



MINUTES

BOARD OF DIRECTORS OF THE EUREKA SCHOOLS FOUNDATION

September 9, 2015

6:00 P.M. Eureka Union School District Office

The Board of Directors of the Eureka Schools Foundation, a California nonprofit public benefit corporation, held its regular meeting on Wednesday, September 9, 2015, at 6:00 p.m. at the Eureka Union School District Office, 5455 Eureka Road, Granite Bay, California.

1. Meeting Called to Order by Matt McGarty at 6:06 pm.

Attendance: Matt McGarty, Margot Birch, Khinh Hoang, Sandra Urosevic, Lisa Bader, Lori Dangberg, Michelle Danti, Mark Goozen, Jessica Keefe, Lyn Kleinbach, Jessica Rafanan, Steve Schorer, Annette Stalker, Vilma Stoberlein, Kim Vincent, Renee Nash, Tom Janis, Sean Healy, Pilar Sheahon

2. May, June and August Minutes

BOARD VOTE

MOTION: MOTION MADE BY LORI DANGBERG TO APPROVE MAY, JUNE AND AUGUST BOARD MEETING MINUTES. SECOND MADE BY ANNETTE STALKER. ALL IN FAVOR. NO OPPOSED. NO ABSTAIN. MOTION APPROVED.

3. Executive Committee (Matt McGarty)

Discussion items are listed separately throughout the Board meeting agenda.

- a. ESF Calendar of Events

Executive Committee to review ESF calendar of events to ensure that we are maximizing revenue potential and determine whether there is a need to make changes to events for FY 2016. Goal is to have a recommendation for Board review in January 2016.

4. Financial Report (Khinh Hoang)

Operating accounts have remained consistent over the last two months.

- a. Amazon Smile Update

Amazon Smile was never formally set up for ESF. Kinh Hoang contacted Amazon Smile and set up bank account to ensure funds are received if ESF is listed as a benefiting organization. As previously discussed, ESF will not market Amazon Smile to our school communities.

5. Revision of Bylaws Update (Matt McGarty)

Committee understands importance of having revisions completed as soon as possible. Bylaws need to be reviewed by an attorney before they can be presented to the Board. Primary changes to bylaws include removing references to the Operating Committee and listing new committees based on our recent board restructure.

6. iCode Program Update (Lorrie Drucker/Margot Birch)

Margot Birch and Lorrie Drucker to meet with Ginna Myers to discuss other possible programs. At this point, moving forward with iCode program in October is unlikely. General consensus is that there may be other options to improve upon student experience.

Miscellaneous Discussion - There is a local robotics company, Parallax. Brian Hickey to put together presentation for future meeting.

7. Board Resignations

At Executive Committee meeting on August 28, 2015, Tiffany Jones and Annette Stalker delivered resignations as of November 30, 2015. Both have served many years and ESF appreciates their support.

8. ESF Annual Policies

Annual policies circulated to ESF Board on September 4, 2015. It was noted that "Independent Director" is not defined in the Conflicts Policy. For FY 2016, Governance Committee to review consistency of Conflicts Policy with Statement of Interest Form and to add definition of "Independent Director" in the Conflicts Policy.

a. Annual Conflict of Interest Statement

Matt McGarty verbally defined "Independent Director" for purposes of FY 2015. The language on the Statement of Interest Form - "As Defined in the Conflict of Interest Policy" - was struck from the Annual Conflict of Interest Statements signed and submitted by Board Members.

9. World Language Coordinator Stipend

Memorandum of Understanding (MOU) must be created for the World Language Program. ESF Board does not have authority to vote on approval for the World Language Coordinator Stipend. Renee Nash to finalize Memorandum of Understanding and forward to Tom Janis for review and approval. Payment to World Language Coordinator can begin once MOU is executed.

Governance Committee advised that it is indispensable to have a Memorandum of Understanding in place for all pass through programs.

10. ESF Nights at the Sacramento Kings

Two dates for ESF Night at the Sacramento Kings - Thursday, Dec 10 vs. NY Knicks and Sunday, March 13 vs. Utah Jazz. Sacramento Kings give money to organizations that partner with them in the community. ESF has 100 seats reserved for each game and will make about \$20 for each

ticket sold. A second date was added this year because it ensured that ESF would receive two dates in the new arena next year.

11. Committee Updates

a. Sponsorship (Mark Goozen)

a.i. Sponsor Recognition Event and Budget

The Sponsor Recognition event will be held at the home of Paul and Liz Hammack on September 24, 2015. The event is geared toward inviting past and prospective sponsors of ESF to recognize their support and contributions. Last year, ESF raised approximately \$90,000 in cash donations and almost \$80,000 in In-Kind donations. The goal this year is to reach \$100,000 in cash donations.

Budget – The cost of last year’s event was approximately \$2,700, which did not include cost of wine, as it was donated. ESF added about five cash sponsors totaling approximately \$10-12,000 in donations as a result of last year’s event. This year, the Committee is seeking budget approval for \$3,600, due to increased cost of wine and food. It was noted that \$3,600 is not a significant cost considering the opportunity to recognize sponsors who contributed towards \$90,000 in sponsorships last year.

