

SAN DIEGO MET HIGHSCHOOL FOUNDATION

MINUTES

Meeting Date: Wednesday, July 19, 2023; 5:00pm

Meeting Location: Attend either Video conference or by phone

Attendance:

Justin Schiffer	President	Present
Meridith Coady	Vice President	Absent
Noha Jackson	Nomination to the board	Present
Shawn Coady	Treasurer	Present
Lindsay Speaker	Nomination to the board	Present
David Speaker	Nomination to the board	Present
Julie Bonnardel	Member at Large	Present
Tabitha Komescher	Member at Large	Present
Robert Fung	SD Met Principal	Present

Call to Order:

- 5:06pm

Last Meeting's Minutes: Justin

- Shawn motion to approve. Justin second.
- No notes

Principal's report: Robert

- **Purpose of the report**
 - i. Highlight and inform
 - ii. Education about finances. How \$ is used at the school
 - iii. Try to enlist foundation resources as needed

- **Focus areas**
 - i. **Instructional vision**- 5 periods a day, longer, resource teach roles, shift in open periods (workshop time instead of labs). Not as many students will have it.
 - ii. **Mental health**-In house intervention, high quality instructional practice, care teams, Jason working on identifying students who need the help, Suzanna- attendance support, outside of school support-JED, Here Now San Diego-suicide prevention work, Tabbie leading wellness committee, Mental Health Clinician from Wellness Together comes once a week to work with students up to 5 at a time.
 - iii. **Data work**- structures for collecting, analyzing data. 6 year approval from accreditation team. Mid-cycle visit – need to create a report on goals we have named. (LOSS??) We know internships are effective because...look at this data. Tabby mentioned that she's happy data will show what the school represent.

- **Enrollment is strong this year:** Expect 32-36 9th graders. 10 upperclassmen committed.

- **Big Bang Conference.** Codesigning and co-presenting workshops. Students and Teachers.

- **Asks:**
 - Week of welcome. First week of staff. Would love to have some foundation representation the week of 7/31.
 - Foundation to support breakfast? Separate than discretionary fund. (Justin-Ok to buy breakfast using discretionary fund)
 - Someone from the foundation be there to show the staff what the foundation does.
 - Week of Welcome- 8/2- Family mixer. -would love to have foundation representation to recruit or help coordinate carpool/carpool list. Preferably a parent.
 - Discretionary fund
 - lunch allocation for March
 - Family outreach (Doyle) – trying to update links to the foundation. Needs updating. (Shawn- Website has been getting updated. Website reviewed.)
 - Principal's discretionary fund – have about \$1700. Has freedom to use this between meetings.

Treasurer Report- Shawn

- General statement- fundraising effort is limited.
- Fiscal year July to June. Earmarks-Review balances and usually discuss allocation at this meeting.
- Explaining spreadsheet to new members of the group
- Money usually comes from donations/grants/matches.
- ASB money handles differently
- Track merchandise sales
- Expenditures- try to break this down to see how much was used for each line item.
- General/Admin- usually PayPal fees. Cost of providing foundation services, website costs. Transparent in reflecting all actual expenses
- PayPal and SDCCU- only financial institutions we use. Have checking/Savings/CV. Make sure to not incur any checking fees.
- Bank balances are recorded
- We automated clearing of PayPal in to our checking account
- PayPal still tied to Meredith. Need to move it to a new trust member or to make it easier.. Need to pay off the PayPal to get there.
- Julie and Shawn are only two signers on checking account. Needs to be updated with current members as well.
- Provide a charitable tax free mechanism where funds are not restricted.
- Return \$1738 to general fund and start over with \$2500
- Reviewed General Fund and Earmarks
- Class of 2023 \$503.43 and "Patch" \$28.51-What do we want to do with this \$.
- Tabby-Patch/Garden grant-the same- 2 lines can be consolidated.
- Tabby -question about underwriting. Shawn- when there's an expense we take ownership of the expense.
- Commitment of treasurer is to prepare reports, summarize and report to the board. Audits and reconciliation as well.

- Justin- More involved on the audit the better
- Lindsay -new treasurer -introduction.
- Robert- “\$2500 for Principal’s Discretionary Fund is fine. Mentor Luncheon has typically been \$3000.00 earmark, which is what I would as for again. I’ll pay for the breakfast of the Principal’s fund. I’ll email all f you the dates/times for the two events where we’d like Foundation representation.”

President Report: Justin

- **Justin motioned to approve new the slate of board members as well as the check signers for the Foundation’s SDCCU business checking account as designated below.**
 - **Noha Jackson- Secretary**
 - **Lindsay Speaker- Treasurer & check signer**
 - **David Speaker- Vice President & check signer**
 - **Shawn Coady- Auditor**
 - **Julie Bonnardel-Member at Large & check signer**
 - **Motion seconded.**
 - **Approved unanimously**
- **Need to set meeting dates for the year**
 - **Wednesday evenings good. Possible hybrid**
 - **9/20/23**
 - **11/8/23**
 - **1/17/24**
 - **3/20/24**
 - **5/15/24**
- **Ask to change Foundation member nomination to September and vote in November in September**
 - **This bylaw amendment voted and approved unanimously**

- Noha Jackson to Edit/Update Bylaws
- Ask to increase withdrawal limit that requires two signatures. Increase from \$250 to \$500.
 - This bylaws amendment voted on and approved unanimously
 - Noha Jackson to Edit/Update Bylaws
- Next Meeting
 - Talk about fundraising for Fall semester.
- Meeting Adjourned 6:39pm

Draft Minutes Prepared By: Noha Jackson, Secretary

- Approved : September 27, 2023