

# Clairemont High School Foundation

## Board Meeting

May 16, 2023, 6:30 p.m.

Location: CHS Room 203

## MAY MINUTES

**Attendees:** Amy Lowry, President; Tiffany Rapp, Fundraising and Events; Malissa McGee, Treasurer; Chris Herndon, Communications; Sandy Landerer, Activities; Heidi Fulton, CHS Liaison; Reuben Hoffman, Associate Principal; Colleen Kleege, Past President and Hospitality; Alejandra Castenada, Student Events and Senior Scholarships; Melissa Matsumoto, guest and prospective future Board Member; and Kelly Hallett, Secretary.

**Absent:** Paula Cunningham, Grants and Scholarships; and Courtney Browne, Grad Night Coordinator.

**Call to Order:** 6:36 p.m.

**Welcome Opening and Introductions.** Thank you, Sandy, for the amazing spread of snacks. We welcomed a guest and prospective 2023-2024 Board Member, Melissa Matsumoto. Ms. Berlin, CHS Art Teacher, stopped by to present a \$250 grant request to help fund the work she and her students are doing with the Clairemont Town Council Foundation. As part of the Council's Utility Box project grant, the Beautification Committee want to showcase local artists' work to be painted on many utility boxes in our area. Ms. Berlin's goal is to present designs and paint two utility boxes before the end of the school year. She presented sample art done by various students, including special education students. All the work was beautiful and choosing two designs will be difficult! After discussion, Sandy made a **MOTION** to approve the \$250 request to fund this endeavor. Amy seconded and all present approved.

**Meeting Minutes.** April 18, 2023, Meeting Minutes were distributed, reviewed, and approved. Chris made a **MOTION** to approve, and Tiffany seconded. All present approved.

**CHS Liaison Report.** Heidi reported that the College Bound trip being held 6/26 to 6/30 is sold out. 32 students have committed and paid in full to visit nine colleges throughout California. \$11,400 total in checks will be deposited this week. WAHUPA has very generously granted the money for transportation \$19,700. Four chaperones (two from WAHUPA and two from CHS) will also travel with the students. Eight student hotel rooms are booked along the route (four will have four girls each and four will have four boys each). Hotels reserved in four locations, San Francisco, San Luis Obispo, Fresno and Santa Cruz.

**Associate Principal Report.** Ruben reported that tomorrow in the library, Counselor, Christian Ramirez will be hosting a senior lunch during third period where students will be asked questions about their plans after high school and a video will be created to share at the 6/1, 5pm senior awards event, which will be held in the auditorium. 5/21 is Grad Night at CA Adventure. Monday, 5/22 is unofficial senior ditch day. If your student is absent, parents must call to excuse. Auditions were recently held for the 5/25, 5pm talent show, see SWAG for details. Parent Athletic Night will be held on 5/30, 6pm in the auditorium. All parents welcome but targeted to new incoming families to learn about various sports

programs and to meet the coaches. Senior award night is 6/1, 5pm in the auditorium. Seniors will be notified if they are receiving an award so they can inform/invite family, etc. 6/2, 4pm Aces v Bases (girls volleyball v boys baseball) in the gym for some volleyball. 6/3 is Prom at El Cortez. 6/7 Year Books will be distributed to seniors and 6/8 – 6/9 Yearbooks distributed to everyone else. 6/7 VAPA is hosting a night of performing arts theatre – short acts and student art pieces will be on display. 6/10, Saturday night, Powder Puff (girls tag football) game scheduled to be played on new turf – no charge to come and enjoy the game! Free sandwiches will be distributed. 6/13 senior breakfast and mandatory graduation walk-through. 6/14, 5:30 Class of 2023 Graduates! Ed Collins Athletic Grant funds were distributed to two recipients, one for \$145 and one for \$200. \$1,655 remains and coaches were informed about these funds and the process to request a grant from this new generous donor.