BOARD VOTE

MOTION: MOTION MADE BY BRIAN HICKEY TO APPROVE BUDGET OF \$3,600 FOR SPONSOR RECOGNITION EVENT. SECOND MADE BY LISA BADER. ALL IN FAVOR. NO OPPOSED. NO ABSTAIN. MOTION APPROVED.

a.ii. Double the Donation

Double the Donation is a software plug-in that enables parents to search company names to see if they have a Corporate Matching Program. The program sits on our website and interacts with company websites. The cost is \$399 per year.

BOARD VOTE

MOTION: MOTION MADE BY KIM VINCENT TO APPROVE DOUBLE THE DONATION PLUG-IN FOR ESF WEBSITE. SECOND MADE BY LYN KLEINBACH. ALL IN FAVOR. NO OPPOSED. NO ABSTAIN. MOTION APPROVED.

Miscellaneous Discussion – Governance Committee suggested that the Board consider a policy where the Executive Committee can approve up to a certain dollar amount in order to expedite approvals on requests.

a.iii. DonorPro

Each year ESF must update the DonorPro database to reflect changes in EUSD student and family information. Accurate information in DonorPro is essential for the Annual Giving Campaign. We have previously discussed outsourcing this project starting this year. Mark Goozen has had discussions with a former employee of our bookkeeper and she is interested in taking on the project as an independent contractor. Her rate is \$45 per hour. In the past, Mark Goozen has spent 40 – 50 hours on this project. Mark Goozen is seeking approval for \$2300 to outsource this project to an independent contractor.

From Governance Committee perspective, we need to be sure that information is reviewed in a detailed manner. Mark Goozen to take responsibility for training and oversight. Lisa Robles will continue to maintain website after initial updates have been made to the database.

Governance Committee also raised concerns about continuity and the level of highly sensitive information. As a result, ESF will need to implement necessary agreements and obtain all supporting documentation before moving forward with an independent contractor.

BOARD VOTE

MOTION: MOTION MADE BY ANNETTE STALKER TO APPROVE UP TO \$2,500 TO PAY INDEPENDENT CONTRACTOR FOR DONORPRO DATABASE UPDATES. FURTHER, THE EXECUTIVE COMMITTEE IS EMPOWERED TO NEGOTIATE APPROPRIATE TERMS OF AGREEMENT AND OBTAIN ALL NECESSARY SUPPORTING DOCUMENTATION. SECOND MADE BY STEVE SCHORER. ALL IN FAVOR. NO OPPOSED. NO ABSTAIN. MOTION APPROVED.

b. Website (Rick Randolph)

Website construction is underway. The 6-week term started on Friday, September 4. Board to upload images, videos, photos and updates in database for new website.

c. Board Training & Evaluation (Lisa Bader)

c.i. John Nordstrom

Lisa Bader contacted John Nordstrom and will be meeting with him. John continues to be interested and is planning to attend the volunteer event.

12. Events

a. Volunteer Recruitment (Lyn Kleinbach and Jessica Keefe)

Volunteer Recruitment event scheduled for Monday, September 14 at Cibo 7. 68 RSVP's to date. Focusing on new parents at K-3 level.

Budget – The Committee has received more responses than anticipated. The Board originally approved a budget of \$1,500 at last month's Board meeting; however, due to increased RSVPs, the Committee is seeking a budget increase for a total budget of \$2,300-\$2,500 for the event.

BOARD VOTE

MOTION: MOTION MADE BY LISA BADER TO INCREASE VOLUNTEER EVENT BUDGET TO \$2,300-\$2,500. SECOND MADE BY KIM VINCENT. ALL IN FAVOR. NO OPPOSED. NO ABSTAIN. MOTION APPROVED.

b. Auction Gala (Erin Dees)

b.i. ESF Board Ticket Sales

Ticket purchase form was distributed to the Board - in order to secure a seat, forms and payment need to be returned by September 24. Tickets will go on sale to the public online on October 1.

c. Art Auction

Trici Jones will be the 2016 Art Auction Chair. Potential dates for Art Auction are February 26 or March 4.

13. Superintendent's Report (Tom Janis)

Start of school year has gone very smoothly. CAASPP scores have become public – EUSD test scores are stronger than most other districts in Placer County.

EUSD is launching a Parent Educator Series. On September 29, Pediatric Neurologist, Dr. Michael Chez, will be presenting on the Effects of Technology on the Developing Brain. This is an opportunity for EUSD to partner with local organizations and build essence of community.

Suggestion – Perhaps ESF can provide support for the parent lecture series. Consider ways to further partner with EUSD.

14. President's Report (Matt McGarty)

Everyone is encouraged to attend the volunteer recruitment event. Goal is to spend quality time with attendees to gauge interest and put together a recruitment group for those who are interested.

Steve Schorer has generously offered to host a Board Retreat at his home in January. Further detailed discussion needed regarding agenda, etc. Matt McGarty to work with Steve Schorer on planning.

15. Adjourned – 7:46 pm.