

DRAFT

Serra High School Foundation General Board Meeting
Wednesday June 4, 2008

Serra Foundation Mission Statement

Improve the future quality of life in our community through
enhancing academic and athletic programs at Serra High School

Serra Foundation Website: www.serrafoundation.org

INFORMATION ITEMS

Present: Maria D'Amato, Tom Dembinski, Kim Gotfredson, Janet Green, Carole LaBuda, Barbara Lefkarites, Dionne Lozano, Sheri Oleson-Duncan, Julie Matthews, Diane Miller, Jeff Thomas (Serra Site Operations Specialist) and Ginger Tyson.

Call to order: President Sheri Oleson-Duncan called the meeting to order at 6:35 p.m.

Presentation of minutes: Minutes from the April and May meetings were not available.

President's Report:

Our efforts for signing people up at the Patriots Day parade were not very good. We gave up by noon since we did not have enough volunteers to staff it and my apologies to Lori Olsen who came with the brick information after we had closed up shop. She had searched for us in the booths. We had not rented a booth. Next year the booth would be a better way to go.

The end of the year board transition party was fun! Alumni sweatshirts were awarded to outgoing board members: Bob Walters, Lisa Parker, Peter Duncan, Sheri Oleson-Duncan, EB and Tom Dembinski.

Also Frank DeBaca received his sweatshirt award that night. Previously, Sharon Sveningston had received hers. Both Denise Stevens and Betty King had earned theirs and will have them delivered one of these days.

I tried to leave a small carbon footprint for us this year. Using recycled paper for all our first mailings. We have emailed meeting minutes and treasurers reports prior to meetings to cut down on paper waste.

- **Brick project:** Lori Olsen, incoming VP and 'brick' specialist, was unable to attend. A flyer for the orientation packets would be one way to begin marketing the brick sales. A suggestion was made to have members sit at a table at graduation on June 16th; however, not having information on what we are 'selling' made the suggestion less appealing. Suanne Grayson is the incoming alumni rep and would be a valuable resource for creating a mailing/email list of recent graduates to target for the brick sales.
- **Scholarships:** The senior awards Night is June 5. Julie Matthews represented us for the scholarship meeting on Thursday last, which included Susan Skinner, Stacy Brennan, and Kathy Bonner. Julie reported that the stacks of applications were ranked by GPA. The screening criteria were not established. We will be giving four scholarships this year. The process is in the hands of the counseling staff. Scholarship recipients are unknown at this time. The regulations governing non profit scholarships are about 100 pages long and therefore we do not have any control of the process in order to avoid the work that is entailed in that process. We give the money to the school and they administer it. We can give the counseling staff our recommendations for what criteria we would like them to follow but that is about all or we can follow all the regulations and do it ourselves. I do not recommend doing it ourselves.
 - A recommendation was made to develop criteria for the scholarships and look at the forms so that students can either apply for the \$500.00 Foundation scholarship or the \$100.00 PTSA scholarship, and to add this item to the September agenda. Mr. Thomas suggested that we may want to create 4 different criteria – one scholarship for Athletics, one for Service, one for Academic Achievement, etc.
- **File with State of CA:** We must file a new form with the state for the Foundation. A copy of the form is in the President's book. The form is due in September 2008 with fees of \$20.00. The president, treasurer and secretary need to sign the forms. Maria D'Amato, incoming VP, took the President's book at the conclusion of the meeting.
- **Bulk mailing:** We must re-file for bulk mail rate for non profits for all our mailings next year. (We paid regular mail rates this year.) Forms are in the book. Janet Green, incoming secretary, has volunteered to re-file for bulk mailing status for the Foundation. Bulk mailing costs \$0.04/piece with the stipulation that each piece of mail must be identical. Regular mail is \$0.42/piece. Last year, invitations to new members were mailed using bulk mail.

- **Foundation Insurance:** Insurance has never been carried by Serra Foundation. Kris Brown was interested in acquiring insurance to protect Board members. Kris will not be an incoming officer as her daughter will not be attending Serra in the fall. The Board should investigate insurance. De Portola Foundation has it and the treasurer is the contact person for the underwriting company. Listy Gillingham, the De Portola principal, can provide the treasurer's name if emailed.

Brick report: See President's report.

PTSA Report: Maria reported that there are 4 open positions on the PTSA Board, President, VP, Hospitality and Parliamentarian. Janet reported that the PTSA has scheduled a meeting on June 18 at 6:30 p.m. in the Media Center.

