



**Mary Lin Education Foundation
Board of Trustees Meeting Minutes
July 27, 2016**

Meeting called to Order at 7:15

Welcome & Introductions:

Foundation Members present: David Aynes, Melanie Cole, Eric Goldberg, Lindsay Hill, Annsley Klehr, Kim Meyer, Merri Neff, Janet Patton, Julie Roseman, Jane Smith, David Stevens, and Chris Timmons

Foundation Members not present: Patrick Sullivan

Principal: Sharyn Briscoe

PTA Reps: Julie Noble and Lisa Milko

Go Team Rep: Galit Levitin

Teacher Rep: Denise Bringslid

Secretary's Report: Merri – motion to approve minute as amended by Chris, seconded by Jane. Approval of minutes with corrections – vote was unanimous

Chair Report: Kim

Annual Report – posted on website and sent to all trustless. Sherry is working behind the scenes to work on website and accurate donor list.

Grant Updates –

Saxon Phonics – for all K-2 teachers and para-professionals will be completed this week

Ms. Noel – items for new classroom moving to a co-teaching position in the inclusion class. Grant is for \$428.46.

Treasurer's Report: Patrick

MLEF Treasury update

1. MLEF General Fund = \$33,017.41, with the following allocations in process or pending:
 - Final LSOS Fall 2015 Grant remaining balance to Mary Lin Media Center (check#1236) = \$430.41
 - Approved Grant payment to Ms. Lily Noel – special needs program resources (check #1241) = \$465.62
 - Approved LSOS Spring Fair Media Center Allocation (pending) = \$2,000.00
 - Approved Rocket Fuel Fund Promotional T-Shirts expense (check #1240) = \$336.00
2. Outdoor Classroom Open Allocation = \$3,206.83 (includes designer fee payment and GoDaddy registration)
3. Mary Lin Playground Money Market Savings = \$4,735.53

No in/out since late April, except account fees & interest income
4. Received to-date Little Green Light Donations via Stripe pass-through \$710.46 net after fees

Applied to our General Fund since trial began in late June 2016

Principal's Report: Sharyn

1. Today is the first day back as school for the teachers .
2. Based on preliminary Milestones scores, it look like Lin is 1st in math in the district and had the 2nd overall in growth in district.
3. Wish list – A list of items was handed out. Each item was discussed and the relevance/importance to the school community.

New Business:

Rocket Fuel Fund Annual Giving Campaign

1. Open House – Foundation members will man a table in the front hall to hand out information and answer any questions. We want to showcase presence, unity, supporting the school, and bringing awareness to the campaign. Fliers and cozies will be available for the school community.
2. Time Line – There is a structure in place to be present at various events including but not limited to Open House and Principal Coffees.
3. Communications/Website/Donation Platform – Articles are going to be published in each of the neighborhood newspapers. Still need to clarify the deadline for the auto pay. Discussion about taking the take the donor party out of the equation, if people are consistently giving include them in the donor party if they will reach the minimum amount.
4. Personal Appeals – Kim will circulate a Google doc that we can add names of people each trustee of us will send a personal appeal to. Be sure to use language consistent with what foundation members are using to communicate to the community. Each member needs a personal appeal to communicate with people that they know. Lindsay will craft and send out some sample emails that trustees can personalize to send out. Including new K parents, fifth grade parents and 2nd/3rd grade parents.
5. Contests/Finale – Contests will be grade level verses class contests, nothing finalized at this point, discussion will continue.

Playground Update/Bricks Install:

Playgound: Jane

1. Vendor who did playground asphalt walkways and court is on-site this week correcting the rough patches and adding an asphalt curb on the portion of the walkway that hugs the base of slide mountain—this wi ll prevent the mulch at base of slide mountain from washing out onto the walkway. They have promised they will be finished by end of week.
2. Same vendor plans to do the striping this week as well (basketball key, (2) 4-square courts, center line in running path)
3. Same vendor is laying the new donor bricks out there for us—bricks arrived onsite today. They will form a new path that T's into existing donor path at the SE corner of

playground (parent room entrance).

4. Cynthia Mitchell at APS Facilities confirmed that APS will be paying for the replacement donor bricks we ordered (bricks lost/broken during construction)—over \$700—yay!

5. Matt Stacey has a group of volunteers in town this week so he asked if we needed help on playground—I will look into getting a load of landscape mulch delivered so his folks can spread that for us in our new planting beds and tree locations (mulch in these areas has thinned over the summer. Unlike the playground safety zone mulch, the landscape mulch is our responsibility). They would likely do this on Tuesday the 2nd, to stay out of way of kids.

6. Possible playground projects for new school year: additional landscaping, purchasing under swing mats (that prevent mulch scoop out), convincing APS to put trash receptacle out there, possibly adding water fountain.

Bricks: Melanie

Bricks were delivered and are ready to be install. Net profit for the brick sale is roughly \$6000, around \$7000 raised from sales, \$1000 going to installation and APS will pay \$900 dollars towards the replacement of the broken bricks.

Additional Fundraising Update

School Partner Program Brief Update – additional level of income

Future Meetings: Meetings do not need to be open to the public. Email exchange will happen to determine the best time/place for meetings to take place. A meeting may need to take place in the morning to review teacher grants over a certain dollar amount.

Approval Process: David and Chris will look over the SOP for the grant process and make recommendations for changes. Discussion centered on having teachers present to the foundation trustees for a grant over a certain amount of funds.

Motion to adjourn made by Lindsay, Chris seconded, passed unanimous.

Meeting adjourned at 9:15.