

**EDUCATION FOUNDATION  
SPRING QUARTERLY MEETING  
ADMINISTRATION BUILDING BOARD ROOM  
THURSDAY, MAY 17, 2017  
NOON**

**Minutes**

- I. Invocation
- II. Minutes of Previous Meeting
- III. Reports
  - A. Financial Reports
    - 1. Quarterly Financial Reports
    - 2. Update on IRS tax exempt status/990 Filing
  
  - B. Dual Credit Enrollment Reports
    - 1. Spring, 2017 Enrollment Update
    - 2. Projected Fall, 2017 Enrollment
  
- IV. Discussion and Possible Action Items
  - A. Board of Director Recruitment Update
  - B. Foundation Fundraiser Breakfast report
  - C. Review of website including PayPal feature
  - D. Mini/Research Grant Program
  - E. Endowed Scholarship Program
  - F. Annual Review of Strategic Plan
  - G. Progress report on Spring Foundation Plan of Action
  - H. Summer Foundation Plan of Action
  
- V. Other Business
  
- VI. Information Items
  - A. Calendar

July 26, 2017 Summer Quarterly Meeting  
October 25, 2017 Fall Quarterly Meeting  
January 31, 2018 Winter Quarterly Meeting  
May 16, 2018 Spring Quarterly Meeting  
(may adjust date due to testing calendar)

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: May 17, 2017

To: Board of Directors

From: Janet Wynne

In Re: Minutes of January 27, 2017 Meeting

Attached are the proposed Minutes of the January 27<sup>th</sup>, 2017, Foundation Meeting for your consideration and review.

**RECOMMENDATION: Approve Minutes of January 27<sup>th</sup> Board meeting as proposed.**

Motion: Sewell

Second: Garza

Vote: Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: May 17, 2017

To: Board of Directors

From: Janet Wynne

In Re: Quarterly Financial Report

Mr. Gainer will present the Quarterly Financial Reports as follows:

1. Financial Statements

**RECOMMENDATION: Approve financial reports as proposed.**

Mr. Gainer presented the financial report which reflected a balance of \$755,641.28. The fund balance with North Texas Community Foundation reflected \$332,315.38 which included a net gain of \$9,953.09. Mr. Gainer stated that he feels that the Foundation will be close to \$800,000. by June, 2017.

Mr. Balch asked question about gas money from the district to the Foundation. He stated that this needs to be taken care of.

Ms. Wynne stated that Nancy Jones of the North Texas Community Foundation will be attending the July Foundation Board meeting.

Motion: Balch

Second: Garza

Vote: Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: May 17, 2017

To: Board of Directors

From: Janet Wynne

In Re: Annual Report of 990 Filing

Mr. Gainer will report on the IRS Tax Exemption status/990 filing.

**RECOMMENDATION: Approve as proposed.**

Mr. Gainer reported that the “end is in sight. He will be working with a firm in Atlanta. There will be no cost to the Foundation. A private donor will take care of the firm costs which are \$395. and \$275. to review the application and the Foundation Articles of Incorporation. According to Mr. Gainer, there will be no penalty notice or fee. He will be traveling to Atlanta June 2<sup>nd</sup> to meet with the firm.

Mr. Gainer spoke about the two different types of donation: permanent corpus and non-endowed corpus (Smaller investment i.e. \$50,000. Ms. Woodward recommended setting numbers for permanent corpus and active accounts. 60 to 70% in permanent accounts and 30 to 40% in active accounts was recommended. Ms. Garza asked for the Articles of Incorporation to be reviewed to see if this is addresses. Mr. Gainer said he would review the Articles. He recommended moving \$100,000 to the permanent corpus and \$50,000 to an invested account.

