends and the "soft opening" of homework club is tomorrow. The Garden Coordinator position is open as well. Lockers have been installed. May order another round for Enrichment.  
SAB update: Lunch program funding complicated by funding from Covid. Looking into accessing funds from state for upgrading infrastructure/kitchen. Additionally looking into options for local/organic sourcing of due to strain on supply chain under current situation. SAB parent reps are looking into this.
  - b. **Treasurer's Report:** (Sean) We are paying interns and intern host families. Current Balance sheets: \$157k in general operations plus earmarked funds for grants (STEAM, lunch). Some funds for mess kits in classrooms for class events- discuss with Green Committee. Year to Date: Family giving has slowed and we're about 25%

behind two years ago, expected lower giving in part due to decreased enrollment from two years ago as well. Trending at about \$32k net income (does not include committed monthly donation pledges). Budget: keep eye on teacher support budget- should we increase it eventually? Taxes are underway with bookkeeper, and we shouldn't need an extension for filing this year.

- c. **Principal's Report:** (Evelyn was not in attendance but emailed prior to the meeting that they had a nice magic show today and she had nothing else major to report. (As reported by Ben): Middle School has interest and discussions in process but no clear path forward yet, more information to come. Today was statewide Average Daily Attendance date (for funding) and we had strong attendance.
- d. **Events:** (Brittany) Fall Event being tabled perhaps for Spring as hard to find an outdoor venue. Carnaval: Looked at both Elington Hall and Friedman Center but dates were an issue. Will book March 12<sup>th</sup> @ Friedman Center. Need someone in charge of Auction and will start reaching out to ask for donations. Talking to music also and maybe Pascaline for catering.
- e. **Family Giving:** (Ben) \$67k contributed or pledged so far. Start pushing to reach our goal by end of October- link will still be live after that but we'll stop pushing so we can focus on Giving Tuesday. Hit La Plume/Class Reps this week/next.
- f. **Enrichment:** (Ben) We're off and running. Next time we'll roll it out differently for more equitable registration availability. Also, may ask what families want and scheduling. We need a liaison to Juliette (Brittany). We need to improve how teachers have access to emergency card information (phone number, allergies/meds)- we'll put together a form to give parents. May have a locker in staff room to store these forms if needed.
- g. **Volunteer Committees:** (Sarah/Monique) how do we consolidate these committees and make them effective? Monique and Sarah to coordinate – also the list on Help Counter is a monster and needs to be cleaned up. We don't know yet what volunteering looks like at school. Send list of Committee heads out to PAF plus Evelyn and check in with them ahead of each PAF meeting.
- h. **Class Reps:** (Erica) Need class reps for Spita, Pallanca, and Sullivan
- i. **SRFACS PAF website:** (Carmen) We're up and running. Can add volunteering information or other specifics like we did for Enrichment. Maybe even Committee pages.

VII. Discussion items:

- a. Water fill station: Ben to check with Evelyn
- b. CPA/Tax support: Sean is working on it now but if our finances get more complex, we'll need someone different in addition to our CPA (e.g., Bookkeeper).
- c. Fundraising PAF contact (non family giving): Work with Lisa/Dine Donate, Grant Writing, Merchant Rewards, etc. Either someone on PAF or a liaison from PAF working with someone outside. Ben and Bibiana to connect on this.

- d. PAF Process documentation: Brittany is working on document of SOP for everything from teacher welcome to interns to events to insurance, etc. Brittany to send out a google doc to the team.
- e. Fundraising Communications Plan: Bibiana to connect with Sean.
- f. Halloween: Costume Exchange similar to uniform exchange (Brittany to coordinate). Also, pumpkin carving like last year?

VIII. Agenda for Next Meeting

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. Action Items:

**Bylaws:** Ben to provide them to Carmen to put on the website and all of PAF to review them.

**Salle de motricite:** Mohammed to send Bibiana a list of materials to get.

**Green Committee:** Funds are earmarked for classroom mess kits. Is this still how we want to use those funds? (Sarah/Monique to connect with Green Committee head).

**Carnaval:** Erica to talk to Kim about auction.

**Family Giving:** Send push through La plume this week and through class reps next week.

**Enrichment:** Brittany to be PAF liaison to Juliette. Ben to help coordinate with Evelyn and Mohammed for a standard form to give enrichment teachers to hand out to parents. Sean to get enrichment lockers to store these forms in staffroom if needed.

**Volunteers:** Sarah and Monique 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.

**La Plume:** Carmen to check in with PAF and committee heads on regular cadence to check on announcements/content.

**Water fill station:** Ben to check with Evelyn.

**CPA/Tax support:** Sean to meet with Bookkeeper.

**Fundraising:** Bibiana and Ben to coordinate with other programs.

**Halloween:** Brittany to coordinate costume exchange.

X. Adjournment

Meeting was adjourned at 7:20 by Ben Wolf.

Meetings Tentatively Scheduled for: November 3, December 1, January 5, February 2, March 2, April 6, May 4

**PAF meets on Wednesdays at 5:30pm unless otherwise noted although we may switch to Thursdays.**

The next general meeting will be at 5:30 on November 3rd, location TBD (zoom option available.)