



**Can Do Education Foundation
Regular Board Meeting Minutes
October 14, 2011, 8:30 am
District Boardroom**

Attendance:

Board of Directors: Michelle Baumert, Jacquie Gribens, Sue Hickey, Natalie Huggins, Carmen McHugh, Lesley Savelli, Kim Revai, Robin Gerrity, Keli Honsberger and Dr. Thomas Lohwasser

1. **Call to Order:** J. Gribens called the meeting to order at 8:35 A.M.
2. **Approval of Board Minutes from September 9, 2011 Meeting:** With the noted correction under the 2010 – 2011 Year End Review (\$68.8 to \$68,845) Director S. Hickey moved for adoption of the September 9, 2011 minutes, Director N. Huggins seconded the motion, and the motion passed unanimously.
3. **Superintendent's Update:**
 - ◆ Dr. Lohwasser thanked those who attended the School Board Candidate Forum.
 - ◆ Conference week is ending at all the elementary schools; Miller Creek is in preparation for their conference week next week.
 - ◆ Dr. Lohwasser provided a brief budget update.
4. **President's Update:**
 - ◆ **Advisory Statement:** President J. Gribens provided a review of Board Member expectations and discussed the need to update Can Do! policies and procedures with Can Do! branding and contact information, which will be done and presented to the board for review before the year end.
 - ◆ **Election of Secretary:** Director J. Gribens nominated Director C. McHugh to be Secretary of Can Do!, Director M. Baumert seconded the motion and the motion passed unanimously.
 - ◆ **Site Liaison Reports:**
 - Dixie Elementary School: Director J. Gribens attended the DHSC meeting where DHSC approved \$20,000 for library furnishings; short term clubs were approved; and the Dixie Diner is doing well. The Book Fair took place during conference week; no figures for the Book Fair were reported at this time.
 - Mary E. Silveira Elementary School: Director M. Baumert reported that the MES Harvest Festival was being held 10/14. MES held their annual Movie Night in September and it was well-attended and raised \$729 which was an increase of over \$300 from last year. R. Gerrity attended the recent MESHSA board meeting to help answer questions and provide additional details of various campaigns.
 - Vallecito Elementary School: Director K. Revai reported that R. Gerrity attended the PTA/VHSC meeting to help answer questions and clarify program funding. Karen Kizer was hired as the new drama teacher for both Vallecito and Dixie. Vallecito is going to work with Next Generation, the organization who facilitates the garden project at Mary Silveira. Discussion



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continues at VAL to turn their Fall Festival from a fundraiser to a community event.

- Miller Creek Middle School: Director N. Huggins reported that the MCHSC met on September 16th. R. Gerrity spelled out the ABC's of Can Do! and detailed the plan for the Miller Creek Family Giving Campaign. Miller Creek is not having a Book Fair this year as they are encouraging families to support the elementary schools in their efforts. School Clubs are going well and there was an introduction of a LEGO Robotics club for those mechanically inclined.

5. Staff Report:

- Directory: The directory is at the printer and will be available for distribution in about 2 weeks.
- Taxes: Once completed, R. Gerrity will have Form 990 sent to all Board members to review, sign and return to R. Gerrity.
- Allocated Reserves: A discussion of whether to spend \$50,000 in reserves is on hold until January/February 2012.

6. Financial Report

- ◆ **2011-2012 Monthly Report:** Director S. Hickey reviewed the monthly budget.
- ◆ **2011-12 Budget Revise:** Director S. Hickey noted the need to correct the expected Business Partner Income to \$90,000 rather than keeping it at the budgeted amount of \$85,000. Revision will to be done before next month's report. R. Gerrity identified areas where the budget had been updated based on increased or reduced need. An increase of \$3,500 for additional Miller Creek clubs funding was noted. Director M. Baumert moved for a motion to approve the 2011-2012 Budget Revision, Director L. Savelli seconded the motion and the motion passed unanimously
- ◆ **Reserve Increase:** Director S. Hickey proposed increasing mandatory reserves from \$100K to \$150K. Director J. Gribens moved for a motion to increase mandatory reserves to \$150K, Director C. McHugh seconded the motion and the motion passed unanimously.

7. Committee Reports:

- ◆ **Auction:** Director L. Savelli reported that the auction is on track. Wine and other donation items are still being requested of the Board and community. Communication for volunteers for the night of the event as well as how the board can support the auction team will go out shortly.
- ◆ **Business Partner:** Director N. Huggins reported that \$93,050 been raised by the Business Partner program. There are 145 BP's in the program, 41 of whom are new. The BP Networking Reception will be held on October 24, 2011 at Lamperti's Kitchen & Bath showroom from 5:00-6:30pm. Delicious! will be catering the event with wine generously donated by the Merrion family.
- ◆ **Family Giving Campaign:** R. Gerrity reported that as of October 10, 2011, \$265K has been raised with 510 families participating in the campaign so far. School



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participation rates are increasing as well: MES - 47%, Vallecito - 41%, Dixie - 50% and Miller Creek - 32%. Donation Day at the elementary schools brought in \$40,000. Miller Creek's Donation Week will run during conference week. Emails have been sent to Miller Creek parents about the event.

- 8. Campaign/Event Assessment Process:** In follow up from the September meeting, R. Gerrity presented the board with a Campaign/Event Assessment Process. R. Gerrity walked the board through the assessment of the eScrip program and asked the board to bring back completed assessments of the golf tournament and the SF Giants event to the November board meeting.
- 9. Adjournment:** The meeting adjourned at 10:35A.M.

Respectfully Submitted,

Carmen McHugh, Secretary

Date