

## 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