



Loma Portal Foundation

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MONTHLY MEETING MINUTES

November 13, 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
- Amy Kinseth makes a motion to approve the minutes
- Sam S. seconds
- Approved

PRESIDENT'S REPORT-Valerie

- With great sadness of Tonya Dysart's passing, Valerie brought a sympathy card for the Foundation to sign and will be sent to the family.
- Peninsula Singers are holding a fundraiser for LPE specifically for our music program thru Candy Szalay. The goal is to raise \$2,000. Candy would like to purchase ukuleles and a microphone with the funds.
- Thank you for everyone for coming and please be brief but thorough in order to keep the meetings in a timely fashion.

TREASURER'S REPORT-Jessica

• BUDGET REVIEW

- Budget paperwork was passed out for foundation members to review.
- Pending Funds:
Book Fair and Jog-a-thon deposits=\$43,573.18
Book Fair and Logo Wear Withdrawals=\$4,115
- Teacher Salaries were paid to the district up front at the beginning of the school year instead of the end. Since these have been paid, we will not know if we owe more until later, which is a possibility.
- Monster Bash totals:
Income \$9,191
Expenses \$4,566.91
Profit \$4,624.09

- Logo Wear:
 - Income \$2830
 - Expenses \$1629.61
 - Profit \$1,200.39 (made \$820 at Monster Bash)
- INTERNAL AUDIT
 - The board participated in a voluntary third-party audit. This was at no cost to the foundation.
 - The volunteer auditor said overall, we, as a foundation, have great practices with just a few reminders:
 - Please remember we need 2 signatures on all deposit forms. Everything needs a deposit form.
 - We are trying to avoid any cash or checks from sales being taken home. Please, if you are chairing an event, meet with Jessica beforehand. She can help support you and can figure out what works best for that event, as all events will be different.
 - Moving Forward:
 - We will begin internal audits.
 - During meetings, the Treasurer report will now include a list of all checks written the month prior and all expected line item expenses for the following month. We will need to vote to ratify all checks written and vote to approve all upcoming proposed expenses.
 - Katie M. made a motion to approve the October checks.
 - Sam S. seconds.
 - Approved.
 - Katie M. made a motion to approve the November upcoming expenses.
 - Devon G. seconds
 - Approved.
- PROPOSED CD ACCOUNT TOTALS
 - \$112,000 was previously approved to put into a CD. Due to some confusion on what CD was approved and interest rates changing, we as a foundation now need to revote. We would like to close one of the two savings accounts and move \$112,000 to a CD.
 - The options are:
 1. Banner Bank CD rate: 13 months 1.36%
 2. SDCCU rate CD rate: 12 months 1.25%
 3. PLCU: 13 month 1.54%
 - A discussion was held on whether or not to spend that money or put it into the CD. Including the history behind why we wanted the money transferred to a CD originally.
 - Becca said the worst-case scenario would be if we have to pull it out there would be a charge.
 - Megan noted that even with the CD set aside, we still have approximately \$80k that is not currently allocated for.
 - Becca motioned to put \$112,000 into highest return CD.
 - Lisa seconds
 - Approved

PRINCIPAL'S REPORT-Mr. Morici

- With great sadness, Tanya Dysart, 1st grade teacher of 5 years, has passed away. There have been counselors on site to help anyone. Mr. Morici would like to do a memorial for her.
- Kristy Worrell will take over Ms. Dysart's class for the rest of the year.
- Mandy Marcus has been hired back to LPE and has taken over Mrs. Abts class, as she has retired.
- Laura Choukri is a new aid at LPE
- Ms. Mjkjonia is approved by the district to stay at LPE for the duration of the school year as well.
- There will be personnel in construction gear throughout the campus in the coming weeks. They are installing new WIFI, digital phones, voicemail and PA systems.

OLD BUSINESS

1. FAMILY DINNER NIGHT-Brooke

- We received \$200 from OB Noodle House Bar 1502
- We received \$873 from Pizza Nova
- Tomorrow is Chucky Cheese from 12:30pm to 9pm

2. JOG-A-THON-Brooke

- Final check was received and final numbers were run.
Income \$73,251
Expenses \$23,544.23
Profit \$49,706.77
- Lisa asked if we can run that information in Loma Lines

3. RECYCLING-Kristin

- To date we have made \$296
- Keep on bringing in CRV (no glass)

4. RED RIBBON WEEK-Devon G

- Red Ribbon Week went well. Thank you, Devon and Tammy!
- Devon's biggest question was how the teachers felt about everything. She and Tammy did their best to try to keep it minimal and smooth for the staff and kids.
- Thank you PL dentistry and Stumps for donations and being so helpful.

