

SANDBURG FOUNDATION MEETING AGENDA

JUNE 2011 6PM CALLAHANS-

BOARD MEMBERS IN ATTENDANCE - YVONNE BODY, HOLLY HILLEY, ANGELA HALPIN, DARREN HOOYEN, SUSAN MCCARTHY, ALI COLEMAN, YOLANDA VALLINA, ALLEN ELLSWORTH, AMY STARKEY, PATRICIA BECK

Community Members in Attendance Jan Roberts, Matt Kaplan, Lawrence Honma, Shannon Stoven, Debbie Molina

Staff Members- Laurie Hinzman, Darcy Finnegan

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

I. Approval of April 2011 Meeting Minutes-

Patricia moved to approve April meeting minutes, Holly seconded the motion. All voted in favor.

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

III. Principals Comments- Mrs. Hinzman

- a. Mrs. Hinzman noted that you are entitled to a free and public education.
- b. There will be two meetings, one at 6pm and one at 1pm to discuss and get the community's input on the selection of the new principal. The Foundation thanked Mrs. Hinzman for all of her hard work and cooperation.

IV. Teacher Representative Comments-

V. Current Business

* Positions/Board Members 2011-2012

Board Members whose terms have expired are Ali Coleman, Patricia Beck, Angela Halpin, Darren Hooyen, Holly Hilley, Allen Ellsworth and Susan McCarthy.

Susan moves that we reelect Ali Coleman, Patricia Beck, Darren Hooyen, Holly Hilley, Allen Ellsworth and Susan McCarthy to another two year term. Ali Seconds the motion. All in Favor.

Susan moves that we expand the number of board member to 12.

Yvonne seconds the motion. All in Favor.

Ali moves to elect to the board three new members Matt Kaplan, Lawrence Honma, and Jan Roberts for a two year term. Patricia seconds the motion. All in Favor.

Ali nominates Susan McCarthy to continue as president. Matt seconds the nomination. All in Favor.

Susan nominates Darren Hooyen to continue as treasurer. Holly seconds the nomination. All in Favor.

Ali nominates Allen Ellsworth to be our new financial secretary. Susan seconds the nomination. All in favor.

Ali nominates Amy Starkey to be our new secretary. Patricia seconds the nomination. All in Favor.

Susan nominates Ali to be the new parliamentarian. Patricia seconds the nomination. All in favor

The 2011-2012 Sandburg Foundation Board is as follows

President- Susan McCarthy

Treasurer- Darren Hooyen

Financial Secretary- Allen Ellsworth

Secretary- Amy Starkey

Parliamentarian- Ali Coleman

Members at Large- Patricia Beck, Holly Hilley, Yolanda Vallina, Yvonne Body, Lawrence Honma, Matt Kaplan, Jan Roberts

- Library Consultant 2011-2012-

We have the funds to continue to fund Debbie Molina as a library assistant for the upcoming year. However, the staff had noted that they didn't feel the need to have two people working in the library.

Ali moves the we continue to fund Debbie, however we use her has in classroom support at the classroom teacher's discretion for small groups or one on one tutoring etc. Patricia seconds the motion. All in favor.

*Committees for 2011-12- group of two or more people to help support the program.

* Annual Campaign- Susan McCarthy

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 McCarthy/Patricia Beck/Jan Roberts/Lawrence Honma

Coordinate with PTA on Staff Breakfast, recruit volunteer s 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/Coach

Cahill/Lawrence Honma/Debbie Raynor

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 Beck/ Yvonne Body/Matt Kaplan

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/Shannon Stoven

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 /Amy Starkey/Yvonne Body/Jan Roberts

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/ Ali Coleman/ 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 Mc Carthy/ Yolanda Vallina

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

*Gift Cards- Holly Hilley/Jan Roberts

Coordinate the sale and distribution of the gift cards.

* 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 15th 2011-Susan

* Tiger Dinners-Patricia/Yvonne

*Box-Tops-Holly

*Gift Card Program- flyers/distribution/deposits

*After-School- Ali

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

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

VII New Business-

*Kindergarten orientation

VIII.Adjournment-Next Meeting will be on Sept 26th @ 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.

