



SouthWest Metro Educational Foundation

Enriching Lives Through Education

AGENDA

Board Meeting
April 22, 2014

Indicated Attending: Lesley Chester, Laurie Gauer, Darren Kermes, Ginger Gregory, John Weinand, Norma Timmons, Joyce Eissinger, Russ St John, Tina Jeurissen
Not Attending: Mary Jorissen, Beth Klehr, Joan Cummings, Brian McMenamin, Julie Frieze

I. Call to Order 4:38

II. Consideration of Consent Agenda

Board Action – Approve Agenda

John move, Laurie second – Unanimously Approved

III. Approval of March Meeting Minutes

Board Action – Approve Minutes

Laurie move, Tina second – Unanimously Approved

IV. Finance Report

Board Action – Discussion and Approval to move Accounting to SWMEC

Edits are being made, March financials are being produced, and this should be completed by the end of the week. Lesley will email them when they are complete.

A week ago, Tom Wiczorek, Darren Kermes, John Weinand met with Lesley to discuss accounting options for the Foundation. The Finance Committee would like to recommend moving the accounting duties to SWMetro Cooperative, but retain MAP to conduct the completion of the 990 form and the Attorney General's Report. To ensure organizational separation, the Foundation and SWMetro will continue to have separate banking accounts and separate accounting systems. The Cooperative will take over accounting entry, check cutting, etc. Lesley will create a money handling/accounting procedure process. The Foundation will also prepare a MOU/contract for SWMetro outlining the service agreement. The board will need to discuss a fee to be paid to the Cooperative for the service, and will vote to approve the service agreement with the Cooperative to handle the accounting of the Foundation.

Some concerns were raised regarding a conflict of interest and a discussion took place regarding the safety of both groups, and the Foundation non-profit status. Separate banks and separate accounting systems are in place. Some of the basic accounting and clerical work can be done with office staff at Valley Green. Simple geography and predictable access to office staff will make things like getting checks and accessing reports more efficient. SWMetro administration will not be involved in making decisions about the Foundation expenses, and the work done by the Cooperative will be an in kind contribution. SWMetro administrators have consulted the district auditor who is comfortable with the basic bookkeeping responsibilities performed by the district office.

Laurie move, Tina second – Unanimously approved



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V. Update on Good to Go Kids

We continue to receive little donations for Good to Go Kids and also have a few requested checks ready to go. Their balance is approximately \$27,000 at this time. There was discussion about the Foundation's long term partnership or if Good to Go Kids should achieve 501(c)3 status. Because of the current Foundation fund balance, submitting the post card version of the 990 which carries a cost of \$600 is sufficient. When the balance goes beyond \$50,000, the long form of the 990 is required and the cost is \$600. If the two funds are combined and the long form becomes required, a conversation will take place with Mary to determine what portion of that cost Good to Go Kids will be assessed.

VI. Attorney General's Report

Board Action – Approve Filing and Submission of Attorney General Report

The Attorney General's Report is complete and needs board approval to submit. A \$25 annual fee accompanies the report and a check will be signed tonight by the Treasurer. This report is required of all charitable non-profit organization; if it isn't submitted the organization is considered out of compliance and it will not be able to solicit funds.

Laurie move, Tina second – Unanimously approved

VII. Board Book

To help streamline board meetings and for added assistance from the Cooperative, the Foundation will now have all meeting materials hosted on Board Book. Everyone will receive an invitation to log on and get access. Starting in May, all meeting materials will be found on Board Book and paper copies of the materials will no longer be available. Board Members can log in at the meeting with their iPad, laptop, tablet, or other device, or simply follow along as materials appear on the SmartBoard screen. The SWMetro School Board uses Board Book, as do many other schools districts in the state. It not only saves printing costs, but it archives all agendas, information documents, and meeting minutes.

VIII. Teacher Appreciation Recap

For those who did the shopping for the Appreciation Breakfast, thank you for purchasing all products without peanuts. If peanuts are brought into the school, one current student cannot enter the building. The breakfast went very well; it was well organized and lovely, and there was plenty of food.

