

**Meeting:** Policy & Governance Committee

**Date:** October 7, 2019

**Time:** 8:30am

**Location:** Administration Building, Room 137

**Attendees:**

<input type="checkbox"/> Laurie Klinkhammer	<input checked="" type="checkbox"/> Eric Torres	<input checked="" type="checkbox"/> Charles Vue
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**Guests:** Mary Ann Hardebeck, Abby Johnson, Kim Koller, Kay Marks, Jim Schmitt

**Notes:** Meta Miske

Meeting called to order at 8:30am. Secretary Meta Miske confirmed the meeting was in compliance with Open Meeting Law.

**1. Public Comment**

- Dustin Wiesner, Treasurer of ECPSF said the MOU draft has been approved by the ECPSF Board. The MOU was drafted with a local attorney using examples from other school foundations. They'd like to see it approved because there is confusion in the donor base about where they should be giving their money - to ECASD or ECPSF. They would like to have a two-sided conversation. Mr. Wiesner reviewed the number of accounts ECPSF has and what they have given to the District.
- Dan Market, founding member of ECPSF said they were able to hire their first Executive Director with funds from the District. He said in the past there was a lot of debate about where donations should go – to ECASD or ECPSF. Donors were unfamiliar with the ECPSF so it would take time to have ECPSF become known and trusted among donors. Since then, they've connected with the Eau Claire Community Foundation. As a corporate and personal donor, he appreciates that donations to ECPSF are managed by the Community Foundation providing security, lower overhead costs, etc. Now that ECPSF has grown, they want to formalize the understanding between the two organizations which will help when there are transitions of Executive Directors and Board members.
- Sue Bornick is the Executive Director of the Eau Claire Community Foundation and Interim Director of ECPSF. Recently she attended the 100 Women Who Care event where Sarah French presented, won the vote, and raised over \$18,000 for the Foundation. Not only did those donors receive a thank you from the Eau Claire Community Foundation, but the ECPSF Board of Trustees is handwriting a thank you to each of those 100+ women to encourage them to continue making a difference. It costs \$15-20/gift at the Community Foundation to accept, track, process, and thank for a gift. She said there's a savings to the District if the District utilizes the ECPSF to accept their gift. She personally calls and thanks every donor of a gift over \$100. Her goal as ECPSF grows is to have donors leave legacies and make a forever impact on the ECASD.

**2. Review of Memorandum of Understanding draft from Eau Claire Public Schools Foundation**

- Dr. Hardebeck provided the committee a copy of the draft MOU from ECPSF and sample MOU's from other districts. Most of the MOU's contained clauses outlining technology use, office space, who the Executive Director works for (usually the foundation), and who from district will serve on the foundation's Board. The MOU's do not indicate who can or cannot accept donations. Most foundations and districts she talked with were working informally without an MOU. An MOU may limit a School Board's authority in financial

matters. No other district representatives she contacted reported having an MOU giving sole ability to accept donations to a 501(c)(3).

- Commissioner Vue asked for background information as to why the MOU is needed. He believes there must be a reason ECPSF is asking for it but doesn't want to agree to something without more information.
- President Torres said he read the notes from the August ECPSF retreat which Dr. Hardebeck and Commissioner Bica both attended. He said what Dr. Hardebeck reported was reflected in those notes. He asked about the contribution/subsidy of \$50,000 ECASD gives to ECPSF annually.
  - Ms. Abby Johnson said the \$50,000 was a startup contribution beginning in 2011-12 and it was supposed to be evaluated around 2015-16. She believes it was intended to help ECPSF get up and running and eventually become self-sustaining. She thinks ECASD continued to allocate the funds without reviewing. The School Board must decide if the contribution should remain in the budget, or should ECPSF be self-sustaining?
  - Dr. Hardebeck said when she joined ECASD in 2012 the ECPSF was gathering founding partners. They had a Board of Trustees and had done quite a bit of work. ECASD hasn't questioned the \$50,000 since she's been Superintendent. She believes the money supports the salary of the Executive Director and perhaps pays for some professional development and supplies for the ECPSF.
- Commissioner Vue said it's hard to support something when he doesn't know why it came to be. For example, with the Memorial High School gift, donors were reluctant to go through the ECPSF; one main reason was they wanted to designate and ensure the entire donation went to the cause. Today he heard about the amount that goes to the ECPSF or ECCF.
  - Dr. Hardebeck said there are many donors who prefer to give to ECPSF because of the financial management that goes on, while others prefer not to, so it is a matter of personal preference.
  - Commissioner Vue asked how a donor benefits by giving only to ECASD?
    - Ms. Johnson said when her department receives phone calls, they ask if it's a one-time gift or if it's something the donor wants to build so her office can help determine the best place for the donation. Non-recurring donations are often preferred by donors to go through ECASD. She's heard concerns from donors about fee and ECASD doesn't assess fees as processing donations is considered part of day-to-day business.
    - Dr. Hardebeck said some people like to give to ECPSF to see their donation grow within a certain fund over a period of many years through the ECPSF's investments.
- Commissioner Vue asked if donations are all to benefit ECASD, then ECASD and ECPSF are one. Why does it appear as though we are separate? Could the \$50,000 be utilized for the processing fee so we can unite as one?
- President Torres said legally we are two different entities but if ECASD is to grow, we need a team of people dedicated to the advancement of the district. President Torres was unsure if ECASD can consider ECPSF its primary charitable partner and legally relinquish the Board and District's ability to accept charitable contributions.
  - Dr. Torres suggested the establishment of a procedure for ECASD to encourage donors to approach ECPSF. If the donor would prefer to go directly through the District, so be it. Donors are entitled to their conditions.
- Commissioner Vue asked who identifies the target amount to be raised and what drives the target? How did the process begin, who initiated it, and is it joint or separate?
  - Dr. Hardebeck said ECPSF conducts a needs assessment with each school and creates a wish list on each school's page of the ECPSF website. ECPSF has helped with special projects such as the North dugout and the Montessori playground. She doesn't think there's been a target amount for ECPSF, it's based on needs. There are also funds to establish scholarships and grant process.

