

**SANDBURG ELEMENTARY SCHOOL FOUNDATION  
MINUTES OF THE "CLOSED" BOARD MEETING  
JUNE 3, 2008**

The meeting was called to order in the Sandburg Teachers' Lounge, Sandburg Elementary School at 6:40 P.M. by board member, Laura Edwards

Board Members Present: Kari Abulhosn, Patricia Beck, Laura Edwards, Angela Halpin, Holly Hilley, Jon Labaw, Sarah Spear-Barrett, Corri Burgess

Others Present: Bob Turner, Laurie Hinzman (Principal), Donna Even (Teacher on Special Assignment/Acting VP)

Laurie addresses the board and apologizes for being at the meeting. She was unaware that today's meeting was a closed board meeting. She also expressed that she doesn't feel that the board should be having a closed meeting.

**Laurie presented:**

Principal as a board member: She has checked other foundations and says that other foundations have the principal on as a board member. She feels that whether she is principal or not, the (acting) principal should be included on the board. Bob Turner stated that that is how the HS does it and it works fine.

Funds: Laurie came to the May 19<sup>th</sup> foundation meeting to find out which direction the foundation was going to go. At that meeting she stated the direction in which she would like the foundation to go.

Laurie states that there have been severe budget cuts and the school is understaffed. She says this has been a hot topic. There was a recent meeting with Chelsea Smith and she found out the middle schools and HS are getting things back, however the grade schools are not.

Laurie says that last week Rajy came to talk to her about foundation news. She says that he told her that the board members had decided not to fund an admin position. She said she didn't know that the foundation board had decided that. Laurie says that she was not re-active, but reflective at this meeting. She listened. She understood what Rajy was saying about giving Sandburg 'special things', such as a music teacher or PE teacher. Upon reflection and looking at the school as a whole, Laurie says she goes back to what impacts every kid at the school.

Laurie also said that she wanted to clear up some misunderstanding about the library. She stated that they library wouldn't be happening if it weren't for her.

District guidelines in regard to making over the library are not being followed and she has supported this.

Laurie continued to state that nobody was prepared for the current budget issues. She reiterates that has already stated her cause.

Laurie apologizes again for being at this closed meeting. She states that she wasn't on site yesterday, nor much the day before.

Laura Edwards responds by stating that the foundation is pleased that they are here. She says that the foundation has been struggling with the issue of 'direction of funds' so that we were glad they were there to be a part of this.

Laurie states that she has prepared a written request regarding where she would like funds to be directed. (She passed out a letter. See attachment 1) She says that she also asked the staff to put together a wish list. (See attachments 2-7) Laurie says that Music is great, PE is great, but this is not what we need. Laurie says that grade level teachers got together to put down their dream list because they wanted to make it clear what they and Laurie want. Laurie says that what they want funded is a position they have termed, TOSA (Teacher On Special Assignment). She says that what they would like to do is pull a teacher for this position and have the foundation in return, possibly jointly, fund the position of a long term sub. She states that if she gets money back from the District, this is what it is going towards. She says that she has written down some of the duties of TOSA. (These were not passed out nor presented)

Laurie said that the staff is blown away about how many behavioral referrals they receive. She stated that Sandburg doesn't have a high discipline problem, but many of the children need a coach.

Donna Even shows a stack of referrals that she has received over a 6 week period. She also says that many kids have behavioral and emotional problems.

Laurie states that she and the staff want direct student support.

Sarah asked a question: If we can't raise \$60,000, but can only raise \$20,000, would this be helpful?

Laurie replied: Any money raised would be helpful. She says that she could also possibly pull some discretionary funds to kick back in, thereby, creating a dual-like funding.

In regards to the teacher's wish list, Laurie says that the teachers did not directly state TOSA because they didn't feel the need to write it down. She says that they support this.

Laurie, again, apologizes that she interrupted the meeting.

Laura responds by saying that the foundation is trying to learn protocol.

Laurie says that Rajy came to her and started telling her that the foundation wants a PE teacher, a ....

Laura interjected, saying that the foundation started with an idea. She says that we are new and don't know exactly how we should be running this.

Laura also mentioned how Mira Mesa HS deals with their earnings. People have to put in grant requests that are due at a certain time. They put the request in hoping to receive it the following year. Laura asks, 'Is that how we should be running?' For example, we raised money for the library this year. Next year we work on the library and we raise additional funds for the project that would be done the *following* year.