Motion: Woodward

Second: Furche

Vote: Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: May 17, 2017

To: Board of Directors

From: Janet Wynne

In Re: Enrollment Report

Mrs. Macaulay will present updates to the Spring 2017 and Anticipated Fall 2017 Enrollment Report as follows:

1. Spring 2017 Enrollment Report
2. Projected Fall 2017 Enrollment

**RECOMMENDATION: Approve enrollment reports as proposed.**

Ms. Macaulay presented the dual credit report which reflected an increase in projected enrollment in the fall. Six of seven enrolled students graduated from the Technical Academy. A seventh student was in a car accident. Two student passed the welding certification. According to Ms. Sewell, additional pathways are being explored to increase technical enrollment. Ms. Sewell stated the Early College High School dual credit students do not require tuition assistance and are not funded by the Foundation.

A five year comparison chart regarding dual credit enrollment will be presented at the July meeting.

Motion: Sewell

Second: Balch

Vote: Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: May 17, 2017

To: Board of Directors

From: Janet Wynne

In Re: Board of Directors Recommendations

Attached you will find forms detailing information regarding candidates that are being recommended for consideration for filling positions on the Foundation Board of Directors.

**RECOMMENDATION: Approve the following recommendations for Foundation Board Directors**

- 1. Leslie Ayoko**
- 2. Tammy Turntine - Teacher**

Ms. Wynne presented two recommendations for the Foundation Board of Directors, Leslie Ayoko and Tammy Turntine. Ms. Turntine will serve in the capacity of district teacher. This position is outlined in the Foundation By-laws.

In July, Ms. Wynne will present two more additional Board of Directors recommendations, Lyle Blanchard and Michelle Marlow.

Motion: Bean

Second: Brady

Vote: Unanimous



**Everman ISD Education Foundation**

**Recommendation for Foundation Board Member**

Name	Leslie Ayuko
Address	416 Fawn Hill Drive Fort Worth, Texas 76134
Phone Number	682-970-4372
Email address	leslieayuko@gmail.com
Current Employment	Minister of Worship and Outreach at First Baptist Church of Cleburne
Statement of Interest in working with Everman Education Foundation	Having been a dual credit student during my secondary education, I understand the financial need and desire for collegiate credit.
Experience in working with nonprofit organizations or community organizations	<ul style="list-style-type: none"> <li>• Multiple years as a Kenyan missionary</li> <li>• Program assistant for Cornerstone Assistance Network (Fort Worth)</li> <li>• Lead church members in local outreach and missions</li> </ul>
Three References including email addresses	<ol style="list-style-type: none"> <li>1. Janet Wynne <a href="mailto:jwynne@eisd.org">jwynne@eisd.org</a> 817-793-5801</li> <li>2. Dani Beth Crosby <a href="mailto:Crosby.danibeth@gmail.com">Crosby.danibeth@gmail.com</a> 808-782-6587</li> <li>3. Olivia Gustin <a href="mailto:Olivia.gustin@yahoo.com">Olivia.gustin@yahoo.com</a> 512-308-2655</li> </ol>



**Everman ISD Education Foundation**

**Recommendation for Foundation Board Member**

Name	Tammy Turntine
Address	4108 Gray Fox Dr. Fort Worth, TX 76123
Phone Number	817-301-7535
Email address	tturntine@eisd.org
Current Employment	Everman High School
Statement of Interest in working with Everman Education Foundation	I would love to be a part of the Everman Foundation Committee because of how the foundation supports the students in this community. I've worked here for nine years and understands the culture here in this environment.
Experience in working with nonprofit organizations or community organizations	<ul style="list-style-type: none"> <li>• Parent Volunteer Coordinator for Crowley ISD Young Women's Leadership Academy; 2016-Present</li> <li>• Campus Performance Objective Committee Member for Mary Harris Intermediate; 2015-Present</li> <li>• Member of the "Building Young Families Committee"; 2013-Present</li> <li>• Parent President for Tarrant County CCMS; 2008</li> </ul>
Three References including email addresses	<ol style="list-style-type: none"> <li>1. Janet Wynne- jwynne@eisd.org</li> <li>2. Herman Norris - hnorris@eisd.org</li> <li>3. Marian Ross m-ross@tamu.edu</li> </ol>



Everman ISD Education Foundation

Board of Directors

Memorandum

Date: May 17, 2017

To: Board of Directors

From: Janet Wynne

In Re: Report on February fundraising breakfast

Ms. Wynne will present a report on the fundraising breakfast held in February.

