



Southington Education Foundation

October 11, 2022

6:30 p.m. to 7:30 p.m.

Zoom

Meeting Minutes

In Attendance

12 Directors - Jerry Belanger, Ellen Bellinger, Lisa Cammuso, Denise Carabetta, Jan Galati, Nancy Garry, Paula Knight, Michelle LeBrun-Griffin, Joyce McAloon, Nancy Rogers, Ann Taylor, Katie Wade

1 Volunteer Member – Susan Reisman

1 Administrator – Frank Pepe

Call to Order – Paula Knight called the meeting promptly at 6:30 pm.

A. Approval of Minutes – Ellen

Joyce moved to approve the 9/13/22 minutes, seconded by Jan.
The minutes were unanimously approved.

B. Approval of Treasurer's Report

No report. Tabled.

C. Committee Work

1. Grant Committee

a. Grant Celebration - Jan

- December 7th at Hatton Elementary School.
- Jan will set up a meeting with Bob Garry to see the STEaM lab in action and to determine tech needs for the celebration.
- Celebration planning will be added to Oct. Events agenda.
- Consensus to keep the same program for the evening with power point and framed posters for grant recipients.
- Jerry will develop marketing (website, social media, etc.)
- Jan urged members to think about people to invite who might be interested (possible new members).
- Ellen sent invitations to 8 grant recipients. Four responses received to date. A reminder will go out this week.
- Members, please send names of people to invite with email addresses to Nancy R.

b. Grant Applications - Jan

- November 15 is the deadline for applicants.
- Frank will remind principals at his upcoming meetings.
- Frank suggested we write an invitation for teachers to apply and Teresa Colegrove will send it out to staff.
- Jan will create a letter with a link to the website.
- Michelle is prepared to lead a grant writing workshop to assist teachers. No date has yet been set.
- Jerry was asked to promote on the website and on social media.
- The grant committee will meet on November 28.

c. Process for Purchase of Grant Materials - Denise

- A process for the purchase of materials with SEF grant money was distributed to members prior to the meeting.
- Jan moved that the “Approval Process for Purchasing Materials and Equipment by Grantees” be accepted by the Board of Directors. Seconded by Jerry. The motion passed unanimously.
- Denise and Jan will meet with central office to explain the change.

2. Program Committee – Michelle

No report.

3. Events Committee

a. Trivia Bee – Jerry and Paula

- October 26th at Cadillac Ranch, 7pm start. Raffle 7-8pm.
- “What Trivia” will be Bee Master for a fee of \$500.
- The fee for the venue is \$1000 with a \$500 reduction as a sponsorship.
- Cadillac Ranch will provide gifts for prizes and raffle.
- An “Extra Round” can be offered in place of a 50/50 raffle.
- Frank will send a flier (re-designed without beer glass) to parents.
- Remember to go to the website to register.

b. Shopping Extravaganza – Nancy G.

- Just-For-You-Gifts will be hosting a shopping day for SEF on Dec. 3rd.

c. Honor an Educator- Joyce

- National Education Week is Nov. 14-18.
- Joyce will create a letter to staff that can be read during morning announcements at the schools and sent to parents and staff.
- The SEF kiosk sign will go up in November.
- To promote our *Honor an Educator* program, a flier with a QR code will be developed in order to draw attention to honoring educators with a gift donation to SEF. The flier can be distributed to parents through central office and on social media.

D. Other Business

a. **Chamber of Commerce *Business After Hours***

- October 13th at LEAF.
- Paula has 4 tickets for SEF members. Contact her if interested.
- It's a drop-in event with a start time of 5:30.

b. **A New Idea**

Katie is working on a possible grant proposal with Stephanie Lawler involving shared grade level libraries.

E. Adjournment

The meeting adjourned at 7:48pm.

Next Meeting – November 8, 2022, 6:30 pm on Zoom

Other Dates to calendar:

October 17- Events Committee -6:00 Zoom

October 26- Trivia Night- Cadillac Ranch

November 14-18- National Education Week

December 3 - Holiday Shopping- Just for You

December 7 Celebration of Grants – 7pm Hatton

May 5th- SEF Gala dinner, Mt Southington Ski Area, Mountain Room, Cinco de Mayo

Respectfully submitted,

Ellen Bellinger

Recording 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