



# Loma Portal Foundation

3341 Browning Street, San Diego, CA 92106-1599  
619-223-1683 Phone 619-224-1352 Fax

## MONTHLY MEETING MINUTES

December 11, 2019

6:00 pm

### OFFICERS

*Valerie Lawson*  
*President*

*Megan Polizzi*  
*Vice President*

*Kelly Murphy-Lyman*  
*Secretary*

*Jessica Goetting*  
*Treasurer*

*Mark Morici*  
*Principal*

### CALL TO ORDER-Valerie

- Call to order 6:00 pm

### SECRETARY'S MINUTES-Kelly

- Approval of the minutes
- Stan makes a motion to approve the minutes.
- Charlene seconds
- Approved

### TREASURER'S REPORT-Jessica

- We opened a CD at Banner Bank for a rate of 1.6% for 13 months.
- Dane did the August thru November internal audit.
- Before ratifying upcoming expenses, we still will need keep assemblies and lecture series expenses in mind as those checks have not been cleared.
- Devon motioned to approve the November expense checks.
- Brooke seconds
- Approved.
- Brooke motioned to approve upcoming December expenses.
- Devon seconds
- Approved

### PRINCIPAL'S REPORT-Mark Morici

- Tomorrow, December 12, is the Bookstar/Barnes & Noble Holiday Performance. From 4-8pm, a portion of proceeds will go back to our school. 3<sup>rd</sup> graders will be doing a musical performance at 6 pm.
- On Friday, December 13<sup>th</sup>, 2<sup>nd</sup> graders will be performing at the Principals Coffee, along with a discussion on the districts Local Control Accountability Plan. Mark will be looking for feedback from our LPE families about what our school district should be emphasizing as we begin creating our annual budget.

- Mark would also like to discuss the LCAP at the next Foundation meeting for feedback.
- School wall murals have been a topic of discussion lately. An Eagle Scout will be painting a mural by the kinder area with the design based on kindness.
- The new PA system is in and fully functioning.
- A tree was planted by the lunch court area in memory of Ms. Dysart. A plaque is being made in her honor. A small tasteful tribute is being planned for the future.

## **OLD BUSINESS**

### 1. FAMILY DINNER NIGHT-Brooke

- No new checks have come thru as of yet.
- Ban Mi Hoi An Vietnamese restaurant is tomorrow night during the Bookstar performance.
- Valerie gave an update on the tapping party at OB Brewery. It was a great turn out but haven't received any checks yet. She will update the foundation on the results when she finds out.

### 2. SILVER GRAPHICS-Kelly L.

- 390 pieces of art were submitted to Silver Graphics. Out of that, over 270 orders were placed. Total school profit by the 11/13 deadline was \$2,721.70. This is approximately \$300 more in profit than last year.
- The program with this new company was a much easier process for the Chair, the teachers, and the parents. The company was great to work with and there was a lot of positive feedback.
- We won't have a final profit number until June, as orders can still be placed until then.

### 3. SIP AND SHOP-Katie M.

- Valerie spoke as Katie was not there. We made approximately \$300 off cover charges.
- Pigment said they are giving us \$\_\_\_
- Pigment is great to work with and made it all very simple.
- Thank you, Katie and Becca, for planning this event.

## NEW BUSINESS

### 4. UPDATE ON FUNDING REQUESTS

- The person who is requesting the funds should be at the meeting to present it. But due to last minute requests, and this being the first month we have this new system, there are some presented tonight without the person requesting the funds present.
- We, as a foundation, can vote to approve the funding requests as they are written, say no, or table the vote to another time if more research needs to be done on the topic. Valerie encouraged everyone to feel comfortable with their vote, even if that means they are voting no.

