



## Southington Education Foundation Full Board Minutes

March 12, 2019  
6:00 p.m. to 7:30 p.m.  
The Orchards

**Quorum** = 6 Executive Board members

**9 Executive Board Present:** Jerry Belanger, Ellen Bellinger, Gail Duffy, George Fournier, Jan Galati, Paula Knight, Michelle LeBrun-Griffin, Joyce McAloon, and Ann Taylor

**1 Executive Board Member Absent:** Tim Connellan.

**6 Full Board Members Present:** Gloria Brown, Denise Carabetta, Nancy Garry, Joanne Kelleher, Trish Kennefick, and Dianne Quinn.

**Special Guest:** Meg Walsh, Director of Special Education and Student Services

1. **Call to Order** — Gail called the meeting to order at 6:06 pm.
  
2. **Secretary Report** (Ellen)  
*Joyce moved to approve the minutes of 2/13/19, seconded by Jerry.*  
All in favor.
  
3. **Treasurer's Report** (George)

CHECKING-- \$11,672.25  
SAVINGS/MONEY MARKET--\$21,521.45  
BALANCE/ASSETS—\$33,193.70

*Jerry moved to approve the treasurer's report seconded by Michelle.*

Discussion:

- i. Deposits include over \$1400 for gala event.
- ii. Hatton and Kelly Schools' outstanding contributions to the trivia bee will be forthcoming.
- iii. Town Spelling Bee – \$135 given to the language arts coordinator was for the purchase of eleven \$10 gift cards for each school winner and one \$25 gift card for the town winner.

Action – All in favor.

#### 4. Committee Work

##### a. Program & Partnership Opportunity (Michelle, Joanne, Denise, & Meg Walsh)

- History: The Grant Committee received an application titled *Cultivating an Emotionally Responsive School Climate* that went beyond the scope of a school level grant request. It was referred to the Program & Partnership Committee for follow-up with district regarding interest in scale-up and possible pursuit of foundation funding. Michelle followed up with Tim in December. He spoke positively of work in the district to date and need for expansion. He mentioned the district was in process of pursuing alternate funding sources. Michelle later learned of district pursuit of a grant award from *The Main Street Foundation*. Meg Walsh, Director of Special Education and Student Services, followed up with Michelle and Meg was invited to today's meeting to share information with SEF in light of the application being imminently due.
- Meg Walsh reported that Southington's *Community Health Forum* had long ago identified a need in the district for a better way to address mental health issues of stress and anxiety in our schools. A district-wide *Emotional Intelligence* program was a good fit and training efforts are already underway, but funds are needed to scale-up and engage the community. She shared district pursuit of grant with *The Main Street Foundation*, who manages funds for the *Barnes Trust*. However, they are requiring the district to partner with a 501c to serve as "fiscal sponsor" in order to disburse funds.
- The SEF would be awarded the grant and be responsible to oversee use of funds by district typical of our current grant procedures and could include up to 5% service fee, if warranted.
- Jerry made the motion that SEF accept the request to be the fiscal sponsor of the Southington Public School's Emotional Intelligence grant of \$34,475 with the Main Street Foundation. Seconded by Jan. All in favor. (There was no interest in keeping the 5%.)

##### b. Grant Committee (Denise)

###### i. Grant Workshop

A grant workshop was held on February 28<sup>th</sup>. The three people who attended were pleased with the outcome.

###### ii. Policy Revisions for Awarding of Grants

Michelle moved that the following language be added to the Grant Award Policy, seconded by Jan.

- Proposals for new programs are preferred over repeat requests for an already awarded program. ***When a repeat request is received, the Grant Committee will review the project evaluation(s) and sustainability portion of the previously awarded grant(s) and factor this information into the decision about awarding funding for a repeat grant.***

- SEF will give preference to grants that impact the largest number of students.
- ***The Grant Committee will refer proposals to the Program and Partnership Committee when the proposal is for more than one school year and impacts a large number of students and preferably more than one school.***

All in favor - the motion passed.

**iii. Decision Regarding Procedure for Funding Food Within Grants**

George reported that the \$530 awarded for the Random Acts of Kindness grant was returned because SEF would not fund the food portion of the original grant request. Michelle reviewed federal and state regulations. Concerns were raised about possible liability issues with SEF funding of food. Joyce reported on changes in schools regarding food served in classrooms.

*Gail made a motion that grant procedures be amended to include language not to award money for food or beverage. Seconded by Joyce. The motion passed with one no vote.*

**c. Resource Development (Gail)**

**i. Gala Updates and FINAL Planning**

- The founding members have been invited. (Gail)
- Corsages will be purchased from VOAG. (Nancy)
- The spreadsheet has been updated with yellow highlight in areas that need follow-up.
- Sponsorships and donations need to be finalized.
- Sign-Pro will be donating 15 lawn signs to promote our event. (Silver sponsor level)
- Items for live auction include yard beautification, Adirondack chair, Fund-A-Grant, priority seating at graduation (3 sets).
- Seeking donation of tickets to the Bushnell or athletic event (Does anyone have season tickets from which one might donate?)
- Looking into preferred seating for middle school play (to perhaps bundle with a Friendly's gift certificate)
- New caterer – Aqua Turf will provide the same menu as Tops at the same price.
- We need a new MC. Gail will ask Mark Pooler or Dawn Micelli.
- Wine bottle donations are needed. Please deliver to Michelle for wrapping. (55 Knights Court)
- SEF 10-year history will be incorporated into the decorating theme with 78 covered books, each labeled with a grant or program.
- Mason jars filled with “school” items in multiples of ten will provide a guessing 10 year anniversary game to get guests to circulate.
- The Mountain Room set up will be the same as last year. Two bartenders.

- Set up on Thursday night at 5:50 and Saturday morning.
- SEF people should dress in black & white for better recognition.
- Jerry will ask his daughter to create a 10-year anniversary cake.
- Jan and Jerry will check on doing a press release.
- The chamber did an email blast for \$25.
- Ellen and Joyce sent printed invitations to BOE members, administrators, local organizations, and former grant awardees.
- A final gala committee meeting is scheduled for March 23<sup>rd</sup> at 9:30 at The Mtn. Room to discuss check out and distribute square readers.

**5. Review of “To-Dos”**

a. Bulletin Board Update

Nancy suggested using her print out of awards used for the gala to promote awareness of past accomplishments.

b. Student Spelling Bee – April 10<sup>th</sup>. Ellen and Jan will represent SEF.

**6. Motion to Adjourn**– Gail adjourned the meeting at 7:47pm.

**7. Dates to Remember:**

Saturday, March 23<sup>rd</sup> - 9:30 - The Mountain Room: final gala committee meeting

Thursday, March 28<sup>th</sup> – 5:30 - Set up in the Mountain Room

Saturday, March 30<sup>th</sup> - Spring for Education Gala

Tuesday, April 9<sup>th</sup> - 6:00, The Orchards – Full board meeting

Monday, April 22<sup>nd</sup> - 6:00 (TBA) - Grant committee meeting

Respectfully submitted,  
Ellen Bellinger, 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.