



January 12, 2017

MINUTES

The monthly meeting of the Executive Board of the COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, January 12, 2017 in Room 2249 of the Eugene Brucker Education Center, 4100 Normal Street, San Diego, CA, 92103. Chairperson Felix called the meeting to order at 4:15 p.m.

Introduction of New Board Members: Felix introduced Kristie Calton, Judy Feidler, and Naomi Raffle, new members to the CSA Board of Directors. Calton has served as a school psychologist for 20 years, with the past three years in the Office of Children and Youth in Transition. Calton told the group that currently the district serves over 8,000 homeless youngsters. Feidler has served the district for 27 years, most recently in the Division of Online Learning. Raffle has taught mathematics and Spanish at Crawford High School for 17 years.

Election of Board Officers for 2017: A motion (Ward/Feidler) to elect Jim Felix to serve as Chair for a second year; and Linda Hippe to serve as Vice Chair for a second year was unanimously approved.

Approval of December Meeting Minutes: A motion (Bryant/Kleiner) to accept the minutes of December 8, 2016 as submitted was unanimously approved.

Financial Report for December: A motion (Kleiner/Ward) to accept the December financial report as submitted was unanimously approved. Asaro noted that among the \$100 checks distributed in the names of Teachers of the Year, a check to Lincoln has not been cashed and is now stale (passed the six month date of issue). Also, a check to Computers 2 SD Kids has yet to be cashed. A motion (Feidler/Kleiner) to follow up with Lincoln and Computers 2 SD Kids, and draw new checks if necessary was unanimously approved.

Upcoming Grant Process: Asaro reviewed the proposed grant application time line for the 2017 cycle, RFP notification, and grant application form. The Board directed Asaro to distribute the RFP via email notice without enclosures, and to direct potential applicants to the CSA website for forms and further details.

Round Table: Asaro will work with Susan Levine to post updated grant information on the CSA website; and will look into taking a web training class. Feidler said she was happy to serve on the Board, that she had already learned a lot, and was looking forward to being a part of the work. Felix said that he and Asaro had met with John Cashmon, Director, Internal Audit. Cashmon indicated that his office would conduct the audit of CSA financial statements for 2015-2016 at the Superintendent's direction. However, his office would not be conducting future audits of CSA records and/or finances. Cost to CSA for the audit will not exceed \$500.00. Cashmon has assigned Jaime Buensuceso to conduct the audit, which will likely take place this spring.

The meeting was adjourned at 5:10 p.m.

Barbara Asaro
Secretary/Treasurer

PRESENT: Bryant, Calton, Felix, Feidler, Jiminez, Kleiner, Raffel, Ward, Wilson, Wood

EXCUSED: Hippe