Laurie states that she should have been more involved in the meetings from the beginning of the year. She says that there needs to be a consistent thread and that a principal should be on the board.

Laura mentions that maybe we were given false information or misunderstood, but the foundation thought that no District employee can be on the board for which the school they work.

Bob mentions that Jeff is definitely on the HS foundation board.

There was question about what our bylaws state regarding this issue, but discussion moved forward.

Bob says that for the HS, in order for someone to be able to request a grant, they first have to be a member (ie. pay dues). This helps so that if a grant is requested, then the foundation can actively seek ways to get this funded. He gave an example of how the school needed a kiln and how someone personally kicked in to get it.

Laurie says that the foundation must prioritize. If the foundation cannot support the higher position, then they could do an Office Clerk. And if the foundation thinks that the office staff is not direct support to students, then she hasn't educated people enough.

Again, Laurie states, the principal needs to be on the foundation board.

Laurie says that this is a good group and that the group has worked hard. She says she understands how hard the group has to work when it is understaffed.

Laurie says that when Rajy came to talk to her, at first she thought everyone was going to quit.

Laura states that we have 3 additional members and that any/all help is welcome.

The idea of closed meetings came up again. Bob said he questioned why we would have closed meetings. The HS has meetings and they are always open to everyone. He says we need to check to see what the bylaws state. Sarah interjected and said that the PTA has had some issues with closed meetings as well. Sarah thought people get leery if closed meetings are done. Jon mentioned that at town council they are open and everyone who pays dues can vote. The problem is that only <100 show up. He says that these people make the decisions for everyone else, however everyone is invited to come give their vote.

Laurie says that she realizes that everyone is tired. But as the meeting continues tonight, she would like the foundation to see what they can pull back on. She says that the hard work does not go unnoticed and that everyone is grateful. Laurie says that in the future, the foundation needs to capture the staffs' desires.

Laurie stated that the library looked good.

Donna Even asked for a minute to talk about the position of TOSA that she is currently doing. She wanted to make it clear that this position is not exclusive just for her. She says that this job has been an eye opener for her. She says she did this role about 5 years ago for 5 months. She is learning so much from Laurie. She said that doing all of this is taxing on one person. She doesn't know how Laurie can do this all alone.

Laurie said she wanted the foundation to know how much they are appreciated. She says that the members should take a break and give themselves a rest. She states that she is a supporter. She isn't always around, but she just wanted the foundation to know.

Laurie asks that the foundation establish some guidelines. She asks that the foundation discuss open vs closed meetings and take care of the stuff that everyone cares about.

Laurie hands out her letter as well as the dream lists from the different grade levels.

7:05 Laurie and Donna remove themselves from the meeting. The scheduled meeting ensues.

There was some round table discussion regarding after Laurie and Donna left regarding their presentation:

**Kari:** Kari wanted to make clear that Rajy did, in fact, meet with Laurie but in no way did he state or infer that he or his opinion is representing the board of directors. Kari said that she was aware this meeting was taking place and Rajy knew that it was important to make it clear that his viewpoints were not representative of the board's viewpoint. Kari says that Rajy told Laurie that he was speaking on behalf of himself and Kari, the two people who started the foundation and who had a mission in mind when doing so. He never said that the foundation agreed to staff a PE or music position. She says he was giving examples of things that would make Sandburg special and unique because that is what Rajy and Kari had in mind when they formed the foundation. They set up the foundation for the goal of enrichment for the kids attending Sandburg.

**Angela:** Angela states that what Laurie is asking us to do is a huge project and we have only about \$4000 that is available. She asks if we are changing what the foundation originally decided, which was that the jog-a-thon would go to a specific program and this year it is the library. ?? Also, the original board previously had looked at other areas of incomes, such as box tops and bag recycling and had determined that those should go directly back to the classrooms with the thought that the teachers support is instrumental in having those be successful. We all felt that the teachers should directly receive benefit from that. The other income the foundation has is escrip which makes around \$300 per month and the foundation had decided that those funds would be earmarked for technology (printers, computers, etc). The last regular income generator is the 'Take a Tiger to Dinner' program. Proceeds for that would be directed towards facility management (ie. Beautification, and other). The thought behind this is that so many different people attend those dinners that it was thought it should have a broad impact. She states that the previous board had decided this and wonders if we are changing our plan.

