EAU CLAIRE PUBLIC SCHOOLS FOUNDATION

MINUTES

Meeting: Eau Claire Public Schools Foundation – Board of Trustees Meeting

Date: October 29, 2019

Time: 12:00pm

Location: Wipfli – Clairemont Conference Room

Attendees:

☐ Grant Beardsley	☐ Dr. Lori Bica	☒ Sue Bornick	☐ Ned Donnellan
☐ Mike Emberson	☒ Jenny Fesenmaier	☒ Dr. Mary Ann Hardebeck	☒ Kimberly Hill
☒ Dr. Jeff Jones	☒ Heather Market-Sullivan	☒ Jim McDougall	☐ Jennifer McHugh
☒ David Morley	☒ Becky Noland	☒ Flo Sheridan	☒ Dustin Wiesner
☒ Wayne Willie	☒ Dr. Blenda Yun		

Notes: Meta Miske

Meeting called to order at 12:03 by Chair Dr. Blenda Yun.

Call to Order

- Chair Dr. Yun introduced Sue Bornick, Interim Executive Director.
- Approval of minutes of 7/30/19 postponed until next meeting to allow time for review.

Finance Committee Report

- Dustin Wiesner reviewed the 3rd quarter financials. 2019 has gone well so far and he noted the receipt of the 100 Women Who Care grant and the $50,000 commitment from ECASD as well as some scholarships. Sue Bornick said if any Trustees see a name they recognize on the gift report, please thank the donor.
- Motion by Becky Noland, second by Wayne Willie to approve Financial Report. Passed by unanimous voice of approval.

Other Business

- Agreements
    - Grad Party Fund Addendum – Will increase to a 5% admin fee; Grad Party Reps are requesting a name change on the agreement
    - Homeless Children and Youth Fund Addendum – will go from 3% to 5% admin fee, Sue notified Dani Claesges
    - Prairie Ridge Fight Against Hunger Fund Addendum – will go from 3% to 5% admin fee, Sue notified Dani Claesges and Heidi White
        - Motion to approve Agreement Addendums by Jenny Fesenmeier, second by Dave Morley. Passed by unanimous voice of approval.
    - Adopt a Backpack Fund
        - Standard pass through fund which doesn't involve an event; Sue noted that should an event occur, the contract must be revised
        - It was asked if this fund was approved and nobody was sure; Sarah French had talked about the fund in September with Dani Claesges
        - Sue said they just received a $10,000 unrestricted gift for the homeless so they will put $5,000 in the Backpack Fund and $5,000 to Prairie Ridge for homeless.

        - Motion by Jim McDougall, second by Flo Sheridan to approve Backpack Fund. Passed by unanimous voice of approval.
        - Discussion about including ECPSF when there are backpack events; work with Partnership Coordinators at the schools
            - Meta sent a list of Partnership Coordinators to Sue and Heather Market-Sullivan after the meeting
    - Solar Fund
        - Sue met that morning with District Administrators and the donors; questions were sent and answered in advance which allowed the meeting to run more efficiently
        - Timing of donation is nice because School Board just adopted a Resolution on renewable energy
        - They've set a goal to raise $400,000 for the installation; Sue reported that per the meeting, ECASD will not need to go to RFP because the Foundation is paying for the installation
        - They will present on Monday, November 4 to the School Board
        - They want to have the fundraising complete by May 1, 2020 so installation can occur over the summer for both schools
        - Sue asked ECASD to send questions on behalf of the School Board in advance so they can research, answer, and be prepared for the presentation
        - ECPSF is waiving set up fee for the Solar Fund but setting a threshold of donations that must be received to waive that fee
            - 5% administrative fee on all donations
        - The donors have a fundraising committee arranged
        - Kim Hill asked what the steps are for the process
            - Make sure all ECASD's questions are answered before ECASD allows to go for School Board approval
            - Presentation to School Board and approval of project by School Board at a later meeting
            - ECPSF Board approval of fund agreement
                - Letter of Agreement for ECASD to review (Sue will ask Grant Beardsley to help with this)
            - Dr. Hardebeck said there will need to be a Sponsorship agreement, but it might be that ECPSF is the sponsor, not the donors
        - Discussion occurred to clarify if an RFP is needed; Dr. Hardebeck will check
            - At the meeting that morning, it was understood that an RFP was not needed but Dr. Hardebeck and Becky Noland said it might be required under state statute
        - Kim asked Dr. Hardebeck if she anticipates any hurdles
            - Dr. Hardebeck said the biggest hurdle is usually ensuring the funding is fully in place
            - Dustin clarified that if they don't fundraise the full $400,000, whatever they do fundraise will be split equally between the high schools to install as many panels as possible
                - There's also a 25-year maintenance package included with the solar panels so the District shouldn't incur any costs and should save $20,000/year starting after the first year of installation.
        - Kim asked if it's a local company; nobody was sure
        - Sue said there are two donors donating the panels– one is anonymous, and one is the Couillard Company; there are two alumni connections. ECASD could be on the map for being one of the first school districts in Wisconsin to have solar panels.
        - Motion by Kim Hill, second by Flo Sheridan to create the Solar Fund. Passed by unanimous voice of approval.
    - Memorial Athletic Complex
        - There are yellow highlighted changes in the packet. The donors want to start fundraising and they have a committee ready. If they do not meet the fundraising goal, any money raised will

