

## SANDBURG FOUNDATION MEETING AGENDA

3/28/11 6PM LIBRARY-

CALL TO ORDER-PRES / TREASURER/ FINANCIAL SECRETARY/BOARD SECRETARY/ PARLIAMENTARIAN

### I. Approval of November 2010 JAN 11 FEB 11 Meeting Minutes-

Move to approve Susan. Patricia seconded. All in favor. Will be posted on the website by Amy.

### II. Treasurer's Report - Darren – taxes

- a. 12,000 in uncommitted funds
- b. What's our paypal % (about 3%)

### III. Principals Comments- Mrs. Hinzman

- a. Mrs. Hinzman noted that you are entitled to a free and public education.
- b. Excited about jog-a-thon. 4 Layoff notices. And excess for teachers. Staying focused on work. Talking about great things for next year. Prepping for CSTs. PE is still great and so are Thursday collaborative.

### IV. Teacher Representative Comments-

Things are well. Everyone is busy learning and getting ready for the end of the year. Collaborative are awesome and coach is awesome.

### V. Current Business

- \* Approval of Blue 3 color shirts for Jog-a-thon

We voted on the artwork via email with

- \*After School 3 rd grade Fund

Ali moves to approve \$675 for garden/ third grade fund Angela seconded . All in favor.

- \* Update Minutes & Treasure Reports for Website- Ali/Darren/Amy

Update website with pictures. Office staff knows whose pictures are cleared for website

### VI. Brief Update on Ongoing Programs

- \* Jog-a-thon- Friday April 15<sup>th</sup> 2011-Susan

date/meeting for sorting shirts- T-shirts due on 8<sup>th</sup>. April 11<sup>th</sup> 4:30 we will sort shirts

1<sup>st</sup> grade field trip t-shirt request- no, but we'll collect some old shirts for them.

We need card stock for cards. We will continue with blue and yellow cards. Oranges will be handled through the room parents.

PAWS visit on Tues. Coordinate through grade level chairs. No Paws feet for jog a thon.

Kids were excited about Yogurtland

Prizes- on our way- drawing for prizes at Mon morning assembly

We raised \$5250 on back of shirt.

\* Tiger Dinners-Patricia/Yvonne 3/31 w Multi-Cultural – Thurs. Panda Express. We're selling drinks. 4:30-6:30

\*Box-Tops/ Gift Card Program-Holly

Box tops, turned in \$366 total for year is \$1000.

Gift card program 13 orders. Total profits \$189

\*After-School- Ali- spring break & last session

Only one student enrolled in spring break

Planning for fourth session

\*Grant Committees-Allen E. Amy St & Yolanda V

\$200 left in fund

\* YMCA Playground Partner / PE Instructor-Susan

Playground partners falling apart with the rain.

#### VII New Business-

\* April 21 9:30 Meeting with YMCA /Coach Sean. Need others to attend. Yolanda and Ali can go.

\*Staff Appreciation Week May 2-6 \$200 gift card request

Clarification on gift cards. Directive from district to not give gift cards.

Most people not following rule ask Teachers if they would like something bigger as a collaborative gift.

\*We since took an email vote and approved \$300 in funds to be used to purchase gift cards for the staff for appreciation week.

\*May 7 beautification Day/Plant Sale

Garden is looking great. Plant sale, sell \$1.00

plants Ali moves that Yvonne moves forward with plant sale. Angela

seconds. All in favor. Possibly planter boxes. Painting tables and multi purpose room.

\*Car Donation Update- Annual State Registration # CT-13387

We are up to date. And we have to pay an annual fee to the state attorney's office. Darren will double check

VIII.Adjournment-Next Meeting will be on April 25th @ 6pm-

The mission of the Sandburg Foundation is to provide a well-rounded educational experience for our students by raising funds to improve school site facilities and provide academic enrichment opportunities.

**Committees- group of two or more people to help support the program.**

\* **Annual Campaign**- Angela Halpin

Write/Revised Letter, Make Copies to Distribute in Kinder Packets and School, Collect Funds and Give to Financial Secretary

\* **Back to School** – Staff Breakfast / Kinder O / T-shirts-Susan M/Patricia Beck/Ali/Amy

Coordinate with PTA on Staff Breakfast, recruit volunteers to serve and set-up, purchase items for Staff Breakfast, speak at both Breakfast & Kinder Orientation, revise Order Forms for t-shirt Orders, collect funds and fill order and distribute T-shirts

\* **YMCA Playground Partner / PE Instructor**-Susan McCarthy

Communicate with YMCA contacts & PE Instructor, recruit volunteers for Program, Distribute Flyers, Schedule Program Trainings, Coordinate with Debbie Raynor, Schedule Volunteers and Maintain Communication with Principal YMCA, and Volunteers

\* **Tiger Dinners**-Patricia Back/ Yvonne Body

Monthly activities include recruiting local sponsor, copy fliers, distribute fliers& reminders @school, collect \$\$ and give to Financial Secretary

\***Box-Tops**- Holly Santiago Hilley-Jan Roberts

Purchase classroom supplies gift cards for staff, collect box-tops, send in box-tops, promote promotions, purchase and distribute prizes for promotions Holly

**\*Bulletin Board-** Yvonne Body

Purchase supplies for Board, Decorate Board for Kinder O and throughout the school year, attend Board Meetings for up to date info.

**\*After-School-**Ali Coleman \*Needs More Committee Members

Hire after-school teachers, maintain contracts for teachers, Manage salary of Teachers, promote and distribute flyers for each session, Maintain communication with teachers, parents and staff, collect funds to give to financial secretary and treasurer.

**\*Grant Committees-** Allen Ellsworth/ Amy Starkey/ Yolanda Vallina

Use Counter to Review Grant Request, Contact Staff of Decision in a timely matter, Notify Financial Secretary/Treasurer of Funds, Deliver check Request

**\*Website-** Amy Starkey

Post Monthly News and Minutes, Maintain Foundation Information

**\*Jog-a-thon-**Susan

Recruit Volunteers for Committee and Day of Event, Recruit Sponsors with Letter to Business and Letter to Families, Promote and Distribute Pledge Letters, Speak at Morning Assembly, Recruit Grade Level Coordinators for Tiger Visit, Design T-shirt & Order T-shirts, Distribute t-shirts, Purchase & Distribute Prizes, Coordinate with Staff including Marines& DJ