



Burlingame Community for Education Foundation
Post Office Box 117730 Burlingame, CA 94011-7730
650.259.3824 www.bcefoundation.org

BCE Board Meeting Minutes
May 20, 2008
BIS 7-9PM

Members Present: Nicole Johnson, Christine Seeley, Kerry Bitner, Leslie Ragsdale, Lisa Kershner, Debbie Hirth, Perissa Clark, Jen Beswick, Jill Goldsmith, Mark Intrieri, Emily Matthews, Ricardo Ortiz, Julia Viskanta, Christine Thorsteinson, Terese Russell, Jan Keele, Donna Colson

Others Present: Dr. Robert Clark, Carolyn Karis, Michele Gilchrist, Wendy Cunningham, Sophie Oberstein

1. Call to Order

Christine Seeley called the meeting to order at 7:07. She made some brief announcements. Dave Pine sent the board a letter thanking us for all the letters we have been sending to state legislators, and she stressed that we should continue to keep pressure on our elected state officials as they work through the budget over the summer. Blue Skies on Broadway will be holding another fundraising night for BCE on Aug. 8. The owner will give 10% of the proceeds to BCE and also give customers a 10% discount.

2. Approval of April Minutes

Emily Matthews made a motion to approve the April minutes. Jill Goldsmith seconded the motion and all present voted to approve the minutes.

3. Partner Updates

- BSD Update

Robert Clark attended the meeting in place of Sonny Da Marto. He reported that BIS and Roosevelt will be painted this summer. The BIS auditorium renovation and Lincoln's new roof will also be done this summer. He is still processing the new information from the state budget adjustment. There is still an unfunded COLA. There are 6.5% reductions across all categories except for special education. It's likely there won't be a final budget until the legislators return from their summer break in August.

- School Board Update



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Mark Intrieri reported that the school board has chosen a candidate for superintendent and will be extending an offer very soon. They hope to have everything approved by June 10. They are very excited about the new person. The budget meeting to make some final decisions on budget cuts takes place next Tuesday, May 27. Based on the latest information from the state, the level of cuts is less than the school board thought. The BAC (Budget Advisory Committee) unanimously recommends that the district make the full amount of cuts and not go into deficit spending. The school board has been considering somewhere around \$200K of deficit spending (out of reserves), so he says the board is hopeful that with the revised May budget from the state they may close the gap. The district has a deadline to get their budget to the county by June 30. The district budget will be finalized at the May 27th school board meeting and approved at the June 10th meeting. The early bird/late bird program is under discussion. The board is considering eliminating this program for 3rd grade, and a final decision will be made at the June 10 meeting. The majority of teachers and principals agree that it is educationally beneficial for 3rd graders to have the longer day. They would have more instructional minutes and it would help them make an easier transition to 4th grade. There has been some confusion with the communication to the teachers and the community, and Mark is hopeful that this will be resolved by June 10. The architects who are supervising the bond construction projects have a contract in place, so they will be getting to work. A new principal for Washington has been hired to start in September – Julie Eastman. She comes from a school in Dublin that is closing.

- Administration Update

Christine reported for Paula Valerio. The principals met with Nicole and Christine last Friday to discuss their budget priorities. She thanked BCE from the administrators for our ongoing support. She mentioned that the school spring concerts are a great opportunity to highlight BCE programs. Emily Matthews will be checking in with the principals to see if they will make a brief mention of BCE at the concerts.

- PTA Council Update

Nicole Johnson attended the last PTA Council meeting. There is a new lice policy coming from the county health office. There will no longer be checks required at the schools and children will not be sent home immediately if nits are found – it will be optional for the parents to pick them up.

4. District Budget Situation/Additional Fundraising



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Christine announced the fantastic news that we have already reached our goal of \$700K. She thanked everyone for the hard work and mentioned that pledge day was an important factor in reaching our goal. Due to the continuing cuts, we should continue to fundraise with the goal in mind of helping alleviate some of the shortfall. We are raising our goal to \$800K with the intention that any extra money will go towards keeping libraries open and possibly covering cuts to the early literacy program. The more we can raise, the more we can offset state cuts. We need to target those people who haven't given. Emily is providing signs for the schools and the schools are individually organizing tables. There will be another announcement in this week's bulletin.

5. Library Program Restructure

Christine reported that the district is working on a plan to restructure the library and media tech programs. Dr. Clark explained that he has worked on a few scenarios with Suzanne Hall. Currently these two programs cost \$368,974 and BCE contributes about half of the cost of the library program. Robert explained that a new technology plan has been approved to get all the schools working with the same servers, software, equipment, etc. Because of this, they hope to consolidate the media tech roles into a higher level IT support position. They are also proposing reducing the library staff but still maintaining some services. Mark Intrieri pointed out that our district has a very high ratio of librarians to students. The new superintendent candidate is very technology oriented and these proposals have been developed with that in mind. The school board is asking for flexibility on how to use BCE funds most effectively and efficiently. Mark stated that in his opinion our district library services would function fine with one full time librarian overseeing part time aides at each site.

