

Encinitas Educational Foundation
Minutes for Meeting Held August 10, 2015
Location: District Office



Meeting Attendees

EEF Board		Other Member/Attendees	
Shelly Kelly	President, Community	Peter Grabell	FV Site Rep
Lisa Rimbach	V.P., Community	Cheryl Shelhamer	Bookkeeper
Jay Bell	Treasurer, OPE	Melissa Wadley	Executive Director
Shad Butte	Secretary, Capri	Sheila Crosby	Community
Jill Thomas	OPE	Cortne Carmean	LCH Site Rep/PTA Pres.
Michelle Dastyck	Community	Lisa Kendall	LCH Site Rep
Rick Johnson	Community	Stephanie Rubino	PDL Site Rep
James Baxter	Ocean Knoll		
Glen Warren	District Liaison		

1. **Call to Order:** The meeting was called to order by Shelly Kelly at 6:30 pm.
2. **Reading and Approval of the Minutes from August 10th:** Motion was made by James Baxter to approve the minutes and was seconded by Jay Bell. **Motion carried**
3. **Report from Officers**
 - a. **President's Report:** Shelly Kelly introduced Glen Warren who is serving as district liaison. She thanked everybody who has been involved with annual fundraising efforts at each of the school sites. She read aloud an example of a letter provided by Mission Estancia's fundraising letter that was sent to their parents that gave examples of specific programs that are funded through parent donations.

At the combined meetings with the school representative and board, Shelly will include a natural break to allow school representatives to leave if they aren't able to attend the entire meeting. Shelly shared some examples from local newspapers related to EEF and the money that has been fundraised from events such as the Rotary wine festival, in addition to an interview with Shelly, Melissa, and Dr. Baird.

Shelly received an inquiry whether EEF can create a program to specific to Special Education and whether this falls under the umbrella of providing support to all students at EUSD. This was specifically discussed later in the meeting under a separate agenda item. \$30,000 was donated as seed money for this program.

- b. **Treasurer's Report:** Jay Bell stated this is a time of transition for the Board, and additionally are still in the process of hiring a new bookkeeper. Jay asked the site representatives how Paypal was working at each of the school sites related to the annual giving fund. Feedback was positive, and most of the sites are using Paypal. As part of the transition to the new bookkeeper, Jay will be looking into reimbursement process to see if it can be streamlined. Jay asked Glen Warren if there could be more transparency with the money once it is transferred from EEF to the district account, to see how it is spent and when. This will be discussed in more detail in the future.

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c. **Secretary's Report:** Nothing to report.

4. District Liaison Report

Glen Warren gave a report on the innovative programs the District is involved with and the upcoming before and after school parent meetings that will provide increased awareness of these programs. This year the District is continuing the Sisters technology after school program. For the sites that aren't part of the program, a community storm water project will be offered as a real world science based program. Glen is excited to work alongside the Foundation and believes more can be accomplished by working together

5. General Fund Fundraisers/Upcoming Events

- a) **Encinitas Karate:** Encinitas Karate has selected the Foundation as the beneficiary of their annual Board Breaking fundraiser that take place each year. The Foundation has been invited to share their booth at the Encinitas Oktoberfest on September 20th. Shelly encouraged board members to attend the event and to stop by the booth.
- b) **"Beyond Measure":** On Tuesday November 10th there will be two showings of the film "Beyond Measure" which shows the positive progress that's been made since the film "Race to Nowhere" was released. Tickets are selling for \$15-\$25 and tickets will be sold on their website and more information will be forthcoming closer to the date. This is a fundraiser with a revenue split after a certain threshold is met, but is primarily related to community awareness.
- c) **FarmLab Tour:** The Board will tour Ocean Knoll garden and FarmLab next week to see firsthand the programs that are currently in place.

6. Unfinished Business

- a) **Executive Director Position:** This position was funded through this year's fall pledge drive. At this point there hasn't been enough money raised to support the position full time. The back office expenses provided by EEF runs about \$20k per year and the Executive Director position has been running approximately \$4k per month. The Board will develop an interim plan to determine how long this position can be funded and how to transition the duties of the Executive Director to volunteer committees
- b) **Bookkeeper:** We have been in the process of looking for a bookkeeper to replace Cheryl Shelhamer, who has continued bookkeeper responsibilities during the interim. At the end of last year an individual was identified to serve as the new bookkeeper but over the summer their situation changed and they were unable to serve as the bookkeeper. As a result Jay began the process of identifying other candidates in addition to possibly hiring an accounting firm, and whether the accounting and tax function should be separated into two areas. Jay will prepare a proposal and recommendation to present at the next meeting.
- c) **Bylaws:** Shelly presented proposed changes to the Bylaws that were discussed and recommended by a majority of the Board during the summer retreat. Shelly read the recommended changes to the Bylaws as follows:

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Article III Section H, number 1. Replace sentence 1 and 2 to read as follows: “Each School Site shall select a minimum of two (2) School Site Representatives. At least one School Site Representative will attend regular School Site Representative meetings of the Corporation.

Article III Section H, number 3. Replace sentence 2 to read as follows: “All School Site funds shall be allocated at the discretion of the Advisory Committee on each respective campus.”

Article III Section H. Add the following number 4 paragraph “4. Minutes. Each School Site Advisory Committee must record and maintain separate meeting minutes apart from the School Site Council minutes for each meeting and make these available to the EEF Board of Directors as requested.”

Jay Bell made a motion to make these recommended changes to the Bylaws, and was seconded by James Baxter. **Motion carried.**

- d) **Legoland Tickets:** 200 Legoland tickets have been made available to the Foundation that expire 12/18/15. The Board will discuss how to best distribute these tickets to the school sites,

7. Special Education (SPED)

The Foundation was approached to develop a district-wide inclusion initiative where the Foundation would serve as the vehicle to distribute funds raised specifically for these programs. The proposal was presented by Maria Waskin, the EUSD Director of Pupil Personnel and outlined different ideas of how the program could work. The Foundation received a large donation to serve as seed money to get a program started. Shelly Kelly will report back to the Board with next steps in terms of establishing the framework of a committee to work with the Foundation to administer money raised for Special Education projects.

Adjournment: At 8:20pm a Motion was made by Jill Thomas and seconded by Lisa Rimbach to adjourn the meeting. **Motion Carried.**

Respectfully submitted by Shad Butte, August 21, 2015.