



McKinley School Foundation of San Diego - Board of Directors Meeting

Tuesday, July 12, 2022, 6 pm - 8:30 pm

In person meeting, location: McKinley Teacher's Lounge

In Attendance: Brijet Myers (President), Yessica Maricich (Treasurer), Kristin Pavon (Secretary), Geysil Arroyo, Graham Strickler, Jon Chan, Carla Grossini-Concha, Korby Trocha, Ashley Berg, Jonathan Morello; Guests: Roni Hooper

Meeting Minutes

- 1) Meeting protocols & Member introductions / Brijet Myers, President **Pg. 1**
 - a) Outline meeting protocols, everyone present is to follow agenda **Board meetings will now be monthly, with December being a board retreat dinner.**
 - b) [Agenda packet](#) (pages notes on this agenda for accompanying info)
 - c) Discuss voting process for board **All members will vote. If a member is unclear about the details of the item being voted on, there will be discussion until the material is clear. Board commits to take the appropriate time to review materials before votes.**

- 2) Meeting Minutes
 - a) Immediate past meeting minute approval **by past board Pg.1**
 - b) First meeting of new 2022 -23 Board of Directors

- 3) Non-Agenda: Public Comment & Announcements **Pg. 1**
 - a) Limited to 2 minutes **No public comments were made**

- 4) Result of email-to-vote: Appointing 2 additional Board of Directors members? **Pg. 1**
 - a) Krijn van der Raadt & Megan Kucharski
 - b) Results of board vote is: NAY
 - c) Alternative: request that Krijn and Megan fill an empty PTC role **Graham will connect with them to let them know which PTC lead roles are open this year graham.strickler@gmail.com**

- 5) Board of Directors: Role descriptions / All members **Pg. 2**

- a) Discuss photo & bio on PTC website **Agreed. Will take a group photo at the September meeting as well**
 - b) Liaison assignments conversation
 - c) Update on Communications Plan; New Weekly Newsletter **Starting Aug 1, all comms will be consolidated into a weekly Monday morning newsletter sent out via PTC email channel vs. single subject emails**
- 6) Principal's Introduction & Report / Principal Jonathan Morello
- a) Weekly Principal's Message idea- school messenger vs. PTC **Will be sent via School Messenger and also be included in PTC newsletter**
 - b) Principal Updates: Need 2 UTK Support Teachers and 1-2 Noon Duty Supervisors **Jonathan will send links to apply to board, comms team will include in the Aug 1 newsletter**
- 7) Teacher's Report / Teachers Ashley Berg & Korby Trocha
- a) Teacher Updates: First two weeks are half days for UTK & Kindergarten
 - b) UTK may need additional supplies **Ashley and Korby will return to the board with a flat stipend fee request for all teachers that the Foundation will supply in Aug and again in Jan. Vote to approve will be via email aknox@sandi.netstrocha@sandi.net**
- 8) [Library renovation project](#) / Project Managers Heather Vitti & Brijet Myers (Brijet will report)
- a) Current detailed project status, detailed schedule and progress report **Board took a tour of the library and discussed current status**
 - b) Current detailed budget: expenses to date, projected expenses **Action item - budget increase issues Board agreed budget increase of 10% is still valid**
 - c) **Action item: adjustment to overall library enhancement plan to better serve our student community Board voted to move forward with aplan to fund books and at least .3 (12 additional hours) of a librarian. The district provides .2 (8 hours). Barbara Smith approved to fill that role, contract to come**
 - d) Book order: Teacher report **Action item - book budget request / Ashley & Roni**
 - e) Volunteer schedule - Nancy is managing
 - f) New library technician; Jacob is returning and works 8 hours/week
 - g) Q & A
- 9) After School Programs / Prime Time & Character Builders
- a) How can we increase capacity of these programs

- i) Jonathan will meet with CB & PT to try and increase capacity to accommodate more students **Update: CB will most likely increase capacity. More details to come.**
 - b) How can the Foundation support these programs **Brainstorm ideas for available space on campus**
 - c) General updates and information so we can help answer parent questions - comms plan **Updates will be included in the Aug 1 newsletter**

- 10) Fundraising Committee Reports: If Chairs are not present, they will submit reports to Brijet no later than 5 days before meeting date / **Action Items - budget update approvals**
 - a) Jogathon Committee / Chairpersons Jon & Helen Chan
 - i) Update Board on **budget** (\$11,180), comms plan, committee, timeline
 - ii) Requests for designation of funds - JEDI? **Goals will follow same structure as 2021, with JEDI input on school prizes**
 - b) SoNo Fest Committee / Chairpersons Alex Oat, Tracie Stender, Katy Strand
 - i) Update Board on **budget** (\$52,780.94), comms plan, committee, timeline **SoNo chairs will present a bigger update at Sept mtg**
 - ii) Jefferson is out this year; can't commit to taking on the Kids Zone
 - c) Gala Committee / Chairperson Leslie Anderson
 - i) Update Board on budget (?), comms plan, committee, timeline
 - ii) 4/29 - 4/30/23: Family scav hunt one day and an informal meetup to close out the auction the next day.
 - d) Annual Giving (Grant?) Campaign / Chairpersons Laura, add Sarah/Kirsten **Pg. 2**
 - i) Discussion regarding how the program is run this year and timing **(1) Foundation suggested launching in February/March, will circle back to this item**
 - ii) Benefit of program - long term repeat donations **(1) Ideas of how to spend the Annual Giving Campaign Money: Free Yearbooks for all 5th Graders, academic tutoring for students, scholastic books for all students, student council community service projects, teacher supplies, etc.**
 - e) Dine Out
 - i) Discussion re: letting this program go this year **(1) Decision was made to discontinue Dine Outs at this time**

