# Terra Nova Education Foundation Meeting Minutes

March 8, 2018

The meeting was called to order by Petra Schumann at 7:03 pm.

## In attendance

Denise Curly, Kari Trainor, Rachel Cauteruccio, Julie Arnaudo, Beth Boldt, Jennifer Nevin, Rita Sargent, Lisa Byrne, Stacy Contakos, Chris Dunhill, Sheila Ornelas, Ralph Crame, Jason Selli, Petra Schumann, Kimberly Scearce-Levie, Maria Garcia, Monica Woodworth, Mary McArdle, Chris Zimdars, Lynn Anderson, Chris Copeland, Nicole Copeland, Denise Giannini, Shannon Bartlett, Deanne Spasic

## Approval of Minutes

The minutes were handed out from the February 8, 2018, meeting and approved.

## Introduction – Petra Schumann & Ralph Crame

1. Overview of Education Foundations in California (>600) and San Mateo County (>30) provided. Review of how the Carlmont HS foundation works and the types of projects that are funded from the foundation. Examples include a full-time college and career counselor, 15 new class sections, new electives, a tutoring center, class supplies, teacher/dept. collaboration days, continuing education for teachers, new computers, etc. 75 Colleges visit Carlmont over the school year to provide information and internships.

## Establishing the Foundation & Marketing Update – Chris Zimdars & Chris Dunhill

1. Mission Statement
2. 501C filing in progress. Local Accountant John E. Gonzalez, EA providing services pro bono (2-12 month timeline)
3. Website is live; https://www.tneducationfoundation.org/
   1. Waiting on paperwork from PTO, will use their tax ID in the interim – *Chris Z. and Rachel*
4. Mobile Engagement - Text TIGERS to 56512 to play with the DRAFT site.
5. Need JUHSD board approval. – *Jason, Ralph & Ms. Carey*

**General Topics Update – All**

1. Brainstorming session – What would you like to see funded at TN?
   1. More Counselors for college and career prep
   2. Aides in the classroom, especially for math
   3. Teacher retention
   4. Tutoring services (teachers or additional staff)
   5. Additional language offerings
   6. 8th grade transition team

## Budget

N/A at this time

## Committee Reports

Three committees were identified and have begun forming:

1. Stand Up for Public Schools – *Petra Schumann (lead), Jason Selli, Beth Boldt, Nicole Copeland, Deanne Spasic*
   1. Stand Up for Public Schools replaced Silicon Valley Gives.
   2. Wednesday May 10th, 2018
   3. Marketing plan for the May 9 effort and general marketing plan for the TNEF – *Chris D.*
2. 8th Grade Transition Team – *Patty Dunhill (lead), Kari Trainor, Beth Boldt, Sheila Ornelas*
   1. Will host table at TN Community Night Open House (3/15)
   2. Need to establish plans for 2018 -2019 school year as most schools (private & public) are recruiting in the Fall and Winter
   3. Ralph noted that Carlmont has a liaison for each feeder school.
3. Terra Nova Education Foundation Fundraiser Dinner Auction – *Mary McArdle, Julie Arnaudo, Nicole Copeland, Rachel Cauteruccio,Stacy Contakos, Denise Giannini, Denise Curley, Shannon Bartlett, Christina Fiske, Bobby & Sheila Ornelas, Jason & Gaby Selli,* 
   1. Need a committee leader
   2. Plan to hold during 2018-2019 school year
   3. Will need to coordinate with Band and Boosters to ensure we have a separate and distinct date.

## Action Items/Next Steps:

1. Need JUHSD board approval. – *Jason, Ralph & Ms. Carey*
2. Assign person to create copy for flyer – *CZ will create flyer, will ask Chris D. for content*
   1. Flyer for Community Night Open House (3/15) & for future use
3. Order TNEF banner for events. Many schools display their foundation banners in front of their school.
4. Open bank account after we confirm PTO tax ID plan; Fund bank account to support early initiatives
5. Create PayPal account (or similar) using PTO tax ID and link to it from the website; - CZ
6. Create Instagram account (for the kids)
7. Connect FB and Instagram account to website; - CZ
8. Identify coordinator for first TNEF event *– Will be in 2018 -2019 school year*
9. Assign TNEF roles (Fill Board Positions) – *May be voted on in future meeting?*
   1. President: Lead group, set the agenda and tone, meets with principal on a regular basis, responsible for follow through
   2. Vice President of Fundraising: Leads fundraising efforts, coordinates foundations members to actively solicit businesses, manages fundraising dinners,
   3. Secretary: Responsible for taking notes and producing meeting minutes.
   4. Marketing: Create materials describing the foundation’s purpose and goals. Determine avenues to reach parents, students and the community such as email, social media, posters, mailers/postcards, surveys
   5. Treasurer: Responsible for accounting, budget updates, dispersing funds (signing checks) and tax filing
      1. Need to file for tax exemption status
   6. Establish Committees
   7. Establish by-laws

## Next Meeting

\*\*Confirmed\*\* Thursday April 19th, Terra Nova Library 7:00 to 8:00 pm *(usually the 2nd Thursday of every month but conflict with spring break)*