

MINUTES

EISD EDUCATION FOUNDATION - FALL QUARTERLY MEETING

WEDNESDAY, OCTOBER 26, 2016

The Everman ISD Foundation Board of Directors met in regular session for the fall quarterly meeting on October 26, 2016 in the EISD Administration Building Barbara Novikoff Board Room. President John Mendez called the meeting to order at 12:10pm and gave the invocation.

In attendance:

Curtis Amos

Gary Balch

Melvin Bedford

Lyndsaе Benton

Pat Brady

Judy Furche

Joee Gainer

Dolores Harmon

Sue Kelley

Lora Macaulay

John Mendez

Delretha Randel

Cathy Sewell

Sara Woodward

Directors and other members unable to attend: Guillermo Barrera, Joe Bean, Rhonda Bryant, and Vicky Garza

A delicious lunch was delivered by Mr. Balch and enjoyed by all in attendance.

The Board followed the meeting agenda (attached), and then adjourned at 1:58.

**EDUCATION FOUNDATION
FALL QUARTERLY MEETING
ADMINISTRATION OCTOBER 26, 2016
NOON**

AGENDA

- I. Invocation
- II. Minutes of Previous Meeting
- III. Reports
 - A. Financial Reports
 - 1. Quarterly Financial Reports
 - 2. Update on IRS Tax Exempt Status
 - 3. Employee Campaign Update
 - B. Enrollment Reports
 - 1. Fall 2016 Enrollment Update
 - 2. Projected 2017 Spring Enrollment Update
 - C. Committee Reports
 - 1. Report from Coordinator Committee
- IV. Discussion and Possible Action Items
 - A. Proposed EISD Foundation Coordinator position
 - B. Establishment of Foundation Membership
 - C. Board Terms and Election of New Officers
 - D. Establishment of Board Recruitment Committee
 - E. Proposal of Annual Budget
 - F. Discuss Annual Fundraising Event(s)
- V. Other Business
- VI. Information Items
 - A. Calendar
 - January 25 Winter Quarterly Meeting
 - May 17 Spring Quarterly Meeting (may adjust due to testing)

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 26, 2016

To: Board of Directors

From: Lyndsaie Benton

In Re: Minutes of July 27, 2016 Meeting

The proposed minutes of the July 27, 2016 Foundation Meeting are attached at the end of this document for your consideration and review.

RECOMMENDATION: Approve Minutes of July 27, 2016 meeting as proposed.

Motion: Sewell

Second: Balch

Vote: Approved -- Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: October 26, 2016

To: Board of Directors

From: Lyndsae Benton

In Re: Quarterly Financial Report

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

- Financial Statements
- Update on IRS tax exempt status

RECOMMENDATION: Approve financial reports as proposed.

Mr. Gainer reported on the financial status of the EISD Education Foundation. The total cash balance as of 9/30/16 is \$706,816.63. We have had a steady return on the North Texas Community Foundation, bringing that fund balance to \$314,885.91 as of 8/31/16.

Mr. Mendez posed a question about the community foundation, which prompted discussion on this topic from members of the Board. Mr. Gainer recommends perhaps \$100K-180K and will have a proposal at the January meeting.

Mr. Balch made a motion to approve the financial reports.

Motion: Balch

Second: Brady

Vote: Approved -- Unanimous

Mr. Gainer also provided an update on the IRS exempt status. He explained that the 990 was filed with the wrong Service Center, which may have triggered the review and then the change in status. The suspended status remains as of the present date, and he has not received any additional update. Mr. Gainer suggested that a

“plan B” might be to use an outside firm if the status is not cleared by the end of the calendar year. This would be of no cost to the Foundation.

After a question from Superintendent Amos regarding the problems that could be caused by the present status, Mr. Gainer explained that there could be a deduction of contributions starting in 2017 for new pledges not already committed to. He also explained that the present status caused the Foundation to be unable to participate in the 2016 North Texas Giving Day as originally planned.

Ms. Sewell made a motion to accept the update on the IRS exempt status as presented.

Motion: Sewell

Second: Brady

Vote: Approved -- Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: October 26, 2016

To: Board of Directors

From: Lyndsae Benton

In Re: Employee Campaign

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

RECOMMENDATION: Approve report as proposed.

A total of 11 faculty meetings and one open door make-up meeting were conducted in September and October 2016 as part of the annual employee giving campaign. Dual credit students were recruited by Ms. Macaulay to attend the meetings and share their stories with faculty and staff.

