

West Fargo Educational Foundation
December 19, 2016

Attendees (*in person*): David Flowers, Nancy Peterson, Judy Kvaale, Mark Lemer, Heather Konschak, Tim Peterson, Angela Ottesen

Attendees (*via phone*): Alison Ottesen, Andrea Payne

1. Mini Grant Awards & Process

- a. The Foundation received 25 applications during the mini-grant window for 2016–17. Of those, 10 applications totaling \$4,699.90 were selected as award recipients. Every applicant will be notified before holiday break of the results.
- b. To set the Foundation up for success next year, a clarification of process was discussed. It was determined that the timeline would be extended, to provide the district’s administrative team more time to conduct an extensive review of the applications. It was also decided that the review committee members should meet PRIOR to their review of applications as well as after, so any programmatic questions or points of clarification could be addressed by staff to Foundation members, then scoring could occur.
- c. From the Foundation review committee members, there was a request to put down grant guidelines in writing, so everyone is aware upfront of what would and would not be funded. There was also a suggestion to review the application and rubric and try to align them better. Finally, they indicated that staff should be encouraged to “do their own work” and not submit the exact same application even when it’s for the same project.
- d. The tentative timeframe for next year would be the acceptance of applications from October 23–November 17, administrative team review on November 28, review committee meeting on November 30, scoring due by December 11, review committee meeting on December 14, and Foundation Board meeting on December 18.
- e. The Foundation is hopeful to have enough money to do a spring application window this year, so Heather will put together a tentative timeline for that. The review committee will work on the guidelines over the next month or so, so those will also be ready for a potential spring award window.

2. New Year's Eve Event

- a. There are two shifts of volunteers needed to man the raffle table, run the games, and sell raffle tickets in the crowd. Sheyenne's National Honor Society will be volunteers that night; WFHS still needs to be contacted.

3. End of the Year Letters

- a. The letter is done and has started to be distributed. If you have other businesses/individuals that you would like to receive the letter, please send their names and addresses to Angela or Alison for distribution.
- b. Angela will send the letter and Alison will send the list of businesses/individuals to all Board members for their files.

4. January Ideas for Meeting with Businesses for Sponsorships

- a. Angela will assemble a packet of information together so we can start contacting businesses right away in January.

5. Grant Due Dates

- a. There are three big grants with due dates in March. Angela will start the process of grant-writing, and will call on other Foundation members for help as needed.
- b. All Foundation members are able to write grant applications; check with Angela for language we've used in the past.

6. Next Steps

- a. Dr. Flowers will suggest that curriculum coordinators explore math/science grant initiatives for funding the additional AVMR manipulative kits.
- b. The Foundation also talked about partnering with PTA/PTOs in the district, to fund joint projects, or to serve as a single donation point for any extra dollars. The district will solicit leadership names from the schools and try to get one large meeting scheduled for January/February.
- c. The Foundation will end this year with about \$8500 in their fund balance.
- d. The Foundation's next meeting will be held on Monday, January 16 at 7:30 AM at the Leidal Education Center.