

SouthWest Metro Educational Foundation

Board Meeting

Tuesday, March 28, 2017 4:30 PM

MINUTES

Present: William Thompson, John Weinand, Norma Timmons, Lesley Chester, Stephanie Erickson, Sarah Heitkamp, Joyce Eissinger, Melissa Carlson, Mary Hanson

Absent: Tracy Langheinrich, Danelle Simenson, Mary Jorissen, Laurie Gauer, Ginger Gregory, Darren Kermes

1. CALL TO ORDER

Presenter: Norma Timmons

Meeting called to order at 4:30pm.

2. APPROVAL OF FEBRUARY MINUTES

Board Vote Needed

Presenter: Norma Timmons

Board vote to approve February Minutes moved by John Weinand with Melissa Carlson second, followed by unanimous vote.



[SWMEF Board Minutes 2-28-17.docx](#)

3. FINANCE REPORT - APPROVAL OF FEBRUARY FINANCIALS

Board Vote Needed

Presenter: Lesley Chester and John Weinand

Contracts and Second Harvest were primary expenses in March. Foundation sold stock reported as income. \$3000 taken out from Fund a Need for the Ergotron LearnFit desks. Fund a Need is expecting additional funds from MyPillow. Expenses will be increasing in the coming months for teacher appreciation and insurance.

Board vote to approve February Financial Report moved by John Weinand with Joyce Eissinger second, follow by unanimous vote.

4. UPDATE ON GOOD TO GO KIDS

Presenter: Lesley Chester

Single check request this month for Second Harvest Heartland.

5. SCHOLARSHIP INTERVIEWS AND DISCUSSION

Presenter: Lesley Chester

This year the foundation received 19 scholarship applications. There were no applicants from the New Beginnings program. Discussed shifting scholarship dollars to provide additional scholarships for SWMetro High School Students as there were 8 applicants with one scholarship available. Brenda Urke and Charter Bank approved moving funds to add High School scholarships.

There are new scholarships this year from the Chanhassen, Shakopee, and Victoria Lions clubs. Charter Bank will be donating an additional \$2000 to create two \$1000 scholarships moving forward. The foundation will continue to work towards adding three new scholarships each year. Currently there are about \$15000 in scholarship funds.

The Scholarship Interview Dates are 8:00 a.m. until 12:30 p.m. at the 401 Building:

April 11th (William Thompson and Melissa Carlson) - Career Tech

April 12th (Ginger Gregory and Mary Hanson) - Adult Basic Ed, Career Tech, and High School

April 13th (Melissa Carlson and Ginger Gregory) - High School

April 13th in evening (Lesley Chester, Chris Hansen and Steven Grunewald) - Diane Grunewald

Attendees encouraged to contact Lesley Chester if available or interested in participating in any scholarship interview days. The goal would be to have one board member attend each of the interview days. Lesley will have scholarship interviews finalized next week and forward out the completed applications to the interviewers.

The board will approve scholarship recipients at the April meeting. Depending on scholarship results, discussed making possible exception to limit the amount of denied scholarship applicants.

Scholarship Committee can discuss following up with scholarship recipients for mentoring or holding recipients accountable for maintaining a GPA.

6. FOUNDATION GRANTING DISCUSSION

Presenter: Lesley Chester

The foundation would like to create a formalized grant request and approval process. A grant request submission deadline could be created to be due April 30th with funds being received by May 31st. Additional transparency is considered regarding available funds and creating a purpose for the staff payroll deduction. Discussed turning to staff to decide how grant funds can be best spent to then be communicated to the board by a designated staff member.

7. APPROVAL OF GRANT REQUEST

Board Vote Needed

Presenter: Norma Timmons

The foundation received a grant request of \$108 to be used for an open house to invite parents to see the school and its operations on a positive note. Open house can either be in the morning or after school hours. The money would be spent on preparation and food for the event. If the open house is successful, there will be consideration again for next year.

Board vote to approve grant request moved by John Weinand with Melissa Carlson second, followed by unanimous vote

8. COMMITTEE UPDATES

Presenter: Committees

Executive Committee met this month to discuss accountability standards for the Charities Review Council to identify missing policies, statements, and reports for the application process. Continued areas of focus include Diversity, Equity, and Inclusion, Chief Executive Assessment and Compensation, and Use of Funds. A formal job description and review process should be implemented for the Executive Director. Lesley Chester will work with Diane Fedie to calculate use of funds as 65% must be dedicated to the foundation's standard programming.

9. SAVE THE DATES
Presenter: Lesley Chester

Dates to note:
April 11th - 13th - Scholarship Interviews
May 25th 7:30am - Scholarship Breakfast

10. UPDATES FROM TEACHERS AND SCHOOL BOARD

Update from Teachers - Presenter: Stephanie Erickson
Over \$6000 raised from Pennies for Patients. The students have received rewards such as a pizza party. 5 students graduated after the high school's third quarter.

Update from School Board - Presenter: John Weinand
Mary Miller presented on the day treatment program to the school board. Discussed insurance bids for staff coverage. Board held a retreat to discuss future member districts and parameters of acceptance. Minnetonka has requested to join the district but is currently lacking a unanimous vote.

No new updates from District 288 Executive Director Darren Kermes.

11. OTHER
Presenter: Lesley Chester

No additional items of discussion.

12. ADJOURN
Presenter: Norma Timmons

Board vote to adjourn March Board Meeting moved by John Weinand with Joyce Eissinger second, followed by unanimous vote.

March Board Meeting adjourned at 5:43pm.

Next Meeting is Tuesday, April 25 at 4:30 p.m.