



## Southington Education Foundation Full Board Minutes

June 12, 2018  
6:00 p.m. to 7:30 p.m.  
The Orchards

**Quorum:** 6 Executive Board members

**8 Executive Board Members Present:**

Jerry Belanger, Ellen Bellinger, Gail Duffy, Jan Galati, Paula Knight, Michelle LeBrun-Griffin, Joyce McAloon, Ann Taylor. (Absent: George Fournier, Tim Connellan)

**3 Full Board Members Present:**

Denise Carabetta, Joanne Kelleher, and Kelly Maccione

1. **Call to Order** – Michelle called the meeting to order at 6:12 pm.

2. **Secretary Report** (Ellen)

Gail moved to approve the minutes of 5/8/18.

Second - Joyce

All in favor.

3. **Treasurer's Report** – (Michelle for George)

A discussion took place concerning the \$420.20 expenditure for *Little Green Light* and whether it was being used to its fullest potential as a database. Suggestions for additional sources of funding were raised: expand partnership development or do an annual fund mailing to generate funding sources. Kelly pointed out that it is possible to donate to SEF through United Way. Michelle will contact the United Way chairperson to determine the process for designating donations to SEF and discuss with Tim how to get that information out to staff.

CHECKING—\$20,834.12

SAVINGS/MONEY MARKET---\$31,499.31

BALANCE/ASSETS—\$52,333.43

Motion to approve the treasurer's report – Ellen

Second - Gail

.All in favor.

#### 4. Committee Work

##### a. Board Development – (Jan)

###### i. Installation of Officers

Jan installed the following officers:

- 1<sup>st</sup> Co-chairperson - Michelle LeBrun-Griffin
- 2<sup>nd</sup> Co-Chairperson – Gail Duffy
- Vice Chairperson – Paula Knight
- Secretary – Ellen Bellinger

George will be installed as treasurer at the September meeting.

###### ii. Board Manual (See attached *Tasks for Board Manual*)

Jan and Denise need to move forward with information for a Board Manual. In order to have the manual ready to present at the September meeting, members are asked to **send whatever they have to Denise by July 1<sup>st</sup>**.

##### b. Grant Committee (Jan)

###### i. Grant Award Revision

Jan proposed the funding of an additional \$495 to the *Greg Tang Family Math Night* grant for additional math kits needed for the event, bringing the cost of the entire grant to \$5890.

Gail made the motion, seconded by Michelle.

The motion passed unanimously.

###### ii. Program Award Policy

The policy presented would allow for two committees to work on grants and programs separately. The by-laws would need to be altered to allow for this. Specific revisions were discussed.

Vote is tabled until the September meeting.

###### iii. Fall Grant Timeline

Fall grant applications are due October 2<sup>nd</sup>. Teachers received email notifications. Timeline information is also included on the website.

**c. Scholarship Committee (Ann)**

**i. Scholarship Recipients**

The STEM scholarship was awarded to Chloe Becquey.  
The Erardi scholarship was awarded to Julia Brilla

**ii. Approval of Scholarship Award Policy (See attached)**

A discussion took place concerning *STEAM* vs. *STEM* on the existing scholarship and the possibility of adding a 3<sup>rd</sup> scholarship for the arts.

Michelle moved to approve the policy proposal with the replacement of STEM for STEAM, as on the current application. Second – Gail.  
All in favor.

Jerry moved we explore the possibility of forming a partnership with SoCCA to add a third scholarship in the fine arts. Second – Joyce.  
All in favor with one abstention (Paula).

**d. Resource Development**

**i. Initial Planning for Fall Trivia Bee**

The spring spelling bee will be replaced with a fall trivia night, called a *Trivia Bee*. Paula and Jerry will chair.  
The date, November 1<sup>st</sup>, is going into the school calendar.

**5. 2018-19 Calendar/Work Plan (See attached)**

The work plan includes next year's meeting schedule as well as opportunities for members to contribute their time and expertise to SEF.

**Let Gail and Michelle know by September 1<sup>st</sup> where you can help.**

**6. Adjournment –**

Gail moved adjourning the meeting. Jerry seconded.  
Michelle adjourned the meeting at 7:48 pm.

Respectfully submitted,  
Ellen Bellinger

**Upcoming Dates**

Tuesday, September 11, 2018, 6-7:30pm, TBA

Tuesday, October 9, 2018, 6-7:30pm, TBA

Thursday, November 1, 2018 Trivia Bee

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