

**SANDBURG ELEMENTARY SCHOOL FOUNDATION
MINUTES OF THE BOARD MEETING
SEPT 15, 2008**

The meeting was called to order in the Sandburg Library at 6:00 P.M. by President, Rajy Abulhosn

Board Members Present: Kari Abulhosn, Patricia Beck, Corri Burgess, Laura Edwards, Holly Hilley, Jon Labaw, Janine Miller, Sarah Spear-Barrett (absent: Angela Halpin)

Staff Present: Laurie Hinzman (Principal/Admin Advisor to Foundation); Mrs. Cochran, Mrs. Peterson

Community Members Present: Bill Quackenbush, Kristi Nevarez, Garry Burgess, Jeannie Porter, Steve Porter, Ali Coleman

- I. Approval of minutes from June meeting
- II. New Business to be added to agenda (Laurie Hinzman, Garry Burgess, Kari Abulhosn)
- III. Old Business/Action items from June meeting
 - Respond to Laurie by letter: Completed
 - Naming/Defining Board Member Positions: Laura has binders for board members, President, and Staff Advisor. As decided at a prior meeting, each member will oversee a list of tasks. Board members to delegate these tasks as appropriate. These tasks will likely need to be reassigned on a yearly basis as new members are voted into the Board. Board members to stay after to hash out titles.
 - Liability Insurance: The foundation has liability insurance. Policy starts tomorrow (September 16th) and that the coverage spans 1 year. The foundation should be covered off-site as well and Rajy will send Laurie a copy.
 - Financial statements to be posted on website: Kari will get done by next meeting.
 - Storage shed. The foundation did not purchase a storage shed and it was felt there is not a dire need at this time. Currently there is a back closet that the Foundation is using for storing some supplies/bags. There is enough room for now.
 - Bags: Sarah ordered 1000 cloth grocery bags (\$1.77/bag) that came later than anticipated. They will be sold for \$3 each, or 4 for \$10. Order forms will go into a 'lockbox' and the foundation will get the labeled bags to the appropriate class for distribution. All teachers will get a free bag and the foundation will donate a few to the silent auction as was agreed upon via email. The Foundation will advertise when the bags arrive and will also sell bags at the Fall Carnival. More can be ordered if there is interest. The money earned has not been earmarked for any specific purchase at this time. Getting advertisements from outside companies to display their logos could be an extra source of funding and can be considered in the future.
 - Re-review bylaws: There were questions last year about the bylaws and discussion about changing them. There are copies in the binder. The foundation can consider reviewing them this year. As to date, there has been no action.
 - Tiles: Last year's idea was to sell tiles to 5th graders as well as other grades so that they could leave their PAW mark at school. This would serve to beautify the school as well as make a little money for the foundation. There was a suggestion that this

could be done during beautification day as it was a few years ago. As to date, there has been no action. It is on the task list.

- Community Appreciation: As to date, there has been on action. It is on the task list.

IV. Treasurers Report: Angela absent.

- Approval of purchases:
 - i. Liability insurance. This has already been approved.
 - ii. Cash/Safe box: To help streamline collection of money, to avoid confusion when teachers bring money to foundation/PTA, to keep money locked, and to avoid having the office collecting money, Sarah researched the purchase of a cash/safe box. The PTA has allocated up to (how much?) to share 50% of cost with the foundation for this purchase. The price should be about \$50/organization. The administration will decide where to set the box up. If mounted on the wall, it will be done by the District due to liability issues. It comes with 2 keys which will be distributed to both organizations; Location of the keys can be worked out later. Sarah will leave some envelopes by the box so that drop items can be clearly labeled with name of intended organization.

Motion 1: To spend half of cost of the lock box. (Motion approved).

V. Fundraising

- Take a Tiger to Dinner: Corri is in charge (change from Patricia). She says that Rubios and Coldstone are scheduled for this Wednesday (lunch through dinner) and has others on the schedule. Dates are already on the calendar and advertisement will precede each. There was discussion about potentially adding another dine out during the holiday season to help out busy families. It will be deferred to Corri.
- Box tops: Holly reports that she still has to mail out some boxtops from last year. She says that for every person that signs up on the website, Sandburg will get 5 extra tops. She says that she has thought about giving prizes to those students who bring in the most, however that is more counting/organizing. There was discussion about incentives for turning in box tops, such as using the stuffed 'tiger' as a monthly incentive for the class that collects the most, doing a drawing each month for those who sent in boxtops, and/or a pizza lunch for the class that turns in the most at the end of the year. Holly also reports that by going to the boxtops online and go through their reading site, Barnes and Noble will give 6% back.
- Walmart bags. Can be turned in during the month of October. There was discussion about the bags overflowing on campus and who is responsible. When tasks are delegated after the meeting, that person will notify Rodney so that he knows who to contact.

VI. Promotion and Communication:

- Newsletter. Jeannie can still do it. It was decided last year that a newsletter should come out the first of every month. Articles must be received 7 days in advance. It was agreed that the first newsletter should be paper as the foundation isn't ready to go paperless. Jeannie set the 25th of each month as the deadline for newsletter entries. There will be a board member assigned to be in charge of the newsletter

after the meeting. It was suggested that this person be responsible for reminding everyone to send in articles, what material should be covered, making sure it gets on the website.

- Website: Jeannie says that her sister is a go to be the webmaster. This task will also be assigned to a board member.
- Emails to the board: Rajy says that the appropriate person will respond. The appropriate person will be dictated by the task list. There was a comment that Janine needs to touch base with Jim Halpin because her emails on the group mailing keep bouncing back.
- Email List Serv/Sandburg Community email distribution list: emails will be put into a Gmail account by Rajy and Sarah. This list will be shared by all groups. For now there will still be flyers until people get used to getting info via email.

