



## Clear Creek Education Foundation

Executive Committee Meeting ● Dr. Smith's Conference Room 8:00 AM

**CLEAR CREEK**  
EDUCATION FOUNDATION

June 2, 2010

**Board Attendees:** Joe Barlow, Patty Cooper, Lisa Holbrook, Gene Hollier, Jamieson Mackay and Jim Towey

**Ex Officio Attendees:** Angela Jenkins and Dr. Greg Smith

### Call to Order

The meeting called to order by Lisa Holbrook at 8:05 AM. In Dinah Matthews' absence, Lisa Holbrook appointed Angela Jenkins as Secretary.

The minutes from the May meeting were approved as presented. The financials were reviewed and filed for audit. The information will be posted on the CCEF Web site Board page.

### Superintendent's Report

All six (6) high schools will be participating in graduation ceremonies over the next few days - Clear Lake (June 3, 7:30 PM, Veterans' Memorial Stadium), Clear Brook (June 4, 7:30 PM, Veterans' Memorial Stadium), Clear Creek (June 5, 9:30 AM, Veterans' Memorial Stadium), Clear View (June 5, 2:00 PM, CBHS Auditorium), Clear Springs (June 5, 7:30 PM, Veterans' Memorial Stadium) and Clear Horizons (June 6, 2:00 PM, CSHS Auditorium).

Preliminary TAKS scores indicate that CCISD will receive an exemplary rating from the Texas Education Agency. Thirty-four (34) campuses were exemplary. This was a considerable increase as twenty-five (25) campuses received that rating last year. Five (5) of six (6) high schools were exemplary. Final scores will be available by mid-June. A graduation rate of at least ninety-five percent (95%) and a drop-out rate of less than 1.8 percent will have to be assessed and is a component of the exemplary rating.

### Coordinator Report

- At the Clear Brook, Clear Creek, Clear Lake and Clear Springs graduations, there will be opportunities for individuals (parents and students) to become members of the CCEF Alumni Association. Brochures and alumni membership forms will be available at the CCEF table. Janet Brown is still looking for volunteers to assist with handing out materials.
- Boeing has been contacted and we are awaiting their reply regarding the status of the inquiry letter that was prepared for a twenty-five thousand dollar (25,000.00) grant request. The inquiry letter is the first step in the grant request process.
- All reimbursement checks for the National Board Teacher Certification have been prepared and distributed.
- The Gala committee chairman, vice-chairman and Angela will meet after the conclusion of today's meeting to begin initial planning for the event.
- All changes as recommended by the audit have been made to QuickBooks.
- Focus on the Annual Giving Campaign will begin the week of June 14.

- Concert planning will commence once the date (September 18) has been confirmed with UHCL as they have agreed to host the event.
- The Annual Report will be ready for presentation to the CCISD Board of Trustees (BOT) in the fall. The report will be re-designed and be capable of serving as marketing collateral as well as providing key points of information and data.
- Final edits of the Sur-Prize Patrol and Fashion Show DVDs are in the works.
- Promotional materials will be ordered for the New Teachers' Orientation and Luncheon that will be held the middle of August.
- Scholarship monies are ready to be distributed as soon as a copy of the tuition invoice has been provided by the student's college.
- Publicity will be scheduled for those who have contributed to the Annual Giving Campaign - Space Center Rotary, BP - Texas City and Perdue, Brandon, Fielder, Collins and Mott.

### **Board Development**

Ralph Parr has suggested three (3) nominees for the Outstanding Alumni award and George B. Carlisle award.

Gary Mossman has agreed to be considered as a potential board member for 2011.

### **Community Outreach**

All nomination forms (including COTY) will be posted on the Web site by the end of the week. These forms will have the capability of being completed online.

The Citizen of the Year (COTY) press releases will be prepared shortly. Remaining committee members (administrator and teacher) will be recruited for the selection process.

### **Finance**

Adjustments will be made to correctly reflect revenue and expenses for Gala 2009 on the balance sheet rather than the income statement.

By general consent, the account at Sterling Bank will be closed.

The 2009 audit will begin the week of June 14.

The Finance committee will evaluate moving the account at Wells Fargo to a local bank who will provide value-add as it relates to potential sponsorships and support of CCEF.

The Finance Committee met with Teresa Castillo on May 20 to review options for the investment portfolio. At least one (1) subsequent meeting will take place before a recommendation is made. Investment options are being considered with a shorted duration, higher return and low fees.

### **Fundraising**

Space Center Rotary has committed eighteen-thousand dollars (18,000.00) towards the funding of the Career Exploration Technology Lab at Bayside Intermediate.

Efforts continue on the Annual Giving Campaign. Patty will meet with Angela in the next few weeks to finalize levels and design online forms.

The Senior Advisory Council is working on a Planned Giving campaign.

After final results are tallied, the Fashion Show will net approximately thirty-three thousand dollars (33,000.00) to thirty-five thousand dollars (35,000.00). The budgeted amount was twenty-eight thousand dollars (28,000.00).

### **Programs**

The two (2) day Sur-Prize Patrol was very successful. The teachers and students were appreciative and excited. Lunch was provided on Tuesday courtesy of Gulf Coast Educators' Federal Credit Union and on Wednesday at Double Dave's Pizzeria courtesy of Dennis and Emily Johnson.

Scholarships were presented at all the campuses. Clear Creek High School is to be commended for their well organized awards night. Student recipients were very grateful for what they received from the foundation.

Seabrook Rotary is interested in forming a partnership with CCEF and would be willing to talk about future funding where it would benefit one or more of those schools that reside in Seabrook. A meeting will be scheduled with the current president to discuss what options are available in the next two (2) weeks.

### **Other**

Reminders were issued about attending the Ray Joseph Hutchinson "Salute to Heroes" dinner on June 24.

The BOD meeting will take place at The Egg and I restaurant in lieu of the normal location on June 16.

The 2nd Quarterly Social will be on Friday, June 18 at 4:00 PM at Carlos Beer Garden in Webster.

The meeting adjourned at 9:20 AM.

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Angela Jenkins  
Secretary Pro-Tem

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Lisa Holbrook  
Chairman