

Southington Education Foundation

September 11, 2018
6:00 p.m. to 7:30 p.m.
The Orchards



Full Board Meeting Minutes

Quorum- 6

Executive Board Present- Gail Duffy, Michelle LeBrun-Griffin, Paula Knight, George Fournier, , Jan Galati, Paula Knight, Joyce McAloon; Tim Connellan

Executive Board Members Absent- Ellen Bellinger, Ann Taylor

Full Board Members Present: Joann Kelleher, Gloria Brown, Andrew Pion

1. **Welcome/Call to Order:** (Gail) 6:10 p.m. Quorum is present.
2. **Introductions and Approval of Minutes June 2018** – Jan served as recorder for Ellen. Motion by George to approve the minutes; seconded by Paula. All in favor; no discussion.
3. **Finalize Work Plan and Committees** for 2018-2019 – Michelle requested that members consider openings for committee chairs and co-chairs as shown on the September work plan. Jan stated that Denise Carabetta is willing to serve as the Grant committee co-chair. Michelle saw the 10th year anniversary for the SEF as an opportunity for frequent marketing. Thank-a-Teacher (donations to teachers) was in the works. Tim said that any interest in crowdfunding must go through the administration.
4. **Treasurer's Report**
George provided several financial documents for discussion. A request was made that going forward the treasurer provide a date at the top of each report.

Annual Budget

A motion was made by Joyce for the Treasurer's Annual Report go from July through June; seconded by George. Michelle indicated that this would follow the academic year and the terms for officers and the executive committee.

Status of SEF treasury as of 9.11.18:

CHECKING-- \$15,386.95
SAVINGS/MONEY MARKET--\$31,507.51
BALANCE/ASSETS—\$46,894.46

George inquired about the \$250.00 deposit for the March gala.

Operating Budget

A motion was made by George to set the 2018-19 Operating Budget at \$3,000.00; seconded by Gail. All in favor. George explained that during the previous year \$2,710.00 was spent for such expenses. He provided a list of the past year's expenses.

Fall Grant Allocation:

A motion was made by Paula to approve \$7,500.00 for the Fall Grant cycle; seconded by Jerry. All in favor. Discussion: last year's grant cycles were set at the same amount.

Scholarship Amounts:

A motion was made by Jerry to set each of the 2019 scholarships (STEM and Joseph V. Erardi, Jr.) at \$1,000.00; seconded by George. Approved by all. Discussion included a future arts and humanities scholarship as a collaboration with SoCCA. Paula offered to pursue.

George is thanked for his efforts in providing the needed information for these decisions.

5. Committee Work

a. Board Development (Jan)

i. Review of Key Components of Board Manual

Jan stated that she and Denise continue to work on the Board Manual. There are missing parts that need to be completed by members or removed. It was suggested that the Executive Committee start to review the work and provide input. It is important that Executive Committee members have a Google email account so that each can review and comment on the draft Board Manual.

ii. Approval of SEF By-Law Revisions-

Jan moved that we approve the following revisions in the SEF By-Laws. Specifically, in **Article IV Committees section 1.d**, the name Grants and Programs Committee will be changed to the Grant Committee with changes in the description; in the same **Article IV, section 1.e**, the Program and Partnership Committee is added with its description.) Paula seconded; all in favor. Discussion: changes will need to be made to the Board Manual, By-Laws and the website.

iii. Approval of Program Award Policy

Joyce made the motion to accept the Program Award Policy #002; seconded by Paula. All in favor. Discussion: changes will be made in the Board Manual and website.

Michelle suggested that there be discussion about the officer's terms and the By-Laws and Jan requested that discussion about a plan for increase

in membership be part of the October agenda. Jan and Denise were thanked for their efforts on the board manual project.

b. Program Development - Michelle

i. Approval of Continuation of Science at Sloper Program

Jerry made the motion to approve \$11,000 funding to continue the Science at Sloper Program for school year 2018-2019; second by Joyce. All in favor.

Discussion: The YMCA was recognized as a strong partner and advocate in its support of the SEF

ii. Introduction of Targeted Grant Program (Michelle)

Overview—There are opportunities for SEF to collaborate on targeted grant programs in the Southington community: Lewis Educational Agricultural Farm (LEAF), Early Childhood Collaborative (ECC), Southington Women for Progress, Main Street Foundation, Hartford Health Care, STEPS (Southington's Town-wide Effort to Promote Success), to name a few. Topics to consider are: cultural relevant practices for grades K-12 and mental health issues. Tim related district-wide workshops that are presently focusing on cultural competence. He also mentioned that SEF members can learn how elementary-aged students can gain experience in civic responsibility. This information can be found on the SPS website.

c. Resource Development

iii. Preparations for Trivia Night (Paula and Jerry, Co-Chairs)

Meeting to be held at Gail's house; details to follow in email.

DATE: November 1st

PLACE: SHS auditorium

OTHER: \$300 team

Tim will offered to reach out to administrators with a "Save the Date".

d. Marketing/Outreach (Michelle and Joyce)

iv. Role of School Ambassadors

Michelle discussed the role of ambassadors who meet twice a year with assigned school PTO; packet of information was provided. Focus on October meeting should be the Trivia Night; second meeting attendance should be prior to Spring Gala. (Provide information so that PTOs can budget and save the date!)

6. Next Meeting – October 9, 2018, 6-7:30 p.m., Location: The Orchards
7. Review of "To-Dos"/Motion to Adjourn was made by George and seconded by Jerry- 7:42 p.m. – Gail
8. Important Dates to Calendar:
November 1 - Trivia Night

November 8 - Greg Tang Math Night
December 1 - Holiday Shopping
December 4 - Grant Recognition Night
March 30 - Spring for Education Gala

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

Respectfully submitted, Jan Galati