Note: - next year we need four tables instead of three

IX. Grant Request for Kickball Tournament

Board Action – Approve Grant

Last year the board approved \$300 for an end of year celebration for students in the 401 Building, but this year a request for \$200 was submitted. The Foundation has supported this event in past years; the students now have a kick ball tournament rather than play softball. It is held at Lion's Park in Chaska. Last year the Stepping Stones students came to the park to join the older kids for lunch, and then in the afternoon the older kids created an exhibition game which included the younger kids. The board discussed the possibility of including the SWMetro students at



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the River Valley Ed Building in Jordan, but staff thought transportation would be a consideration, and it might not be a good mix of kids.

Norma move to amend the request and grant \$300, Laurie second – *Approved*

Tina abstained

X. Scholarships

Board Action – Approve the Scholarship Scoring and Selected Recipients

Interviews and scoring are completed; Lesley gave board members the list of applicants and the total scores for each. There were 17 applicants, 15 students were interviewed, and 2 did not call and did not show up. We have 10 scholarships available.

Scholarships Available:

\$1,000 – New Beginnings Doris Urke Memorial Scholarship – 2 year

\$1,000 – New Beginnings Merit Scholarship

\$1,000 – Career Tech – John Thomas Kern Memorial Scholarship

\$1,000 – Career Tech - James Walter Memorial Scholarship

\$1,000 – Adult Basic Education – Lawrence St. John Memorial Scholarship – 2 year

\$1,000 – SW Metro High School – Kopp Family Foundation

\$1,000 – General Student at Large or Alumni (from Chester Family \$2,500 commitment)

\$500 – General Student at Large – Community Bank

\$500 – Career Tech – Cosmetology – Regency Beauty

\$250 – Adult Basic Education - Sam C. Chhang Honorary Scholarship

Total - \$8,250

Two students had the same score – one is enrolled in the high school which is the preference of the Community Bank Scholarship. A donor is coming forward with 1,000 and suggested we move 500 for the second student with same score (CTE). All scholarships are designated dollars.

Russ move, Tina second – Unanimously Approved

The Scholarship Breakfast is set for Thursday, May 22nd from 7:30 – 8:30 a.m. Let Lesley know if you will be attending the scholarship breakfast.

A question and discussion was held regarding incorporating some way of measuring financial need of the applicants. Paul Holmes and Lesley discussed this and Paul suggested adding an interview question about how they are going to afford/pay for education costs the scholarship will not cover. Another suggestion was to include a box on the application indicating family income and family size. However, some will not check that box and some are not in this country legally, and this might deter them from applying. It is a very difficult task to choose who needs the scholarship more. Other suggestions included looking at FAFSA scores, family income box, and eligibility for Free or Reduced Price lunch. No decision was made and more discussion is needed.



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XI. Gala 2014

MARK YOUR CALENDARS – 2014 Gala is Friday, October 10th at Hazeltine. Lesley has updated Sponsorship materials.

Speakers – Kristi – New Beginnings Recipient last year is interested in sharing her story, but needs help in traveling to the Gala from Chicago. Should the board help her with travel arrangements or find other speakers is the question to be answered.

XII. Other Committee Updates

Lesley would like help from board working on other fundraising opportunities. Joan, Laurie, Julie and Mary are working on potential strategies. Through May they're focusing on getting sponsors, local and larger companies for the Gala, and divided responsibility into geographic regions. Julie read something about 'How to write solicitation letter' and two letters have been created to accompany a request.

Marketing – Updates continue on the new SouthWest Metro Educational Cooperative's website, where the Foundation has its own tab. www.swmetro.k12.mn.us. The site is live, but is still being worked on.

XIII. SWMEC and School Board Reports

Update from SWMetro School Board – no news to report

Update from SWMetro Teachers/Executive Director – Darren explained BoardBook to the board

XIV. Update: Executive Director Duties

Financials in order

Scholarships/Scholarship Breakfast – Lesley is working on the notification letters and food for the breakfast. She will also invite former board members and donors. She will create a press release Gala 2014 - David is working on Kim Insley to commit to emcee.

XV. Other

- New Beginnings Graduation correction 6:30 PM not 7:00 PM
- Board members will make sure someone is in attendance at all graduations
- Coffee with KARE will highlight the CTE Breakfast of Champions

XVI. Adjourn

Norma move, Tina second – Unanimously Approved

Next Meeting: Tuesday, May 27th at 4:30 p.m.