

**EDUCATION FOUNDATION  
FALL QUARTERLY MEETING  
ADMINISTRATION OCTOBER 25, 2017**

NOON

Minutes

**Meeting called to order at 12:14**

- I. Invocation – given by John Mendez
- II. Minutes of Previous Meeting
- III. Reports
  - A. Financial Reports
    - 1. Quarterly Financial Reports and plan for IRS Status
    - 2. Employee Campaign Update
  - B. Enrollment Reports
    - 1. Fall 2017 Enrollment Update
    - 2. Projected 2018 Spring Enrollment Update
- IV. Discussion and Possible Action Items
  - A. Proposed EISD Foundation Co-Coordinator position
  - B. Consider purchase of Foundation computer equipment
  - C. Board Terms and Election of New Officers
  - D. By-law Committee
  - E. Proposal of Annual Budget
  - F. Discuss Annual Fundraising Event(s)
  - G. Discuss memorial scholarships not endowed
- V. Other Business
- VI. Information Items
  - A. Calendar
    - January 24 Winter Quarterly Meeting
    - May 23 Spring Quarterly Meeting (may adjust due to testing)

Meeting was adjourned at 1:53

Mission

*In partnership with area organizations, the Everman ISD Education Foundation financially supports students and staff in the enhancement of educational opportunities that enable students to be life-long learners, prepared to compete in a global society.*

*We achieve our mission by:*

- *Providing 100% dual credit funding for all scholastically qualified students to attend academic and advanced technical college courses.*
- *Awarding competitive college scholarships through specified endowments.*
- *Funding educational projects proposed by teachers that provide technology and enhance creativity in the classroom.*

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: October 23, 2017

To: Board of Directors

From: Janet Wynne

In Re: Minutes of July 27, 2017 Meeting

The proposed minutes of the July 27, 2017 Foundation Meeting are attached at the end of this document for your consideration and review. The minutes were also emailed to you in August for your review and electronic records.

**RECOMMENDATION: Approve Minutes of July 27, 2017 meeting as proposed.**

**The minutes were approved as presented.**

Motion: Woodward

Second: Balch

Vote: Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: October 25, 2017

To: Board of Directors

From: Janet Wynne

In Re: Quarterly Financial Report and IRS Status

Mr. Gainer will present the Quarterly Financial Report at the meeting.

The IRS status has not changed from the last meeting. At this crossroad, Mr. Gainer, Mr. Amos, and Ms. Wynne will be developing a plan to resolve the issue by the end of January. We will be seeking a local tax/legal firm to provide us guidance and recommendations to bring to the Board for resolution of the issue. The January meeting agenda will be cleared of nonessential items to reserve enough time to review recommendations and action. Regular communication with the Board will occur during this process. Once a firm has been identified, a called Board meeting will be held to review and action on legal fees.

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

**Ms. Wynne presented the process which will be followed to bring the IRS issue to a resolution. If that process includes the use of a legal/tax firm, a called meeting will be held to approve the expenditure. Ms. Woodward offered to assist in paperwork if a new Foundation is to be created.**

**Mr. Gainer presented the Foundation financial report (see attached). He stated that the Foundation is in good shape and is getting close to the one million goal. Ms. Woodward asked about creating a guideline about the percentage of funds in endowed and operating. This item was brought up in the July meeting. It will be placed on the January agenda.**

Motion: Balch

Second: Sewell

Vote: Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: October 25, 2017

To: Board of Directors

From: Janet Wynne

In Re: Employee Campaign

Ms. Wynne will provide an update on the Everman ISD Employee Contribution Fundraising Campaign.

**RECOMMENDATION: Approve report as proposed.**

Mrs. Wynne reported on the 2017 Everman ISD Employee Foundation Campaign. Last year, \$33,000 was raised by the employees. This year, they raised over 51,000. Mrs. Wynne expressed appreciation to Mr. Amos and the principals for allowing campaign meetings to be held on the October staff development day. Mrs. Wynne will be sending a thank you on behalf of the Board to the employees for their support of the Foundation.

