



**School Advisory Board
The Met Sacramento High School
Minutes**

Wednesday, December, 12, 2012 • 6pm - 7:30pm
Room 5, 810 V Street, Sacramento, CA 95818

1. Directors Present: Pam Patterson, Victoria Lemus, Rich Bennett, Allen Young, Austin Mills, Zara Greer, Xico Gonzalez, Michael Minnick, Desiree Mann, David Berg, Vince Wolfe, Sophia Harris, Shyanne Fair, Amelia Rangel
 - a. Guest: Megan Elsea, Merrold Young, Mary Hardin-Young(SCUSD Asst Superintendent, Area 3)
2. Quorum established (>51% of Directors)
3. Motion: To suspend the rules in order to take an item out of order
 - a. Motioned by: Rich Bennett
 - b. Seconded by: Xico Gonzalez
 - c. Vote: Unanimous
 - d. Public Comment: Linda Walker Mentor Dinner
 - i. Funding Mentor Lunch
 1. Event Date Late April or Early May
 2. Requested amount \$2000
 3. Action deferred until after financial reports
4. Motion: Consent Agenda Approval
 - a. Motioned by: Michael
 - b. Seconded by: David
 - c. Vote: Unanimous
5. Reports
 - a. President
 - i. Donation Letter Mailed This Week
 - ii. Took Grant Writing Workshop
 - iii. CLBL Relationship and donation (\$170) restored to Chris Chu's Advisory
 - iv. Record Recovery Process
 1. \$1,400 recovered, 900 lost due to stale checks
 2. Chris Chu Advisory student \$412 submitted cash, \$200 returned
 3. Fireworks Stand Fundraiser
 - a. Owe Phantom \$870
 - b. Owe Board of Equalization \$838.04 in sales tax



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c. Phantom Records show approx. \$4000 collected in cash at the booth. Total sales approx. \$10,000, net proceeds after expenses should have been \$3000.

1. Motion: That a Strongly worded letter be sent to the former Treasurer showing the accounting records and that the SAB is owed a set amount of money
 - a. Motioned by: David
 - b. Seconded by Victoria
 - c. Vote: Unanimous

b. Treasurer

Pam gave a presentation of the new documents below

- i. Proposed Policy and Procedures
- ii. Fund & Budget Spreadsheet
- iii. Fund Request Form
- IV. Fund Raiser Approval Form

VI. Action Item: David Berg Request that a year's end treasurer produce a report of actual expenditures versus targeted budget percentages.

VII. Action Item: Peer Review of budget plan

6. President request board commit to restoring individual funds that have been misdirected.

a. Genaro originally owed \$3,400. Has been paid \$1000 additional\$1000 will be paid out of principal's donation fund. Leaving balance of \$1,400.

b. Student from Xico's advisory had \$600 in deposit for STP.

c. Motion: To pay of debts in the following priority; PSAT, TAXES, GENARO, STUDENT, PHANTOM (As Funds become available)

1. Motioned by: Des Mann
2. Seconded by: Xico Gonzalez
3. Vote: Unanimous

7. Motion: To accept Financial policies and procedures as written

- a. Motioned by: Michael Minnick
- b. Seconded by: Xico



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c. Vote: Unanimous

8.Unfinished Business

b. SAB BYLAWS

- i. Xico requested ELAC representative be given full directorship and introduced Amelia Rangel as ELAC representative
- ii. Michael expressed concern with creating a student leadership position(VP) at this time because complexity of SAB job as it stands might be setting up any new student positions to fail. To be revisited by the end of the school to decide if we proceed and create a position for fall of next year.
- iii. Michael motions to adopt the bylaws seconded by Xico
- iv.

9.Public Comment Megan is a public member who volunteered to provide some guidance as she is an attorney

10. Adjourn 7 :48