Three of the current district librarians attended the meeting. Wendy Cunningham stated that she can hardly keep up with ordering, cataloguing, etc. as is and believes that it would be very difficult to maintain the libraries if staff were reduced. She also mentioned the correlation between a well-staffed library and higher STAR test scores. Michele Gilchrist told us she can't imagine how she would handle all the necessary functions she currently covers at BIS if she were required to also work part time at another elementary school. She mentioned that the needs of the middle school library are very different from those of the elementary schools and that hundreds of students use the BIS library for a variety of reasons every day. Carolyn Karis stressed the importance of exposure to reading for elementary kids. She also mentioned that she was surprised that each school catalogs its own books and that they aren't connected via computers – it would be more efficient to have a central catalog and technology system. Leslie Ragsdale spoke about the important role a school librarian can have in encouraging a love of reading. They are a resource for the children, who have the ability to get to know the kids and what they like. Many board members expressed concern over how a change in the program could impact donor support, and we agreed that we have to be very careful with how we message any additional fundraising appeals. The school board



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would like BCE to come up with a dollar amount we can commit to contribute to the library program and specify how many librarians we will fund and then give the district discretion to use any excess funds to enhance and support the library facilities.

Christine closed the discussion stating that we will continue to work with the district and that she is optimistic that we will be able to help, but we need to make it clear as we fundraise that the library program may look different next year, and that the final decisions on how the program will run needs to be made by the administration.

6. Vote to Fund Current PE Program Structure for 2008-2009

Christine explained that last year the PE program was cut from 4 teachers to 3 teachers. This year, one of the teachers is retiring. The administration has suggested saving money by not replacing that teacher and going down to 2 PE teachers. The PE program came out as one of the highest priorities to protect in the BAC survey. She asked the board to vote on replacing the retiring PE teacher to maintain the current level of PE service with three teachers. Jill Goldsmith motioned to approve this proposal. Debbie Hirth seconded the motion and all present voted in favor of the proposal.

Christine reiterated that we have raised our target amount of funds and will raise more and there should save some savings because new teacher should not cost as much as the retiring teacher.

7. Vote to Approve 2008-2009 Board

Nicole Johnson read off the slate (see attached roster) for the 2008-2009 board. Ricardo Ortiz made a motion to approve the new slate. Terese Russell seconded the motion, and all present voted in favor of the new slate.

The remaining open board positions are: VP Business Development, BIS Site Chair, Graphic Artist, and Silent Auction Co-Chairs.

Christine thanked everyone who helped with recruiting and stated that we hope to fill the last positions in time for the June retreat.

8. Marketing Update

Emily distributed handouts for the spring concerts to be given out at each school concert.

9. Financial Report



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Ricardo went through his financial packet. The California Culinary Academy lunch raised \$7760.

10. Dinner Dance 2009

Sophie Oberstein and Kerry Bitner (in-coming Dinner Dance Co-Chairs) presented a proposed “BCE Goes Disco” theme. They would like to try a new format for the event. The major difference would be the elimination of a sit-down dinner and assigned seating plan. Instead, there would be buffet style food stations and club like seating. Guests would be seated or stand around a central viewing area for the live auction which would be shorter (approx. 15 packages). Some ideas they are working on include: CD invitations, wine punch cards in addition to bottle pre-orders, a welcome drink with flashing light bulb instead of champagne, a DJ instead of a live band, asking guests to provide photos from their “disco” days to flash on AV screens when not in use for the auction and a costume contest. The date is confirmed for March 21st at the Hyatt. Donna Colson has confirmed the same auctioneer from two years ago.

Jill Goldsmith motioned to approve the theme, and Emily Matthews seconded the motion. All present voted in favor of the theme. Donna stressed that the focus of the auction this year will be on fewer bigger packages. She is working on finding auction co-chairs.

11. June Board Retreat Plans

Jill Goldsmith reported that our retreat will be held Mon. June 9, from 6-10 at the Silicon Valley Community Foundation. There will be a presentation about our achievements this year and plans for next year and then we will break out into four smaller working groups. They are:

- Business development
- How to reach people who aren't giving
- BCE/PTA District fundraising
- The site-based role

People will be assigned to groups, but feel free to request a specific group if you have a preference.

12. Adjournment

Christine adjourned the meeting at 9:15



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Next Meeting: Board Retreat, Monday, June 9, 6-10 pm, Silicon Valley Community Foundation

Respectfully Submitted by,

Kerry Bitner
BCE Secretary