



January 30, 2020

## MINUTES

A meeting of the Executive Board of the COMMUNITY SERVICE ASSOCIATION (CSA) was held on Thursday, January 30, 2020, in Room 2249, Eugene Brucker Education Center, 4100 Normal Street, San Diego, CA, 92103. Board Vice President Raffel called the meeting to order at 4:26 p.m.

### **Appointment of Board Member Candidates:**

Michele Einspar. Einspar serves as program manager, Children & Youth in Transition. This is her first assignment in the school district, encompassing working with homeless youth, foster youth, military youth, and refugees; and responsibility for the School Attendance Review Board (SARB) and Placement and Appeals. She has successful experience in grant writing and working with non-profits. A motion (Wilson/Archard) to appoint Michele Einspar to the CSA Board of Directors was unanimously approved.

Don Wood. Wood has worked for the district for 25 years, the past 15 years as a science teacher at Pacific Beach Middle School. Wood previously served on the CSA Board of Directors and valued the experience and community service. A motion (Einspar/Padilla) to appoint Don Wood to the CSA Board of Directors was unanimously approved.

Jonel "Shorty" Smith. Smith has 28 years with the district and currently serves as a Landscape Services Supervisor. Smith has experience in grant work, is involved in charitable events, and volunteers in the community. A motion (Wood/Einspar) to appoint Jonel "Shorty" Smith to the CSA Board of Directors was unanimously approved.

**Election of Board Officers for 2020:** A motion (Smith/Archard) to elect Kathaleen Wilson as Chair of the CSA Board of Directors for 2020 was unanimously approved. A motion (Raffel/Einspar) to elect Rhonda Archard as Vice Chair of the CSA Board of Directors for 2020 was unanimously approved.

**Approval of November 7, 2019 Minutes:** A motion (Einspar/Wood) to accept the minutes of November 7, 2019 as submitted was unanimously approved.

**Financial Reports for October-December, 2019:** A motion (Raffel/Smith) to accept the financial reports for October-December, 2019 was unanimously approved.

### **Response from Schools Attorney Concerning District Employee Serving as CSA Secretary/Treasurer:**

Asaro reported that she had received a response from Sandra Chong, Assistant General Counsel II, concerning a potential conflict of interest should the CSA Board seek to hire a current district employee to serve as CSA secretary/treasurer. Chong said that she does not see any conflict of interest as many district employees have 'side jobs' selling products, serving as a consultant, doing construction work; and this would be no different. Although CSA does have a relationship with the district, it is a separate organization. The secretary/treasurer is a consultant, not an "employee" of CSA since that individual pays their own taxes, determines their own work hours, and does not have a district office.

Therefore, AR 1230(b) 2.b.(2) does not apply; pursuant to AR 1230(b)2.b.(3) “a district employee, acting in his/her personal capacity and personal time, would be free to establish such an organization, or to participate in its operation or activities.” Further, Chong advised that the secretary/treasurer should take care not to use district time/equipment to fulfill duties for CSA. Asaro will invite John Ortler, potential Secretary/Treasurer candidate, to the March 12, 2020 Board meeting.

**Spring Grant Process:** Asaro shared that she had disseminated the grant application materials to recent grant recipients and also had posted the information on the CSA website. She has standardized the grant application form so that it is useable for all cycles; and has established the annual deadline for close of business, the last working day in February. At the time of the meeting, Asaro had received approximately 15 applications and stated that more were coming in each day. Late applications will not be considered. In addition, applicants who received an award last year must have acknowledgement letters/receipts on file before the deadline in order to be considered for a new grant.

Asaro will be preparing a draft matrix for the Grant Subcommittee showing grant applicants, amount requested, purpose of grant, and a suggested award amount based on past criteria (i.e., base amount for new requests, same grant amount or slight increase to those who are reapplying again this year). Board members who are interested in serving on the Grant Subcommittee are asked to remain after the March 12, 2020 Board meeting to review/revise the draft matrix which will be presented for consideration by the full Board at their May 7, 2020 Board meeting.

Designated Donations: Asaro will also bring forward in March the projected amount of funding available for grant distribution in spring, 2020. This amount is based upon the sum of donations received in FY 2019-2020, less operating costs, designated donations, and other donations (exiting Board members, holiday donations.) Asaro will project the amount of designated donations based on the current status of donations but it is difficult to pinpoint the amount as many employees change their donations/designees on PeopleSoft throughout the school year. Wilson requested that Asaro check with Sandra Chong concerning the possibility of withholding a small percentage of the designated donations to support the cost of doing business. Asaro will also check with IT to determine if it is possible to preclude employees from making changes to designated donations on PeopleSoft after February of each school year.

**Round Table:** Raffel suggested that agenda documents be placed in GoogleDocs. Archard will check to see if information about CSA can be placed in new employee packets. Einspar, Smith and Wood were warmly welcomed to the CSA Board of Directors.

The meeting was adjourned at 5:17 p.m.

Barbara Asaro, Secretary/Treasurer

PRESENT: Archard, Ehm, Einspar, Padilla, Raffel, Smith, Wilson, Wood

EXCUSED: Hahnlein