- President Torres said he hears the role ECPSF has played so far has been a subsidiary finance role; what cannot be covered by ECASD's regular budget and comes from individual initiatives may be covered by meeting the requirements of ECPSF. He asked if there has been a project ECPSF supported that came from the District, such as technology or music, or another large project that is in the capital project category.
  - Dr. Hardebeck said the North dugouts and the Montessori playground upgrades would've been capital projects and might have taken years to happen through the capital plan had donations not been received.
- President Torres said he sees that in both small and large amounts the collaboration has been effective.
  - Commissioner Vue wasn't sure he agreed. He said there's been little involvement with the needs assessment process but thinks that needs to increase. He thinks short-term donations day-to-day donations can be processed quickly and efficiently by ECASD and long-term donations could be more effective through ECPSF.
  - Dr. Hardebeck said the question comes when a donor with a sizable donation doesn't want to give it to ECPSF and wants all the money used for one specific purpose.
  - President Torres asked if there's a process to identify long-term and short-term goals ECPSF will work on and if ECASD has input.
    - Dr. Hardebeck said ECASD has input through the need's assessment. ECASD has talked about the need for refurbishing and replacing band instruments with ECPSF but the challenge is in finding donors who are willing to support a specific cause.
    - President Torres said finding donors should be the ECPSF's work, and he wants to make sure there's a process for identifying ECASD's priorities for ECPSF to work on. He suggested having a formal procedure to annually share the District's needs so ECPSF can focus on them, maybe through the District budget process.
    - Dr. Hardebeck suggested perhaps the MOU could outline a process. She suggested having the ECASD's attorney review the MOU and then scheduling a work session to have a collaborative conversation with ECPSF's Board of Trustees.

- **ACTIONS:**

- Review of MOU by ECASD attorney
- Review Board Policies for any possible conflicts
- Schedule work session with School Board and small committee from Foundation Board of Trustees
- Review from District Office staff on current procedures
- Mr. Dan Market asked to comment on the \$50,000 ECASD gives to ECPSF. President Torres permitted.
  - Mr. Market said the \$50,000 was a request from ECPSF because they had worked several years without much progress. He said in 2015-16 they reviewed, and the need still existed. They also wanted to be able to say to donors that ECASD helps ECPSF, so it's not one-sided from donors only. He agrees with Commissioner Vue that there must be collaboration to make this document workable for both organizations. The last thing they want to do is put an obstacle in front of donors.

### **3. Resolution to establish goals on sustainability, renewable energy, and carbon neutrality for the Eau Claire Area School District**

- President Torres said the draft resolution was reviewed by a colleague at UWEC who liked the language but doubted ECASD could reach the goals by 2030, 2040, and 2050 if without immediate implementation, but it's okay to be ambitious. President Torres also received confirmation from faculty experts in the area that they'd be willing to join in the conversation ECASD has with Student Transit and the greater community.
- The resolution has 3 parts.
  - A plan for building and maintenance
  - Efforts to become more energy efficient

- Changing the culture in our building through curriculum
- Dr. Hardebeck said since the last time P&G discussed the topic, she received information about savings ECASD has had with current energy practices; she would share in her Superintendent’s Report that evening
- Ms. Kim Koller said Focus on Energy in Madison indicated since 2012 ECASD has saved about \$500,000 per year due to its efforts, mostly through electricity, such as LED bulbs and other energy practices. The District’s gas consumption has also decreased by replacing windows, white roofs, and more. With each round of renovations and upgrades, ECASD continues to focus on green certification. Ms. Koller will share more information with President Torres.
- Motion by Commissioner Vue, seconded by President Torres to present the resolution to the School Board on October 21. Motion passed by unanimous voice of approval.

**4. Policy 185 – Board and District Committees**

- Hold until next meeting

**5. Policy 331 – Charter School Guidelines**

- Hold until next meeting

**6. Policy 454 – Identifying and Reporting Child Abuse/Neglect/Trafficking**

- Hold until next meeting

**7. Scheduling of Work Session to discuss Fund Balance Policy: date/time/location**

- President Torres asked for a work session in November.
  - They will need a packet of all previous Fund Balance documents together for the review. Ms. Johnson will provide this.
  - Work session agenda: Fund Balance Policy, Committee Membership Policy, ECPSF MOU, Governance model adoption

Motion by Commissioner Vue, second by President Torres, to adjourn meeting at 9:40am. Motion passed by unanimous voice of approval.