

**ELLENSBURG SCHOOL DISTRICT EDUCATION FOUNDATION
ANNUAL BOARD RETREAT MINUTES
7/9/22
WINDERMERE REALTY OFFICE**

Board Members Present: Mary Gordon, Dick Wedin, Lowell Murphree, Michele Cawley, Maureen Rust, Mike McCloskey

School Board Liaison: Jason White

The retreat was called to order by President Mary Gordon at 9:00 am.

Minutes of Last Meeting

Upon a motion by Maureen and seconded by Dick, the minutes of the May, 2022 meeting were approved as printed.

Treasurer's Report

Dick shared that our accounts are balanced and in order.

\$41,784 in checking

\$1,437,723 in restricted account

\$61,576 in unrestricted account

\$1,467,300 total

\$13,959 in Caring Cupboard account

Our investments have been up and down a great deal lately due to volatility in the stock market. Dick met with our investment advisor, Brandon Robertson, and it was agreed to stay-the-course.

Bookmobile Fund Request

Maureen presented a request for her to attend and present at a conference about the Bookmobile with Mandi Laurent. The request was for \$240.

- Michele shared that in January there was a meeting with a variety of people with regard to the Bookmobile.
- Many good ideas to increase use were shared. However, none have come to fruition.
- Maureen shared that its use is more complicated than it might seem.
- Upon a motion by Dick and a second by Mike, up to \$500 was approved for Maureen to attend the conference.
- Michele suggested we adjust our budget to prepare for unexpected requests outside our normal budget cycle.

Caring Cupboard

- Mary shared that she continues to have good communication and relationships with the counselors.
- Challenges include new and shuffled counselors and liaisons
- Mary indicates that the program is sustainable with just her for now. She has some emergency backups if necessary.
- Changes aren't really needed other than continuing to refresh the program and getting backups.

Fundraiser Needs

- Mary asked if we should set a goal for the fundraiser
- Lowell suggested we have a budget.
- Michele recommends the following:
 - Learning Enhancements Grants - \$15,000
 - Special Requests - \$2000
 - National Competitions - \$5000

- Endowment/Trust - \$3000
- Staff Recognition - \$1000
- National Ed. Foundation Conference - \$3000
- There will be further discussion at our August retreat

Learning Enhancement Awards

- Per Michele, the changes we made last year are working well.
- Staff seems to like the program and the updates
- We've received one application so far from the June eMail.
- Recipients can spend funds from Dec. 2 through Nov. 1
- Mike suggested we go to a twice-a-year grant cycle with a March 1 due date. We can then decide at our March meeting. This will be for any funds left over from the fall grant cycle. Michele will update the forms to reflect a twice-a-year cycle.
- Door signs are still in the works. Will be discussed at the September meeting

Scholarships

- Mike reported that the program is still going well. He shared information about each scholarship on the Unified Application and the processes for the program.
- He reminded folks that we are always looking for new donors.
- Dick reminded Mike to add the Smithson back in as we start a new four-year cycle.
- Lowell offered to track former graduates to create data about our scholarships

Staff Appreciation

- Money has been dedicated for the purpose
- Mary and Maureen spearheaded the cookies from Pasta Co., which were well-received
- There are 710 employees in the district
- Mary also coordinated poinsettias and candy at Christmas
- It was suggested that we consider partnering with the parent groups who are doing similar things to pool our resources
- We need to introduce the Ed. Foundation to our new staff members each fall.
- We also need to focus on bus drivers and other classified staff
- Parent Square, a new app, supposedly will help with communication.
- One of Jason's goals is for more authentic staff appreciation
- It was suggested that we get parents to write positive notes to staff
- We will discuss ideas further at the September meeting.
- We will send a card to all employees on October 1 with important ESDEF information and dates.

Website

- Mary continues to be able to manage the website effectively
- Lowell suggested that we should criteria of what to post on our Facebook page
- Mary will add an item to the monthly agenda for suggestions of things to post on Facebook
- Mary will also add an agenda item for board members to share something good that ESDEF did
- Dick will check on Red Apple awardees. He will look into buying a leaf instead of an apple for ongoing donors
- We will also work on our donor letter to include a line asking donors how they would like to be recognized: Red Apple? Personal Thanks? Window Plaque? Nothing? Etc.

Youth Awards

- Mike shared that this program is going quite well with a rag-tag group of people willing to help
- Needs help with distributing and promoting nomination forms, selection of winners, food, and donations
- Lowell suggested adding sponsor logos on nomination form
- Michele suggested promotion to Early Learning Coalition, KC Health Network, Kid Fam through Public Health

Graduates Speaking to Underclassmen

- Maureen suggested a program like at her Connecticut school where graduates are invited to come back during Thanksgiving week to share what they wish they had known when they were in high school.
- Maureen will get more information to share
- We could buy lunch for those who participate, perhaps

Building Our Board

- We continued our discussions about the need to add board members
- We need to advertise
- Perhaps include it in our fall outreach to staff. We can't, however, add more Ellensburg School District staff members to the board (until Mike leaves)

Ida Parent Group

- Mary will reach out to see if there is a need for help from ESDEF

New Activities We Might Consider

- Lowell will reach out to EHS CTE to see if they have any needs
- Can we do something for ALE kids?
- How can we partner with other foundations?
- It was suggested that we re-visit Lowell's Communication Plan
- Dick will work on an update to our bylaws to include a school board liaison and reducing the minimum number of board members.
- Dick also shared that we need to update the brochure to remove the phone number and just use the eMail address.
- Jason indicates he hopes to communicate the role of ESDEF to the rest of the board.

The retreat was adjourned at 12:45 pm.

Respectfully Submitted,



Mike McCloskey
Secretary