5. BOX TOPS-Devon G.

- Including what was turned in at the end of school year 2019:
\$395 made in actual clipped box tops
\$63 made from app
- Since Box Tops is changing to the app only, scan your receipts and double check all your items.
- If the app gives you the option of what classroom you want apply it to, you may be able to designate your child's class.
- Please continue to clip box tops if possible.

6. BOOK FAIR-Devon G.

- Biggest book fair yet to date.
Income: \$9770.64
Expenses: \$7,846.32
Profit: \$1,924.32
- We no longer use as much scholastic dollars so we took what we didn't use in cash. Cash was \$2,117.
- Amy Kinseth said taxes added to every purchase is very confusing to students. Teachers wondered if can we charge face value for the book.
- Devon and Jessica said the sales tax is \$700 and the math would not work out. So, doing what Amy and the teachers proposed would not work.
- Devon said they are usually very accepting if a child's purchase is a few cents over.
- Valerie requested that this be discussed and resolved within the book fair committee. And thanked them for mentioning it.

7. MONSTER BASH-Sam S. and Jenny H.

- Thank you to everyone for their help.
- Monster Bash was different this year because it was during the day vs. night.
- Megan asked why expenses were the same as last year when we were supposed to save \$2,000 due to not having lighting.
- Sam said it was due to having more activities and spending more on inflatables.
- Amy asked in the future can we purchase the lights? The response was that it is too involved for Dad's club to take on.
- Valerie said from Dads club and the clean-up crew's perspective, the day was great and easier.
- The grill vs. food trucks was discussed.
- Day vs. night was discussed.
- Megan noted we did make what we had budgeted.
- Valerie said if you are passionate about this, join the Monster Bash committee in the summer.
- Jenny said they are looking for someone to shadow them this next year.

8. MOVIE NIGHT-Jackie W.
 - Jackie said feedback was great. The sound was great. Food tickets were a hit.
 - Jackie noted she has been asked to do another Movie Night, but she needs to look at the calendar to see if we can fit it in.
 - Made \$652 profit
 - Also 4th grade bake sale was successful.

9. TAKE A VET TO SCHOOL DAY-Tiffany T.
 - Tiffany did a fantastic job on this day.
 - Devon mentioned it would be great to have speakers in every class.
 - Valerie said it would be great to have more volunteers help Tiffany.

10. GARDEN UPDATE-Michelle L.
 - So far, Lundeen and Polk are participating in the program
 - If anyone is interested, the committee is still looking for volunteers.
 - The Online Seed Money Challenge Grant is back on. Last year we received \$400.
 - This year we could use money on a gardener, soil, seeds, kids gloves, buckets, and a new smart meter.
 - Amy Kinseth mentioned an amazon wish list
 - \$1,500 in garden line item on budget is still available.
 - Valerie mentioned volunteer requests needing to be sent out to classroom liaisons for more participation.
 - We are still looking for a volunteer to chair this committee.

NEW BUSINESS

11. IDENT-A-KID SOFTWARE-Jessica G.
 - This is the software we use in the school office for parents and other visitors to check in. We would like pay for a 1year subscription option, like we have in the past. It's only a \$20 saving to do 3-year option, and not worth it.
 - Katie M. motions to approve a one-year subscription up to \$400
 - Capri V. seconds
 - Approved

12. STARFALL.COM-Lizz Sather

- Liz is an LPE parent and currently in a temporary teaching position for Mrs. Jiampa's class.
- Teachers are having their students use the Starfall Program in class, which is similar to ABC mouse. It is primarily language arts, math, and some science. Students are currently using the free version in the classroom and could benefit from a paid subscription, which would allow them to also use it at home.
- The cost of a one-year subscription is \$270 and covers the entire school.
- The increased use of technology was discussed.
- Liz pointed out that it isn't more use in screen time. The paid version is just a more efficient way to use the program.
- Starfall is not the same as Brian pop and Mystery science which is a tool for teachers.
- Lisa B. motioned to approve \$270 for a one-year subscription to the Starfall program for the entire school
- Kate L. seconds.
- Approved