Administration Report:

Mr. Jimenez was unable to attend. Jeff Thomas, Site Operations Specialist, gave the Administration report.

- **Vandalism:** Outside door locks were glued with epoxy on the morning of June 4, most likely by non-Serra students. Mr. Thomas received an email at 06:00 a.m. about the incident and staff was already working on removing the locks and replacing them.
- **Saturday night incident:** Cars full of non-Serra young people were cruising the campus. A fire was set in the staff parking lot, which was quickly put out and school police were called.
- **Administration team:** No news on definitive personnel named to VP positions for the fall. Vice-principals at all SDCS campuses were required to 're-apply' for their positions. Most lay-offs were rescinded by SDCS. Two positions were cut in counseling at Serra. No news on office staff. Serra's admin team did not cut any teacher positions during the spring budget crisis planning. It is yet to be seen if the positions that were cut will be reinstated, as Serra chose not to cut teachers and now teachers are reinstated, admin is hoping that Serra will still get the funds to reinstate the non-teaching jobs. Nothing will be decided until August.
- **Master schedule:** Mr. Thomas reported that they are working on the master schedule and one focus is to reduce the class size for English classes.
- Prom will be at the Bahia Hotel on Mission Bay on June 7.
- **Graduation** will be held at 4:00 p.m. (gates open at 3:00 p.m.) on June 16. A 2 minute auto-dialer will go home to apprise families of the graduation plans.
- **CAHSEE** results of our 'census' population (the 10th graders) showed that they improved 5% in English and 10% in Math over last year's results. This is a major improvement and hopefully a precursor to the STAR testing results.
- **Bell schedule 08-09:** The almighty transportation department has changed the bell schedule for next year -- M,T,W,TH,F classes start at 07:25 a.m. Dismissal on M,T,TH,F is at 2:30 p.m. Early dismissal will be at 12:20 p.m. on WED. The transportation dept. did not notify accounting of this change. Accounting is the department responsible for the Instructional Minutes (IM) at each school. Our IM for next year are due soon but admin is working on whether to serve lunch on Wed or dismiss w/o lunch – impacts the teacher's contract re: passing periods. One option is to have a block schedule on Weds. Complaints about the change in bell schedule, which has NOT been done at Clairemont and Mission Bay (both have more busses than Serra), should be directed to the school board.

Athletic Director's Report: No report.

Membership Report: Sheri reported that we have 188 memberships. This number represents 302 parents, staff and alumni.

ACTION ITEMS

Approval of Treasurer's Report: Kim Gotfredson moved to approve the treasurer's report. The motion was seconded and passed unanimously.

Approval of Minutes from April and May, 2008 Meetings: Janet Green will email the previous secretary to acquire copies of the minutes.

Old Business: None.

New Business:

- **Fundraising:** Qualcomm Stadium, Petco Park and Fry's offer opportunities for groups to work as food vendors and make money. Target's Red Card also offers an easy way to make money when the card is used at any Target. Mr. Thomas will contact his Mom who volunteers at Petco.

- **Security lights:** Security light replacements were funded in the amount of \$4,400.00 at the beginning of the year. Mr. Jimenez has contracted to have them replaced and it will cost an additional \$4,200.00. The lights that were originally installed were not district-approved and the district would not maintain them. Tom Dembinski moved to fund the \$4200.00 payable in 2008-2009. The motion was seconded by Sheri and approved unanimously.
- **Spirit Wear:** Kim asked the group about placing an order for Spirit Wear. After discussion, it was decided that 30 silk-screened Serra T-shirts, 30 zip hoodies with embroidered Serra logo, and 30 pullover sweatshirts will be ordered. The hoodies and sweatshirts will be black with gold trim, design to be determined. Ginger Tyson moved to approve the order; it was seconded by Maria and passed unanimously by the group.
- **Snack bar:** It has been decided after much hue and cry by past members over the impending turnover of the snack bar to Serra Football, that the Foundation will retain the snack bar operation, with Don Nacrelli continuing as volunteer coordinator. A 'shopper' is needed to procure the food. Sheri moved to keep operation of the snack bar, with a second by Tom. The motion passed unanimously.
- **Action items from President's report:** File with State of CA, bulk mailing renewal, Foundation insurance –see above.

Sheri adjourned the meeting at 7:50 p.m.

Next meeting: Tentatively discussed an August meeting.

First Wed of school year: Wednesday September 3rd, 2008, at 6:30 p.m., Serra High School Media Center.

Respectfully submitted,
Janet R. Green
Foundation Secretary