



## Chugach Educational Corporation

1205 E St., Anchorage, AK 99501

### Executive Committee Meeting Minutes 07/23/2024

23 July 2024 / 1:00 PM / Conference Room and Zoom / Page 1 of 7

#### ATTENDEES

**Juliana Shields** – President,  
**Leslie Boyd** – Vice President  
**Joe Blaeuer** – Treasurer  
**Rebecca Hills** – Vice Treasurer  
**Rebecca Emerson** – Secretary  
**Sarah Falkoff** – Member-at-Large  
**Jon Mick** – Member-at-Large  
**Elizabeth Serrano** – Member-at-Large

#### Agenda Items:

##### Financial Status

- Transfer accounts

We need to pass minutes saying that Joey and Erika are no longer on the board so that Wells Fargo accounts can be transferred to new leadership. It's possible that non-current members are listed on the account. Joey has to be there in person to be taken off the account. Joe and Leslie can go with Erika to be added as signers.

The following verbiage is proposed:

*Joey Caterinichio is the former CEC Board president and current Key Executive in Control of the entity for the CEC's account at Wells Fargo. Leslie Boyd is the current Vice President and will replace Joey Caterinichio on the Wells Fargo account as the Key Executive in Control of the entity. Joey Caterinichio should be removed from the account.*

*Erika Green is the former CEC Treasurer and is a current Signer on the Wells Fargo account. Erika Green will be replaced on the account as a signer by Joe Blaeuer, the current CEC Treasurer. Erika Green should be removed from the account.*

*Rebecca Hills, the current Vice Treasurer, will also be added to the Wells Fargo account as a signer.*

*Remove any non-current CEC board members from the account. Current board members include:*

*Juliana Shields – President  
Leslie Boyd – Vice President  
Joe Blaeuer – Treasurer*

Chugach Educational Corporation Board 2024-2025

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*Rebecca Hills – Vice Treasurer*  
*Rebecca Emerson – Secretary*  
*Sarah Falkoff – Member-at-Large*  
*Jon Mick – Member-at-Large*  
*Elizabeth Serrano – Member-at-Large*

Juliana motions to accept the above verbiage.

Leslie seconds.

No objections, motion passes.

Action: Becky, Joe and Leslie will coordinate with Joey and Erika to go to Wells Fargo when Becky is back in town. Joe and Leslie will try to go sooner with Erika so we can spend money if necessary.

- IRS Letter

Our taxes were not submitted in 2023 and we owed \$2300 in fees. Erika researched the issue and found out that we can request the fees be waived by writing a letter to the IRS outlining the steps that will be taken so that this does not happen again. Becky Faxed the IRS letter today using dropbox fax, which emailed it to herself, Joe, Erika, and the treasurer email address, will also drop the hard copy in the mail. Looks promising that we might not have to pay the fee. The letter is on file with the CEC.

- CEC Address

Currently the CEC address is Joey's (former president) house. Decision to update the CEC mailing address to the Chugach Optional School address to ensure easy continuity.

- File Management

Last year we used a google drive which was difficult for board members to navigate and it seemed like some files got lost or misplaced. Consider using Dropbox instead. Verified that it works for Windows and Mac. Will need to purchase an account. Action: Jon will purchase and



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begin setting up a dropbox account. Action: Becky will share the file structure she created for the PC dropbox with Jon.

- Back to School Night

Planning of back to school night was discussed. Potluck vs. non-potluck debated. Potlucks can build community it can be challenging to attend events with kids at dinner time if food is not available. It can also be intimidating or overwhelming to be expected to provide a dish for a potluck. A blended idea was discussed – CEC provides grilled burgers or hot dogs and ice cream, community is asked to bring sides.

Last year we had a welcome table and PC's were there to greet and help new families find their teachers.

We will also have a merchandise table – we have some sweatshirts and t-shirts left over from last spring to sell. The mugs went fast but were complicated to order. Do we want to put in an order for some new t-shirts?

Action: Leslie will review the list of to-do's from last year and set up sign up genius's for the event. Leslie will confirm that we can be in the gym if weather is bad.

Note: We don't have a PC coordinator right now. Leslie has ideas of people to talk to.

- Big Simple

Discussed what the goal for Big simple would be and amount requested from families. Last year goal was \$27K and request was \$120/kid. Budget indicates goal is \$30K. Because of credit card fees, etc. we may need to collect \$31K in order to get \$30K. Current expected number of kids per Joel last spring is 285. Big simple webpage says goal is \$125/kid.

