

Ellensburg School District Education Foundation

Board Planning Retreat Minutes • Saturday, July 8, 2023 • 8:00 a.m.
Anderson Hay Conference Room

Present in-person: Mike, Dick, Mary, Michelle, Maureen

Present vis Zoom: None

Excused Absence: None

Guests: None

- **Welcome and Call to Order** – Mike started the meeting at 8:15 a.m.
- **Approval of May minutes**- Mary moved to approve the minutes, Dick seconded, minutes approved.
- **Correspondence**: Maureen circulated a note from the Mt. Stuart Parent Group, thanking ESDEF for supporting their staff appreciation efforts.
- **Bylaw updates**: Dick
Dick called attention to three sections regarding member numbers:
2.1 (13-25 members)
3.2.1 (13 members)
7.4 (Quorum 8 members)

The board will continue to recruit board members but will also compile a list of community members who would like to help with projects but not necessarily join the board. Mike suggested the following: minimum of 5; maximum of 15; quorum is 2/3rd of current board. Dick will create final wording and send it out via email for approval.

- **Red Apple awards catch-up**:
Dick will create a list of donors (\$1000 and up) and former board members who should receive awards.
- **Investment policy**: Dick will work with Brandon to review and make potential changes.
- **Advance payments**: Dick suggests a policy stating that the ESDEF will not make prepayments (i.e., no payments without cash in hand). Michelle noted the school buildings can often cover the expense and be reimbursed by ESDEF.
- **LEA procedures**: Michelle will send all notifications following the December meeting. It was noted that there is sometimes confusion between the ESDEF LEA application, and the Kittitas County Retired Teachers grant (they are due at the same time). It was suggested we add an indication of size of appropriate requests (i.e., \$500 and up). Mary will add wording to the brochure: “spent over \$50,000...”
- **Car show scholarship**: The College of Business students raised \$1350 with their fundraiser and would like to establish a scholarship to support students pursuing training at a trade school. Mary made a motion to deposit the \$1350 and wait until January 15, 2024, and make it an ESDEF scholarship if no further word is received from the students; Maureen seconded. Dick suggested ESDEF should establish our own \$1500 scholarship.
- **Scholarships**: Mike will add clear language to the acceptance letter about the term of the scholarship, adding a September 30 end date.

Goal Setting for 2023-2024

- **Board recruitment:**
 - Potential board members: Carol Drinkwater, Chris Nicolai, Cara Marrs, Shelley Berry
 - We will assign specific duties to individual members (i.e., Michelle is covering LEA applications and screening, etc.).
 - We will build a contact list of helpers who would like to be involved but do not want to commit to being a board member. (Tim and Mari Sorey? Sally Herrin?)
- **Staff appreciation:**
 - BBQ at whole district meeting August 28 for approximately 230 teachers? Michelle noted there will be a 7:30 food service followed by the presentation, after which everyone disbands to go to their buildings and classrooms. Dick proposed a BBQ potluck for families with the ESDEF providing grilled meat. Mary – community building tailgate party for district employees and their families at the first football game? Theme: New Year, New Energy. Dick will talk to Madelyn; Mary will talk to Mike Rowley, and Mike will talk to Troy. Mike will add to August fundraising retreat for further discussion and planning.
 - Winter: Poinsettias and candy in staff lounges (use to promote fundraiser).
 - Spring: Partner with parent groups again.
- **Caring Cupboard:**
 - There is a new counselor at Morgan. Mary is preparing the beginning of the year packets for counselors. She will also meet with Troy to review the CC procedures. Michelle suggested Mary meet with the counselors and nursing staff on August 28 at 9:30 as they will not be attending the faculty presentation. Mary will check with Jen Kunz (executive director, ESD Teaching and Learning).
- **LEA goals:**
 - Continue to get the word out (including at football potluck). Michelle will send out a reminder email in October and November.
 - Clarification on what not to ask for (granola bars, conferences, etc.). Encourage thinking bigger. Encourage family engagement, i.e., family nights, Spanish family nights, etc.
 - Add language about other options (EEA PD funds).
 - Michelle will send emails confirming receipt of applications.
- **Scholarship goals:**
 - Develop an ESDEF scholarship.
 - Attract more applicants.
 - Dick will send out the scholarship procedure.
 - Mike will ponder language specific to applicant's relationship to the school district (i.e., homeschooled?).
- **Youth awards:**
 - Help getting applications out (November – January) to non-district entities and individuals.
 - Add digital form to Facebook.

- Reach out to community, including recovery centers (Cathie Day, David Douglas).
- **Superintendent and Board Member Relationship Building**
 - Mike will send Troy an introductory email
 - Plan to present at BoE meetings as follows:
 - i. October: promote scholarships, LEA applications, and Super Bowl Warm Up
 - ii. January: promote SBWU and scholarship applications, Youth Award nominations, report on LEA awards
 - iii. March: report on accomplishments, promote annual meeting (April)
- **Communications**
 - File storage: Maureen will work to organize the Google drive to include useful documents.
 - Mary suggested creating ESDEF t-shirts to wear at events.
 - FB goal of 1000 followers (we are at 585 as of 7.25.23).
 - Newsletter: Mary will rough out. Publish in December and August. Use s'more?
 - Goal: move to more electronic communications.
 - Kittitas County Best in County: Maureen will contact the chamber of commerce to get on the nonprofit list.

Stovall proposal:

- Mike will create a draft and present it at the August 5 fundraising retreat.
- The money will be distributed directly to the institution where the debt is incurred.
- Include a reflective essay about the profession or first-generation status?

Meeting adjourned at 10:25 a.m.

Next meeting: August 5, 2023, location??