VII. Library:

- Mural: Laurie relayed some questions from Mrs. Jacot regarding the contact person and logistics. Kari will contact Mrs. Jacot to give her all the info.
- General: Kari says there is still more work needed on library. There was discussion about having the computers on/off and a comment made about how little energy the computers use. Laurie will check into that.

VIII. New business:

- Hiring Policies: There was discussion about how Jessica Even was hired. Laurie and Angela (not present) had some contact over the summer regarding potential candidates and the writing of the contract for the library position. Laurie was under the impression that she could have Jessica start working 12 hours/week, which she has been doing. Jessica has been doing student support up to this point. Laurie does feel like Jessica would be great if chosen for the stated position.

At this point there has not been a formal contract drawn up. It was felt that the Foundation needs to have a hiring policy in place, as well as a contract with a defined job description. It was mentioned that the person be hired as a consultant. Rajy offered to come up with a policy. He said there is a lawyer through the District that he could contact for possible help. He said he could then have Laurie/Bob look at it. He said that our insurance does cover board members but it may not cover consultants.

There was discussion about whether this person needs fingerprinting. Laurie says that District policy requires a TB test but no fingerprinting. It was mentioned and agreed that we should consider adopting this requirement into our policy.

Motion 2: To have Rajy come up with a general hiring policy. (approved)

- Fall Carnival: Janine reports that the carnival has been moved to Friday, Oct 24th. She received approval from Nina/PTA to do a cash booth. She said she would like to have a goal for that money and will keep Nina posted as to what the foundation decides to do. PTA has a list of game booths that Janine can request so that the foundation doesn't duplicate a game. Further discussion ensued regarding how the

carnival was going to operate this year. **Motion 3:** To do a booth for the Fall Carnival. Approved.

- Grant writing: Sarah mentions the list of grants that Steve Porter made a few years ago and thinks it still may be worthwhile. Some grants need teacher involvement; some involve technology and classrooms. She also suggests that the application for distinguished schools could be useful when applying for grants.
- Garry (annual campaign): He recommends an annual giving campaign. He suggests that the foundation put together a letter, explaining what the foundation does, why it's so important to give and report how much other schools have raised. Other schools are getting 5-10 times more than our foundation because they are getting money from families. He suggests we send letters with envelopes (rather than a simple flyer) and that the foundation should use other fundraising techniques for supplemental money.

There were a few in disagreement to this approach, especially given the current financial times. Comments made included: There are many homes being foreclosed in the area; Parents already don't want to pay into public schools because they feel they are paying enough in taxes; Businesses/grants should be the source of the money.

There was support to this approach. Some comments were: Parents like having the option of giving money rather than selling items; Other successful school foundations receive the majority of their earnings from parents; When asking a community for money you aren't targeting everyone, but 20-30% who are gladly willing to pay; Income levels of this community have been underestimated.

Additional comments were made about the annual campaign approach vs the selling approach and that it is difficult to have both. It was commented that the PTA and Foundation need to be the same organization and that we have one annual giving campaign.

Laura says that the foundation will be assigning one board member to be in charge of fundraising and that person can determine which direction to move.

- Laurie: (request of direction of funds) She requests that the foundation pay for 2 teacher planning days. It costs \$4000/day to bring in subs for every teacher. The reasons for her request are: Limited budget; New demands with the new superintendent; Site based report cards; No carry over funds next year; Already tapping into emergency discretionary funds; PTA cannot fund teachers.

Laurie also says that there have been questions (how to spend it/how to purchase) from the teachers about the money that was offered. Each grade level, art, resource teachers were given \$200. Rajy will forward a letter to leadership teams giving full explanation and will get an order form sent out to them. It was suggested that he be specific and include tax, shipping in the instructions.

- Kari: (policy for requests for funds) There have already been some requests and the foundation needs to have a policy in place. This HS selects scholarships annually,

but we will likely be dealing with smaller requests throughout the year. She suggests that Jon write up the policy.

Meeting Adjourned: 7:38

Action Items

- Kari to make sure that financial states/minutes get posted on website.
- Board members review bylaws and decide if changes should be pursued.
- Sarah to get cash/safe box.
- Newsletter articles to be to Jeannie by the 25th of each month.
- Rajy/Sarah to work on list serv.
- Kari to contact Mrs. Jacot regarding library mural
- Rajy to write up hiring policy. He will have lawyer look at it, then give to Laurie for her Review.
- Janine to work on Fall Carnival Booth
- Annual Campaign: pursue?
- Rajy to contact leadership teams about the \$200, giving specific instructions.
- Jon to write a policy regarding requests of funds.
- Address Laurie's request
- Assign positions to each board member and give tasks to oversea.
- Goals for funding to be established

Foundation Board Positions/tasks (to be modified as needed)

<u>POSITION</u>	<u>PERSON</u>	<u>TASKS</u>
Chairman of Board:	Rajy Abulhosn	emails to Board
Secretary:	Kari Abulhosn	Walmart recycling Escrip Jog-a-thon Library
Treasurer:	Angela Halpin	Art Show Library
Volunteer Coordinator:	Patrica Beck	Movie Night Community Appreciation
Historian:	Laura Edwards	Library Family Photo Fundraiser Teacher Appreciation
Grant Writing:	Sarah Spear-Barrett	Cloth Bags Data Base
Fundraising:	Holly Hilley	Box Tops Kinder Orientation
PTA Liason:	Janine Miller	Annual campaign Carnival booth
Communications:	Corri Burgess	PAWS Mascot Tiger Dinners Newsletter Website Bulletin Board
Parlamentarian:	Jon Labaw	Leave your PAW Print (tiles)