



## Southington Education Foundation

November 8, 2022

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

Zoom

### Meeting Minutes

#### **In Attendance**

13 Directors - Jerry Belanger, Ellen Bellinger, Lisa Cammuso, Denise Carabetta, George Fournier, Jan Galati, Nancy Garry, Paula Knight, Michelle LeBrun-Griffin, Joyce McAloon, Nancy Rogers, Ann Taylor, Dianne Quinn

0 Volunteer Members

0 Administrators

**Call to Order** – Paula Knight called the meeting at 6:34 pm.

#### **A. Approval of October Minutes (Ellen)**

A correction was made to the 10/11/22 minutes.

Jan moved to approve the minutes as corrected, seconded by Denise.

The minutes were unanimously approved.

#### **B. Treasurer's Report (Dianne)**

- CHECKING-- \$34,894.77
- TOTAL ASSETS—\$71,240.47
- Not yet reflected in the report - \$750 gala donation received from HHC and \$521.84 returned from the business office in unused grant funds.
- Outstanding – \$1,010.30 from Eventbrite not yet deposited.
- Jerry expressed concern over the high amount of fees (\$265) taken by Eventbrite for online ticket sales. He will investigate alternatives.
- Nancy G moved to accept the treasure's report, seconded by George. The report was unanimously approved.
- George reported that with receipt of the HHC sponsorship donation of \$750, the 2022 gala raised a grand total of \$11,410.88.

## C. Committee Work

### 1. Grant Committee Report (Denise)

- a) A grant application workshop was held on October 24. Michelle, Denise, and Jan met with 4 teachers. They may hold another workshop in the winter for the March 1<sup>st</sup> deadline applicants.
- b) Denise, Jan, and Dianne met with Jennifer Mellitt and Justine Pagano of the business office on 10/24/22 to discuss the process for grant budgets. They are working on a draft of the process to be used by SEF and the business office.
- c) A total of \$521.84 in leftover funds from four past grants will be returned to SEF. One leftover grant amount was \$351.55 from a 2015-16 grant.
- d) Katie, Denise, Jan, Lisa, and Paula met with Stephanie Lawlor, Literacy Coordinator, and Carrie McDougal, Literacy Specialist, on October 27. They discussed ways SEF can support literacy and district needs at the elementary level. Ideas discussed could lead to a possible grant for this year and/or possible wider project (program) funding that could be considered in the future. The group will meet again on December 9.
- e) A notice about the next round of grant applications should be sent from central office to staff by November 21. There is a six week turn-around for the next due date of January 4.
- f) No grant applications have been received to date. The deadline is Nov. 15.

### 2. Board Development / Revised SEF By-Laws (Jan)

- a) SEF By-Laws must be revised to reflect changes in officers. You can think of it as a *fluid document* that needs to be updated as things change. Attorney Denorfia approved the following revisions (in red):

#### Article II

**Section 8. Officers of the Board of Directors.** The Board of Directors shall have officers that consist of a Chairperson, Vice-Chairperson, Treasurer, **Recording Secretary**, and **Corresponding Secretary** and they comprise the Executive Committee. Each officer shall be nominated and elected by a majority vote of the Board of Directors then serving and shall be presented at the Annual Meeting of the Board.

**Section 9. Ex-Officio Members.** The Superintendent of the Southington School System shall be an Ex-Officio Member of the Board of Directors. An Ex-Officio Board of Directors Member shall have all the powers and privileges of a Board of Director Member with the exception of voting rights.

**Section 10. Co-Chairs Elect.** Any Board Member may serve as a Co-Chair Elect. A Co-Chair Elect will participate in a mentorship overseen by the Board Chair.

#### Article V

**Section 1. Chairperson.** The Chairperson shall exercise general supervision of the affairs of the Foundation and shall preside at all meetings of the Board of Directors. The Chairperson may establish committees and shall be an ex-officio member of any committee. The Chairperson shall appoint Chairs and/or Co-Chairs to the Standing Committees. The Chairperson or the Chairperson's designee shall be the spokesperson to the media on behalf of the Foundation. The Chairperson shall serve as a mentor to the Co-Chairs Elect by providing leadership opportunities.

