



Loma Portal Foundation

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Jessica Goetting
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Mark Morici
Principal

MONTHLY MEETING MINUTES

March 11, 2020

6:00 pm

CALL TO ORDER-Valerie L.

APPROVAL OF SECRETARY'S MINUTES-Kelly L.

- Brooke motioned to approve the February meeting minutes
- Siulan seconds
- Approved
- Brooke motioned to approve the February Special meeting minutes
- Dain Seconds
- Approved

TREASURER'S REPORT- Jessica

- The budget passed out was missing Book Fair amounts and a few checks written since the 4th. On the reverse side were copies of all the checks for review.
- We did purchase the Troxell items and iPads equaling approximately \$30,000
- Brooke motioned to ratify the checks as written for February
- Approved
- Dain motioned to approve expected March expenses
- Devon seconds
- Approved

PRINCIPALS REPORT-Mark Morici

- Mark went over the District policy on health regarding Coronavirus. No confirmed cases at school and nothing is cancelled yet, including field trips. The document from the district is being updated daily, at times, hourly.
- Hand sanitizer is being followed by recommendations by the state. Bathroom and hand washing breaks are being followed by teachers. Our nurse recommended this throughout the day. The school was able to order sanitizer for every room on campus. Feel free to use it as much as needed.

- The latest email from the district now has a clause with more details about symptoms and whether to send your child to school. The health office can determine if they should go home.
- A new attendance incentive program was discussed during the SSC meeting. A pilot program for perfect attendance will begin in April. This will be a monthly program.
- Our teachers' job is to prepare kids for the next grade level and missing school can affect that.
- Megan asked how our school compares with others attendance. LPE is in 4th place out of 6 schools. We are 50 or 60th in the district. This affects state funding that LPE receives, but Mark stated he is more concerned about instructional time in classrooms. We have lost a lot of funds from low attendance, but kids losing classroom time is more concerning.
- All classrooms and the entire school received new phones. There is a new school phone number: 619-860-5600. All calls will be transferred to this new number.
- Last, regarding the passing of the mother of one of our first graders, there is a Go Fund Me that was sent in an email, Instagram, and Facebook. Mark is willing to give out information to donate. Dain asked if we could, as a Foundation, pay for school lunch, or Klassic Kids for the rest of the year or anything to help the child's guardian with finances the rest of the school year. Jessica also set up a meal train. The guardian has asked for grocery store gift cards. Mindy Cannon is also communicating with the guardian and will be the liaison for their needs. There is also counseling at the school to support anyone who feels the need.

OLD BUSINESS

1. FAMILY DINNER NIGHT-Brooke S.
 - OB Noodle House brought in \$300
 - Mitches brought in \$536.31
 - Pizza Nova was this week family dinner night.
 - Next up is Classics Malt Shop
 - OB Brewery brought in over \$240

2. VARIETY SHOW-Dain

- Although there were Fewer acts than last year, it was a packed house. The event brought in \$462 assuming all expenses were turned in. Mrs. H. was an amazing surprise guest. We are hoping next year to have more staff participate in an act. One of the MC spots for next year is up for bid at the upcoming Auction.
- Valerie said it went very smooth and fun as a parent point of view.
- Dain said next year they would like more volunteers to chair the event.

3. BOOK FAIR-Devon

- \$8,691.30 in total sales. We will split this between scholastic dollars and cash.
- We will have approximately \$2,500 in scholastic dollars for next year. Devon will put the order in for next year in May. She will work with Mark on what to order.
- There was an issue with kids taking items and not paying for it. Slime books with slime missing, etc. Next year we are considering security.
- Thank you, Devon, for all the hard work!

4. SPECIAL MEETING-Valerie

- Recap: Special meeting was called to go over the \$30,000 check dedicated to steam. We ended up purchasing over \$27,000 on the new STEAM lab, and training. We also purchased the new iPads and cases for 4th grade.
- If you have questions about this STEAM project, read the minutes.
- One thing we really wanted to buy, but were expensive, were the stools. So, we thought it would be fun to sell them at the auction. We will have a sample, purchased by Becca. Stay tuned at the auction for how many stools we sell!

