

Serra High School Foundation, Inc. General Board Meeting Minutes

September 2, 2009

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

APPROVED

Present: Liz Adamski, Stacy Brennan (Volunteer Coordinator), Cara Furio, Paul Gottfredson, Janet Green, Mike Jimenez (Principal), Jen Joyce, Allison Kahn, Mike Kelly, Barb Lefkarites, Darla Lopez, Julie Matthews, Diane Miller, Enrique Munoz, Don Nacrelli, Mark Regn, Norm Ryan, Diana Tracy, Jeff Thomas (Site Operations Specialist) and Rob Wright.

- I. **Call to order:** President Norm Ryan called the meeting to order at 6:35 p.m.
- II. **Introductions:** Attendees introduced themselves & their board positions.
- III. **Old Business**
 - a. **Presentation of minutes:** Minutes of the 8/12/09 Board meeting were presented by email and approved as presented. Rob moved to approve the minutes; the motion was seconded by Darla and passed unanimously.
 - b. **Treasurer's report:** Julie Matthews provided a 'Cash on Hand' report that was well received by the members. The format is easy for non-accountants to use. Norm mentioned that the Foundation owes the Class of 2010 for 37 cases of water. Water was left over from graduation sales in June. Don moved to approve the report; it was seconded by Enrique and approved unanimously.
 - c. **Campus Improvement Committee**
 - i. Rob Wright reported that Miramar Sign Works (MSW) is working on the Phase II letters and should have them ready by 9/25. Rob distributed a packet with the color photo mockups of the signage for the Media Center, Gym, Theater, 200 building, 400 building, Physical Education-Boys and Physical Education-Girls.
 - ii. Rob reported that part of the deal with MSW on Phase I included 2 4'X8' banners. He asked the group for ideas on the signs, whether they should be decorative or informational. Rob also would like to move ahead on the 3 smaller signs at the visitor entrance to the FB stadium.
 - iii. Other projects for the CI committee for the year:
 - researching purchase of a pressure washer to remove gum from concrete
 - reupholster or purchase new chairs for the lobby
 - investigate the poor growth of the palms on the southwest side of the corner project
 - consider removing the gold numbers on the upper corners of the buildings
 - d. **Legacy Wall Project**
 - i. Don Nacrelli reported that the tiles from the first order had been received with 5 of the tiles arriving broken. They will be replaced. Don recommended postponing putting up the tiles until the 5 are replaced.
 - ii. The gym wall needs to be prepped and painted. Norm has the gold paint; color recommended by Michelle Linback. She also recommended that the entire section is painted gold. Don will organize a crew of volunteers to paint.
 - iii. Jeff will keep 3 of the tiles to display the actual size in the front office display case with the logo tiles and order forms.
 - e. **Snack Bar**
 - i. Jen Joyce reported on the first home snack bar (SB) experience for the scrimmages on 8/28. Sales were not as large as they had hoped but it was a great opportunity to work out kinks in operations. Huge thank you to Mike Kelly

and to Enrique Munoz in particular. Mike ran the East (Home) SB with the help of football and cheer volunteers including: the Chapman family, Enrique Munoz (donation of pizzas), Cinda Dahl, Debi Kelly, Maria D'Amato, Anne-Renee Foiles, Paul & Allison Kahn. The West (Visitor) SB was manned by Jen, Craig and Alex Joyce, Norm Ryan, Lanelle and Olivia Probe, Bo and Amanda Lee, and Lacrosse players Matt, Craig and Raul.

- ii. Jen needs to recruit more volunteers. Stacy Brennan offered that the parent volunteer forms are available for Jen's use to find those parents who indicated that they would be willing to work the SB.
- iii. Lessons learned: turn ice machine on the night before game day, Teriyaki chicken bowls were a big hit.
- iv. Jen should email the list of volunteers to Jonn Pisapia and Bridgette Brunetto each week so that volunteers can enter the gates w/o a ticket.
- v. Jen should email the list of students that volunteered to Stacy Brennan for documentation of community service hours.
- vi. Hot food menu items need to be advertised via the marquee on game day, an email blast to Serra families and an item in the *Tierra Times*. Jen will email the menu to Jeff Thomas for the Serra website.

f. Membership

- i. Cara Furio reported that the membership drive during Packet pickup and Orientation netted \$12,190.00 with 92 members at \$100.00 or more to date. There was an anonymous donation of \$700.00 and 4 members at \$250.00. Every membership of \$100.00 or more receives a card for free entrance to FB and BB games.
- ii. Membership cards will be of the same card stock as in prior years. Cara could not get the paper that she was hoping to use. Each card will be numbered in the corner and signed by Cara. Cara will email the list to Bridgette to use at the FB entrance gate. Cara and Allison also man the gates.
- iii. Cara also plans to do a staff drive.

g. Membership Party

- i. Darla Lopez has the membership party set for Saturday, Sept.26 at 6:30 p.m. at the Tyson home. The catered food and bar have been donated. Invitations will be in flyer form and will be in the mail the week of 9/13. Darla needs the membership list from Cara for the invitations.