**Section 2. Vice-Chairperson.** In the absence or disability of the Chairperson, his or her powers and duties shall be performed by the Vice-Chairperson. The Vice-Chairperson shall have such other powers and perform such other duties as the Board of Directors shall from time to time designate.

**Section 3.a. Recording Secretary.** The Recording Secretary shall record all minutes, votes, and proceedings of the Board of Directors at its meetings. The Recording Secretary shall perform duties additional to the foregoing, as the Chairperson and/or Co-Chairs Elect shall designate.

**Section 3.b. Corresponding Secretary.** The Corresponding Secretary shall complete all correspondences and perform duties additional to the foregoing, as the Chairperson and/or Co-Chairs-Elect shall designate.

#### **Article XIV**

##### **Miscellaneous Items**

**The Co-Chairs Elect. Any Board Member interested in serving as a Co-Chair Elect, shall contact the Board Chair or the Nominating Committee Chair stating in writing their interest in serving in the role of Co-Chair Elect.**

- b) Motion – Jan moved that the proposed revised By-Laws of the SEF be approved by a vote of the Board of Directors, seconded by Ann. All in favor. The motion unanimously passed.
- c) You can find the revised bylaws on the SEF website:  
[https://southingtoneducationfoundation.org/documents/SEF\\_Bylaws.pdf](https://southingtoneducationfoundation.org/documents/SEF_Bylaws.pdf)

### **3. Events Committee**

- a. **Trivia Night (Jerry and Paula)**
  - “What Trivia” was great. They added a bonus round that brought in additional funds.
  - The raffle brought in \$565.
  - Graham, Cadillac Ranch owner, was so generous; he donated the entire \$1,000 cost of the venue. He will be thanked and recognized as an SEF sponsor.
  - The event needs to be marketed better in the future to bring in more players.
  - Halloween theme was not a hit; will drop it next year.

**b. Holiday Shopping** (Nancy G.)

- Just-For-You-Gifts will be hosting a shopping day for SEF on Dec. 3<sup>rd</sup>.
- Nancy will create a video and flier for marketing.
- Flo Legat, the owner, will donate 20% of sales to SEF if flier is shown.
- The event will be promoted on the website and on social media.

**c. Honor an Educator** (Joyce)

- Joyce sent a letter to principals asking that they have a student read a “Thank You Staff” letter at morning announcements during National Education Week, November 14-18.
- Communication to parents will include information for holiday giving through *Honor an Educator* with a link to the website.
- The SEF kiosk sign will go up in November with the possibility of staying up for an extended time.
- There was a discussion about being consistent with the title, “*Honor an Educator*”, and promoting it for gift giving on the website.

**d. Grant Celebration** – December 7 (Jan)

- There will be 5 presentations representing 6 grants.
- Invitations have been sent to administrators, friends and supporters of SEF, PTO officers, realtors, potential new members, and others. Suggestions were given for others to invite.
- We may make use of Chrome Books for signing in on a Google doc., replacing a guest book.
- There was a discussion about an “Exit Ticket” or survey follow up.
- The same format will be used for the evening program.
- Remaining details to be worked out at the November 21 Events meeting.

**e. Gala** – What we have so far:

- Date – May 5, 2003 (Cinco de Mayo)
- Venue – The Mountain Room at Mt. Southington Ski Area
- Band – “*Stay Tuned*”

**D. Other Business**

- a) Scholarship** – Let Ann know if you can be a reader. So far, she has Jerry, Joyce, Nancy R, and Michelle.

## **E. Adjournment**

The meeting adjourned at 7:45pm.

**Next Meeting – December 13, 2022, 6:30 pm on Zoo**

### **Important Dates to Calendar:**

- **November 14-18** National Education Week
- **November 21** Events Committee - 6:30 Zoom
- **November 28** Grant Committee - 6:30 Zoom (If we receive any applications by Nov. 15)
- **December 3** Holiday Shopping - Just for You – All day 10:00-5:00. Bring flier.
- **December 7** Grant Celebration –Hatton, 7pm guests, 6:00 or earlier for set up
- **May 5** 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