

# Clairemont High School Foundation

## Board Meeting

August 23, 2022, 6:30pm  
CHS Room 203

## AUGUST MINUTES

**Attendees:** Amy Lowry, President; Malissa McGee, Treasurer; Tiffany Rapp, Fundraising and Events; Chris Herndon, Tech/Website; Colleen Kleege, Past President and Hospitality; Sandy Landerer, Activities; Alejandra Castenada, Student Events and Senior Scholarships; Reuben Hoffman, Associate Principal; Betsy Whitten, Parent; Kelly Hallett, Secretary. Absent: Paula Cunningham, Grants and Scholarships; Heidi Fulton, CHS Liaison; Courtney Browne, Grad Night Coordinator.

**Call to Order:** 6:40pm.

**Welcome Opening and Introductions.** Sandy brought snacks to share - thank you, Sandy. Foundation is actively recruiting parents for positions in Hospitality and Communications. Foundation seeking parents for positions to be created based on parent's skills, be it graphic design, technical support - you name it, we welcome you.

**Meeting Meetings.** June 7, 2022, Meeting Minutes and Addendums dated June 9, 2022, June 14, 2022, June 22, 2022 and June 27, 2022, were distributed, reviewed and approved. Tiffany made a motion to approve and Alejandra seconded. All present approved.

**President Report.** Amy will meet with Associate Principal Hoffman each month, preferably two weeks after Foundation Board meeting dates. Amy Lowry and Chris Herndon met with the coaches to share the Foundation's continuing fundraising and grant support. ASB's Lisa Diggs, MaryJane Smith, Ethan Williams, Reuben Hoffman, Amy Lowry, and Chris Herndon met to discuss streamlining fundraising processes and procedures and how best to collaborate together. SDUSD ASB Rep and Advisor, Stacey Srsic, met with Reuben Hoffman, and Lisa Diggs to brainstorm. Clairemont is switching from promoting Vertical Raise (80/20) to E-Teams (85/15). Sport teams have begun to use E-Teams and fundraising is working well. Concerns about teams holding fundraisers prior to receiving approval from School were discussed. Communication to teams about current processes and procedures has been done. Various forms have been updated and are online for all to use. Clairemont High welcomes direct donations, however, past experience has proven that these third-party fundraising organizations bring in a much higher amount of funds than grass-roots' fundraisers, saving time as well.

**CHS Liaison Report.** Reuben reported on behalf of Heidi Fulton. The School's main office door is currently being replaced. Soon, visitors, students, staff, etc., will need to press a buzzer to enter. Discussions about keeping the main office door propped open during high traffic hours are being held. Fences around campus will be replaced with something taller. Efforts to create a single point of entry are ongoing. Over the next two months, the interior space of the 500 Buildings are being reconstructed to include two new health and medical classrooms, CET classes, and a medical training facility. The solar panel main parking lot project has been delayed and will now begin November 22, 2022. The 28 parking

spots available to seniors to purchase were sold out. Seniors who purchase a spot will be able to use it during the solar panel construction. Staff parking will be assessed to determine if any extra spots exist. The 10 year old track and field and football surface is being replaced over the 2023 summer break. Please attend this Friday's welcome back freshman event from 9 to 11:30. Any on-campus events must have a Facilities' Request Form completed and approved prior to event.

**Treasurer Report.** Malissa reported the Foundation's account balance is currently: \$90,867.46. Of that, Foundation has \$20,226.67. Foundation has an outstanding uncashed check in the amount of \$35, payable to Jason Haskall. Malissa will reach out to the Theatre teacher to try to track down payee. Foundation will reimburse Paula Cunningham \$11, the remainder of \$81 gift purchased for the outgoing President; Paula has received \$75 of the \$81 due her. No check requests to consider. The 2022-2023 Foundation Budget will be distributed prior to Foundation's next Board meeting.

**Hospitality Report.** Colleen is working this school year to create a Hospitality budget, in addition to a budget related specifically to the Staff Appreciation event she has graciously helped to coordinate for years. This budget, recipe ideas (vegetarian/GF/sustainable healthy foods too), and even photos of set-up, will be passed on to future Hospitality volunteers for their reference. Colleen is actively seeking a volunteer or two to shadow her throughout the school year and help create this priceless reference material.

**Student Events.** Alejandra reported that she is currently working to promote events through social media. Communication via website is great, but the Foundation needs more presence on Instagram and Facebook. She wants to encourage donations directly to the Foundation to eliminate the third-party percentage payout. Alejandra volunteered to work with Chris Herndon this school year as Communications Co, and to learn more about that role.

**Fundraising and Events Report.** Tiffany reported that Foundation's recent Panda Express fundraiser made \$106. Panda Express pays 20% of proceeds to the Foundation. Tiffany is actively looking for a volunteer to take over the coordination of these restaurant events. Tiffany is working with ASB to ensure restaurant events do not overlap too closely. Fall Bash may be rescheduled to mid-October, 10/15 or 10/22 - a Saturday from 3-7 most likely. More details to come as Paula and she decide. Parents, students, and staff are invited to the Fall Bash, which may include food trucks, games, and bands.

**Activities Report.** Sandy reported that a Meet and Greet for parents might be scheduled at Fast Times on Tuesday, September 13. Chris Herndon offered to confirm with venue. Event includes free appetizers to guests and possibly a silent auction. Fast Times pays 20% of proceeds to the Foundation. Spring Fling date to be reserved soon at Brick-by-Brick - more details to come. Clairemont Family Day is scheduled at South Clairemont Park on September 10, 2022, from 8-3. Reuben offered the Foundation a table in the school's area. Alejandra and Sandy volunteered to attend to promote the Foundation. Reuben is working on plans for next year to include ASB kids, cheerleaders, academy student representatives and will coordinate next May or June 2023, with those possible students.

**Communications Report.** Chris reported that she has updated and uploaded new Foundation forms to include Principal/AP Reuben Hoffman approval signature v Principal Williams/AP Reuben Hoffman during the interim principal time period. Veterans Memorial in progress. Helping to promote water polo fundraising. Chris is actively seeking a Co-Chair since this is her last year on the Foundation Board. Alejandra volunteered to take on the Communications position and will work with Chris this year.

**New Business:**

- The Chieftain Pledge letter to be finalized and distributed. New donation levels and recognition possibilities to be determined. Update mailing list to local businesses - mail or hand-deliver.
- Bylaws to be discussed at October meeting.
- Foundation to work with school to promote initiative for new school signage.
- Foundation to help promote and coordinate volunteers to refresh the Staff Workroom. Looking for volunteers with design skills and ideas. Paint walls.
- Morena Blvd Banners to be designed. Looking for ideas - possibly Alumni photos. Seeking graphic artist talent. Due to City mid-September.
- Homecoming dance, Saturday, October 1, 2022 - Gym this year.
- Invite Alumni to Homecoming Football game, Friday, September 30, 2022.
- Fletcher Museum of Presidency located in west room of school library - discuss future. Possibly invite Mr. Fletcher to a Foundation Board meeting to share thoughts about upcoming museum anniversary.
- Foundation to sell sets of pompoms at football games. Very popular. Hand out free magnets promoting Foundation. Volunteers needed at table.
- Discuss artwork on the eight giant school posts that surround campus - possibly wrap them with artwork done by students. Discuss with Art teacher, Ms. Berlin.

**Adjourn Meeting:** 8:39pm.

**Next Meeting Dates:** 9/20, 10/18, 11/15, 12/20, 1/17, 2/21, 3/21, 4/18, 5/16, 6/6.

*Meeting Minutes submitted by Kelly Hallett*