

Ellensburg School District Education Foundation

Monthly Meeting - Wednesday, May 1, 2019 - 6:45am – Palace Café

Board Member attendance:

Michele Cawley	Mary Gordon	Noreen Norfleet (absent)
Jesus Baldovinos (absent)	Jinger Haberer (absent)	Brandon Robertson
Tor Blaisdel (absent)	Kirk Holmes (absent)	Maureen Rust
Tara Brown	Cara Marrs	Dan Shissler (absent)
Amy Cziske (absent)	Mike McCloskey	Dick Wedin
Deborah Gauck	Lowell Murphree	

Guest attendance: None.

Meeting was called to order - 6:55 am by Secretary Deborah Gauck.

The minutes from April 3, 2019 were not considered as they were not sent to Board members before the meeting, nor available at the meeting.

Treasurer's report:

Balances as of 4/10/19:

- Checking \$ 37,229.34
- Unrestricted \$46,552.19
- Restricted \$41,295.18
- Edward Jones \$989,828.49
- Storms fund \$19,056.86

On April 29, 2019, Dick, Maureen, and Noreen met to conduct the annual audit of the Education Foundation books. They looked at the 2018 records covering the period of January 1, 2018 through December 31, 2018, including bank statements, broker statements, checkbooks, deposit books, and financial spreadsheets. They compared the Monthly Reconciliation Final Report, the bank statements, the broker's statements, and the deposit books along with the spreadsheets. In all cases, the accounts balanced with each other and the documents were kept in an orderly manner.

Superintendent's Report: No report.

Communications/Correspondence No report.

Committee Reports

Mini-Grants: Board members should get the word out about the November 1 deadline and remind teachers to include tax and shipping. Mike will ask the District to send an all staff email about mini-grants.

Super Bowl Warm-up: Mary sent a synopsis on 4/28/19 of the retreat: 1) The group voted to stay with a similar fundraiser, same date; 2) This year the date will fall on Friday, January 31, 2020; 3) With consensus we will add the following: organized pre-seating at tables, Eventbrite ticket site for online sales, a dessert auction to raise revenue, and the possibility of adding software to aid in check in and check out; 4) Mary sent a detailed list of what is done to prepare for and implement the fundraiser; 5) We need 8 committee chairs to step up. Full training and full support from Mary. It was decided, for the health of the event, for Mary to do less and everyone else to get trained to help do more; and 6) Mary sent a preliminary budget with comps from previous years. Also see the attached SWOT analysis from the retreat.

Mary's said she has carried fundraiser debt because she has controlled the budget. If she continues to do this, all receipts must go to her to maximize our ability to keep costs down. We can scan and send receipts to Mary and Dick. We need Board members to take leadership roles. Mary sent a sign-up sheet around to chair committees. Michele is concerned that Board members don't have time to meet in committees; she developed spreadsheet with each task and asked if we could consider signing up for individual tasks instead. Michele also volunteered to follow-up on procurements; she developed a procurement list by topic area to ensure we don't miss certain restaurants, etc. Maureen is concerned about committees because then the Chair isn't tracking all tasks. Board members agreed that everyone will sign up for individual tasks. Mary will group items by committee and have procurement forms available in June (due in October). The Fairgrounds have been reserved.

Communication: Kirk is working on a Facebook page; Tara will help.

Caring Cupboard: Mary reported that three foster care children just moved into the District. Fitterer's sold Mary two twin beds for \$500, and she purchased linens from Fred Meyer. A family with a child in the developmental preschool is in emergency housing; Mary purchased clothes for them. She also purchased glasses for a middle school student; and hygiene items for a high school student. Cara asked if we can use Caring Cupboard for Free and Reduced Lunch debt at Morgan. Michele said if schools have concerns about this, they should refer families to her so she can enroll them in state programs.

Scholarships: Mike reported that unified applications were due April 15 and are under review; 27 applications were received. We added a Smithsonian scholarship in the amount \$16K every four years; the criteria are to be determined. Tara reported that the Chamber of Commerce wants to sponsor a scholarship. Michele reported that Deputy Ryan Thompson's children will receive free in-state college education.

Mailing Lists: Mary will reach out to Noreen.

Tile Wall: Lowell talked with Shirts and More; they are working on vinyl construction costs, and referred Lowell to another vendor regarding mounting. Both vendors will get back to Lowell about estimates. Dick suggested using a vendor from the west side to complete the existing wall with the same design, then switching to new tile wall with a new design. He and Lowell will further discuss.

Parent/Umbrella Group: No report.

Nominating Committee: Brandon reported that Kimberly Bongiorno, who has two children in the District, may be interested in the Treasurer's position. Mike made a motion to invite Kimberly to join the Board; Mary seconded. Motion unanimously passed. Dick reported that sponsorship agreements will terminate on June 30; Dick notified banks. Several groups are struggling with how to obtain EIN numbers.

Kittitas County Youth Awards: No report.

Bylaws/Mission Statement: No report.

Grant Writing: Deborah reported that the District planned to submit a 3-year, \$775K "Comprehensive School-Based Approach to Youth Violence and Victimization" grant application to the Department of Justice.

Old Business: Maureen reported that she received an email from Mandi Laurent, who spent her \$500 mini-grant for books at Barnes and Noble. Rotary Club also donated funds for these books and put stickers with their logo on them. Board members agreed that ESDEF should do the same. Mary will send our logo to Maureen. Mike will get four name badges for new Board members.

New Business: Dick talked to Haley Naboychik about national competitions for various groups in the high school. Normally the District picks up expenses for local/state competitions, but Haley wondered if ESDEF could help cover expenses. Mike has addressed the School Board about this. The Board will wait for the District develop a policy on this.

Other: The Board will have a summer social retreat after the strategic retreat, to be facilitated by Tor. Dick will follow up with Tor about this.

Meeting adjourned at 7:55 a.m. The next regular board meeting will be held June 5, at 6:45 a.m. at the Palace Café.

Submitted by Deborah Gauck, Secretary