Angela stated that selling a District position is not as easy as selling a beautiful library. She would like to see as additional funding is added, that the foundation can support programs, grade level projects, cocoons, .....

Angela stated that we had set aside 60% of the uncategorized funds as operating expenses. She said that this may be too much, or too little. It is a guess and we may need to change it down the road.

There was question as to what is 'uncategorized' funds. It was stated by Angela that these were all other income generators that are not escrip, box tops, bags, tiger dinners, and jog-a-thon. This would be the money that someone donates or the money that gets matched by a company or any other income generator at this time.

**Sarah:** Sarah suggested that we build up that uncategorized funds, then perhaps we can fund something big. She gave an example of how Mrs. Nurmi's class has changed dramatically since she doesn't have all those computers in her room. And computers are something that we could even sell to a company.

**Kari:** Kari mentioned that the foundation needs to be realistic about its earning potential. She states that Sandburg foundation is not going to make over \$200,000. If that level of income was generated, things would be different. She says we are talking about \$30,000. The foundation is not in a position to fund a position of this type, nor does she feel that it is the best use of available funds. She says it would take the foundation a long time to build up to the amount needed for a position of this magnitude and it doesn't make sense to just sit on the money. She says that the majority of money that the foundation earns is coming from the parents and the earlier presentation neglects that. She says that parents are not going to donate money to buy a staff position that they believe should be covered by the District.

**Corri:** Corri has concerns that even if we could generate the income, then that means the foundation has just become the TOSA fundraiser. Once we start it will be very unlikely that we could pull out.

**Sarah:** Sarah was concerned when a music teacher was discussed that we would step on the band directors toes. She says Sandburg has the 2 best teachers and that we don't want to lose them. She cautions throwing that statement around loosely. Angela mentioned that there is no music in k-3<sup>rd</sup> grade so in using the word 'music', we aren't talking about 'band.' Sarah says that she is just reminding the board that the board needs to be careful with wording, etc.

**Jon:** has a general question: Can we change our funding target? Is there anything in the bylaws about this? Angela/Laura/Kari all stated that if the board voted on a funding target change, it could be done. However, if the funding drive had already begun for that particular cause, it could obviously not be changed (ie. We cannot change the target for the jog-a-thon proceeds.)

Jon wondered if the foundation could provide both enrichment *and* help other needs. Most everyone said that we don't have the funds to support it all.

**Sarah:** Sarah also cautioned that if the foundation were to staff an enrichment staffing person, which could free up teachers time, it is hard to get experts who will work minimal hours. People want full time positions. She said that is how ESL collapsed. She suggested that we look into other schools, see what they are doing and even see about sharing a staff person.

**Angela:** In regards to our funds, we don't have much of a cushion. How do we fund a position for one year only, then pull back? How do we negotiate this? We

simply do not have the funds to pay for a full time staff position next year. Anyone can look at our financial report and see that.

There was consensus among the group.

**Bob:** Bob wants to know if Laurie has seen the financial report. All board members said it was passed out at last meeting which she attended. Kari also thought that the financial statements were posted on the website. She will check and if not, she will see about getting them posted. Bob says it's clear we can't fund a position and we should move on to the next topic.

**Jon:** wants to know if we can hold off on a decision about our big fundraiser (jog-a-thon) until next year. That way we can see the revised budget and get a better idea of needs. This lead to the following motions:

**Motion 1:** Jog-a-thon proceeds for the year will be earmarked for the prioritized project which will occur the following year. (All in favor)

**Motion 2:** Choose fundraising program (ie. Jog-a-thon) goal in the Fall. (All in favor, none opposed)

Jon notes that we should respond to Laurie in a written format

**Motion 3:** To respond to Laurie in a written format stating we agree with her sentiments of the importance of staff, but the foundation doesn't have the funds to do this.

**Bylaws Discussion:** There was discussion about what the foundation bylaws state and do we need to change anything. It was noted that the bylaws have been sent via email to all members. If the new (or old) members haven't received them, request a copy from Rajy.

Laura has a copy of the bylaws present. It does state that the board can hold special meetings from time to time and that we do not need to publically announce these meetings.

