



Community Service Association • 4100 Normal Street • San Diego, CA 92103-2682

Celebrating Our 60th Anniversary in 2016

May 19, 2016

MINUTES

The monthly meeting of the Executive Board of the COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, May 19, 2016 in Room 2249 of the Eugene Brucker Education Center, 4100 Normal Street, San Diego, CA 92103. Chairperson Felix called the meeting to order at 4:00 p.m. Felix explained that a family emergency had prevented him from attending the CSA Board meeting on April 9, 2016, and he thanked Vice Chair Hippe for conducting the meeting in his absence.

Appointment of Kathaleen Wilson to the Board of Directors: Kathaleen Wilson introduced herself to the Board of Directors, stating that she is a former Kindergarten teacher, currently serving the district as an English Language Support Teacher in Area 6 (supporting Carver, Central, Cherokee Point, Hamilton, Ibarra and Rolando Park elementary schools). Wilson expressed to the Board that she is very fortunate to have wonderful friends and family, and to have a satisfying career. She would like to serve on the Board of Directors as a way of giving back to the community. Board members discussed Wilson's qualifications and her desire to serve, and unanimously approved a motion (Ortler/Hippe) to appoint Wilson to the Board of Directors.

Financial Report for April: Asaro presented the April Financial Report. She noted that several recipients had not yet cashed checks that were issued between November, 2015 and January, 2016. Asaro will research how this matter was handled in the past and report back to the Board in June to determine appropriate actions. A motion (Ward/Bryant) was unanimously approved to accept the April Financial Report as submitted.

Approval of April Meeting Minutes: Following discussion, two revisions were made to the minutes of April 9, 2016:

- On page 1, "Approval of February Meeting Minutes and March Subcommittee Notes and Recommendations," to be revised to include a recording of the Board's discussion prior to the motion that was passed concerning the March Subcommittee Notes and Recommendations.
- On page 3, "2015-2016 Board Allocations – First Reading," to be revised to show the date of the CSA Board of Directors meeting as May 19, 2016.

A motion (Ward/Fowler) to accept the April meeting minutes with noted revisions was unanimously approved.

Revised Grant Allocations Estimate and 2015-2016 Grant Allocations – First Reading: Asaro reviewed a revised estimate for CSA donations for the 2015-2016 school year. She stated that the estimated funding remaining for grant allocations as of May 19 was \$2,513. Felix then led a

first reading of the recommendations submitted by the Grant Allocations Subcommittee. He noted that the subcommittee had decreased or removed a small number of the recommended allocations based on the amount of available funding at the time of their meeting on March 17, 2016. A motion (Felix/Ortler) to increase or restore four allocations (sum total of \$1,500) was unanimously approved. The Board will conduct its final review of the 2015-2016 Grant Allocations and take action on the allocations at its meeting on June 9, 2016.

CSA Site Rep Meeting: Felix stated that he had worked with the Superintendent's Office to schedule a CSA Site Reps Meeting to be held on Monday, June 6 from 3:30-4 p.m. in the Eugene Brucker Education Center Auditorium. Felix has prepared a flyer announcing the event. The district's Communications Office will circulate the flyer, signed by Superintendent Marten and Felix, to district staff. Asaro will scan the signed flyer and e-mail it to bargaining unit presidents to request their help in promoting the event among their constituents. Felix said that all expenses associated with the Site Reps Meeting will be covered by individual contributions from the CSA Board of Directors. He stated that he was contributing toward a \$50 cash door prize for the event and asked for the Board's support. Personal contributions were then collected from Board members. Asaro and Hippe volunteered to buy cookies and bottles of water for the event. Hippe will check with Costco about a possible donation. Felix suggested that the Board invite an agency that has benefited from CSA grants to speak at the Site Rep Meeting. Ortler will review the agencies that were covered in past CSA newsletters and forward recommendations to Felix. Asaro will e-mail Alex Satur, Senior Systems Analyst, Information and Technology Support Department, to ask if a screen shot of the job aid for CSA designated donations will be available for sharing at the event. Felix, Asaro and Kleiner will meet on June 4 to finalize the agenda for the Site Reps Meeting and discuss logistics.