Motion: Sewell

Second: Balch

Vote: Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: October 25, 2017

To: Board of Directors

From: Janet Wynne

In Re: Enrollment Report

Mrs. Macaulay will present updates to the 2017-18 Enrollment Report as follows:

- Updated Fall 2017 Dual Credit Enrollment
- Anticipated Spring 2018 Dual Credit Enrollment

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

**Ms. Macaulay presented a report on the dual credit fall enrollment and projected spring enrollment (see attached). The amount of dual credit scholarships for the fall was \$33,156. The projected cost of dual credit scholarships for the spring is \$33,156.**

**Mr. Amos mentioned that future plans for a CTE building to be built in association with other entities is a possibility. The building would be built on land owned by the district.**

Motion: Balch

Second: Sewell

Vote: Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: October 25, 2017

To: Board of Directors

From: Janet Wynne

In Re: Consider co-coordinator

Due to the need for additional surgeries and health issues, Ms. Wynne is requesting the Board to consider hiring a co-coordinator to assist in coordinating the work of the Foundation. The position would be a co-coordinator who can continue Foundation work in Ms. Wynne's absence. This position would be especially beneficial in event planning and implementation.

The position would follow the same job description as approved by the Board and included in the packet. The two co-coordinators would work at the approved rate of \$40 an hour not to exceed a collected total of \$25,000. annually.

Ms. Wynne would like to recommend Maggie Stevens for consideration of the co-coordinator position. Ms. Stevens is a long time employee of Everman ISD where she has served as the Special Education Director. Ms. Stevens is retiring in December which will make her available for Foundation work in January. Ms. Steven's resume will be provided for your consideration.

Ms. Wynne will recuse herself from the discussion and will leave the meeting room during the discussion and action on this item.

**RECOMMENDATION: Approve co-coordinator position.**

**The Board voted to approve Maggie Stevens as a Foundation co-coordinator.**

Motion:

Second: \_\_\_\_\_

Vote: Unanimous

# EVERMAN EDUCATION FOUNDATION COORDINATOR

**(CONTRACTED SERVICE PROVIDER - \$40/hour; Not to Exceed \$25,000)**

## JOB DESCRIPTION/STATEMENT OF WORK

- Administrative tasks related to the Education Foundation Board of Directors including: organizing quarterly Board meetings; scheduling Executive Committee and Special and/or Sub-Committee meetings; and maintaining regular correspondence with the Foundation Board members.
- Prepare agendas and minutes from quarterly Board meetings.
- Prepare and send ongoing correspondence for the Foundation (i.e. thank you letters for sponsorships and donations, general informational mailings, etc.)
- Coordinate the annual fundraising event
- Coordinate and work with the District liaison for the annual employee contribution campaign.
- Prepare documents/handouts for quarterly Board meetings and update Board documents electronically at the direction of the Board.
- Coordinate with District staff to prepare, promote, and document Everman Innovative Teaching Grant applications.
- Work with District staff to prepare annual metric reports (ie. Number of dual credit students served, etc.)
- Provide Education Foundation information to the website manager.
- Solicit bids/options for various Board directed projects, such as sub-contractors for marketing videos, etc. Provide this information to the Board to aid in their decision-making process.
- Perform related duties at the direction of the Foundation Board and/or the District liaison.

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: October 25, 2017

To: Board of Directors

From: Janet Wynne

In Re: Consider purchase of Foundation computer equipment

The district has recently allocated office space for the Foundation at the 9<sup>th</sup> grade campus. The office has storage space and a small area for office space which will also can be used for meetings with Foundation Board members, community/business leaders, and district personnel. The office does have furniture which can be used.

Currently, there is no computer equipment for Foundation work. Ms. Wynne uses her personal computer to develop and store Foundation documents.

The purchase of computer equipment for the Foundation office is recommended. The quote provided at the meeting will reflect equipment recommended and cost. This equipment will be for Foundation work only.

**RECOMMENDATION: Approve purchase of Foundation computer equipment**

**The Board approved the purchase of Foundation computer equipment not to exceed \$750.**

Motion: Turntine

Second: Miller

Vote: Unanimous



Everman ISD Education Foundation

Board of Directors

Memorandum

Date: October 25, 2017

To: Board of Directors

From: Janet Wynne

In Re: Officer Nominations and Board Member Resignations

Election of board officers will be conducted at the meeting.