h. Auction

- i. Darla has several dates in March selected but needs help from Mr.Jimenez regarding which date is best. Dates in question are 3/6, 3/13, and 3/20. She is getting bids on catering and hotels. The committee is undecided as to whether to hold it at a hotel or at a Tierrasanta location.
- ii. Darla suggested having fewer baskets with more items per basket and reworking the live auction.
- iii. A De Portola auction practice is to have the school determine a big 'wish list' item and offer that for bid at the live auction. The wish list item at DP has usually been defined technology or equipment.

i. Administration Report

- i. Mr. Jimenez reported that the library is short-staffed and help is needed with text book distribution. Stacy will send an email to request volunteers during the first week from 07:30 a.m. to 2:30 p.m.
- ii. Mr. Thomas distributed a 'Year at a Glance' sheet with important dates noting that Graduation will be on Friday, June 18th at 5:30 p.m. rather than on Monday, as has been the schedule in the recent past. Seniors will need to attend on

Monday to get their diplomas. Loss of attendance means loss of serious funds for Serra, even on the last day.

- iii. Mr. Thomas mentioned that in the Western Association of Schools and Colleges (WASC) approval cycle, it is Serra's visitation year. The WASC team will visit from April 11-14, 2010.
- iv. There will be an invitation to the Serra community to attend an event on 9/23 to hear about the SDUSD data center to be constructed on the NE corner dirt lot (across the staff parking entrance from the science buildings)
- v. Fall Open House will be on Wednesday, Sept. 30.
- vi. Math classrooms will be getting Promethean interactive white boards with 30 laptops per room, which is the first of Prop S. spending at Serra.
- vii. Proposition S spending was discussed and the lowly spot on the list occupied by Serra. Scripps Ranch has already had 2 synthetic turf fields and we are still on the waiting list.

j. District Volunteer Requirements

- i. Stacy Brennan presented a preliminary overview of the revamped volunteer requirements for SDUSD. There are 4 categories of volunteers:
 - A - guest speakers and Senior Exhibition panelists – need to sign in and wear a badge
 - B - non-classroom such as Foundation, PTO, Booster clubs, SSC – need to submit a new application, sign in, have 'Megan's Law database check'
 - C – drive students on field trips, carpooling for sports teams – need to submit a new application, TB skin test (if w/in 4 years is OK) and SDUSD school police background check
 - D – Walk-on coaches and significant classroom time – needs as above plus fingerprinting
- ii. Stacy will be attending an in-depth training session next week. There is no information to date regarding TB skin testing by district. She distributed the new volunteer application forms and was available to check your TB testing records.

IV. New Business

a. 2009 Goals

- i. Norm shared the tenor of the meeting that he had in June with Mike and Jeff regarding goals for 2009. Signage and gum removal were high priorities and also the theme of a more 'green' campus with recycling bins for the SB areas.
- ii. Norm would like transparency in our Foundation grants to negate some perceptions. There is a perception that only Field Hockey gets grants and that some of the athletic programs are not 'as equal' as others in terms of grants. There is a perception that grants go to groups whose parents are Foundation members. Paul will address this and mentioned that it had been done by the prior Grant Chairperson who created a spreadsheet on where grant monies had gone during his tenure.
- iii. Norm agreed to share cost of Welcome Back Luncheon with PTO.
- iv. Last goal of the year for all the 'senior' parents who will be moving on is to find and mentor a replacement for the next year.
- v. Lastly, thank you to all the Board members who often wear more than one hat at Serra and are deeply appreciated.

V. Adjournment: The meeting was adjourned at 8:00 p.m.

Items for follow up

- ✓ Mr.Jimenez-email Darla with preferred Auction date (3/6,3/13 or 3/20)
- ✓ Campus Improvement committee to explore projects for year-signage, banners, pressure washer.
- ✓ Legacy Wall awaiting replacements for broken tiles-organize prep & paint crew.
- ✓ Jen can use Stacy Brennan's volunteer forms to find SB volunteers,
- ✓ Jen – email list of weekly volunteers to Jonn Pisapia and Bridgette Brunetto
- ✓ Jen – email list of student volunteers to Stacy for community service hours
- ✓ Jen – email SB menu to Jeff Thomas for Serra website and marquee
- ✓ Advertise new hot food SB menu items on marquee, phone blast to Serra families, and *Tierra Times* article.
- ✓ Cara or Allison-email membership list to Bridgette for FB gate
- ✓ Cara or Allison-email membership list to Darla for invitations
- ✓ Cara or Allison-organize a table for Open House on Sept.30
- ✓ Everyone-submit new application for volunteer to Stacy

Motions passed

- ✓ Approval of 08/12/09 minutes as presented.
- ✓ Approval of 09/02/09 Treasurer's Cash on Hand report.

NEXT MEETING: Wednesday, October 7, 2009 at 6:30 p.m. in the Media Center

Janet R. Green
Foundation Secretary
09/10/09