



School Advisory Board
Foundation for College & Career Ready Students
Meeting Minutes

[Link to Electronic Documents for this meeting](#)

Thursday, June 19, 2014• 6 pm - 7:30 pm

Room 5 (David's Advisory), 810 V Street, Sacramento, CA 95818

1. **Roll Call & Establish Quorum** - Meeting called to order at 6:10 pm. Present: Xico, David, Rich, Vince, Melissa, Rachel, Otis & Sharon.
2. **Approval of Minutes**
 - a. Minutes from [May 8, 2014](#) - approved
3. **Special Orders (if any)**
 - a.
4. **Unfinished Business and General Orders**
 - a. Reports of Officers or Committees
 - i. [President - Rich](#)
 1. Draft policy language to specify that SAB policy for mileage reimbursement is the Federal reimbursement per mile. Projects and budget lines that include use of car, should include that line item in budgeting process. (Volunteer drivers may decline to accept)
 2. Draft policy regarding requirements for purchase order or detailed list of proposed expenditure if funds are withdrawn prior to actual purchase. Prefer receipts submitted for reimbursement.
 3. Options of loadable VISA cards to disburse funds? Need to investigate fees.
 - ii. Treasurer - Melissa
 - iii. [Principal - Vince](#)
 - iv. Fundraising - Zara
 - v. School Programs - Xico
 1. Outdoor Club outing to Blood Sucker Lake
 2. Gateway celebration
 - vi. Technology - David
 - vii. Policy & Procedures - Maria
 - b. SDIP - Review - See Principal Report
 - c. LCAP - Review - See Principal Report
 - d. Budget Planner - Review Gateway Celebration allocation
 - i. Created Gateway Celebration category in Tier 2: 3%

This meeting will conform to the Open Meeting Act. Agenda discussions and report items are subject to action being taken on them during the meeting by the Board at its discretion. The Board provides the public the opportunity at meetings to address each agenda item during the Board's discussion or consideration of the item. Total time allocated for public comment on particular issues may be limited.



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- ii. Adjusted Student Social activities down to 15% to compensate as these events require more seed money, but should return funds back to the category from ticket sales.

5. New Business

a. [Financial Support Requests](#)

- i. Advisory Pizza Party - \$64..77 reimbursement to Monica Hunt Approved 4 yes, 1 abstain, 3 no. Clarify in policies that future expenditures must be pre-approved, or will be categorically denied. SAB is reluctant to fund Advisory Party per se, but will look at budgeting a set amount per advisory, to be spent at Advisor discretion in Tier 3 of Budget Planner.
- ii. Gateway Celebration Reimbursement, approved 7 yes, 1 abstain. \$130 to David Berg for expenses.

b. End of Year Fiscal Planning

- i. For next year, plan to set 1 major goal, and several minor "improvement" goals. Focus on those in the coming year. Would really like to develop a network of parent/community Advocate/Mentor/Safety Net as resources for student projects. Ideally volunteers are cleared as Volunteer Level 3. Encourage Advisors and Students to seek project Advocates OTHER than their own advisor. Projects that involve funds > \$100 MUST have an adult Advocate/Mentor to oversee.
- ii. Fund Balance spreadsheet will have cumulative accounting for spending in each budget category to identify when categorical funding is available to shift between categories.

c. Graduation Advocate for next year - Maria

d. Prom Advocate - Open

e. Yearbook Advocate - Sharon

6. Public Comment - None

Note: The board may not take action on any matter raised during this public comment section that is not included on this agenda, except to decide to place the matter on the agenda of a future meeting. [Government Code Section 54954.2(a)(2)]

7. Adjourn - 7:50 pm

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