5. LEGACY BRICK DRIVE-Lisa

- We sold approximately 22 legacy bricks.
- We will probably do it every other year in the future, so we can get enough bricks to order and install.

NEW BUSINESS

6. SPRING MUSIC FESTIVAL-Lisa

- The theme is “singing a story”. Every story will be a book to be told. After singing, it will be a festival type atmosphere, similar to Monster Bash. Dad’s club will help with the grill. Food trucks aren’t as popular and don’t generate funds like the grill. We will possibly have an ice-cream truck and 4th grade bake sale.
- Volunteer time will be delegated by classroom parents. The sign up will be sent out by liaisons.
- The event is scheduled for Friday May 1st.
- 2 years ago, we did Baskets that made about \$2000. Will need a volunteer from each classroom to lead putting the baskets together with a designated theme.
- A point person volunteer will be needed for Ms. Szalay.
- 30 ROTC volunteers will work the event.
- Thank you, Lisa, for all the work you are putting into this.

7. AUCTION-Sam

- Everything is going great. As of now, the event is still planned to happen considering what is happening with Coronavirus.
- We are sold out of tickets. We have overbooked the venue so we will have more tables than last year.
- We have 7 volunteers from Sunset View and a few others. Normally we have around 10 volunteers. Spread the word that the volunteers are spending time to help us and please show them respect and appreciation.
- Megan asked what games will be at the event. There will be a mystery board wheel, raffle, baskets, classroom art projects. Some art projects will be bid on now because they are too large to bring back and forth.
- Megan noted there have been a few emails regarding continuing to hold the Auction if school is cancelled. Sam said the venue has shown no concern yet. We still have every intention of moving forward with the event as planned.
- Valerie is keeping an eye on CA Dept. of Public Health. They are still saying everything is fine to hold these events.

8. BUDGET REVIEW WITH CHAIRS-Jessica

- Jessica had questions for the chairs in charge of events. There seems to be a disconnect between budget planning and events. As we sit down as a board to budget once a year, we discuss planned expenses. We must project what we are going to make to cover these expenses. There have been some comments of, “This wasn’t meant to be a fundraiser”. We must consider the future years expenses.
- Dain, speaking as an example for the Variety Show, said amid running the event it wasn’t a thought to double check funds how much funds should be made. Previous chairs had mentioned it wasn’t meant to be a fundraiser. Because there were only 3 chairs, they were spread thin on raising more money. For example, taking on concessions, etc.
- Mindy agreed the Variety Show originally, years ago, was supposed to be like family fitness night and not a fundraiser. But Jessica said if we don’t want to keep this as a fundraiser, we need to redo the budget to adjust funding.
- It was agreed that having event chairs at the budget meeting would be helpful. Jessica could assist on expectations and what needs happen to make money at events.
- Lisa directed everyone to the budget paperwork that is presented at each Foundation meeting. She pointed out that although some events don’t make money, most events do in order to spend money.
- The board is thinking about doing the budget in June in order to get ahead of the schedule and be able to communicate further with current and new chairs.
- When a budget meeting is held, we go thru every single line item and base it on the last 2 years.
- Part of the issue seems to be communication since most of it happens in the Foundation meetings. Implementing a program to keeping volunteering more organized was discussed.
- At the calendar meeting at the end of the school year, all chairs or potential chairs should attend. We can go over communication as chairs as far as dates and funding and responsibility.

