



Terra Nova Education Foundation

Elevating Academic Excellence & Achievement

Meeting Minutes

December 12, 2019, 7PM

TNHS Library, 1450 Terra Nova Blvd, Pacifica, CA

In Attendance: Ralph Crame, Megan Carey, Rachel Cauteruccio, Patty Dunhill, Julie Goff (sp?)
Fran Hardcastle, Petra Schumann, Jen Uter and Chris Zimdars

Approval of Minutes: November 2019 minutes approved by the board via email

Meeting called to order by Petra at 7:05PM

1) Fundraising

1. Eat, Drink & Give Fundraiser Update/Discussion

- Date and Venue: February 7 at Sanchez Art Center – Rachel to do site visit to determine layout with party committee
- Invitation status: Updated version of last year's, just need to add Eventbrite link
- Food: *Assemble to Order Catering* – Waiting for confirmation & pricing
- Alcohol –Will approach local breweries for beer donations; will also serve a signature cocktail
- Ticket prices: \$50 each, 2 for \$90; \$8 cocktails, \$6 wine/beer
- Fund-a-need: Ms. Carey will come up with a list of specific needs at TN to incentivize giving at the event.
- Bartenders: Identified
- Decorations: Jen Uter (lead), Julie Goff, Stephanie & Matt Ward will work on decor
- Tables and chairs: Rachel will handle as last year; will pay for delivery & pick-up
- Music: Discussed several options; Rotary Club has offered to pay for a jazz ensemble
- Wine Pull: Donations are being requested, need more. Christina Fiske is in charge.

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In the 2018-19 school year, TNEF is focusing on college and career readiness by funding:

- New computer and resources for the counseling center
- Funding for two college tours: SF State and UC Berkeley, with plans for more in Fall '19
- Kaplan SAT prep course on Terra Nova campus, offered at 50% of regular price with several subsidized spots (sold out!)
- College essay writing support
- On campus events (presentations on Federal student aid, applying to college)
- College and career exploration fairs
- Staff development

TNEF has also formed an 8th Grade Transition Team, which works to boost enrollment and help students make successful transitions into high school.



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- Photo booth props: Handled by Shannon from last year
- Sponsor recognition: Thank at mic (Petra) and with signs/ticket (Rita/Julie?)
- Set up Crew: Volunteers have signed up
- Greeters/Check-in Table: Petra, Valerie Ryder, Fran Hardcastle and Kristin Martin
- Coat check rack: Ms. Carey will ask to borrow one from the Drama Dept.
- Clean up crew: Need volunteers

b) Winter gala marketing and ticket sales

- Advertising the event: Tribune, Next Door, Patch; flyers around Pacifica
- Marketing throughout school, on the marquee
- Ask alumni to reach out
- Social media marketing – need dedicated volunteers
- Patty will contact those who attended the event at Longboard's
- Suggested that we invite 8th grade parents of kids we know will attend TN
- Ticket sales by TNEF Team Members – suggested that each sell at least 5 tickets to ensure a good turn-out
- Volunteers asked to buy tickets
- Tickets for TNEF staff and teachers
- Photographer at event and post-event publicity on website, school paper, social media, etc.

2) Treasurer's Report - Chris Z

- Raised under \$1,000 on Giving Tuesday
- As of today, bank balance is \$19,900.

3) TNEF-Funded Initiatives

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- SAT Prep Classes: Chris Z would like to evaluate the effectiveness of the classes with data on SAT score changes from students who've taken the class
- Homework Center: Ms. Carey reported that plans are changing with staff discussion and research. An after-school homework center would conflict with transportation and sports practices. Instead, the staff is considering implementing a flex period – 30 minutes during the school day 2-3 times/week during which students could get help from teachers, take make-up tests and do homework. Ralph reported on how a flex period pilot is working at his school. TN staff/teachers have visited Jefferson HS to learn about their flex period system.

Costs would include TeachMore software, scanners and teacher training. TN could use the TNEF funds slated for a homework center to cover academic support costs if TN decides to pilot or implement a flex period.

4) Updates

1. Elf Market (Jen U): Five TNEF volunteers sold food at the Elf Market and raised about \$400.
2. Salesforce database work: Petra, Chris Z, Rita and Bob W. are continuing to work with the Salesforce consultant and are making good progress.

Next Meeting: Thursday, January 9, 7PM at TN Library (2nd Thursday of the month)

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Minutes compiled by Petra Schumann

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