BESF Meeting Minutes

7/27/2014

7:00-8:15 pm @Leslie Chiabotti’s home

Present at the meeting: Greg Brass, Leslie Chiabotti, Kimberley Evans, Claire Foege, Ann Mancuso, Tim Martin, David McClintock, Angela Pilcher, Beth Rich, and Jill Stewart

1. After calling the meeting to order and establishing that the number of board members in attendance represented a quorum, the meeting was called to order. The minutes from 5/4/2014 were reviewed and approved.
2. Ginny Rand has needed to resign her position on the board. Staci Richards was suggested to fill that position. Claire Foege volunteered to contact her.
3. Dave provided the Treasurer’s Report:

* Current Balance is about $49,000
* $3400 was raised at last year’s Open House (Fall 2013), $1000 in wreath sales (Dec. 2013), and $9800 was raised at the Briarlake Bash (Spring 2014) - for a total of approx. $14,000.
* Some paperwork needs to be revised to reflect that checks should be made payable to ‘Briarlake Foundation’ rather than to PTA.
* Craig Pate will be reviewing the Foundation’s financials for a nominal fee.
* Fundraising Partnership with PTA was discussed – It was confirmed that while the Foundation can give monies to the PTA, the PTA cannot write checks to the Foundation. PTA officers will report to the Foundation their operating budget for 2014-2015, and we will assess the monies needed after the initial fundraising drive at Open House on Wednesday, August 6, 2014.

1. Update on the hiring of a STEM/Technology Coach –

* Leslie reports that Amy Sery is interested in the position and is available on August 6, 2014.
* Her resume was passed out to the Board for review. She has a degree in Art and is Tech Savvy.
* She qualifies to be paid at Step 08 of the DeKalb County Teacher Salary Schedule. She holds a Master’s Degree which places her in Slot E05. This annual dollar amount is $45,195.21, Full-Time. Leslie motions that we offer the daily rate of $237.86 as a part-time employee, receiving no benefits. Beth seconds and the motioned was passed.
* A contract will be drafted and sent out for Board feedback.
* She will be contracted as an independent consultant and will require a Form 1099 for tax purposes. Ian Calhoun will be contacted to help with this item.
* Her contract needs to be contingent upon passing a Background Check.
* Details of her responsibilities were discussed. Her primary responsibility will be to help homeroom teachers infuse technology into their lessons. She will report to the Board every two weeks. Communication will be established between Amy Sery, Briarlake Staff and the Foundation. Claire Foege volunteered to act as a liaison.
* Items that need follow-up: measurable accountability goals to evaluate the success of the position need to be established. Workspace for Ms. Sery needs to be located.
* Katy Miller, who held a similar position at Oak Grove Elementary, has agreed to train Amy Sery for her role at Briarlake. She will charge $50/hour and suggested 16 hours of training.
* Leslie motioned to approve paying Katy Miller for up to 20 hours of training at the rate of $50/hour. The motion was seconded and approved.
* IPAD set up – it is reported that this will cost $800. The Foundation needs to clarify whether this money is coming from the Foundation’s budget or Ms. Jenks’ principal funds.
* It is decided that a Technology Committee should be formed. This committee will initially include: Amy Sery, Claire Foege, Jill Stewart, Leslie Chiabotti, and Greg Brass.

1. Registration Day – Wednesday, August 6, 2014

* 8 – 12, divided into overlapping 2 hour time slots alphabetically.
* An email will be sent out for volunteers to sign up to sit at the Foundation table.

1. Annual Fundraising Events for discussed:

* The Annual Briarlake Bash and Silent Auction needs some restructuring. There was discussion that focused on needing to give families more notice of the Silent Auction piece of the event. March 21, 2015 is the tentative date for this school year’s Bash.
* The wreath fundraiser was discussed and it was decided that it will be eliminated for this school year (Dec. 2014)
* “A Night at Napolean’s” was discussed as an event in September to extend the “Beaver Booster” Fundraising efforts.
* A “piggy back” effort at the November Scholastic Book Fair was suggested.
* THEME for 2014-1015 “Building STEAM”

1. The next meeting is scheduled for September 7th or 14th. Greg will look into a method of communications network so that we are not limited to communicating only at meetings held every other month.
2. Other Items: Leslie informed the Board that their two children had recently been accepted at IHM. While they have made the difficult decision to enroll their children at IHM this year, Leslie will remain on the Foundation Board as Co-President.

The meeting was adjourned at 8:15pm