9. FUNDING REQUESTS-Valerie

(\$13,591 left on the funding request line)

A. Character Ed & STEAM books for Classroom Library.

Submitted by Imanda Marcus/2nd grade for \$362.50

- Ms. Marcus taught at LPE 2017-2019 as a kinder teacher. She returned in November 2019 and took over the previous Ms. Abts classroom. Ms. Abts had already used the allocated teacher fund, apart from \$87.50, which Ms. Marcus has already submitted receipts for. Her request is to make up the difference so that she can receive the \$450 reimbursement that other teachers are receiving in order to pay for and get reimbursed for teaching and learning tools purchased. In example, Character Education and STEAM books and materials. Also, classroom curriculum for 2nd grade literacy, Mathematics, and Social Studies supplements to supports 2nd grade level standards-based instruction.

The purchase benefits present and future students. They are also shared with other teachers on campus.

- Devon motioned to approve for \$362.50 for Character Ed and Steam books for Ms. Marcus classroom
- Dain seconds
- Approved

B. Health office care and closet pantry.

Submitted by Imanda Marcus on behalf of nurse Amy for \$300.

- Request to provide funds and reimbursements to Nurse Amy for providing snacks, hygiene products, and other basics to stock a Care Closet for students in need with discretion. There are students who attend LPE who qualify for free or reduced breakfast and lunch. This does not include snack. These students do not have anything from 8-11am. Nurse Amy has generously provided snacks to these students almost daily.

There are also a small number of students who are homeless and/or experiencing hardships at home. Creating a small “Care Closet” with basic items such as backpacks, pencil boxes, pencils, crayons, markers, basic hygienic items, clean clothes, etc. would make it easier for students and families to focus on academics and be successful at school.

Items would be stored in Nurse Amy's office and would be confidentially distributed by her as needed in coordination with school staff.

This will benefit every student in the learning community who needed a basic item. Approximately 20 students.

- Jessica mentioned that as a parent, we don't mind buying extra for stock when out shopping for school supplies.
- Devon motioned to approved \$300 for Nurse Amy to create a "Care Closet" as written.
- Lisa seconds
- Approved

C. Room 27 Storage and Supplies

Submitted by Imanda Marcus for \$150

- As mentioned before, Ms. Marcus transferred back to LPE to teach 2nd grade. The classroom was well organized, and the school has provided mailboxes and other basic supplies. However, Ms. Marcus is requesting funds for 1.) 3 buckets to replace lunch, snack, and ball baskets. 2.) Book boxes (reusable) to store and organize differentiated classwork for small groups and individuals. 3.) Name plates with academic scaffolds to keep on student desks. 4.) Name plate holders. Some of these items have already been purchased. The current students in this classroom will benefit. Materials are reusable and will benefit future LPE students as well.
- Brooke motioned to approve \$150 for Room 27 Storage and supplies
- Stan seconds
- Approved

D. Color Printer

Submitted by Jennifer Polk, Kindergarten teacher, for \$140.

- Ms. Polk is requesting a new printer as the one in her classroom does not work. Anytime she needs to print color copies she is using her home printer which is very expensive. The whole room 9 class will benefit. Some of the books that are printed refer to colors and that can't be done with a black and white printer. Kinder is also the grade

where many children learn their colors. This will allow her to provide them with more instructional time instead of doing assessments.

- Mark mentioned the school has a budget for copiers and toner as well.
- Amy K. pointed out how difficult and inconvenient it is to print something to the office.
- Valerie mentioned this has been a repeated discussion with teachers and the Foundation.
- Valerie said that Tauni gets frustrated that we as a foundation are spending more than she can with the school discounts. Valerie tossed around the idea to purchase one printer per grade level, and we would fund the toner for those printers per year. This current printer/ink situation is not sustainable. The personal printers per classroom keep breaking. Imanda Marcus said that other schools find it more affordable to use instant ink thru Costco. It's like a "subscribe and save".
- Years ago, the Foundation purchased printers for teachers due to the old color printing that was needed for the Original Works tile art program. Now we aren't making those copies since we are with a new program that scans the artwork.
- We would like to look over changing the printer/ink situation this summer.
- Dain motions to approve the purchase of the color printer for Ms. Polk for \$140 and then revisit a new option soon.
- Stan Seconds
- Approved

