

Sandburg Foundation Meeting Minutes
December 13, 2008
6PM

Board Members in attendance: Rajy Abulhosn (President/Chairperson), Angela Halpin, Janine Miller, Patricia Beck, Corri-Anne Burgess, Jon Labaw, Laura Edwards, Sarah Spear-Barrett

Board Members Absent: Holly Hilley-Santiago

Non-Board Members in attendance: Laurie Hinzman, Darcy List, Garry Burgess

1. Request for Funds Form - Jon

General agreement that the Request for Funds form Jon created would be a beneficial way for staff and community members to request funds from the Foundation. Jon will finalize the final form and send it out to the Board. Corri will post final form onto the website and it will be included in the February newsletter. The Board will need to decide on when to accept Request for Funding throughout the year. The Board still needs to decide when to accept requests throughout the year.

2. Library Position - Angela

Angela explained that the Foundation posted the Library Consultant position in three different places - website, school office and bulletin board. There was one applicant, Debbie Molina, and she was scheduled to meet with Laurie on Wednesday December 15, 2008.

3. Giving Campaign - Janine

Board decided to hold onto the campaign letter until the New Year and ending on Valentines Day. It was suggested to add an employer donation match to the letter. Janine will need to tweak the letter to reflect the change in date for the Campaign and get it approved by Laurie . Janine will aim to get the letter out for January 12, 2009. Garry asked about setting up a Pay-pal account for donations via the web.

4. Green Newsletter - Sarah

Sarah reported that there have been no real problems with emailing the newsletter. The newsletter will not allow any html text or pop-ups within the body of the newsletter. The plan is to send out messages on the 1st and 3rd Wednesday of each month.

5. Escript back to Sandburg - Rajy

Escript requires a void check to re-route the funds back to the school. Rajy will contact Caroline in the office for the information.

6. Enrichment Programs - Rajy

Rajy spoke with the Lego after school program people to ask if they could run a program during school hours. The Foundation may be able to fund something like this for the next pull out day in February or at least fund half of the costs.

Approval of Minute Meetings for November meeting (enough Board Members were present to vote)

M/S/A motion approved unanimously. Minutes approved as written.

7. Treasurer's Report - Angela

Angela outlined the spending on the library - \$15,000 left to be spent on library which includes the staff

member at \$8,000. Angela will get the lockbox key from Caroline in the office and will check it periodically for any income (shopping bags, donations etc...)

Patricia reported for Holly that box tops raised \$180 for the month of December.

Motion to Approve Treasure's Report.

M/S/A motion approved unanimously.

Principals Comments/Issues

Laurie mentioned that the school was given two security cameras by an anonymous donor.

The Board asked Laurie to have the Technology Committee let the Board know if they need new computers or software for the lab. The Technology Committee may require 5 to 6 more computers for the upper grades to use.

Laurie said that Sandburg will soon be wireless. The main office, auditorium and library should be wireless. This may allow for the use of laptops in the computer lab.

New Business

1. Photography Fundraiser - Laura

Laura will look at pursuing a standalone photography fundraiser for Fall 2009 with Leon Li Noteware (?). Maybe he could be a Jog-a-thon sponsor?

2. Updated Website - Corri

Corri mentioned that the look of the Foundation's website has been updated. She asked for members to take some time to look at the website and help with any content updates.

3. OneCause.com - Laura

Should we list this portal on the Foundation website? The Foundation could earn money if people join this website and use our website as a portal. Green Elementary has started using this site to raise money. Laura will find out how it works and see if it will be worthwhile to pursue.

3. Electronics Recycling Program - Sarah

Sarah offered to investigate this fundraising possibility. Sarah believes that a donation box is left at the school and that once it is full we may need to ship it back to the company. Can we limit this only to small items such as cell phones or printer cartridges? Sarah suggested piloting the program in March and see if it makes any money.

4. Reusable Bags and Storage - Patricia and Sarah

The trash cans for the bag recycling program have been removed. Sarah would like to move the reusable shopping bags to the 600 building closet for storage. Laurie didn't seem to think that would be a problem.

5. Bulletin Board Updates - Corri

Bulletin Board has been updated.

6. Box Tops - Patricia

Patricia let the Foundation know that Holly would like to keep the box top fundraiser for the remainder of the year.

7. Literacy Consultant - Laurie

Laurie mentioned that the title for the Foundation library position would be Literacy Consultant. This title does not exist within the District.

8. Next Foundation Meeting - Rajy

Due to the Martin Luther King Jr. holiday, the next Foundation meeting will be Monday January 26th.