

**SEF Board At Large Meeting
September 13, 2011
Secretary's Report**

Call to Order at 6:35 by Bill Lutz.

In attendance were: D. Miceli, A. DeBisshop, B. Lutz, Dr. Erardi, J. Galati, D. Monti, B. Pestillo, G. Costanzo, Ron Marut, T. Sheffy, Kristen Freeman and Michelle Graveline; Dr. Erardi needed to leave for another meeting.

Invited Guests included members of each school's PTO and/or administrator. (See attached sign-in sheet.)

1. **Secretary's Report** was accepted; **motion made** by T. Sheffy and seconded by R. Marut. No correspondence indicated.
2. A motion was made by Dr. Erardi to move New Business to the next item on the agenda; seconded by D. Miceli.

3. Director Bill Lutz greeted invited guests and discussed the role of the Southington Education Foundation; he stated that the SEF mission closely relates to the school and community.

- Alan talked about the sources of income and the total grant amounts disbursed in less than 3 years. (See accompanying Treasurer's Report.)
- George gave an overview of the Grant process, provided the deadline for the next round of grants, and discussed the upcoming Question/Answer sessions available to staff.
- Beth spoke about SEF fundraising: variety of events, the upcoming Fan of the Foundation Gala and some easy ways for PTO involvement.
- Dave discussed the STEM initiative: definition of STEM, collaboration with the YMCA, and the pilot 4th grade curriculum at Slopers.
- Dawn spoke about the various SEF communications that go out to the community: SEF website, news publications, etc.
- Bill then opened the meeting to comments or questions from parents and staff by asking: How can the SEF organization better serve the schools, PTO's and community in its effort to foster creativity in the classroom?
- **Parent and Staff Recommendations:**
 - Include a "blurb" about SEF in school emails to parents
 - Email SEF information to the school as a part of an outgoing communication or provide a link to the SEF website
 - Provide information beyond fundraising activities
 - Come meet for coffee after school hours
 - Organize school assemblies (for students and parents) that recognizes the grant recipient(s) at school
 - Conduct interactive activities for students after school

- Support teachers in writing grants: increase/improve communication, provide a bank of ideas, suggestions, etc.
- Institute Adopt-a-School whereby a board member coordinates communication, attends PTO meetings, Open House meetings, etc. for a specific school.
- **BAL Members who volunteered to Adopt-a-School in this Ambassador Project:**
 - George: Southington High
 - Ron: Plantsville, DePaolo
 - Tony: Kennedy
 - Michelle: Hatton, Derynoski
 - Alan: Kelley
 - Dave: Strong
 - Beth: Flanders
 - Dawn: Thalberg
 - Bill: South End

Bill will ask that Dr. Erardi inform building principals that “coordinators” will be in touch soon and will need the name of the PTO contact person he or she will communicate with.

4. **Treasurer's Report** was accepted. **Motion made** by T. Sheffy and seconded by G. Costanzo. (See attached Treasurer’s Report.)

5. **STEM**

- Dave reported that the meeting scheduled with administrators from Wallingford and Meriden have been rescheduled; Dr. Erardi expects to hear something this week about level of interest from these outside communities in using the STEM program.
- Dave reminded members that YMCA commitment is expected by the next Executive Board meeting.

6. **Fundraising**

- Fan of the Foundation Gala is in need of business sponsorships and table sign ups; invitations are expected to go in the mail soon. Volunteers are needed to complete the many details.
- Beth mentioned a future fundraising promotion: sale of Pandora beads that would have an SEF insignia.

7. **Grants**

- Two informational meetings regarding grant applications will be held at Hatton School with all interested certified staff on September 21st at 7:00 and on September 22 at 3:45.
- George suggested a connection be established with Christine Boulanger who is working on grant opportunities for the BOE.

8. **Publicity** (Dawn)

- Dawn expressed concern that so much effort has been put forth to publicize the SEF and yet invited guests did not appear to have read these communications.
- Dawn wished that Face Book had been mentioned as another vehicle used by SEF.

9. **Old Business**

- Jan reported that Jerry Belanger posted By-laws and the Grant Policy procedures on the SEF website under About Us within the Document category.

10. **New Business**

- External grant opportunities were discussed; agreement about the need for a committee to oversee this activity. Dawn mentioned some of grants opportunities.

- Bill offered to chair an External Grant committee. He will discuss this topic with Dr. Erardi.

11. Next Executive Board Meeting is October 11th at 6:30 Hatton School

Next BAL Meeting is scheduled for November 8th (Election Day); however, it will need to be rescheduled.

12. Adjournment: R. Marut **made a motion** to adjourn at 8:05 and Dr. Monti seconded this motion.

Respectfully submitted,

Jan Galati
Secretary