There was further discussion about having a principal on as a board member. Kari says that when she and Rajy went to various classes about setting up the foundation (which were District run sessions), they were cautioned about putting principals on as board members. Some foundations have principals on as voting members, but some don't.

Our bylaws state that we have voting members (which is the elected board of directors) and other members, but who are not voting members (like Rajy). It was felt that Laurie should be an advisor to the foundation, which would be a non-voting position.

**Motion 4:** Table further discussion regarding present bylaws and potential changes of the bylaws for next year. (All in favor)

**Board Positions:** There was agreement that Board members should have defined rolls. Each member can be in charge of specific tasks. This does not mean that they have to do them, but they are at least the contact person. The foundation doesn't necessarily have to formally attach tasks to each membership position because as we get new board members, they should be able to select the tasks. Each fall Board members should equitably take on tasks as chairperson. Tasks are separate from the board membership positions.

**Motion 5:** We shall have a committee to name and define board positions, (which we should consider putting into the bylaws). Sarah and Laura agreed to work on this and will try to do over the summer. (All in favor)

**Insurance:** Kari says that Rajy has looked into insurance. She says that the foundation should have at least liability insurance and we should really have that in place by the following school year. She says that Rajy has pursued some leads on insurances and found it to be up to \$1600. **Motion 6:** Rajy to pursue the purchase of insurance and is approved to spend up to \$1600 (to cover the school year 08-09) without Board approval. Further spending would need to be approved. (All in favor)

**Storage Shed:** Kari says the foundation doesn't have a good storage space on site. There is one closet by the bike racks that is being used. Currently all the furniture that is supposed to be going into the library is in Kari and Rajy's garage, as well as all the plastic bags, painting supplies, and all the other foundation supplies. They would like to not use their garage as foundation storage and would like to clear their garage by the end of school. **Motion 7:** Laura to follow up with 6 to 6 regarding their old storage space. Deadline is June 16<sup>th</sup>, if there has been no decision regarding that space, the board authorizes either rental or purchase of a shed. Sarah suggested even a 3 month rental space vs a year rental and will do some research. If the foundation needs to purchase a storage shed, it can be approved via email over the summer. (All in favor)

**Bags:** Sarah has been looking into the reusable grocery bags. She says that the city is likely to pass an ordinance down the road to get rid of plastic bags. That will mean less plastic bags for the Walmart recycling challenge, but if the foundation sells these now, we will be ahead of the game. If the foundation were to buy 500 bags, they would be \$2.55/bag; if we were to buy 1000 bags, the cost would be reduced to \$1.55/bag. Vons sells their bags for \$0.99. **Motion 8:** Buy 1000 bags at \$1.55/bag. Sarah will do the purchasing.

**Tiles (Leave Your PAW Print at Sandburg):** Kari said that she had the date set and had already printed flyers, but at the last minute her help cancelled so she is unable to do the tiles on the scheduled date.

**Motion 9:** Defer tiles until next fall.

**Community Appreciation:** Kari suggested that the foundation do something to show appreciation to the entire Sandburg community by inviting everyone, rather than singling out certain people. She said that it would be better to be inclusive rather than exclusive. Sarah mentioned that some people do like that special recognition. **Motion 10:** Defer further discussion regarding community appreciation until next year.

New Business: **Bulletin Board:** Ali Coleman has agreed to do the bulletin board for next year.

Upcoming events:

1. End of the year potluck June 22<sup>nd</sup> at the Edwards: to be coordinated by email.
2. Next meeting: August 25<sup>th</sup>

Meeting adjourned by Laura Edwards at 8:30 pm.

**Action items:**

1. Respond to Laurie by letter by the end of this school year
2. Laura and Sarah to work on naming and defining board members positions (get binders for everyone).
3. Rajy to get liability insurance for the 2008-2009 school year.
4. Kari to check about getting financial statements posted on website
5. Storage shed: purchase or rent on by summer time if needed (Laura to check with 6 to 6, Sarah to research rental)
6. Sarah to order bags
7. Re-review bylaws in the fall for potential changes *Decide* on jog-a-thon funding target Fall 08. (The funding will be used for the school year 09-10)
8. Tiles: revisit in Fall 08.
9. Community Appreciation: revisit in Fall 08.

Minutes taken by:  
Kari Abulhosn