Ms. Benton reported that as of the present date, the Foundation has received pledges from 260 EISD employees totaling \$36,060, which does not take into account the cost of the thank-you gifts. The comparable total at this time last year was \$34,774.

Motion: Balch

Second: Macaulay

Vote: Approved -- Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: October 26, 2016

To: Board of Directors

From: Lyndsae Benton

In Re: Enrollment Report

Mrs. Macaulay will present updates to the 2016-17 Enrollment Report as follows:

- Updated Fall 2016 Dual Credit Enrollment
- Anticipated Spring 2017 Dual Credit Enrollment

RECOMMENDATION: Approve enrollment reports as proposed.

Ms. Macaulay reported that the Fall 2016 dual credit enrollment totals 31 seniors and 49 juniors participating in academic dual credit as well as 11 seniors participating in technical dual credit courses. This is a total of 91 students with a cost of \$34,370 in Fall 2016 tuition scholarships. The total for Spring 2017 is expected to be the same.

Ms. Macaulay also reported on the Early College High School students, who begin dual credit courses as freshmen and have the opportunity to earn an Associate's degree concurrent with their high school diplomas. ECHS is not funded by the Foundation.

ECHS Class of 2018 = 47 students
ECHS Class of 2019 = 37 students
ECHS Class of 2020 = 58 students

Mr. Gainer posed a question which prompted discussion from the Board regarding what might be done in the future as tuition scholarships grow. One possibility would be to restrict the number of scholarships funded by the Foundation. Superintendent Amos expressed that he would not favor limiting any child and that additional fundraising efforts might be needed in the future. Ms. Macaulay said that she can research whether TCC still offers any dual credit tuition scholarships or waivers as they did in the past.

Motion: Harmon

Second: Randel

Vote: Approved -- Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: October 26, 2016

To: Board of Directors

From: Lyndsaie Benton

In Re: Committee Report – Coordinator Position

On July 27, 2016 the Foundation Board voted to “approve the EISD Foundation Coordinator position pending revisions to the job description and an implementation plan by the committee”.

The committee met on September 21, 2017 and drafted a revised job description for the Coordinator position (attached). The committee recommends that the position be implemented in a contracted services arrangement.

Ms. Woodward will make a report and present the full scope of recommendations from the committee.

- Active Board
 - Strategic plan development
 - Fundraising events
 - Subcommittees (ex: Membership, Correspondence/Thank-you’s, etc.)
- Contracted service provider for fundraising campaigns and other designated Foundation-related tasks (See proposed job description)
- List of tasks to be handled at the district level
- Creation of a Foundation Membership with modest dues

RECOMMENDATION: (Report only. Action may be taken on the following agenda items, at the discretion of the Board.)

The Board discussed the items listed above and accepted the report.

Motion: _____ (N/A)

Second: _____

Vote: _____

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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 26, 2016

To: Board of Directors

From: Lyndsaie Benton

In Re: Discussion regarding possible EISD Foundation Coordinator.

The committee has proposed a job description for contracted services for an EISD Foundation Coordinator position.

Members of the committee will present any additional information and allow for further discussion and/or action from the Board.

RECOMMENDATION: Approve the Coordinator position as a contracted service arrangement not to exceed an annual pay of \$25,000.

Board members expressed eagerness to become a more active Board.

The Board also discussed potential arrangements for the contracted service provider. The district has identified a potential work space at the Annex. Ms. Sewell indicated that there is no intention to allow billing of work done from home.

The contracted service proposal can be posted on a non-profit website. Ms. Sewell and Ms. Woodward agreed to serve on a committee to oversee selection of a contracted service provider to present to the Board for approval. There would be a need to have a called meeting prior to the winter quarterly meeting if the Board wishes to approve a contracted service provider in time for them to begin work for the February fundraising event.

Motion: Harmon

Second: Rangel

Vote: Approved -- Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: October 26, 2016

To: Board of Directors

From: Lyndsaie Benton

In Re: Discussion regarding possible establishment of a Foundation Membership

The committee has proposed the establishment of a Foundation Membership with dues of \$25.

Members of the committee will present any additional information and allow for further discussion and/or action from the Board.

RECOMMENDATION: Approve the establishment of a Foundation Membership and form an implementation committee from active Board members.

The Board discussed the proposal of a Foundation Membership in addition to the regular Board of Directors. Ms. Woodward suggested a membership with dues not to exceed \$25. Ms. Harmon suggested that there could be levels of membership. The Board also discussed the possibility of thank-you gifts for membership.

