

**SANDBURG ELEMENTARY SCHOOL FOUNDATION MINUTES**  
**September 28, 2009**  
**6:00 p.m.**

Board Members Present: Corri Burgess, Darren Hooyen, Angela Halpin, Laura Edwards, Ali Coleman, Holly Santiago, Dave Truong, Patricia Beck

Board Members Absent: Susan McCarthy, Janine Miller

Community/Staff Members Present: Laurie Hinzman, Cindy Peterson, Terri Kidd, Gary Burgess, Debbie Molina

**I. Approval of minutes from May Meeting**

Approved unanimously. Minutes approved as written. Minutes from prior meeting shall be sent via e-mail to board members before the next scheduled meeting. When the minutes are approved, it will be posted on the website.

**II. IRS Update:**

Rajy Abulhosn, 2008/2009 Foundation president, filed our 2008 tax return late. He was under the impression that it was to be filed by April when in fact it was due in February. As a result, we have been penalized. As of July 6<sup>th</sup>, the Foundation owes the IRS \$1,080.00. Daily fees will not incur, but interest will accrue.

Mr. Abulhosn is making efforts to either dismiss or reduce the fine. Laura Edwards, board member, signed over power of attorney to Mr. Abulhosn since he is no longer on the board so he can deal with the IRS directly.

Mr. Hinzman has tried once to resolve and was denied. He has suggested not paying these fees before this is resolved. He states it is hard to get money back from the IRS once it's paid. PTA has made the same mistake several years before and they were successful at getting their fine dismissed.

Corri Burgess will update the Board about the progress of the IRS situation via e-mail and make an attempt to resolve this ASAP.

Ms. Burgess will be responsible for submitting this year's tax return on

time. Darren Hooyen suggested placing deadlines for taxes and insurance in the back of the Foundation binders

### **III. Treasury Report:**

Treasury report was approved unanimously by the Board. Angela Halpin, former treasurer, will be keeping treasury reports for eight years. Darren Hooyen will be taking over her position as Treasurer. He will be transitioning over to the Excel program from Quicken.

### **IV. After-School Programs:**

Angela and Julie Simonsen-Marchant have been working diligently on the after-school enrichment program. Teacher contracts have been signed, and there are a total of three classes being offered – one drama and two Spanish classes. These three classes have a net profit of approximately \$3,000.

Feedback from parents and students have been positive, however there are concerns: Late pick-up from parents, payments, and an abundance of administrative work involved. Suggestions for resolving these issues include creating an after-school class committee and/or hiring someone to do the administrative work.

Dave Truong and Ali Coleman will contact Julie Simonsen-Marchant to see what they can do to help alleviate her workload. At this time, a recommendation was made to not add additional after-school classes until we can resolve all concerns.

### **V. Fall Campaign Update:**

Gary Burgess has been chairing the Fall Drive. We have had positive responses resulting in approximately \$2,000. Suggestions to increase the cash donations include the following: Sending out gentle reminders through e-mail blasts, follow-up letters, possibly four times a year. Having a donation booth in front of the Sandburg gate at the Fall Carnival. It was agreed upon to do the follow-up letter only after the PTA fundraiser.

## **VI. Principal's Comments:**

Laurie Hinzman expressed her gratitude for including her in our e-mail correspondences. She also indicated staffing issues are not yet settled. There are schools trying to keep their teachers, but there are low enrollments. She has had to reorganize because of teacher and student shifting. This was mainly K through 3.

We have a mandated library assistant who will be teaming up with Debbie Molina in the library. This person will be able to check books in and out.

San Diego Unified School District is attempting to go after school Foundations. The Board of Education has decided that it's not fair some schools have Foundations and others don't so they want control over what Foundations can and cannot do. Parent groups are getting vocal and suggested Mira Mesa should too.

Corri Burgess received an e-mail regarding the Board of Education needing a spokesperson from Sandburg to be part of this committee. Based on the decisions they've been making, it looks as though they want us to feel like we're included, but it's really what they want to push through. Corri will send information out to see if someone can attend this meeting. Unfortunately, it is at an inconvenient time – weekday, during school/work hours.

## **VII. Mrs. Kidd – Conference Update:**

Mrs. Kidd was selected by the County to go to Jamestown last year. She stated it was a wonderful experience and would love to go back sometime soon. She thanked the PTA/Foundation for the monetary funds given to her for the colonial trip to Williamsburg, and she shared the souvenirs brought back with the Board members.

## **VIII. New Business:**

Box Tops – We have currently brought in \$454 from Box Top collections. Holly would like to promote it some more.

Tiger Dinner – Island’s Tiger Dinner brought in approximately \$480. Patricia will attempt to schedule the November 18<sup>th</sup> Tiger Dinner at Chuck-E-Cheese.

The Board approved \$2,000 from last year’s Tiger Dinner proceeds to go towards the purchase of a flat screen TV. This will be placed in the library for the children to watch on rainy days and extremely hot days, and other events it deems necessary.

Picture Frames – Ali Coleman suggested selling picture frames for student school pictures as a fundraiser. She brought in a sample that her neighbor made. The Board members agreed that the Foundation is unable to promote home-based businesses at this time and should refer them to Vendor Day organized by the PTA.

Taste of Mira Mesa – Laura Edwards attended a committee meeting for Taste of Mira Mesa. This event is scheduled for Tuesday, April 6<sup>th</sup>. They will share profits with all participating Mira Mesa schools on two conditions: Sell a minimum of 40 tickets and secure \$2,000 retail for the silent auction.

At this time the members of the Board feel we are unable to meet these requirements. Our Jog-a-Thon fundraiser, our biggest fundraiser for the year, also falls within this time frame. Securing \$2,000 of merchandise for the silent auction, possibly from the same vendors that we would be soliciting from for our Jog-a-Thon, may hurt our own fundraiser.

Laura stated she would continue to attend the meetings and she has also volunteered to help man a booth at this event. Their next meeting is in October.

Ms. Peterson would like to be cc’d on Foundation e-mails.

#### **ACTION ITEMS:**

1. Corri Burgess to resolve IRS Penalty Issues.
2. Dave Truong and Ali Coleman to contact Julie Simonsen-Marchant regarding After-School Program issues.
3. Gary Burgess will write a follow-up letter for the Fall Campaign.
4. Laurie Hinzman will shop for a flat-screen TV and check with the school district to see if they can hang it in the library.
5. Someone to place deadlines on the back of the Foundation binders.