**RECOMMENDATION: Approve report on fundraising breakfast as presented**

Ms. Wynne reported that the breakfast raised approximately \$17,790. for the Foundation. Thank you letters were sent to district employees who organized and worked the event and also donors who contributed to the Foundation.

Ms. Woodward asked how the proceeds compared to last year's breakfast. Mr. Gainer stated that it was about the same.

Motion: Sewell

Second: Balch

Vote: Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: May 17, 2017

To: Board of Directors

From: Janet Wynne

In Re: Review of website including PayPal feature

Mr. Lonnie Massey has been retained as a consultant to update the Foundation website. He will present a review including a new PayPal feature.

**RECOMMENDATION: Approve report on website as presented**

Mr. Massey walked through the website during his presentation. He demonstrated the PayPal feature with a donation being made so that the process could be viewed by the Board. The following observations/recommendations were made as considerations to improvement of the website and donation process:

- Showing donors on website
- More dual credit information
- Add donate now button to website
- Goal level
- What distinguishes the Foundation
- Can funds be directed to a scholarship or mini-grant
- Content – special instructions available if a donor would like to direct to a special account
- Does it generate letters after a donation (tax purposes)
- Adding levels of contribution
- Branding work on website and Foundation
- Thermometer to visually show contributions
- North Texas Giving Day
- Annual reports
- More pictures of students
- Graphic design classes at high school to contribute to branding
- Obtain vendors (Fastsigns on Hulen) to be a part of the Foundation

- More instructions on the site and blurbs
- Breaking down the costs and where do funds go
- Mr. Amos shared about district luncheon and listing of all businesses in Everman and Forest Hills

Motion: No action needed

Second:

Vote:

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: May 17, 2017

To: Board of Directors

From: Janet Wynne

In Re: Mini Grant Program

Information on the Mini Grant Programs will be presented for annual review and approval as follows:

1. Everman ISD Foundation Educator Mini Grant Program 2017-18
2. Everman ISD Foundation Cathy Sewell and Jennifer Samuel Educator Grant Program 2017-18

**RECOMMENDATION: Approve the Mini/Research Grant Programs for 2017-18**

Ms. Wynne presented the applications and timeline for the Foundation mini-grant and Samuel and Sewell grants for the 2017-18 school year. The recipients will be presented at the July Board meeting.

Motion: No action was required.

Second:

Vote:

## EVERMAN ISD EDUCATION FOUNDATION

Cathy Sewell Educator Grant

Jennifer Samuel Educator Grant

2017-18

The Everman ISD Education Foundation Board of Directors has authorized the Cathy Sewell Educator Grant and the Jennifer Samuel Educator Grant distribution program that will award competitive one-year grants to EISD educators in partial fulfillment of the Foundation Mission and Goals Statement. The first year of such awards was the 2011-2012 school year.

### Application Process

Educators will secure campus principal approval before submitting an application. Once the project has principal approval, the educator must complete an application and submit by May 31, 2017, for consideration in the next school year.

### Awards Process

Cathy Sewell and Jennifer Samuel will select one grant for award purposes, based on merit, potential for research and transferability. Their selections will be ratified by the EISD Education Foundation Board of Directors.

### Project Timeline

Projects will begin no later than October 1, 2017 and conclude no later than May 1, 2018. Final reports and evaluations are due on June 2, 2018.

### Funding Available

Funds will be awarded based on project merit in the amount of \$1,000. Grants in excess of this amount will not be considered for funding. Grants may be submitted for funding in the second year for an additional \$1,000 if the project has merit and is significant to student learning.