- 11) Other Committee Reports:
 - a) Yearbook Committee / Chairperson Mike Meloney **Pg. 2**

- i) Plan of action for the 2022-23 yearbook, request for support, request for funds?
 - ii) **Foundation approved the purchase of FREE yearbooks for all 5th graders every year**
- b) Gear Sales Committee / Chairperson Michelle Neoh
 - i) Budget proposal, sales plan, comms schedule, anything else?
- c) Staff Appreciation Team / *need new committee chairperson for this **Pg. 3**
 - i) Welcome Lunch in August - Thursday Before School Starts **Board will fund this lunch, already a budget item**
 - ii) Staff Appreciation Week in May
 - (1) Will continue coffee truck, gelato truck, catered lunch and activities each day **Teachers present at the meeting expressed their appreciation for the current TAW we provide**
 - iii) Total budget request, comms schedule
- d) Comms Team / Lynne Mayman, Christina Williams, Irene Meloney-website/blogger/Facebook, Sherry Mallari- website/blogger/Facebook, Kristin Pavon-Facebook, Laura Blount-room parent coordinator (?), Danielle-PTC calendar updates **Pg. 3**
 - i) Weekly newsletter plan for 2022-23
 - ii) Principal's blog / messaging
 - iii) Summer messaging schedule
 - iv) Website update plan of action
 - v) Comms management plan of action
 - vi) **Communicating the function of the foundation to parent community: specify what we pay for, update parents - treasurer's report**
 - vii) Committee & groups comms for entire year planned ahead
 - viii) How can the Foundation support? **Communicate clearly to the comms team, stay informed so we can help connect other Mckinley parents with correct information**
- e) JEDI Committee / Chairpersons _____ ? **Carla is co-chair. Steering Committee Members:**
 - (1) * **Geysil Arroyo**
 - (2) * **Edeama Onwuchekwa**
 - (3) * **Sarah Vatch**
 - (4) * **Laura Moberg Lavoie**
 - (5) * **Roni Hooper**
 - (6) * **Clare Crawford**
 - ii) What are resources the Foundation has for JEDI

- iii) Library, comms schedule for the year
- iv) Is there a budget request? **Not yet, circle back. Ideas discussed: professional development for teachers**
- f) Wellness Committee / Chairperson: Donna Tennes
 - i) Budget request? Comms schedule - Anything else? **Kindness week**
- g) Beautification Committee / Chairpersons Anna Shepard ?
 - i) Budget request? Comms schedule - Anything else?
 - ii) "Garden Club?" Brijet will connect with them [Brijet Myers](#)
- h) 5th Grade Committee / Carrie Morales & Stacy Birney
 - i) Separate from Foundation for 2022-23
 - ii) PTC support

(1) Add all 5th grade events to the main school calendar

12) Student Enrichment Groups Reports:

- a) *New* Thursday Club (old ASE) / Barbara Smith representative
- b) Movie Nights / Mike Burger
 - i) Movie Night coming up on 8/13
- c) Camp Out / _____ ?
 - i) Find new leads
 - ii) Additional Camp Out in the Fall?
- d) Run Club / ?
 - i) Is this program in effect this school year? Hopefully YES!
- e) Scholastic Book Fair / Chairpersons ____ ?
 - i) Bring this program back to McKinley! **Foundation is in support of bringing this program back. During Open House in the spring. Discussed figuring out a way to offer free books to students. "Book bucks" teachers can give out or similar.**
- f) McKinley Theater Club / Chairperson SarahLynn Zavoral **Pg. 3**
 - i) Schedule - Moving Performance to end of January!
 - ii) Budget request **Not yet, circle back**
- g) Variety Show / Chairperson Clare Crawford **Pg. 3-4**
 - i) Schedule
 - ii) Budget request
- h) IB Fest / Chairperson Barbara Smith (?)
 - i) Idea to schedule Spring Open House farther apart so that it's not the same week as IB Fest**
- i) Roles to fill 2022-23:
 - i) Staff appreciation
 - ii) Running Club
 - iii) Book Fair

iv) Camp Out

13) [MCKINLEY FOUNDATION BUDGET](#) / Brijet Myers & Yessica Maricich **Pg. 4**

- a) Treasurer's Report: Detailed overview of account balance, pending payments
Circling back to this when more access is available to Yessica and Brijet yessicamaricich@gmail.com
- b) Detailed explanation of budget for the year
- c) * **Action item - Budget request Voting:**
 - i) JUP banners - 9 YES VOTES**
 - ii) A-Frame Sign - 9 YES VOTES**
 - iii) ESA request: color printer - 9 YES VOTES**
- d) 2022-23 Teacher Grant Requests Action Item - **vote on grants** **No grants available at this meeting, voting by email is expected**
- e) Budget, account, income, expenses Q&A
- f) **Foundation will approve a specific amount per grade level in August and again in January/February to help pay for classroom supplies**

14) Site Safety & Security / Brijet Myers **Pg. 4 Brijet & Jonathan will connect about this and plan an additional meeting for the school community**

- a) Report from SDPD / Officer Jenny Hall, & Juvenile Task Team SDPD
- b) Site security update / Principal Morello
- c) Foundation sub-committee: Safety Team

15) [School Calendar 2022-23](#) / Brijet Myers & Roni Greenwood

- a) Update on school calendar, review of new events
- b) PTC Calendar
- c) Wheel, Art, Ceramics schedule & additional offerings
- d) Welcome Back event
- e) Open House event

16) Outside School Groups: Contacts

- a) Girls on the Run:
- b) Girl Scout Troops:

BROWN ACT. Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72-hours prior to a regular meeting.

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