Additionally, resignations from Pat Brady and Delores Harmon have submitted their resignations from the Board.

**RECOMMENDATION: Election of Board officers**

**The Board approved the resignations of Pat Brady and Delores Harmon. A letter of appreciation will be sent by Mrs. Wynne on behalf of the Board. The Board held officer elections. Ms. Woodward was elected President and Ms. Bryant was elected Vice President. Ms. Randel thanked Mr. Mendez for his service as President. Mr. Amos mentioned that a future time, he would like for the role of Treasurer to be a nondistrict person. Ms. Randel asked about the process that is used for selecting Board members. Ms. Wynne said that she has pursued candidates and uses a form to present to the Board. Development of a Foundation volunteer group was also discussed.**

Motion: Turntine

Second: Sewell

Vote: Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: October 25, 2017

To: Board of Directors

From: Janet Wynne

In Re: By-law Committee

Ms. Woodward completed a review of the Foundation By-laws in early summer. There were a few areas identified as needing further review. It is recommended a special by-law committee be formed to complete review and make recommendations to the Board for consideration. The floor will be opened for volunteers to serve on the By-law Committee.

**RECOMMENDATION: Approve formation of Foundation By-laws committee**

**This item was a follow-up from a July item. Ms. Woodward, on behalf of the Board, completed a review of the by-laws. The recommended changes were discussed at the meeting. The Board decided to table this item until January when definite recommendations can be presented. It was also discussed that the Foundation by laws requires that Director insurance should be maintained. Mr. Gainer will investigate and this item will be placed on the January meeting.**

Motion: Balch

Second: Bryant

Vote: Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: October 25, 2017

To: Board of Directors

From: Janet Wynne

In Re: Annual Budget

Mr. Gainer will provide necessary information to the Board regarding the annual budget.

**RECOMMENDATION: Approve an annual budget for the Everman Education Foundation**

**Mr. Gainer recommended \$90,000. for the annual budget (which is reflected in the attached financial report). The Board approved the recommendation.**

Motion: Turntine

Second: Balch

Vote: Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: October 25, 2017

To: Board of Directors

From: Janet Wynne

In Re: Annual Fundraising Event(s)

The Board will have an opportunity to continue discussions about the annual fundraising event(s) for 2017-18.

**RECOMMENDATION: Further action according to the recommendations of the Board**

**Ms. Wynne reported that in July the Board approved the holding of two events in the spring. She said that a breakfast or dinner will be one of the events, and a golf tournament will be the other event. Ms. Wynne and Ms. Stevens will be communicating with the Board regarding dates of these events. Ms. Woodward stated that she would like us to pursue a program of Board members contacting businesses for support. She would like for marketing materials to be developed. Participation in the Day of Giving was also discussed. No action was taken**

Motion:

Second:

Vote:

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: October 25, 2017

To: Board of Directors

From: Janet Wynne

In Re: Discuss memorial scholarships not endowed

We currently in the process of awarding a one-time scholarship in honor of two young men, Marcus Bustos and Antonio Rivilla, who were killed last year in a traffic accident. Students collected money and gave to the Foundation with intent for a memorial scholarship over the course of the summer. Ms. Wynne will be contacting the parents to select an ex-student of Joe C Bean High School for a \$200 scholarship in the spring.

We currently have two other memorial scholarships which are not endowed: Robert Cox and Felicia Bryant scholarships. When first established, there were campus personnel who raised funds in the community for these scholarships. No funds were raised last year.

The Board should discuss guidelines for handling memorial scholarships that are not endowed and funds are not raised annually for the scholarship.

**RECOMMENDATION: Approve the award of the Marcos Bustos and Antonio Rivilla Memorial scholarship of \$200 (one time award)**

After discussion, it was determined that this is a district issue rather than a Foundation issue. No action was taken. Ms. Woodward recommended that a document be created that gave guidelines regarding scholarship contributions. This would include recurring and sustaining scholarship guidelines. Ms. Bryant and Mr. Mendez suggested only allowing endowed scholarships. It was recommended that the process of administration and selection of scholarships be added to the January meeting.

