

## SANDBURG FOUNDATION MEETING AGENDA

4/25/11 6PM LIBRARY-

**BOARD MEMBERS IN ATTENDANCE** - YVONNE BODY, DARREN HOOYEN, SUSAN MCCARTHY, ALI COLEMAN,  
YOLANDA VALLINA, ALLEN ELLSWORTH

**Community Members in Attendance** Jan Roberts, Matt Kaplan  
**Staff Members-** Laurie Hinzman

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

#### I. Approval of March 2011 Meeting Minutes-

Yolanda move to approve March meeting minutes, Susan seconds the motion. All voted in favor.

#### II. Treasurer's Report - Darren – Report + Taxes & Paypal

Potentially another \$4000 in revenue projected to come in after that. We currently have \$27,000 in uncommitted funds.

#### III. Principals Comments- Mrs. Hinzman

- a. Mrs. Hinzman noted that you are entitled to a free and public education.
- b. Fabulous jog-a-thon. Great job on the t-shirts, liked that kids designed. Testing starts tomorrow. Staff appreciation week next week. Beautification week is May 7<sup>th</sup>. Lunch court will be repainted, finish the auditorium, made a list of things to be done. Please help hype it. Prop S money \$105,000 possibly a track?

#### IV. Teacher Representative Comments-

- a. Mrs. Finnegan was not able to attend. Kids loved the jog-a-thon

#### V. Current Business

\* Jogathon \$100 & \$30 Prizes /Wrap Up / Yogurtland Parties/Meeting Went fantastic! All \$100 prizes and Yogurtland winners announced. \$30 prizes to be done still. Need help. Prize stuffing will be Monday the 9<sup>th</sup> after-school in the Library. Yogurtland parties? May need help with picking up yogurt. Parties will be last 30 minutes of the day. Post jog-a-thon meeting at Callahan's Fri the 13<sup>th</sup> at 6:00.

##### \*YMCA Meeting Summary

Meeting went really well. Jessie and Vince were present. We will be paying Sean directly for After-school. Playground partners was reiterated at an important program, Laurie would highly recommended.

They gave us suggestions on how to increase volunteerism. They reassured us that there is very little difference between his pay-rate and what we pay. They quoted us the same rate as last year. Sean has missed some Fridays for other job. Question about Y sending sub when he is not available. Susan will let the Y know about this issue.

\*Staff Appreciation /gift cards \$700 worth of \$10 gift card purchased for staff appreciation PTA paying for \$400.

\* Update Minutes / Treasure Reports/Pictures for Website-  
Ali/Darren/Amy Need to be done

#### VI. Brief Update on Ongoing Programs

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

\* Tiger Dinners-Patricia/Yvonne  
Panda \$350 El torrito \$580. Still have islands coming up.  
Possibly on site during variety show. Possibly in and out.

\*Box-Tops-Holly  
Mrs Lau will probably win party.

\*Gift Card Program- flyers/distribution/deposits  
Going pretty well \$220 this month. Total \$398.

\*After-School- Ali  
Session 4 just starting today. Expect more students to  
sign up this week.

\*Grant Committees-Allen E. Amy St & Yolanda V  
Received a grant request for Sensory Balls. Need to  
decide if we want to fund the whole amount increase grant fund. Non-  
issue - school will pay for it.

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

#### VII New Business-

- \* Grant \$\$ / K Grant Request
- \* Plant Sale for Beautification Day

May or May not happen. Mother nature has caused a plant growing problem.

\* Budget Review for Next Year

Committed to PE- Playground partners + 20 a week of PE 23,000. Maybe do a budget review meeting in May. Susan proposed that we commit \$23100 to PE/playground partners. Ali seconded the motions. All in favor.

\* New Board Members/

We need to recruit people. Think about what you want to do next year

\* Positions for Next Year/

\* Calendar Meeting Mrs. Hinzman-input for dates

Susan going.

\* Capri Sun fundraiser

Parent proposed we try the Caprisun fundraiser. Discussion about it being too messy and cumbersome for very little funds. Board voted no

VIII. Adjournment-Next Meeting will be on May 23th @ 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 Finicial 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