

# MARINERS ELEMENTARY SCHOOL FOUNDATION

## March 2011 Board Meeting Minutes

SCHEDULED TIMES		ACTUAL TIMES		LOCATION
Start 7:00 pm	Stop 8:00 pm	Start 7:25 pm	Stop 8:45 pm	Monday, March 7, 2011 The Agamalian Home

## ATTENDEES

### Officers

X <b>Mike Huntley</b> (Chairman)	X <b>Jaime Weber</b> (Vice President)	X <b>Jana Kalinowski</b> (Secretary)
X <b>Dianne Wells</b> (President)	<b>Lori Williams</b> (Treasurer)	

### Board Members and Committee Chairs

X John & <u>Dana</u> Agamalian	X <u>Christin</u> & Jon Gurka	X Michael & <u>Patricia</u> Stark
X Jason & <u>Meredith</u> Cagle	X Eric & <u>Susan</u> Marking	X Chris & <u>Nanci</u> Terry
X David & <u>Teryn</u> Clarke	Jon & Valerie Minken	Vince & Cindy Valdes
X Brian & <u>Laura</u> Cox	John & <u>Julie</u> Patterson	X Matt & <u>Julie</u> White
X Rick & <u>Jami</u> Delgado	X John & <u>Georgia</u> Richards	
X Brian & <u>Georgina</u> Forbath	X Doug & <u>Melissa</u> Robinson	

### Principal/Teacher Liaisons

X Pam Coughlin	X Cathy Blue	Bill Buchman
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### Additional Attendees:

Jeff Herdman  
Lizzy Reese

## MINUTES

### 1. Welcome (Dianne Wells)

- Welcome – Call to Order at 7:25 p.m.

### 2. Reminders (Jana Kalinowski)

- The February minutes were passed. Jana asked all members to remember to vote.

### 3. Treasury Report (Dianne Wells for Lori Williams)

- Budget: The Executive Board will meet to put together next year's proposed budget. There will be a 3% price increase included for cost of living increases. We are assuming that the science program will remain the same. The licensing fees for Accelerated Math and Reading are approximately \$5700.

### 4. Principal's Update (Pam Coughlin)

- Facility Clean Up: Mrs. Coughlin asked about having a clean up day before Open House on April 7<sup>th</sup>. Usually the clean up includes planting some flowers, painting and general sprucing up of the campus. Jaime Weber offered to follow up with St. Andrew's for their Serve Day to see if we can work in conjunction with their program. We need to comprise a list of what needs to be done.

- Star Testing: Testing will take place the first 2 weeks of May on Tuesday, Wednesday and Thursday, 8:45 – 10:30 a.m. Parents can come in after 10:30 to volunteer.
- Open House and Conferences: Thursday, April 7 is Open House and conferences are next week.

#### **5. ArtWalk (Nanci Terry & Lori Williams)**

- Dream Big is the theme. The event is Friday, May 13<sup>at</sup> the ENC. The following individuals have offered to help:
  - Beth Blower - Teacher Liaison
  - Molly Kassouf - Parent Art
  - Gabriella Duncan/Jen Woodward - Set-up the day of the event
  - Lori Williams/Christin Gurka - Tickets, Paperwork and Computers
  - Georgina Forbath - Underwriting
  - Laura Cox/Deb Zimmerman - Food
- Nanci is hoping to have the art delivered to the ENC on Thursday the 12th. Everything has to be out the ENC by Saturday.
- There will be 4 Bartenders and 2 bars. There will also be heat lamps, if they are needed.

#### **6. Party of the Year (Nanci Terry)**

- The Party of the Year is scheduled for June 4<sup>th</sup> at the Farmer's home. It is \$40 a person and they sold over 100 spots. Nanci is heading this up.
- Patricia Stark has offered to help with administrative duties.
- Dana Agamalian has donated Vodka to the evening.
- Nanci asked members to see if there are other things we can get donated for the party.

#### **7. Independence Day (Melissa Robinson & Lizzy Reese)**

- Operations: We have the insurance needed for the event. Melissa will be meeting with the city next week. She is working on a contract for inflatables and rentals with Jolly Jumps.
- Sponsorship: Lizzy has some \$500 donors that are interested in sponsoring. She is still working on OC Family and the Daily Pilot.
- Sponsorship Packages for Foundation Events: There was a brief discussion among members regarding putting together a sponsorship package for donors who want to advertise at all Foundation events. We discussed that the guidelines need to be very specific. Dianne Wells, Jaime Weber, Lizzy Reese, Nanci Terry and Meredith Cagle are going to work on this at a later date.

#### **8. Penne Ferrell Theater (Meredith Cagle and Dana Agamalian)**

- Phase 1: Phase 1 is to include chairs and dollies, audio, screen cleaning and partitions/walls.
- Dana Agamalian met with her Audio/Visual connection. He is working on a quote, so we will discuss this information at a later date. Sara Lunsford is also working on a quote.
- Background for chair/truck purchase: Meredith Cagle has researched chairs and dollies to replace the ones in the theater that we currently use. Along with the new chairs, we must purchase dollies or trucks to hold and carry the chairs. The chairs seem to cost about \$12.88 and the dollies cost \$750.
- Before purchasing the chairs, she will look at the weight, that the chair covers fit and look at the dollies.
- We need new dollies because the existing ones are bent. The chairs go specifically with a certain type of dolly.
- She has researched online and also received a quote from Signature Rentals, through Jaime Weber's connection.
- Denice is giving a list of vendor choices if we purchase through the district.
- The chairs will be the district's property once donated to the school.

## **MOTION**

**Meredith Cagle made a motion to approve the purchase of up to 300 chairs with dollies, not to exceed \$7000.**

**Seconded by: Dana Agamalian**

**Result of Vote: ADOPTED**

- Partitions: Meredith measured the space in the PFT to see what size partitions will fit. It will be no more than \$5000 for movable partitions to improve the organization in the PFT. The partitions are 7 ft., 6 in. tall.

## **MOTION**

**Meredith Cagle made a motion to spend up \$5000 on partitions.**

**Seconded by: Nanci Terry**

**Result of Vote: ADOPTED**

- Next month, Nanci Terry will look into purchasing 100 more chair covers for the Oral History Tea and Promotion Ceremony.

## **8. Pembroke Gate Sidewalk (Jana Kalinowski)**

- There is a dog excrement issue by the Pembroke gate. PTA has looked into the problem by contacting the city, as well as the police department. Doggie Walk Bags has dispensers that cost \$99, a case of bags costs \$125 and the accompanying signs are \$29.95. Jana is suggesting that the Foundation purchase 1 dispenser to see if it helps improve that unsanitary condition by the back gate.
- Teryn Clarke recommended looking into trashcans for the Mariners Drive gate as well.

## **MOTION**

**Jana Kalinowski made a motion to approve funds, not to exceed \$300, to purchase goods to experimentally end the dog excrement problem.**

**Seconded by: Melissa Robinson**

**Result of Vote: ADOPTED**

## **9. Other/New Business (Dianne Wells)**

- Dianne reminded members that it is time to think about commitments for next year. She asked members to think about continuing as board members and if anyone is interested in being an executive board member.

**Next Meeting, Monday, April 4, 7:00 p.m. in the Penne Ferrell Theater.**