E. DRA subs

Submitted by Carrie Jiampa, Kindergarten, for \$750

- As a grade level, Kindergarten teachers give students a district mandated reading assessment 3 times a year. It takes approximately 2 weeks to administer assessments to every student during guided reading time. The request is for a sub for each kinder class during this time so that the teachers can take one day to give assessments instead of missing out on 2 weeks of instruction. The request would be to use one sub day at the end of the year to allow the teachers to give assessments due to calendar constraints. Next year they would like to have 2 sub days to give assessments (fall and spring).
This would benefit all kinder students by being able to provide them with more instructional time.

- Mark reiterated these assessments are one on one, 3 times a year. Many teachers take sick time to administer all the assessments. Kinder teachers' idea is to use subs. Mark is fine if the Foundation funds it. He said the cost would be about \$200 per day per sub for 5 classrooms. If we approve this it really needs to be for a \$1000. TK and K takes way more time than other grades for these assessments.
- Devon made a motion to table this until teachers can discuss further with Mark.
- Dain seconds
- Approved

F. 1st grade field trips

Submitted by Becca Torres on behalf of Mrs. Shamshoian -Brown for \$1,330

- The 3 first grade classes will be going on 2 upcoming field trips. 1st to Balboa Theater and second to Old Town. Parents have already been asked to pay for these field trips, however Becca would like to ask that the Foundation fund them as have been done for other grade levels. Becca would oversee reimbursing any parents who have already paid for the field trips. Since the trips are already planned and booked, the cost is broken down as: \$14 per person based on 80 students, plus 5 parent/teacher chaperones per class (total 15 adults) = 95 individuals.
This would benefit all 1st grade classrooms
- Lisa motioned to approve the 1st grade field trips at \$1,330
- Sam seconds
- Approved

G. Audio books

Submitted by Kelly Magaudda, 3rd grade teacher, for \$115.91

- Mrs. Magaudda has purchased 13 Audio books for her struggling readers. One way to get struggling readers to up their fluency is to have a book in hand following along while being read to. It is difficult to get struggling readers to enjoy reading when the only books they can read independently don't have much of a story to motivate them. Mrs. Magaudda attached a detailed list of the books purchased. She loaded the books onto flash drives for the students use with Chrome books. They can read independently or with a book club. She is happy to share with other teachers as well.

This will benefit 8 students alone in Mrs. Magaudda's current classroom and can benefit 5 other classrooms with students who need it, as well as future classes.

- Devon motioned to approve for \$151.91
- Sam Seconds
- Approved

H. STEAM materials

Submitted by Megan Polizzi, Foundation Vice President for \$3,000

- Funding was approved at the Foundation's Special meeting held on 2/26/2020 for STEAM equipment including robotics kits for Kindergarten, 3rd grade, storage carts and professional development for staff. All this equipment was included on one invoice from Troxell. There was an additional \$3,000 from the invoice that our budget did not cover. \$3,000 is needed from this funding request to complete the total purchase from the Troxell invoice.

Completing this request will create a paper trail so that all our funding requests have a form that matches the money approved/used. Mr. Morici and the Foundation Board will work together to purchase the equipment and Mr. Morici will implement it.

Number of students benefited is approximately 400.

I. Kinder field trips

Submitted by Lizz Sather, Kindergarten teacher, for \$1,250

- Funds are requested for additional buses and entrance fees for Kinder students to get into Sea World. We have added an additional kinder classroom this year and our classes have grown in student numbers as well. They now need 5 buses for the Zoo and Sea World field trips. They can get free entrance fees into the zoo, but Sea World will cost \$6.50 per student. Some money is already funded by the Foundation, so this additional will be used to cover the remaining costs. Zoo field trip is scheduled for 3/12/2020 and Sea World will happen in April or May.

This will benefit 115 students.

