

SouthWest Metro Educational Foundation

Board Meeting

Tuesday, February 28, 2017 4:30 PM

MINUTES

Present: Lesley Chester, John Weinand, William Thompson, Mary Jorissen, Danelle Simenson, Norma Timmons, Tracy Langheinrich, Ginger Gregory, Joyce Eissinger, Melissa Carlson, Stephanie Erickson

Emeritus: Bob Roepke

Absent: Mary Hanson, Laurie Gauer, Sarah Heitkamp, Darren Kermes

1. CALL TO ORDER
Presenter: Norma Timmons

Meeting called to order at 4:31pm.

2. APPROVAL OF JANUARY MINUTES
Board Vote Needed
Presenter: Norma Timmons

Board vote to approve January Minutes moved by John Weinand with Mary Jorissen second, followed by unanimous vote.

 [SWMEF Board Minutes 1-24-17.docx](#)

3. FINANCE REPORT - APPROVAL OF JANUARY FINANCIALS
Board Vote Needed
Presenter: Lesley Chester and John Weinand

No significant activity through January. In the coming month, scholarships will be added to financial report. Unrecognized bank charges have gone through that will be under investigation.

Board vote to approve January Financials moved by John Weinand with Mary Jorissen second, followed by unanimous vote.

4. UPDATE ON GOOD TO GO KIDS
Presenter: Lesley Chester

Operations are proceeding as normal. There were two check requests this month for people working on Good to Go Kids with Mary Romanski.

5. POLICY PROPOSALS DISCUSSION AND APPROVAL
Board Vote Needed
Presenter: Norma Timmons

Discussed how the new policies will be made available. Clarified that when a travel reimbursement request is submitted, an itemized expense list must be included and transportation services such as Uber and Lyft are not eligible for reimbursement from an insurance point of view. Concluded the new travel policy covers many questions that may arise in the future.

Board vote to approve Travel Reimbursement Policy and Discontinue Contact Policy contingent upon suggested edits be implemented moved by John Weinand with Mary Jorissen second, followed by unanimous vote.

 [Discontinue contact Policy 2017.doc](#)

 [Travel and Entertainment Reimbursement Policy 2017.doc](#)

6. COMMITTEE UPDATES
Committees update board.
Presenter: Committees

Fundraising Committee reviewed budgets and policies.

Scholarship applications are due March 10. Applications are being submitted by students. Paul Holmes is arranging interview process, to be completed after application due date.

Executive Committee has proposed new policies for review and approval. There are a few additional documents needed before submitting to the Charities Review Council. Committee would like to have all documents and policies ready to submit by the end of current fiscal year.

Further discussed staff fund requests and where the money is expensed to. Staff paycheck deduction was previously positioned as a bucket for faculty to submit requests for additional resources outside of the standard operating budget. So far, over \$4000 have been raised through staff paycheck deduction. If teachers are more proactive with needs and requests, when they are met, it can be used to inspire additional sponsors and individuals to donate to the foundation. The Ergotron LearnFit desks were a good example of how money raised has helped enhance the education environment.

7. SAVE THE DATES
Presenter: Norma Timmons

Dates to note:

April 11 - 13 - Scholarship Interviews

May 25 - Scholarship Breakfast

8. UPDATES FROM TEACHERS AND SCHOOL BOARD
Presenter: Stephanie Erickson and John Weinand

Update from Teachers - Stephanie Erickson

401 Building finished Pennies for Patients campaign with over \$400 raised, more than the previous year. Quarter 3 graduation takes place on March 23. With ALC of the Year award, there has been discussion to have either a parent breakfast or conferences to celebrate and act as a way to invite parents into the building on a positive note. A grant request may be submitted for parent breakfast to be approved by board in the future.

Update from School Board - John Weinand

A workshop will take place to discuss current pending and future district requests to join the intermediate district. When considering adding additional member districts, more conversation is needed regarding the impact on current status of district. Minnetonka has expressed interest in leaving their current district and joining the intermediate.

Update from District 288 Executive Director - Darren Kermes
No new information provided.

9. OTHER
Presenter: Lesley Chester

An organization in Chanhassen is considering providing a scholarship for students pursuing trade skills. The Foundation continues to seek out organizations to provide donations for multiple years.

Darren Kermes has been working with legislature for districts to receive reimbursement for transportation of special education and teen parent students.

Discussed a fund that has been created for professional development of staff.

10. ADJOURN

Presenter: Norma Timmons

Motion to adjourn February Board Meeting moved by John Weinand with Mary Jorissen second, followed by unanimous vote.

February Board Meeting adjourned at 5:36pm

Next Meeting is Tuesday, March 28 at 4:30 p.m.