

**San Diego Met High School Foundation  
November 2019 Executive Meeting Minutes**

**Date, Time, and Location:** Wednesday, November 20, 2019 at 4619 Viewridge Ave San Diego 92123

**Meeting called to order by** Meridith Coady at 6:03pm

**Board Attendance:** Melissa Agudelo, Ted Young, Shawn Coady, Jennifer Wanis and Meridith Coady

**September Meeting Minutes:** Jennifer Wanis made a motion to approve the minutes as presented with Shawn Coady seconding the motion. They were approved unanimously.

**Principal's Report:**

- The CSI money earmarked for the outdoor learning program is currently on hold at the district; Melissa will keep the community updated as she receives more information. It is possible that an alternative program will need to be identified to use the allocated funds, but the objective is to find a program with a focus on resiliency.
- Mr. Trapp, the new internship coordinator, has officially started.
- One of the 11<sup>th</sup> grade teachers decided to leave the Met; Melissa is team-teaching with Mr. Becerra and there is a long-term sub to cover. We anticipate having a permanent replacement for spring semester.
- The results from the Marzano survey have been received and analyzed; 107 community responses and 9 staff responses were received. The school received high marks on level one, which measures school culture safety and teacher support of students. The next round of surveys will measure efficacy of teaching practices.

**Treasurer's Report:**

- The financials have been reconciled through November 20, 2019. Earmark balances were reviewed. The Foundation has \$37,897.86 in funds. A motion to approve the financials as presented was made by Meridith Coady with Jennifer Wanis seconding the motion. They were approved unanimously.

**Old Business:**

- The bylaws have been updated and were emailed ahead of the meeting to all board members for review. Ted Young suggested a potential revision of the language regarding board member eligibility, specifically having a mechanism to seat non-parent board members. Ted will recommend sample language to modify the bylaws to address this. A review and potential adoption of amended bylaws will be tabled for the January 2020 board meeting.
- The Electronic Signature Policy has now been signed by all board members and originals are maintained in the Secretary's binder.

- The following fall fundraising results were discussed:
  - In response to the targeted fundraising ask, the Foundation received a \$10,000 donation from a school family. A tax letter and thank you were sent via regular mail.
  - The school earned \$420 from the rummage sale. A thank you note was sent to Kimberly Bautista for her efforts and generosity.
  - MET Monday was a wonderful success! Thanks to Julie for putting together the copy for the email blasts and to Shawn for setting up the donation links. The total donations were \$2670, which exceeded our goal of \$2,000. Last year's Giving Tuesday donations were \$1510. Thank you emails are being sent to all families who donated.
  - The Foundation began to use MailChimp for communication with families and that has been effective. We have not had any "unsubscribes" from the mailing list and the open rate has been 50% or higher for all "blasts".
  - Since the start of the school year, we have received \$3205 in total family and community donations.
  - Meridith with draft an email communication to go to families on Friday, November 22<sup>nd</sup> thanking families for participating, sharing results, reminding those who still want to donate, and setting up for Giving Tuesday.
  - Giving Tuesday will be subdued; an email will go out to families the morning of December 3<sup>rd</sup> once again sharing the link and encouraging donations, but that will be the extent of the "asks".
- On October 18, 2019, the board approved a \$900 expense earmark for the hydroponic program via email vote. The vote was affirmed at the board meeting.

**New Business:**

- The board reviewed potential content updates for the website and those were forwarded to Shawn Coady.

**Announcements:** The board again thanks the parents who attended the board meeting and welcome involvement and participation from the school community.

**Next meeting is** Wednesday, January 29, 2020 at 6pm at Appstar Financial, 4619 Viewridge Avenue, San Diego, 92123.

**Meeting adjourned at** 7:07pm

**Minutes compiled by** Meridith Coady

**Minutes approved on** January 29, 2020