



Southington Education Foundation

June 6, 2017

6:00 p.m.

Paula Knight's Home

255 Copper Ridge, Southington

Full Board Meeting Minutes

Quorum: 5 Executive Board members

Executive Board Members Present: J. Belanger, E. Bellinger, G. Duffy, G. Fournier, P. Knight, M. LeBrun Griffin, J. McAloon, J. Galati

EB absent: K. Maccione, T. Connellan

Full Board Members Present: D. Carabetta, J. Keheller, C. Khajawa, S. Reisman

Full Board Members Absent: J. Cekasus, D. Gilewski, J. Mirante, S. Proffitt, A. Taylor

1. Arrival and Refreshments
2. Call to Order - 6:12 p.m. – Michelle
3. Approval of Minutes from May 9, 2017 - Gail (3)
Motion by Gail to approve the May 9 minutes.
Second by Gail.
Approval: All in favor.
4. Approval of Treasurer's Report for May 2017 - George (2)
Motion made by Gail.
Second by Paula
Approval: All in favor.
Comments: George related that the bill for 2016-2017 Artist in Residence program for \$3,400 is due and will be paid.
5. Committee Work
 - a. **Board Development** - Jan (5) Updates since May meeting.
 - i. Jan nominated Paula Knight as Vice-President for 2017-2018 term.
Second: George seconded the motion.
All Executive Committee Members in favor: Motion passed.
Jan nominated Ellen Bellinger as Secretary for 2017-2018 term
Second: George seconded the motion.
All Executive Board Members in favor. Motion passed.
Michelle welcomed the new officers.
 - ii. Housekeeping tasks:

b. Conflict of interest forms are signed at beginning of term; Board secretary will keep these forms on file for the 2017-2018 term.

c. SOS (Secretary of State) Concorde filing for nonprofit organizations: George has paid the \$50 annual fee for CT NONPROFITS. Nonprofits are required to file the names of SEF officers. George will contact Kathy Pawlak at United Bank; past practice is that officers need to sign at the bank with Kathy as witness.

iii. Jan reported that the Board Development Committee needs assistance with

1. Board Policy Manual that outlines most basic policy, processes, important info.
2. Membership drive to culminate in December meeting
3. Update on true membership with reach out to inactive members

b.Resource Development - Gail (8)

- i. Assignments for Drive-In, June 10, Beauty and the Beast; Gail is finalizing the list and will send out an email reminder.

c.Scholarships – Jan (2) Debrief report: More than 30 applicants for each scholarship. Scholarships were reviewed/vetted for completeness and worthiness to send on to readers. Applications were very impressive. Co-chairs plan to meet to put in writing a formal process to share at September meeting.

- i. Recipient SEF STEM Scholarship: Stephen Vollaro: *University of Hartford*.
- ii. Recipient J. Erardi, Jr. Scholarship looks for a student who demonstrates school, community, or national involvement: *Katerina Belales, Hofstra University*
- iii. Press release for each winner is forthcoming.

d.Grants – Jan/Kelly (15) Co-chairs received 5 grants total. One was funded by another organization early in the year; another grant did not meet the required standards.

The committee met mid-May. A set of goals for the committee was discussed. The committee decided that a third grant did not meet standards for funding and was not approved. Point of procedure, when a grant is denied, the applicants are notified of status and provided opportunity to contact committee chairperson with questions or request further information.

Co-chairs follow up_with applicants of both approved grants.

According to Grants policy, the two committee-approved grants were forwarded Friday prior to the board meeting to all EB members. EB members had opportunity to review and send questions to co-chairs prior to meeting. Further work was completed by co-chairs to make these grants complete. Co-chairs are pleased with teachers' follow up.

i. Approval of Grants –

a. Jan moved that the Executive Board fund the *Flexible Seating grant* to Plantsville School for \$2,576.86. Seconded by Gail. All in favor. Board will fund this grant effective immediately.

b. Apiculture Agriculture Grant to SHS \$ 4,398.00 (Follow up required after committee met.)

Co-chairs have been in contact with SEF attorney and they support this grant. Co-chairs reached out to our attorney about safety and SEF liability. Grant applicant laid out specific information about safety procedures as recommended by attorney. Grant applicant added specific learning objectives regarding safety as well as an involved page of safety procedures and a student/parent contract to be signed by student and parent. Attorney also suggested what is called 'Hold Harmless' language; co-chairs are awaiting information from attorney.

Jan moved that the Executive Board fund the Beekeeping Apiculture Agriculture Grant for the amount of \$4,498.00 upon including attorney's 'hold harmless' language to this grant. Seconded by Gail. All in favor. Effective upon written legal language is included in the final grant.

- ii. Grants Committee Debrief: Goals have been set by committee to increase number of grants received; clarify the scope of grants; review present written policy and clarify procedures.
- iii. Jan moved that the Executive Board establish grant submission periods in the Fall and Spring. Second by George. Executive Board members all in favor; motion passed.
- iv. Paula moved that we establish a budget at the Sept. meeting. Second by Gail. All in favor. Motion passed.

e. **Program Development** - Michelle (2)

- i. Meeting with SPS and LEAF: Michelle and Gail are attempting to coordinate a meeting with stakeholders and expect to do so in summer.

e. **Marketing/Outreach** – Michelle/Jerry (3)

- i. Turf Seating at Graduation: SEF website posts an auction of Graduation seats. SEF will reach out through Facebook, Constant contact, and SHS administration. All members encouraged to follow progress through SEF website.

6. Work Plan/Committee Selection 2017-2018 – Michelle and Gail (15) Michelle discussed three points:

a. Survey results for SWOT Survey (Strengths, Weaknesses, Opportunities, Threats) will be shared in a separate email.

b. Need for leadership in committee chairpersons/co-chairpersons. Expectation that member can chair/co-chair one committee max. but serve on as many committees as they like.

c. Work Calendar (July 1 through June 30th) has been created to assist with work goals.

7. Next Meeting – September 12, 2017, 6:00-7:30 p.m., Hatton Media Center

8. Motion to Adjourn – 7:37 p.m. – Michelle; second by Gail. All in favor.

9. Social: refreshments followed.

Respectfully submitted,

Jan Galati
Secretary

Mission: The Southington Education Foundation, Inc. is committed to instilling a life-long love of learning in all children through innovative, creative learning experiences that expand upon existing educational opportunities. The Foundation will partner with the community to secure resources, inspire excellence, and enrich student achievement.

Core Values: Innovation, Learning, Equity, School-Community Partnership, Integrity