

# BERRYESSA EDUCATION FOUNDATION

## Meeting Summary

Meeting Date & Time: September 24, 2019 @ 5:00 p.m.

Topic	Action
Welcome and Introductions	<p>Meeting called to order at 5:07p.m. and introductions were made.</p> <p>Members present: Carol Mar, Christie Gurney, Ha Tran, Jackie Durant, Josh Quitoriano, Juliette Bettencourt, Lynne Burns, Margot Sandoval, Mehjabeen Shaikh, Roxane Fuentes, Susan Papert, Youngmi Park, Lakeisha Blackshire, Amy Swain</p>
Approval of Minutes	<p>The April 30, 2019 minutes were reviewed and approved as presented, with the correction of one of the meeting dates.</p> <p>Motioned by Juliette Bettencourt, 2<sup>nd</sup> by Lynne Burns, none opposed.</p>
Financial Report	<p>Susan Papert presented the financial report as of August 31, 2019 as follows:</p> <p style="padding-left: 40px;">Total Assets: <u>\$148,982.90</u></p> <p style="padding-left: 40px;">Total Income: <u>\$130.62</u></p> <p style="padding-left: 40px;">Expenses: <u>\$64.95</u></p> <p style="padding-left: 40px;">Unrestricted Assets: <u>\$32,652.87</u></p> <p>Susan reported that there was a deposit of \$9381.80 was not recorded in the January 2019 report. All reports from January 2019 through April 2019 have been corrected.</p>
Role of Members, Leadership Roles:	<p>Carol informed the members that their role as a member is to bring information back to their sites. The BEF info should be a standing agenda item at site staff meetings.</p> <p>Members are to also push/remind teachers to apply for grants.</p> <p>Carol reviewed the school site balances listed on the financial reports and share with member that they can locate the "Expenditure Decision for Funds Raised" form on the insider. They are to notify their site principal of the balance, so they can plan on how best to use such funds. To request funds, they just need to complete the "Expenditure Decision for Funds Raised" form and submitted to Susan Papert, BEF Treasurer.</p> <p>Carol led a discussion about the open Chair position. There were no volunteers. Carol was the interim chair for this meeting. She mentioned to members that the one of the things the Chair does is to organizes the grants for meetings, and contacts applicants when to come to the meetings. The Chair also submits the</p>

	<p>application for the Raffle, orders raffle tickets and organizes the Raffle day.</p> <p>Susan Papert was voted in as Treasurer, and Margot Sandoval was voted in as Secretary, nominated by Jackie Durant, 2<sup>nd</sup> by Juliette Bettencourt.</p>
Grants:	<p>School Wide Proposals are being offered this year, \$3K for Elementary, and \$4K for Middle School. School Staff must vote on the proposal and staff minutes need to be included. Twenty copies of the proposal needs to be provided to the Superintendent’s office. Proposals are due by the 15<sup>th</sup> of each month. No school wide proposal will be accepted after January 15, 2020.</p> <p>Individual or Group Proposals - \$1k per teacher, or \$2K for a group of 2 or more teachers. Teachers can apply for a grant every three years, unless a teacher transfers from one school to another. No individual or group proposals will be accepted after March 15, 2020.</p> <p>Grants will be scheduled before the upcoming meeting and applicants will be notified when their proposals will be scheduled to be presented at the BEF meeting. Applicants must be present and ready to present their proposals.</p>
Raffle:	The raffle is schedule for March 21, 2020. Susan will check if the application has been submitted for approval from the state.
Items for Oct. Meeting	<ul style="list-style-type: none"> <li>• Grants</li> <li>• Search for new BEF Chair Person</li> </ul>
2019-2020 Meeting Dates	The 2019-2020 meeting dates were reviewed.
Adjournment	Meeting was adjourned at 5:45 p.m.