still go to Memorial –there can be some upgrades to the athletic fields without achieving the full fundraising goal.
        - The administrative fee was originally $3,000/year for a $1M fundraiser which Sue said isn't very much because of the work involved. She said it's not worth it for the amount they are charging, so they've changed it to charge 5% after the first 100 gifts. This will inspire the fundraising committee to obtain large donations first and get the project off the ground.
        - Jeff Jones asked if there's a difference between pledges and donations. Sue said there isn't a lot of time and they need the money up front, so there shouldn't be pledges because they want all the money by January 31, 2020.
            - Jim McDougall said the fee structure excludes pledges because they take a lot of work and it would be much more costly to manage pledges. Sue said they can manage a few pledges if they happen but if it becomes a pledge campaign, they will renegotiate the contract.
        - Sue encouraged the Trustees to require the next Executive Director to attend every fundraising committee meeting to ensure a good campaign is run by making sure ECPSF and ECASD are represented well.
        - Motion by Jenny Fesenmeier, second by Jeff Jones, to create the Eau Claire Memorial Athletic Complex Fund. Passed by unanimous voice of approval.
- Grants
    - Discussion and motion to approve Quarterly Grant Disbursement
        - Information is in the packet; if approved, a check will go to ECASD
    - Interfund transfer – they are moving some from the District Wide Endowment to Greatest needs to fund the grants with returns from the endowed funds; discussed previously but not approved
    - Motion by Jim McDougall, second by Wayne Willie to approve the Quarterly Grant Disbursement and Interfund Transfer. Passed by unanimous voice of approval.

Allocations Committee Report

- Kim Hill said she, Dave Morley, and Lori Bica reviewed the grant applications. The grants being recommended are in the packet.
- Dr. Yun asked about themes from the discussion.
    - Kim said they looked at grants in two columns, field trips and non-field trips.
    - With non-field trip grants, anything that wasn't a specific curriculum item they could approved. They didn't approve curriculum kits because if it's curriculum then it needs to be for all, not just a few.
        - There are few grants that were on the fence, such as Kindergarten classrooms asking for play items which the District will be providing next year
        - The non-field trip grants totaled about $5,000
    - They spent a long time on field trips and reviewed previous grant cycles. One request was allocated funds in three of the last four years. They want to discuss if they will continue to fund the same things repeatedly or do those requests fall to the back of the line for allocation.
        - Every field trip was funded in some way. The repeat field trip was given just a portion of their request.
        - One teacher requested for two field trips and they are recommending only funding one.
    - Kim said they will need to talk about if they want to be in the business of funding field trips, if that needs a different process, etc.
    - There was a request from an alumni committee that was not granted because there's other dialogue happening regarding alumni communication; perhaps they'll be eligible for money from the extra $2,000 that was set aside.
    - The committee discussed with Lori Bica that the School Board is reviewing which committees Board members will be on and questioned if it's appropriate for a School Board member to be reviewing grant applications or is the best use of her time.
    - Kim would like to invite more people to join the committee
        - They will look at signing confidentiality agreements

        - They want to find out if it's the best time of year for teachers for to be applying/receiving grants
        - During the grant cycle it takes about a month to read the grants, discuss, and recommend.
        - They'd like to welcome past Trustees to be part of committees, such as Allocations Committee
- Motion by Flo Sheridan, second by Jenny Fesenmaier to approve the grants as recommended. Passed by unanimous voice of approval.
- Jim said it would be nice to have a process to welcome grants outside of the cycle
    - Kim said they issue money from the $2,000 extra and those who applied for grants and weren't awarded will be given information about that opportunity, but they would like to define a procedure moving forward.