Following discussion, Ms. Woodward made a motion to approve the establishment of a Foundation Membership with dues to be determined by a Membership Committee. Following the vote, Ms. Furche and Ms. Randel agreed to serve on the committee.

Motion: Woodward

Second: Gainer

Vote: Approved -- Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: October 26, 2016

To: Board of Directors

From: Lyndsae Benton

In Re: Officer Nominations and Board Member Recruitment

See attached Board of Director Terms. The Board currently has four open seats.

RECOMMENDATION: Election of Board officers and formation of a Board Member Recruitment Committee to fill open vacancies.

The Board discussed the current status of the Board of Directors seats, open positions, and the dates listed on the current term sheet (See following page). The term sheet had been reviewed on 10-29-15 and 2-24-16, but had not been amended since 1-28-15. Ms. Benton could find no record in the available minutes to specifically account for any votes on Director terms or offices in the materials she had access to. It was agreed that the current term sheet is unclear as to when terms expire. For example, one term was listed from January 2013 to October 2015. All terms followed the January to October format. This does not explain Board membership in November and December following expiration of a term.

The Board discussed the need to fill the four open positions. Ms. Furche agreed to contact Sharon Richie regarding her interest in being considered for membership on the Foundation Board. Other nominees could be contacted prior to the winter quarterly meeting so that the Board could consider them at the January 2017 meeting.

The Board also discussed language in the bylaws allowing the Board to remove members who have not attended meetings. This article will be reviewed at the winter quarterly meeting.

A motion was made to amend the terms and to update the term sheet to reflect terms of October to October and to accurately reflect representation as it currently stands. Ms. Benton agreed to send the updated sheet out to all Board members when it has been completed.

Motion: Brady

Second: Balch

Vote: Approved -- Unanimous

EVERMAN ISD EDUCATION FOUNDATION

BOARD OF DIRECTOR TERMS

Amended 1-28-15

Reviewed 10-29-15; 2-24-16

Three year (January 2013 to October 2015)

- John Mendez President
- Pat Brady
- Melvin Bedford
- Guillermo Barrera
- _____ (McMichen)
- _____ (Pacleb)
- _____ (Sear)

Three year (January 2014 to October 2016)

- Sara Woodward Vice President
- Joe Bean
- Cathy Sewell
- Gary Balch
- Vicky Garza
- Judy Furche
- _____ (Townsend)

Three year (January 2015 to October 2017)

- Joe Gainer Treasurer
- Delreatha Randel
- Lora Macaulay
- Dolores Harmon Secretary
- Rhonda Bryant
- Sue Kelley

Ex-Officio

Curtis Amos

Lyndsae Benton

Advisory

Dan Powell

Jeff Davis

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: October 26, 2016

To: Board of Directors

From: Lyndsaë Benton

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

The Board discussed the need for a balanced annual budget and the additional expenditure not to exceed \$25,000 for a contracted service provider. Mr. Gainer reviewed past and expected expenditures and revenue.

A motion was made to adopt a balanced annual budget of \$95,000 to include the addition of the not to exceed \$25,000 expenditure for the contracted services provider, \$5,000 for supplies, as well as other projected revenues/donations of \$30,000.

Motion: Balch

Second: Kelley

Vote: Approved -- Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: October 26, 2016

To: Board of Directors

From: Lyndsae Benton

In Re: Annual Fundraising Event(s)

This item was also discussed at the July 27, 2016 Summer Quarterly Meeting. At that time, the Board recommended continuation of the breakfast as a major fundraising event and also noted that more effort may be needed to recruit and involve community members into fundraising efforts.

The Board will have an opportunity to continue discussions about the annual fundraising event(s) for 2016-17.

RECOMMENDATION: Further action according to the recommendations of the Board

The Board discussed the annual fundraiser and moved to accept the date of Friday, February 3 2017 for the annual Foundation Fundraiser Breakfast.

Motion: Furche

Second: Balch

Vote: Approved -- Unanimous

Other Business:

- Upcoming events / calendar items:
 - Winter Quarterly Meeting – January 25, 2017
 - Spring Quarterly Meeting – May 17, 2017 (may adjust due to testing)

Topics to be discussed at the winter quarterly meeting on January 25th:

- *Proposal to move funds to the North Texas Community Foundation*
- *Update on the IRS exempt status*
- *Budget for the contracted service provider – supplies*
- *Budget for the membership committee – supplies, etc.*
- *Election of new Board members*
- *Discussion of the attendance provision (See bylaws Section 2.12)*