

**SANDBURG ELEMENTARY SCHOOL FOUNDATION
MINUTES OF THE BOARD MEETING
OCT 20, 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, Rajy Abulhosn, Patricia Beck, Corri Burgess, Laura Edwards, Angela Halpin, Holly Hilley, Jon Labaw, Janine Miller, Sarah Spear-Barrett

Staff Present: Principle Laurie Hinzman, Karen Kozma, Darcy Finegan, Corina Bautista, Donna Even

Community Members Present: Bill Quackenbush, Garry Burgess, Jeannie Porter, Bob Hinzman, Ali Coleman, Bob Turner, Ernest Bautista, Trudi Childress, Paulina Roman

- I. Approval of minutes from September meeting
- II. Old Business/Action items from September meeting
 - The following action items have been completed and need no discussion:
 - i. Financial statement/minutes are now on website
 - ii. Purchase of cash box
 - iii. 1st newsletter out
 - iv. List serve completed but still working out kinks
 - v. Library mural: Kari has been in touch with Mrs. Jacot
 - vi. Grade specific money: Laura has been in touch w/leadership teams
 - vii. Board members have been assigned tasks (need to be put on website)
 - Board Review of Bylaws: nothing has been done
 - Funds request policy: Jon is researching; he will write up something and send to board members
 - Fall carnival: There will be a game booth with prizes popcorn will be sold using the refurbished popcorn maker. There will be 100 prizes purchased at ~ \$1/each. May need more than the allotted \$200 for the carnival. Garry volunteered to do PAWS and other volunteers can email Janine. **Motion:** Up to \$300 to buy whatever is needed for the Fall Carnival (all in favor)
 - Hiring policy and procedures: Rajy has worked on a general hiring policy and specific job description for the library position. The framework is there, but need to work on a few details.
 - Request for funds for teacher in-service day(s): Discussions ensued regarding this request. The concerns voiced by the foundation members include: the funds (which are not already earmarked) are only \$600 so the requested funds are not present; does this requests fits under the mission of the foundation.

Staff explained the importance of these in-service days. The following points were voiced by the staff: There are additional demands this year placed on the staff including the use of site based report cards; teachers must work together as a team to gather evidence based information for the report cards; standard based teaching needs to be worked out at and across each grade levels; the District has provided

funds so that one teacher per each grade level could learn about this new method of report cards but these teachers then need to teach other teachers. The only way this can be accomplished is to be off together for onsite planning; Laurie states that the school does not have the money to fund these days.

Community members asked if there were other ways to accomplish this training, such as using the other 2 days/month for planning. Mrs. Even spoke about the time it would take and how many of those days it would take to complete what they need to accomplish.

There was discussion regarding some of the sources of funds that are now going to the foundation (jog-a-thon, escrip, box-tops, and bags). It was stated that these funds used to go directly to the school via discretionary funds and that the school had access to that money until the foundation took them over. The monthly totals that the school was receiving prior to the foundation taking them over were not known.

Further discussion about the mission of the foundation ensued. The following were brought up: the foundation was formed to directly help enrich the educational experiences of the students; the intent of forming the foundation was not to compensate for the lack of funds from the District. It was also noted that requests that should be funded by the District are also more difficult to market.

Discussion continued about ways to merge both needs, such as doing a science camp (or other program), so that the students get enrichment and the teachers get their day off. Mrs. Even has a binder of GATE courses that could be looked into for this purpose.

The relationship/miscommunication between the foundation and the school was also discussed. The foundation must get principal approval for anything done on site.

Motion: A committee will look into (enrichment) programs to bring onto campus so that teachers could possibly get their on-site inservice days and that the mission of the foundation is still being met. (Laura abstained from voting; all in favor). Rajy and Molly Sievers have agreed to look into such programs. Mrs. Even will pass along her binder of GATE programs.

A community member discussed how Mira Mesa runs their foundation requests.

- Goals for funding:
Motion: Foundation representatives will meet with Laurie to discuss the school needs. SGT/SSC input can be incorporated into this meeting so that in 1 month (before the next foundation meeting) the foundation has a funding focus. (all in favor)
- Annual giving campaign: Janine has worked on a two part form, a letter and an attached donation form. She says that the foundation is a bit stalled on the donation form. The Board decided it would be helpful to take a parent poll as well as a staff poll. The foundation/Laurie needs to continue to discuss this. The goal

is to get the letter out as soon as possible. A community member suggested that we use bright paper, send the letter out on its own to give it special attention, and perhaps Laurie could write something about the budget disaster.

Laurie also reminded everyone that the foundation can use the phone call/email system set up for the school.

- III. Treasure's reports. (See statement for standing balances, etc.) One copy of the bank statement and reconciliation report was sent around. Motion: to approve the treasure's report (all in favor)
- IV. New Business
- Principal comments: Laurie states that the staff is thrilled to have a foundation. She suggested that a few board members be assigned as a liaison between the foundation and the staff to help with communication.
 - Open up for questions:
Reminder: Jeannie will do the newsletter. She needs articles by Friday.

Motion to adjourn: 7:30

Action Items

- Board positions need to get posted on website
- Jon to write up a 'funds request' policy
- Janine to organize Fall Carnival Booth
- Rajy to finish writing 'hiring' policy
- Rajy (and Molly Sievers) to look into alternative programs to bring onto campus to help relieve teachers
- Foundation representatives to meet with Laurie regarding getting a list of school needs
- Janine to continue to work on annual giving campaign letter
- Goals for funding to be established by next foundation meeting