➤ The three Funding Requests presented were:

- Library Funds- requested and presented by Jessica Goetting
  - The library does not have a budget line item to purchase materials beyond the Junior Library Guild. Ms. Hutchinson does not have an ink or supply budget like the rest of the teachers. The library has additional books and supplies used throughout the year and would benefit with budget support. Previously Ms. Hutchinson has purchased supplies on her own.
  - Number of students effected is 405.
  - The proposal is for \$425 for the school year and to add that to the future budget.
  - Devon motions to approve the funding request for the library for \$425 to come out of the grant line.
  - Charlene seconds
  - Approved
- Low table listening center-Ms. Mrkonja (she was not present so Valerie spoke on her behalf)
  - Selena Mrkinja/Kinder teacher room 23 is requesting funding for a flexspace table for her classroom. She needs a space for her listening center. Currently it is on a plastic box and is not safe. The kids pull it down frequently. The flexspace table would be put in the corner of the room and a listening center would be placed on top of it.
  - Total cost for a flexspace table is \$279.
  - Number of students effected is 22.
  - Jessica noted that Ms. Mrkonja has not turned in any receipts for the supplies that we budget \$425 for each teacher.
  - Mrs. Knaplund said teachers just haven't turned in their receipts yet. And the money doesn't go very far, especially on printer ink. But she is sure that teachers have spent the \$425 allowance given at the beginning of the school year.

- Jessica asked to please remind teachers to turn in their receipts as soon as possible. It gives us a better understanding on what teachers need at the end of the year in order to do the upcoming school year budget.
  - Valerie and Megan will be at a staff meeting next week to go over funding requests as well. They will also encourage teachers to put in receipts asap.
  - There was a discussion on whether the flexspace table should come out of the \$425 allowance for supplies or not. Mark said grant items should be for bigger ticket items, which can be difficult to justify what is big ticket. But if the item costs more than half the \$425 allowance, a funding request should be submitted.
  - Stan motions to approve the \$279 for the Flexspace table for Ms. Mrkonja's classroom.
  - Caprice Virissimo seconds
  - Approved.
  - Mark will have the school purchase the table and submit a receipt for reimbursement.
- Cafeteria/Auditorium Paint and Tile- Candy Snell, Klassic Kids Program. (Candy was not present so Mark Morici spoke on her behalf.)
- Candy Snell submitted a request for new paint and floor tile for the auditorium/cafeteria and to add child friendly recycle receptacles.
  - Estimated cost \$7000
  - Number of students affected is 450.
  - Mark pointed out that these items do need to be taken care of, but he has a previously scheduled meeting with the district to improve this area anyway. They will also be looking at other areas of the school that needs updating.
  - The actual full site modernization for Loma Portal Elementary is scheduled for 2029. (similar to the PLHS modernization)
  - He feels this is something the district should take care of. He would like to table this request until he meets with district.
  - It was discussed on whether or not this type of job would need to be taken care of by the foundation.
  - Mark will keep us posted on how the district meeting for improvement on January 27 goes.
  - It was also pointed out that Klassic Kids rents the space from the district and the school gets the funds. Loma Portal is the landlord.
  - Kate L. asked if there is any possibility in moving Klassic Kids from the auditorium, to a different spot on campus, but Mark responded that there is nowhere else to relocate them.

- Jeremy makes a motion to table the Cafeteria/Auditorium paint and tile funding request until the February foundation meeting in order to hear more from the meeting results from the district.
- Michelle seconds.
- Approved.

On a side note, Devon asked about classroom sink flushing for Led. Not all flushing logs in the classrooms are filled out showing the times the faucets have been flushed.

Mark said Tim flushes all the water fountains before run club and assured everyone that the teachers are definitely running the water in classrooms and some are even using it to water plants.

5. GARDEN-Michelle L.

- Grant funding ends this weekend. The seed money campaign has already made \$400 so far and hoping to make a couple hundred more.
- 4 teachers are signed up for the Garden program.

6. AUCTION-Sam

- Theme is Roaring Twenties in 2020.

Adjournment 6:43 pm