Executive Director Position

- There's been discussion about whether the position Sarah French had was the appropriate position, was it enough time, the right responsibilities, etc.
- The Personnel Committee talked about the need for increased hours and a better outline of where time should be spent. They were unsure if that should be included in the job description or rather a discussion with applicants. The job wouldn't be as flexible as it used to be, the committee is looking for more structure. They've never addressed holiday or vacation pay with a 32 hour a week position. The committee will look at a benefit package with individual candidates. Salary is negotiable but within a range approved by the finance committee. Finance, executive, and personnel committees all reviewed the changes.
- Finance committee is thinking approximately $40,000/year plus 64 hours of paid time off (2 weeks of PTO at part time status.) They discussed creating an IRA as a possible additional incentive if they have the right candidate.
- They want Board approval to post the position on the website, Linked In and Satellite Six, plus everyone communicate with their circles.
- Will require a cover letter with the application.
    - Sue said the Community Foundation could send the job description out to all the non-profits in the area which may generate some interest.
    - Dr. Hardebeck said it can be posted on the ECASD website and specify that it's not a District position.
    - Sue said Hollie Moe at UWEC sends to a lot of non-profits and could send it out as well.
- Blenda said Sarah French approached the Personnel Committee about coming back. They believe it would be most appropriate to post the job and have her apply. Jim requested this information be confidential.
- Kim asked about the funding since this was the first time she heard about the changes.
    - Dr. Hardebeck said the School Board earmarked the $50,000 for the ECPSF this year and are working through the approval of the MOU to make sure the conditions are agreeable. She thinks this is only the 2nd or 3rd time in the history of ECPSF that the School Board even talked about the contribution.
        - She said one discussion was that the $50,000 was to get ECPSF up and running. Board members have asked questions about when ECPSF will be self-sustaining. The Board requested an account how the $50,000 is used. The School Board has many questions, which are not necessarily a barrier; they are seeking more information.
    - Dustin said they are getting closer to being self-sustaining and will talk with applicants about the likelihood of the position becoming 40 hours/week within 5 years. They hope to grow donations and eventually add a support person.
    - Jeff asked if the ECPSF is reimbursing the Community Foundation for Sue's work. Sue said it's $3,000/month.
- Jim said when comparing to other foundations, Sarah was receiving on the higher end of pay. They'll increase pay a bit with the new position also increase hours which will help balance the hourly wage. They believe this will be a more sustainable set up.
- Jim said the MOU is in the works and he thinks it will rebase the relationship between the two organizations.
- Wayne asked about the hours and pay, and if ECPSF looked to the National Schools Foundation to be comparable.
    - Jenny said they looked at foundation pay ranges based on sizes, but it wasn't necessarily school foundation specific.

    - Jim said they should look since the National Schools Foundation has new information all the time.
    - Blenda said they looked at it when discussing Sarah's last pay raise and they were in line with the national average at the time.
    - Jenny said ECPSF has one large donation that tends to skew ECPSF's value, but ECPSF tries not to let that skew how it compares itself to others.
- Motion by Becky Noland, second by Wayne Willie, to post the position as discussed (32 hours/week, salary approximately $40,000, possible IRA). Passed by unanimous voice of approval.
    - Jim will e-mail the Trustees the job description. Feedback is needed ASAP as the job will be posted on Monday, November 4.
- Discussion of application deadline and start date.
    - Jim said they hope to start interviewing before the posting expires so it's possible to have someone in place in December, but they will have to be flexible.

Trustee Information Sheet

- The Community Foundation asks Trustees to complete an information sheet. It helps when forming committees to round out skills within the committees as best as possible and will help the community learn about the Trustees in the annual report.

Superintendent Update

- Dr. Hardebeck said the School Board approved their budget on October 28 and earmarked the $50,000 contribution to ECPSF pending completion of the MOU. The Policy & Governance Committee has reviewed the draft and an attorney is reviewing. It will be possibly be discussed again at a November or December Policy & Governance meeting.
- Regarding alumni relations – the Alumni Association has been meeting for over a year under the direction of Dr. Kaying Xiong. They have begun to set up a database of alums; the Association is working to build that database. That information was shared with Sarah French. Dr. Hardebeck has connected Mike Emberson with Jim Schmitt to give him access to the database.
    - Sue said ECPSF should be included in the Alumni Association meetings. Dr. Hardebeck indicated Sarah French has been invited and only attended one meeting.

Development Committee

- Patti Iverson will join the volunteer planning committee for Golden Apple Awards.
- Jen McHugh is taking over chairing the Development Committee.

Motion by Wayne Willie, second by Becky Noland to adjourn the meeting. Passed by unanimous voice of approval.

Meeting adjourned at 1:37.