**Treasurer Report.** Malissa distributed the unofficial Treasurer Report. She will distribute the final report in a few days. Total account balance is \$116,028.42 (includes Foundation balance of \$34,075.20). Reimbursement check requests approved: \$300 rewrite of earlier check issued in incorrect amount to Kim Sieren for girls soccer sweatshirts; \$138 replacement check for missing earlier check issued to Amy Lowry for appetizers from September foundation meet and greet event; \$2,617.48 to Lori Schmursal for girls softball jersey repairs and backstop padding; \$989.10 to Lori Schmursal for lunch, dinners, snacks, tickets and supplies; \$600 to Malissa McGee for filing fee re Foundation IRS form 1023; \$806.90 to Deena Carney for boys volleyball campsites, banquet and catering; \$903.23 to Deena Carney for trophies and jerseys; \$73 to Kristen Minor for boys volleyball senior night; \$53.58 to Sandy Landerer for Spring Fling coffee and dessert; Donation of \$3,411 to CHS to cover full cost of school buses for grad night. After discussion, Kelly made a **MOTION** to approve, Amy seconded and all present approved. Grant Request from Nurse Sascha Lopez-Nusser for \$250 to help pay for the Classified Staff Employee Appreciation Luncheon scheduled for 5/24 or 5/25. After discussion, Colleen made a **MOTION** to approve, Sandy seconded and all present approved.

**Presidents Report.** Amy reported that the Volunteer Appreciation and Dining for Dollars Fundraiser will be combined and held at Isa.bella's Pizzeria next Wednesday, May 24. Fundraiser is from 4:30 to 7:30pm, and volunteer appreciation from 5 to 7. All welcome who have volunteered with the school this year! Just a few senior grad yard signs remain in the front office – please stop by and grab one if you haven't already. Foundation checking with Heidi to see about having a Foundation table at graduation and inviting third parties to sell cookies and/or leis, etc.

**Student Events and Senior Scholarships.** Alejandra reported that 12 essays were received by the submission deadline and will be read soon by the three-person committee from the Foundation, Alejandra, Tiffany, and Amy. Four winners will be chosen, and \$500 scholarships will be paid to the college institution each winner attends this fall. The scholarship committee proposed expanding the potential winner pool and giving two additional \$500 scholarships this year because participation was the largest ever and the foundation has the funds. After discussion, Amy made a **MOTION** to approve expanding the 2023 scholarship pool this year, Alejandra seconded and all present approved.

**Hospitality.** Colleen reported that the April staff appreciation breakfast went great – staff and teachers loved the bagel spread and nacho bar. She is gathering her receipts and will submit reimbursement request soon.

**Communications Report.** Chris Herndon reported that she and Amy attended the Martson PTSA meeting via Zoom just prior to tonight's Foundation meeting to recruit 2023-2024 Foundation Board members. Email received after meeting from a Marston parent who is interested in joining the Board

and may attend upcoming planning events. IT/Web support position may be broken down into various jobs based on Board position duties, etc. (i.e., Secretary may be able to upload final minutes to website).

**Fundraising Report.** Tiffany reported that the Spring Fling was a huge success! Biggest attendance ever with approximately 140 tickets purchased. The Brick-by-Brick venue provided two bartenders as promised, along with several security folks which was a surprise but good to have. Paula's work on the baskets was priceless. Sandy provided the dessert and coffee bar. Fresh flowers were pulled together. Colleen provided lights, linens and more. Chris covered check-in most of the night. Amy ran the Pick A Chip game all night. Patty spruced up the bathrooms. It was an amazing team effort. Karaoke went smoother and there was no charge to sing this year. The art created by Ms. Berlin's students to decorate the space was amazing! We discussed including class art to sell as part of next year's event. A Spring Fling committee will be formed earlier for next year's event to discuss the many ideas. \$112 was made at rummage sale. We discussed having banners made to use annually to advertise rummage sale on fences, etc. Paper signs just fell apart and were lots of work. CHS Fans/Noisemakers would cost \$500 for 100 – may use a local crafter to make them instead at a fraction of the cost.

**New Business:**

- Annual Grant to senior class (\$100 donation for grad, apply to senior breakfast?) - tabled.

**Adjourn Meeting:** 8:50 p.m.

**Next Meeting Dates:** 6/6 (different than third Tuesday).

*Meeting Minutes submitted by Kelly Hallett*