**Hercules Education Foundation**

**Board Meeting Minutes**

**January 19, 2022 - Meeting via Zoom at 7:00 pm**

1. **Opening Procedures**

 A.1 Welcome; Call to Order: 7:08 pm

 A.2 Roll Call: Sarah Creeley, Donald Kuehne, Maddie Yuen, Sylvia Villa-Serrano

 Absent: Alex Walker-Griffin, Jamela Smith-Folds, Angel Ward-Jackson

 A.3 Approval of Agenda: Motion to approve by Don, 2nd Sarah, Approve - All

 A.4 Approval of Minutes: Motion to approve Sarah, 2nd Maddie, Approve - All

 B. **Financials**

 2021 Year-End Financial Summary

WF Checking: $17,300.67 Outstanding checks: $540.00

 WF Savings: $5,588.93

 Mechanics Savings: $20,166.10

 YTD Receipts: $28,548.77 + $1,600 noncash contributions

 YTD Disbursements: $25,780.29

 Pending: $2,500 Bio-Rad Sponsorship

 **C. Old Business**

C1. Website (Sylvia)

- Donor list – pending

 C2. Attorney General filings Received confirmation that HEF is in compliance.

 C3. Tree Lighting Successful event, 300 cookies decorated

 C4. Charm Lab / Stem Fatale Maddie provided information on programs to Stem Fatale. Stanford programs on hold

 until further notice.

 C5. Southwest Tickets for Teachers Maddie will work with Mal to develop grant application and website information

 page.

**D. New Business**

D1. Grant Applications – Approved since last meeting

Near Space Atmosphere: Olaoluwalotobi Thomas, HMS, $300-600

Update for Outdated Classroom Library: Wesley Silva, Lupine Hills, $400

Update for Outdated Classroom Library: Sara Kozanevich, Lupine Hills, $400

Update for Outdated Classroom Library: Olivia Chikezie, Lupine Hills, $400

Multicultural Picture Books for History: Michelle Schultz, Hanna Ranch, $300

At Your Seat Storage Stack: Harinder Singh, Hanna Ranch, $355

 D2. DonorsChoose Projects – Approved and funded since last meeting

Bumper Plates for Days: Mr. Lazaridis, HHS, $317.68 (11/18)

Come One Come All For Mascaraed of Masks: Mrs. Hernandez, HHS, $88.55 (11/20)

Books! Get Your Books Right Here! Mrs. Avina, Ohlone, $161.48 (11/30)

Let's Explore What Owls Eat! Mrs. Avina, Ohlone, $153.07 (11/30)

Imagination in 3D! Mrs. Barron, HMS, $177.60 (11/30)

Technology Tools That Will Enhance Our Music Program: Mrs. Wong, HHS, 203.07 (11/30)

Watch and Learn STEM: Mrs. Gatchalian, HHS, $252.75 (11/30)

Tools of the Science Trade: Mr. Parker, HHS, $387.84 (11/30

HHS Student Requested Books for Our Library Collection: Ms. Little, $391.28 (11/30)

 Socks for Soccer: Mrs. Whittemore, HHS, $305.07 (1/15)

Leadership Colors: Mr. Owens, HMS, $349.51 (1/15)

Promote Equity Themed Reading Habits: Mrs. Knoblauch, HHS, $423.43 (1/15)

I Can See Clearly Now! Ms. Ogura, HMS & HS, $580.62 (1/15)

Stem In Physical Education: Mr. Lazaridis, HHS, $436.92 (1/15)

Influence of Music on Dance: Ms. Levitt, HHS, $598.16 (1/15)

Take Home Creativity: Ms. Genna, HHS, $442.98 (1/15)

 D3. Projects funded for 2021-22 school year

 HEF Grants: $2,632.82 plus $2,155 approved but not paid yet

 DonorsChoose Projects: $5,913.68 thru 1/15/22

 D4. 2022 Meeting Dates Sylvia will check with Jamela

 D5. Teacher appreciation move to March meeting

 D6. Board Review of Conflict of Interest Policy – See Bylaws Sylvia will send an email to all the directors

 to acknowledge.

 D7. Information and tax filings due

Secretary of State Form SI-100 (new officers) Sylvia will submit online.

Attorney General Forms RRF-1 and CT-TR-1 Don will submit forms.

IRS Form 990-N Don will submit.

FTB Form 199N Don will submit.

 D8. Fill Secretary Position for 2022 Sylvia will continue doing agendas and minutes.

 **E. Events / Fundraisers**

 E1. Bottles & Bites – March 27 Tickets should arrive the first week of February. Sylvia will contact all directors

 to arrange getting tickets to you. Sponsors, Raffle / Silent Auction items, restaurant & beverage participants needed.

 Please reach out to your contacts.

 E2. Southwest Ticket Raffle Tickets $20 / Only 200 tickets will be sold

 First Prize – Four $200 vouchers (two round trips)

 Second Prize – Two $200 vouchers (one round trip)

 E3. Bay Front Run & Festival – October 2nd Please mark your calendars; all directors will be needed to volunteer.

  **F. Agenda additions: None**

 **G. Adjournment: 8:30 pm**