



**Executive Board Meeting Minutes
August 13, 2020 at 7PM
Virtual Meeting via Zoom**

The meeting was called to order by Rachel Cauteruccio at 7:02pm.

In attendance: Rachel Cauteruccio, Karen Sansot, Jennifer Uter, Rita Sargent, Megan Carey, Beth Boldt, David Rosenheim, Julie Arnaudo, Chris Zimdars, Chris Dunhill, Regie Malonzo, Jennifer Huynh, Anna Duckworth, Nicole Copeland, Marina Catuar, Chris Do

Approval of Minutes

The minutes were emailed to the board from the July 9, 2020 meeting and approved.

- 1) **Welcome:** Rachel Cauteruccio
- 2) **Treasurer's Update:** Karen Sansot said we received two \$100 donations during the month of July so there is another \$129.21 in the bank after \$71.09 in expenses were paid. The expenses were for PayPal fees and the purchase of new checks. At the end of July, we had approximately \$37,000 in the bank and at PayPal. So far in August, we have received a sponsor donation of \$500. We have also written a check to Terra Nova High School to fund the purchase of flex-time software and for eight staff members to attend professional development courses on distance instruction.
- 3) **Principal's Update:** Megan Carey said teachers were still putting plans together and working hard in preparation for Distance Learning. They were practicing Zoom and being creative with apps, with an understanding there will be a learning curve as the school adjusts. Ms. Carey said the District agreed to cover the cost of art kits. She said there will be no nightly phone calls regarding attendance but virtual learning attendance will be tracked and followed up on. Terra Nova staff is figuring out how Back to School Night would work.
- 4) **Fall Letter Campaign:** Jen Uter said the letters were printed and we are still accepting letter stuffers. Chris Z. said he will purchase the envelopes and postage. Ms. Carey said they were contacting families this week to finalize the mailing list which she expects to have by Monday.
- 5) **Salesforce:** Chris Zimdars said there was a training session in July and Jen is working to add donors.
- 6) **TNEF Leadership:** Executive Board Members
 - a. **President:** Rachel Cauteruccio
 - b. **Vice President:** Chris Dunhill
 - c. **Treasurer:** Karen Sansot
 - d. **Secretary:** Anna Duckworth

- Non-board positions
 - e. **Communications:** Rachel C. has trained Ahn Castro for the Communications position and we're on track to start sending emails via Mailchimp next month.
- 7) **Business Outreach:** Rita S. and Julie A. Jim Wagner, a mortgage broker in Pacifica, emailed Rita about helping out and gave a \$500 donation. Wagner says he knows of others who may want to donate and asked for business sponsor packets. Julie is putting the packets together to deliver to Wagner next week and they're preparing to reach out to other past donors.
- 8) **Other items:**
 - a) In the meeting chat function, Regie Malonzo asked if the Google classroom situation with senior orientation has been addressed. Ms. Carey explained that an assignment on the risks and responsibilities of sharing online digitally included a video on sexting that required teacher interaction. Ms. Carey said the video was taken down after complaints and she wrote a message to students to let them know it was taken down.
 - b) Chris D. asked Ms. Carey about enrollment this year. Ms. Carey said we're at about 800 students, up about 20 students from last year, with the freshman class between 200-215 and the junior class remaining the smallest at about 170.
 - c) Rachel C. said she's thinking of how to work the party situation and wants to brainstorm online fundraiser ideas. Chris D. said he's working on two other events, an online auction and a virtual gala with entertainment. Tickets are being sold for both events happening in September. Rachel C. asked to put an item on next month's agenda for an update on how the events worked. David R. said the organization he works with does speed networking to incorporate social interaction in an online Happy Hour style with a tip jar.
 - d) Chris D. offered his sister as an online learning contact who's willing to speak with Terra Nova teachers. She is a PhD who teaches online at the college level in the East Bay.
 - e) Chris D. asked if teachers are getting online teaching tools and if there is an organized process for the district. Ms. Carey explained that departments have been working to condense units even further and that they are giving teachers as much freedom as they need to explore what works for them. They are working with teacher leaders across the district.
 - f) Jen Uter ideas for a gala: Have famous TN grads/alumni like American Idol singer Francisco Martin and Seattle Seahawks player Anthony Gordon appear and do performances/Q&A for tips.
 - g) Karen S. asked about Kaplan SAT courses and Rachel S. said it's on hold. Ms. Carey said the decision to hold off was made over the summer due to the uncertainty with SAT testing and not knowing how the school year is going to unfold. TN will also not give the SAT or PSAT in October as it has in past years.

Next Meeting – September 10, 2020, 7:00-8:00 PM, Location TBD. *Previous month's meeting minutes are on TNEF website: www.tneducationfoundation.org*