CSA 60th Anniversary Celebration Update: Felix said that in addition to a proclamation issued by the Board of Education honoring CSA's 60th Anniversary, he is also seeking a proclamation from the City of San Diego. Felix has contacted the district's Culinary Arts Program and requested menu prices, and has received one quote thus far. Fowler said that her school, Garfield High, has a culinary program. She will touch bases with Justin Halbert, Garfield's Culinary/ROP teacher, and ask him to calendar the October 11 event. Felix said the Administrators Association of San Diego (AASD) has graciously shared a list of vendors that have sponsored events for their bargaining unit in the past. Felix will utilize this list to secure sponsors to cover the cost of the refreshments at the 60th Anniversary Celebration. Hippe said she would like to have a small giveaway, such as a magnet with CSA's new logo. A sponsor would need to be identified to cover costs of ordering the magnets.

Communications Plan Update: Asaro presented a Communications Plan to be implemented from May through December, 2016. Following discussion, the plan was revised to show the Site Rep Meeting date as June 6 from 3:30-4 p.m. The Board requested Asaro to contact Sue Weir, Director, Payroll Benefits, to determine if an announcement regarding the 60th Anniversary Celebration could be promoted via PeopleSoft in September.

Donation Awards on Behalf of SDUSD Teachers of the Year and Classified Employee of the Year Events: Felix stated that, due to time constraints, the Board had voted via e-mail on the matter of presenting a gift of a \$100 donation to the SDUSD teachers of the year and classified employee of the year to go to the non-profit of their choice. He then called for a ratification of this action. A motion (Ortler/Ward) was unanimously approved to ratify the action to present gifts of a \$100 donation to the non-profit of choice for district teachers of the year at the Board

of Education meeting on May 2, 2016; and classified employee of the year at the Board of Education meeting on May 17, 2016.

Report on SDUSD Teachers of the Year and Classified Employee of the Year Events: Hippe represented CSA at the recognition events and awarded the teachers of the year and classified employee of the year with a congratulatory letter and gift of a \$100 donation to the non-profit of their choice. Asaro noted that she had yet to receive any response concerning the \$100 donations. The Board requested that Asaro follow up with the awardees via e-mail.

Logo Contest Update: Asaro reported that Jennifer Rodriguez in the District's Communications Department had publicized the CSA Logo Contest online. Asaro also contacted Lance Larson, College, Career and Tech Education (CCTE) Department, who promoted the contest by announcing it at a meeting of Graphic Arts Department Chairs. The contest ends on May 31, 2016; seven logo submissions have been received thus far. Asaro will forward all entries to Board members after the contest ending date. The Board will vote on the contest entries at their meeting on June 9, 2016. Contestants will be notified of the contest results immediately thereafter.

Disposition of CSA Records and Computer: Asaro informed the Board that on April 21, 2016, she visited the home of Michele Fettig, and while there witnessed that all CSA records were deleted from the CSA Lenovo computer. In addition, Asaro could find no evidence of CSA hard copy documents or files in Fettig's home. Therefore, Asaro officially turned the computer over to Fettig, and has since deposited a check from Fettig in the amount of \$250.00 in CSA's checking account.

CSA remains in possession of one older computer and printer. The Board will discuss donating this hardware to Computers 2 SD Kids at its meeting on June 9, 2016.

Audit Information: Asaro presented information provided by John Cashmon, Director, Internal Audit, concerning an audit of CSA. Within the document, Cashmon described types of audits and provided a list of possible documentation requirements. The Board discussed the timing of the last CSA audit and determined that it likely occurred seven or eight years ago. The Board requested that Asaro contact Cashmon to ask his professional opinion on the time span that a future audit (review and compilation services) should cover; and to estimate when Internal Audit would be able to conduct an audit for CSA. Asaro will report back to the Board at its meeting on June 9, 2016 and the Board will take action on an audit at that time.

Round Table: Ortler and Hippe thanked Asaro for her work. Wilson thanked the Board for her appointment and said she was honored to be a part of the work of CSA.

The meeting was adjourned at 5:25 p.m.

Barbara Asaro
Secretary/Treasurer

PRESENT: Bryant, Felix, Fowler, Hippe, Kleiner, Ortler, Ward, Wilson, Wood

EXCUSED: Jimenez