13. GRANT PROPOSAL-Becca T.

- Becca is president at Dana and shared her experience with how they do grant proposals.
- They have a line items for grants in the budget.
- Items like Starfall, PD, etc. comes out of grant proposals.
- As we start making more money, we need to find ways to spend it and how.
- To get grants approved, there will be a form submitted to the Foundation President and School Principal and then presented to the Foundation for approval at monthly meetings.
- First come first serve. It is recommended to get the proposals in as early as September.
- This is a great way to encourage others to come to the foundation with ideas.
- Anyone can fill out a proposal anytime with an idea and how they will implement it.
- The person presenting it is responsible for implementing the proposal.
- Kate L. said she can turn it into a google form, track it, form a link that can go on website. It can be accessed by teachers and parents.
- It would have to be worked into the budget every year.
- You can always vote to add more money to it.
- The point is to have children benefit while they are at LPE.
- Liz said this is something teachers would love to have implemented. It would give them more of a welcoming voice to ask for things.
- Megan noted it doesn't have to benefit the entire school.
- It was noted that \$25,000 would be a good start.
- In the future this would give us a clear line item to pull funds from.

- Jessica noted after everything is allocated, including the approved \$112,000 we are putting in a CD, we have approximately \$86k available.
- Katie motions to approve creating a budget line item of \$25,000, to be added to this year's annual budget for funding Grant Proposals.
- Sam Seconds
- Approved

14. PROFESSIONAL DEVELOPMENT OPPORTUNITY-Joey Lepetri, Vice Principal Dana Middle School

- Joey handed out literature on the Expert Lecture Series he is proposing. (see attached.)
- In summary, there is a planned professional development seminar for the Point Loma Cluster. This will be an opportunity for teachers and parents focused around the work of Tim Elmore and his book Generation Z. In a nutshell, Dr. Elmore focuses on how the current generation of children in schools today are growing up in environments that are moving at the speed of light and the gap between generations is growing faster than ever. Kids now learn and communicate very differently from students even 10yrs ago.
- The event will be held on February 20, 2020. It will be a PD session for all of our teachers, followed by a nighttime event open to all parents in Point Loma. The Cluster plans to purchase 450 copies of Tim Elmore's book, giving all educators a copy, and distributing the remaining copies to the first 150 families who attend the evening lecture. Hans Becker from PL High will provide babysitting, and translators will also be provided.
- The Expert Lecture Series will cost the PL Cluster \$9,000 split into 9 schools. This will include 450 copies of Tim Elmore's book spread out with all educators.
- Joey asked LPE to contribute \$1,000.
- Becca asked if we approve \$1000, what if other schools don't?
- Joey confirmed we would not have to put in any more money.
- Katie made a motion to approve \$1,000 for the Expert Lecture series.
- Stan seconds
- Approved

15. SIP AND SHOP-Katie M.

- Pigment has agreed to have us back on Dec 5 at 6:30 and will be donating back 10% to LPE. This is open to everyone in the community.
- Katie will send an email thru classroom liaisons. If you are planning on coming, let Katie know. \$15 per person includes wine and appetizers. Admission sales will be at the door.
- This is a great evening to spend time with friends and shop local.

16. HOLIDAY FOOD DRIVE-Brooke S.

- Need help at the front of school and in room 10

17. HOLIDAY GIFT SHOP-Sam S.

- Need volunteers

18. LEGACY BRICKS-Lisa B.

- A Legacy Brick promotion will occur the week of the Variety Show.
- Lisa to put out flier's a week prior.
- In the future the Chair of Legacy Bricks will send flyer to board in order for it to be included in yellow folders sent home the first week of school.

19. AUCTION-Sam S. and Kelley D.

- The Auction date changed to Saturday March 21st, 2020.
- The committee needs help reaching out in emails getting sponsorships and donors.
- The committee is also looking for someone to donate a timeshare or time at a vacation home for a live auction item.
- Charleen mentioned how donation requests were divided up with multiple volunteers last year was really efficient and if that could be done again it would be great. This is an easy volunteer opportunity.

20. INTERNAL AUDIT VOLUNTEERS-Jessica

- The Foundation needs a volunteer on a monthly scheduled basis to over checks, accounts and statements.
- We are looking for an individual not on the board to look over these financials with a board member to ensure accountability.

21. BYLAWS-Megan P.

- We are keeping the fiscal tax year dates instead of changing them as originally proposed.
- Following Roberts Rules, the board gave notice more than 10 days in advance, and handed out copies of the amended Bylaws at the October foundation meeting.
- Amy Kinseth motions to approve the amended Bylaws
- Brooke S. seconds
- The quorum of members was 27 individuals.
- We need a 2/3 vote to approve as per Roberts Rules. Total voted to approve was 27 individuals.
- Approved

Adjournment 7:35 pm

