

West Fargo Educational Foundation

December 8, 2014

Attendees (*in person*): Heather Konschak, Mark Lemer, David Flowers, Mark Berntson, Alison Ottesen, Angela Ottesen, Karen Nitzkowski

Attendees (*via phone*): Clint Schmidt, Shauna Vistad, Jimmy Hoy

1) Mini-Grant Process

- a. A subcommittee (comprised of David, Mark B and Karen) crafted guidelines, an application, a grant scoring sheet, an agreement form and an assessment form to be used in the mini-grant process. The subcommittee based the documentation on forms and processes currently in use by other school foundations, including Fargo's.
- b. The subcommittee proposed starting with one grant application/awarding window per year – opening prior to the holiday break, with a deadline of February 1 for submission. Grants would be awarded on March 1.
- c. The subcommittee also recommended a grant maximum of \$500, with the potential to award up to 10 grants in this first run.
- d. After consensus was reached on the documentation and the logistics, the following were noted as next steps:
 - i. Alert teachers to the opportunity to apply for a mini-grant > this will be done in conjunction with a brief email survey to solicit staff interest in learning more about the Foundation
 - ii. Create a flyer announcing this opportunity and have it hung in the staff lounges
 - iii. Create and send a news release to the West Fargo Pioneer
 - iv. Create a scoring rubric and solicit interest in serving on the application review committee
 1. That committee should include representatives from the C&I Department, elementary and secondary teachers and a school counselor. The Assistant Superintendents will be asked to suggest names for this committee.

2) Donation Letter

- a. Angela crafted a letter and continuing contribution form that will be sent to all former donors, as well as any potential donors.

b. This will be done prior to the holiday season.

3) Upcoming Grants

- a. The Foundation's application was submitted for the Bush grant; we should hear by mid-December.
- b. The Bremer grant application is due in January. Angela is working on the application; the focus is job development.
- c. The Rotary grant is due in March.
- d. The Alex Stern Foundation grant is due March 31. Karen suggested that the Foundation request money to provide each school with a critical needs fund (to supply items like school supplies, winter clothing, gym shoes, etc. for students in need).
- e. The Excel Energy grant is due in mid-March. The focus of that grant application should be STEM-related.
- f. The grant from the FM Area Foundation is due in April. This should also request monies for a critical needs fund.
- g. Angela will check into the timeline and parameters of the grants available through SENDCAA.

4) Website updates

- a. "Click to Donate" button - look for something that is less event-centric
- b. Hall of Fame page - include information on all winners since the start of the program

5) Next Meeting

- a. January 12 @ 7:30 AM