

SANDBURG ELEMENTARY SCHOOL FOUNDATION MINUTES
November 17, 2008
6 PM

Board Members Present: Patricia Beck, Corri Burgess, Laura Edwards, Holley Hilley, Jon Labaw, Angela Halpin, Rajy Abulhosn
(President/Chairperson)

Board Members Absent: Sarah Spear-Barrett, Janine Miller

Community/Staff Members Present: Laurie Hinzman, Cindy Peterson, Alison Coleman, Jeannie Porter, Garry Burgess, Debbie Molina, Bill Quackenbush, Bob Turner, Kim Nurmi, Karen Kozma, Sabrina Bazzo, Michael Hardman, Janet Delaney (District Representative), Karla Loria (School Improvement Officer)

I. Approval of minutes from October Meeting

[M/S/A – approved unanimously. Minutes approved as written.](#)

II. District policies/procedures regarding school-based Foundations (discussion with District Representatives)

Janet Delaney, director of community relations, and Karla Loria, school improvement officer, addressed the group present regarding the expected relations between the Foundation and the school/principal. Janet is not an attorney, but her office offers once-a-year training from an attorney (for new foundations, current foundations, etc.) If questions arise, Janet can help us access information from an attorney. Janet brought copies of Administrative Procedure SDUSD No. 9325. Some of the points Janet Delaney made sure to mention included – (a) District employees cannot be signers of accounts (b) During school hours, or one hour before or after school, no solicitations shall be done by any organization not directly under the control of school authorities (c) The principal must authorize any spending for Sandburg (supported by the

attorney representative for the district). If questions arise, feel free to contact Deputy General Counsel Jose Gonzales (ph 619-725-5630).

III. Old Business/Action Items

a. Review of Completed Old Business/Action Items (Fall Carnival)

Profit from popcorn/football toss was \$590.25. Bags made \$425. Total profit was \$1011.25

b. Board Positions Posted on the Website

This has not been updated yet. Corri will send to webmaster. If she does not have the information, Laura will send it to her.

c. Funds Request Policy : Jon

Not done yet. Jon has been reviewing the policies from other websites, and will be putting together a form for our own Foundation, and will be sent to the board members for review later this week.

d. Meeting of representatives from various school/staff to discuss goals/needs: Rajy/Angela/Corri

On Nov 6, members from foundation, school, and staff met. At the meeting, it was suggested that fundraisers that were previously under the Foundation umbrella would be given to the school for Discretionary Income. It was also discussed how the school's needs and the Foundation's Mission can be streamlined. As a follow up, Corri/Angela met with Laurie. Instructional libraries for classrooms, programs for students (possibly combining classrooms), and technology – those are the 3 items that were determined to meet the needs of the school and the Foundation missions. It was also discussed that we consider dropping the Wal-Mart bag recycling program. It was also discussed to remove eScrip program from the Foundation Umbrella, and transfer to the school discretionary funds. The Foundation will work to find someone to run the eScrip program. Regarding Library staffing – the job

will be posted on the school foundation board, front office, and website. We will narrow down to 5 candidates, and then bring back for interview. Corri has a list of items/issues that were discussed with Laurie, this will get authorized/signed by Laurie and then we will post on the website. Ideally, the hire date is the 2nd week of December.

M/S/A to discontinue Wal-Mart Bags program and transfer eScrip program to Discretionary Funds. Rajy will dialogue with Caroline to transfer funds.

e. Hiring Policies and Procedures : Rajy

Rajy has not fully updated the changes as clarified by Laurie at the Oct 2008 meeting

f. School programs to provide prep/planning time for teachers : Rajy

There is a large booklet available for program review. Angela, Laura, and Alli Coleman offered to help review.

g. Goals for Funding to be Established: Rajy

Technology (increase number of computers with support), instructional libraries for their classrooms (\$5000 per grade, very loose figure), speakers/programs for multiple classrooms. Up for discussion is the fact of whether we will continue to support the \$8K annual amount required to support a position.

M/S/A – Funding focus for the 2008-09 school year will consist of technology, instructional libraries for classrooms, and enrichment programs/speakers, with ongoing support of our existing programs.

h. Annual giving campaign : Janine

Letter is now going to be a giving campaign and parent survey letter. Plan is to get it out by Dec 1st. Consider sending out a message by zangle

to coincide with the letter. Rajy will send an e-mail to Laurie to include in her next zangle message.

i. Newsletter/ListServ

M/S/A to authorize the Foundation to support up to \$100 for dues for listserv through PTO. Check made out to PTA as they have paid the annual dues.

IV. Treasurer's Report

M/S/A to accept Treasurer's Report - Passed unanimously.

V. Principal Comments/Issues

No additional comments from Principal Hinzman

VI. New Business

- a. Take a Tiger to Dinner on Nov 20
- b. Newsletter will be coming out this week. Deadline for the next newsletter will be Friday Nov 19. Jeannie handed out a newsletter schedule for the rest of the year, indicating when articles need to be sent to Jeannie in order for distribution of a newsletter at the beginning of each month.
- c. Next Meeting is at Dec 16, 2008 at 6 pm
- d. January meeting - Jan 19 is a holiday (MLK day)
- e. Board Reports
 - i. Family Photo Fundraiser will not be occurring in Dec 2008
 - ii. Laura to discuss no-cost fundraiser at next meeting
- f. Board Opening
 - i. We will address the open position on the board at the next meeting
- g. Box Tops - check will be around \$600 to be received soon.

M/S/A to adjourn meeting

ACTION ITEMS:

Board Positions Posted on the Website – Corri/Laura

Funds Request Policy -- Jon

*Transfer of eScrip funds from Foundation Account to School Account --
Rajy*

Library Staff Job Posting – Rajy/Angela/Corri

Posting of items/issues discussed w/Laurie – Corri

Parent survey letter/Fund Drive letter – Rajy

Discussion of no-cost fundraiser – Laura

Open Board position

Newsletter Articles e-mailed to Jeannie Porter by Nov 19