

Clairemont High School Foundation

Board Meeting

April 18, 2023, 6:30 p.m.

Location: CHS Room 203

APRIL MINUTES

Attendees: Amy Lowry, President; Malissa McGee, Treasurer; Chris Herndon, Communications; Sandy Landerer, Activities; Tiffany Rapp, Fundraising and Events; Colleen Kleege, Past President and Hospitality; Alejandra Castenada, Student Events and Senior Scholarships; and Kelly Hallett, Secretary.

Absent: Reuben Hoffman, Associate Principal; Heidi Fulton, CHS Liaison; Paula Cunningham, Grants and Scholarships; and Courtney Browne, Grad Night Coordinator.

Call to Order: 6:33 p.m.

Welcome Opening and Introductions. Thank you, Sandy and Colleen, for the delicious snacks! Special guest speakers and students, Samantha Fisher and Seth Carnerie, presented information about a new app they created to help raise funds and report issues related to needed bathroom improvements. They surveyed 114 students and staff, including custodian staff, and determined a need. They formally requested we add a line item to the Foundation's accounting for any funds they raise to support the CBSIA (Clairemont Bathroom Sanitation Improvement App) project. Funds raised will be used to purchase feminine hygiene products, cleaning supplies, etc. Alejandra made a **MOTION** to approve and Colleen seconded. All present approved.

Meeting Minutes. March 21, 2023, Meeting Minutes were distributed, reviewed and approved. Tiffany made a **MOTION** to approve and Alejandra seconded. All present approved.

Treasurer Report. Malissa distributed the Treasurer Report. Total account balance is \$104,389.87 (includes Foundation balance of \$22,773.64). Grant request from Tanya Peña/HMS Academy and the Health Care Club was reviewed requesting \$250 to support the total cost of \$455, so 66 10th graders can attend a May 2023 Sea World presentation regarding How Wildlife is Assessed and Rehabilitated. Chris made a **MOTION** to approve and Colleen seconded. All present approved. Check requests approved: \$3,601.55 to reimburse Lori Schmearsal for the purchase of softball equipment from AI Sports Shop; \$285.54 to Casey Toces for boys volleyball food; \$417.97 to Dena Carney for senior boys volleyball event. Malissa reported that she received a letter from the IRS claiming that the Foundation failed to submit its tax returns for the past three years. Although copies of the missing tax returns were maintained and mailed via regular mail, the IRS claims they did not receive them. Unfortunately, no proof of mailing was kept. The missing tax returns were resent via certified mail and a \$600 fine had to be paid. Our non-profit status will be restored thanks to the many hours Malissa spent on the phone with the IRS clearing up this unfortunate incident.

President Report. Amy reported that she will attend the upcoming Marston PTA meeting to recruit parents to join our Board. If anyone can join her, please do! The banners along Morena Blvd will be taken down while the Del Mar Fair banners go up. Our banners will go back up after the fair is over. Amy expressed concerns about the Spring Fling discounted tickets to teachers and staff. This needs to be addressed since the donations to supplement the staff ticket costs come from parent volunteers. More discussion to be had on this topic before the 2024 Spring Fling. Ms. Berlin agreed to work with students to paint the utility boxes in front of the school.

Fundraising Report. Tiffany reported that 10 people are signed up to sell at the upcoming rummage sale. The Foundation will have a table of items and request donations. She will prepare the cash box with change. May 6 Spring Fling planning is well underway. Colleen is bringing lights to string, linens and art to hang. Paula is looking for additional baskets. We have a record numbers of donations to be auctioned off. Tickets are on sale! May 24th fundraiser will be at Isabella's Pizzeria with 15% back to school.

Communications Report. Chris reported that a payment button has been created to accommodate College Bound funds being received. URL is up and running again after a small glitch.

Student Events and Senior Scholarships. Alejandra reported that she has been sending lots of communications out via social media regarding upcoming Earth Day/rummage sale event and Spring Fling. Information continues to be distributed about the Senior Scholarship opportunity. She and a small group of Board members (excluding parents of senior students) will read the submitted essays to determine the four scholarship recipients. Deadline to submit essay is May 1, 2023.

Hospitality Report. Colleen will bring her delicious lemonade to give away at upcoming rummage sale. Teacher and Staff Appreciation week is May 1-5. May 3 teacher/staff breakfast will be served and May 5 lunch will be provided.

Grad Night Coordinator Report. Courtney Brown couldn't attend meeting and sent the Foundation Board an email regarding the need for an additional bus to accommodate a student with disabilities. She is working to settle the situation and will report back soon.

New Business:

- June graduation plans tabled for next meeting.

Adjourn Meeting: 9:25 p.m.

Next Meeting Dates: 5/16, 6/6* (*different that third Tuesday).

Meeting Minutes submitted by Kelly Hallett