- Jessica said the buses should be covered in the budget on the bus line item because some grades have not used as much as planned.
- We would need to cover Sea World entrance fees only.

- Lisa motioned to approve \$800 for entrance fees for the Sea World kinder field trip
- Brooke seconds
- Approved

J. Third grade field trip to IFly Indoor Skydiving

Submitted by Erika Lundeen, 2/3 teacher, for \$2,450

- The elementary school education program at IFly uses a unique vertical wind tunnel facility to make STEM exciting, relevant, and accessible to students. Their curriculum has been designed by STEM educators and scientists to support STEM learning in every classroom. The lab activities are grade level standard (NGSS) aligned. The four-hour field trip includes:

- *Interactive STEM presentation by IFly STEM educator

- *Physics demonstration in the wind tunnel

- *Classroom experiment to investigate the effects of parachute parameters on flight performance

- *Flying instruction and safety training

- *Flying time, with one-on-one supervision from a highly trained and certified instructor

- *Pre and post field trip activities to conduct in the classroom

- *IFly swag bag, shirt and frisbee

LPE 3rd grade students are eager learners and love STEAM based curriculum with hands on learning. They learn about forces and motions in science this year and this enrichment program fits in perfect with what is being taught in the classroom. This program increases awareness of exciting STEM careers and teaches how STEM is used in the real world. This STEM based field trip is also complimentary of LPE being a STEAM based school. It would be an exciting trip to look forward to for not only this year, but years to come.

A tentative, no fee reservation is being held for May 26th, 2020 from 9am-1pm for LPE. Buses will be used for transportation, which are already funded by the Foundation on the bus line item. The sales manager at IFly has granted the title 1 school price of \$25 per child. (Regular rate is \$59.95) This is a great opportunity for students to experience.

This will benefit 87 third graders and 11 second graders.

- It was mentioned that we could ask parents for \$10-15 and the Foundation to cover the rest.
- Erica mentioned fundraising in the future for this event.
- Jessica said 87 kids multiplied by \$25 per kid equals \$2,175. If parents can't cover the \$10 per child, the Foundation could cover it.
- Stan Motions up to \$1,500 to for the IFly field trip as written.
- Sam seconds
- Approved

K. 2nd grade STEAM: Oobleck & Properties

Submitted by Imanda Marcus, 2nd grade teacher, for \$55

- The request for reimbursement for the “Let’s make Oobleck! Properties That Matter, with Dr. Seuss and STEAM”. It includes purchase of cornstarch, plastic cups, and food coloring. The grade level standards were researched with reviewed sample lesson plans, tested the recipe and created a messy, hands on learning experience the students won’t forget.
The experience will benefit all second-grade students. (approximately 100)
- Sam motioned to approve \$55 to the Oobleck experience as written.
- Siulan seconds
- Approved

L. Art supplies and books for 2nd grade

Ms. Naughton, 2nd grade, presented at the meeting for \$3,000.

- Ms. Naughton said books are outdated and she would like them to be current and show more diversity. She is also looking for art supply funds. The supplies they currently have are very basic. Watercolors, chalk pastels, etc. would help. She would like this to meet the teaching standards for 2nd grade. Art is a part of STEAM as well.
- Lisa asked for the cost break down of books vs art. Ms. Naughton said \$400 on art and the rest on books.
- Ms. Lundeen said she did not need to be included in this due to her 2/3 combo class. But the Foundation discussed the fact that her class should definitely be included.

- Lisa motioned to approve \$3,500 for second grade books and art, including Ms. Lundeen's 2/3 combo class.
- Sam Seconds
- Approved

M. Supplies for 4th grade digital media

Submitted by Amy Kinseth, 4th grade, presented at the meeting

- Amy K. announced that the iPad supplies were going to be \$500 over what was originally estimated and approved at previous meetings.
- Brooke motioned to approve \$500 more
- Stan seconds.
- Approved

Adjournment 7:41