## Scoring Rubric

Number of Students (involved in mini-grant)	20%
Community Partners	10%
Rationale	10%
Description	10%
Budget	20%
Objectives and Activities	20%
Evaluation	10%

EVERMAN ISD EDUCATION FOUNDATION

Cathy Sewell Educator Grant

Jennifer Samuel Educator Grant

APPLICATION FORM

2017-18

Application Deadline: May 31, 2017

Grant Title: \_\_\_\_\_

Campus: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Principal: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Number of Students: \_\_\_\_\_

Grade Level /

Subjects: \_\_\_\_\_

Community Partners: \_\_\_\_\_

\_\_\_\_\_

Rationale:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





Project Evaluation:

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Signatures:

Note: Application will need to be printed, signed by the applicant and principal, scanned and e-mailed to [jwynne@eisd.org](mailto:jwynne@eisd.org) by May 31, 2017. Applicants are also welcome to submit hard copy with signatures, but e-mail will suffice.

_____	_____
Name of Grant Writer / Teacher	Principal / Supervisor
_____	_____
Date	Date

Community / Parent Partner (if applicable)

\_\_\_\_\_

Date

For EISD Education Foundation Use Only:

Reviewed by: \_\_\_\_\_

Board Decision (Fund) (Do not Fund)

Date: \_\_\_\_\_

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: May 17, 2017

To: Board of Directors

From: Janet Wynne

In Re: Endowed Scholarship Program

Information on the Endowed Scholarship Program will be presented for annual review and approval as follows:

1. Review and approval of the Endowed Scholarship Program 2017-18

*Scholarships for EISD graduating seniors for post-secondary education are administered by EISD Education Foundation and are intended to recognize and reward EISD students exhibiting model citizenship, academic achievement, and additional criteria specified by the scholarships' donors.*

2. Approval of the Endowed Scholarship Award Recipients 2017-18 as recommended by the JCB High School Selection Committee

**RECOMMENDATION: Approve the Endowed Scholarship Program and the recommended Endowed Scholarship recipients for 2017-18**

Ms. Macaulay reported that 18 seniors have applied for Foundation scholarships. The recipients will be identified prior to May 31<sup>st</sup>. A list of recipients will be provided at the July Board meeting. The Board revised the recommendation to read "approve the endowed scholarship program" for this meeting. "The recommended Endowed Scholarship recipients for 2017-18" will be approved at the July meeting.

Motion: Brady

Second: Bean

Vote: Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: May 17, 2017

To: Board of Directors

From: Janet Wynne

In Re: Annual Review of Strategic Plan

Mission Statement:

*It is the mission of the Everman ISD Education Foundation to provide support and funding for learning enrichment and teaching excellence in the school district.*

Five Year Vision Statement:

*In 2019, the EISD Education Foundation will –*

- *Be a vibrant and robust organization with history, legacy, and clear future vision*
- *Have \$1,000,000 in a permanent corpus in Community Foundation of North Texas*
- *Support EISD Mission Statement in producing graduates who are competitive globally*

**RECOMMENDATION:**

This item was tabled and moved to the July Board meeting agenda due to time constraints in the May meeting.

Motion: Balch

Second: Bryant

Vote: Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: May 17, 2017

To: Board of Directors

From: Janet Wynne

In Re: Progress report on Spring Foundation Plan of Action

**RECOMMENDATION: Approve progress report as presented**

MS. Wynne reported progress on the Foundation Spring Plan of Action.

Motion: No action required

Second:

Vote:

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: May 17, 2017

To: Board of Directors

From: Janet Wynne

In Re: Summer Foundation Plan of Action

**RECOMMENDATION: Approve summer plan of action**

Ms. Wynne presented Foundation Summer Plan of Action. Ms. Woodward asked for no Foundation funds to be used for thank you apples for the employees. Ms. Wynne said she would provide apples through a private donor. No Foundation funds would be used. Mr. Amos reported that a district luncheon would be held with area businesses and community leaders and suggested that the Foundation could also be represented as part of the luncheon. The need for Foundation marketing items was mentioned. Ms. Wynne stated that she would share a strategic fundraising plan of action at the July meeting.

Motion: Garza

Second: Balch

Vote: Unanimous