Agreement: Keep suggested donation per student at \$125 with goal of \$30,000. We know the math does not exactly work out but that is okay.

Discussion of timeline for Big Simple. Current plan is to kick off at the back to school picnic and



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keep open until one week after PFD's go out. Plan weekly email updates, go to open house, donuts and coffee morning towards the end.

Discussion of whether we need a Big Simple chair.

**Agreement: Decided that Big Simple is the board's event and we will own it and divvy up tasks among ourselves.**

Discussion of what Big Simple funds are for. Big simple is for teachers to use to purchase items for use in their classroom on curriculum based projects. Auction generates operating budget which is for everything else. Teachers are encouraged to spend Big Simple funds in the year that they are allocated.

Leslie has document that Amy put together showing timeline and tasks for big simple.

**Action: Leslie will get this out and share so that we can divide tasks.**

Discussed allocation of funds from Big Simple. This year middle and primary are adding more students. At the spring meeting adding more to their Big Simple allocation was discussed. Also how we allocate money to specials. Some get extra funding from the district. We need a plan to allocate funds and come up with a standard operating plan for how to divide funds among classrooms. For main classrooms, should we allocate funds based on number of students?

**Action: Becky and Joe will meet with Joel to discuss and get a feel for what would be fair to start the discussion.**

Discussion: Do we have a way of tracking who has contributed so that we know if there are certain classrooms we can stop bothering and others we need to visit more often? Technically we could get into the system and see who has contributed, but we do not feel comfortable doing that. Juliana remembers that in the past donations were tracked by paper and everyone was asked to return a slip indicating that they had contributed what they could. Having 100% participation can be good for applying for grants. Maybe we could add a check box or a way to ask which class your student is in on the website.

Discussion: is a different software better for Big Simple? Square is a point of sale system, Better World is on stripe and may be better.



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Action: Becky and Leslie will work with Jon to review whether Better World would be a better software for Big Simple.

Goals for the year

- Website/Facebook

Big goal for the year is to get a better website. Current website was built using Square. Square is not a website building software but a point of sale software. Our own website will be helpful for posting minutes. By Laws/Bilaws should be easy to find. Plan to be incremental and work through this with the goal of having it in place for next year. Also included here would be creating a CEC updating Facebook page.

- Future CAM meeting format

Discussed planning to have Zoom option for all CAM meetings. Maybe alternate months having budget CAM's and more community-minded CAM's.

- CEC presence at Staff Meetings

Would like to have a board liaison attend staff meetings the way Celeste attends our board meetings as teacher liaison. May not be appropriate to attend the whole meeting, but would like to be there at the beginning of the meeting for a few minutes in case teachers have things for us.

Action: Juliana will approach Joel about coming to meetings, request is 5 minutes at the top of each meeting, and our commitment is to be there in case they have things for us.

Future Business

- Update Fiscal Policy

Need to update our fiscal policy regarding Big Simple and reimbursement. Want something to present to teachers at the beginning of the year, ideally the first staff meeting. Need to make it clearer for teachers that capex funds are available for larger purchases and Big Simple is not their only option. Also need to make it clear that there is the cap on their Big Simple funds and anything over that will not be reimbursed. Need to get teacher eyes on the draft. Make sure

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teachers understand there are not very many problems right now and this document is not changing what has happened most of the time but making it clear

- Hiring Kerry Quade to help with Chugach Auction

Kerry Quade is a person who provides support and expertise to nonprofit organizations who are running auctions and fundraisers. Last year and this year's auction chairs reached out to them for estimates of services and recommended going with a \$3500 option, which provides event planning and support in acquiring auction items. This would be funded out of the auction budget.

Juliana motions to hire Kerry Quade out of auction revenue.

Leslie seconds.

All in favor.

Motion passes.

Noted that we should make sure that event chairs understand that they can spend their budget without board approval, however non-typical expenditures such as this one should be brought to the board for review.

Jon moves to adjourn the meeting

Elizabeth seconds

All in favor.

**NEXT CEC MEETING Monday, August 5, 3:00 PM**



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### Signatures:

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\_\_\_\_\_ *Joe Blaeuer – Treasurer*

\_\_\_\_\_ *Rebecca Hills – Vice Treasurer*

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