**Abilene Education Foundation**

**Minutes of the Board of Directors’ Meeting**

**Thursday, August 24, 2017**

Attending Board Members: Mike Breckenridge, Mike Dudley, Tiffany Lamb, Ryan Gibson, Mike Young, Candy Scarborough, E.B. Dotson, Ashley Hall, Kevin Campbell, Terry Bull, Ryan Gibson, Barbara McLeod, Jessica Melson, Susan Mouser, Kim Osborne, Josh Rader

Advisory Board: Kay Hartgraves, Melody Hunt, Roland Orr, Nita Slaton, Sue Smith, Liz Wagstaff, Angie Wiley

Guests: Dr. Abigayle Barton, Linda Sissell, Paige Sproles, Amanda Wiskow

Executive Director: Christine Curtis-Carr

President Mike Breckenridge called the meeting to order at 12:01 p.m.

Mike Breckenridge introduced new board members and welcomed Dr. Abigail Barton, who attended the meeting in Superintendent Dr. Young’s absence.

Board committee sign-up sheets were passed around for review and corrections during the meeting.

**Consent Agenda**

* Kevin Campbell moved to approve the Consent Agenda (minutes from the May 18, 2017 meeting).
* Motion was seconded by Mike Dudley and the motion passed.

**Financial Report – E.B. Dotson, Treasurer**

* E.B. Dotson presented the financial highlights.
  + E.B. reported that the fiscal year ended in July and gave an overview of AEF endowments, informing new members that AEF endowments are held at Community Foundation of Abilene. He also explained our pass-through scholarships, restricted vs. unrestricted funds, and “Bucket Reports,” along with how items are reported in the financial report.
  + We received an interest payment from the JJM Endowment. It is a calculation based on the principal investment and total amount determined by CFA to release (about 4%) which totaled $5,280 for the quarter.
  + Mr. Dotson reported that scholarship disbursements in July account for our large summer payout.
  + Auditor expenses are necessary due to the fact that the AEF budget is complicated, and the Auditor is a large expense anticipated this fall, but still competitive.
  + At the end of the fiscal year, unrestricted funds balance was $87,412 and AEF is in the process of rebuilding the unrestricted funds budget. “Liquid” funds (used for salaries, office supplies, etc.) balance is $75,671.
  + Motion to accept Financial Report: Josh Rader
  + Second: Mike Young
  + Motion Passed

**Superintendent’s Report – Dr. Abigayle Barton, Associate Superintendent**

Dr. Barton reported that AISD staff started last week at Convocation. Convocation was a great day and the first LOL (Lead Out Loud) Conference was held the next day at Cooper High School. The two events had an extremely positive response across the district.

* Board of Trustees has approved a district-wide 2.5% salary increase.
* Construction is almost complete, pending a few projects at the high school gyms, completing the bond package.
* Accountability Ratings:
  + All campuses met standards, including Ortiz Elementary, which has been cleared as acceptable.
  + ATEMS and Taylor Elementary were awarded all distinctions available.
  + District-wide, AISD earned 35% of available distinctions, which was an improvement over the 2015-2016 performance. Dr. Barton anticipates another successful year.

**Future Budget – Christine Curtis-Carr**

Christine Curtis-Carr presented AEF’s future budget, developed by the financial committee who met over the summer.

* Mrs. Curtis-Carr explained that AEF is not running a deficit budget despite how it may look on paper. AEF accounts for large donations for COOL program and a couple of scholarships the year they are received even though they pay out over time, which shows a surplus in the year received and a deficit in years following. She instructed the Board on how to read the budget report, comparing projected funds to actual funds.
* Financial Committee transferred $2000 from AEF Choice to Young Masters to help offset expenses and relieve some of the fundraising burden from the Young Masters Committee.
* Mrs. Curtis-Carr explained Pass-Through accounts, including the fact that all Pass-Through accounts are subjected to a 3% administration fee, except for scholarships.
* Restricted funds are doing well.

Christine Curtis- Carr acknowledged E.B. Dotson and Linda Sissell for their meticulous job in assuring the AEF budget is managed well.

There was discussion about which funds go to the unrestricted budget. Cajun Fest and approximately 50% of Annual Fund campaign proceeds received go to unrestricted funds and are budgeted for these items, which includes AEF scholarships funded by Cajun Fest.

E.B. also reported that the executive committee met and approved a pay increase for Christine, Paige and Linda this summer. Those numbers were reflected in the new budget. Budget vote passed.

**Committees – Mike Breckenridge**

Current Board Member, Lisa Chavez, has asked to be removed from the Board and placed on the Advisory Board, leaving an additional vacancy on the Board. The nominating committee agreed to move Barbara McLeod to the Board. She was approved with a unanimous vote.

**GIFT Grants – Mike Dudley**

72 GIFT Grants in the amount of $150 were awarded to new-to-the-profession teachers this year.

**STAR Grants and Payroll Deduction Campaign – Candy Scarborough**

Candy reported that STAR grants applications were coming in.

* AEF is receiving a large number of applications this year, possibly in response to a Grant Writing Seminar offered by Mike Thomesen and Christine Curtis-Carr at AISD’s Lead Out Loud Conference, which was well attended, reaching maximum registration capacity.
* Readers have been established to rank the STAR applications. Mike Thomesen will train the readers, and reading and awarding of the grants will begin soon.
* AEF can award up to $60,000 in grants this year and includes funds from the Mary Ann Polnick 21st Century Fund.
* Prize Parade is scheduled for Sept. 18-19.

Payroll Deduction Campaign theme is “Let Your Light Shine, Be All in for AEF.”

* AEF held a Glow in the Dark party for campus liaisons to inform them of campaign and thank them for their efforts last May.
* Christine showed the payroll deduction video.
* STAR Grant/Payroll Deduction reception will be held on October 9th and grant winners will be recognized at the AISD School Board meeting, immediately following the reception.
* Payroll incentives had to change this year. Mrs. Scarborough requested that Board members consider donating funds to assist in purchasing incentives, with the goal of providing $100 gift cards to ten teachers.

**COOL – Amanda Wiskow and LaQuiera Gantt**

COOL Program Coordinators presented the Annual COOL Report to Board.

* Program highlights:
  + 641 senior students mentored.
  + 425 students attended 20 college tours.
  + 2nd Annual COOL Application Camp for incoming freshmen.
    - 25 students in attendance, which was just over twice the attendance from 2016 Application Camp of 12 students.
  + COOL seniors earned 8.1 million dollars in scholarships last year.

LaQuiera Gantt reported on CAMP COOL

* 17 Incoming freshmen attended.
* Over the course of three days, students learned to team build with ropes courses, problem solving space missions, and by working together.
* Students connect with the COOL Counselors.
* Educational Outreach through a campus tour of UMHB.
* Slide-show presentation was shown to highlight the trip.

Ms. Gantt invited the Board to participate in all COOL activities and encouraged them to visit during any COOL activities. Board members were encouraged to attend college tours and 5th grade pep rallies.

**Executive Director’s Report – Christine Curtis-Carr**

* + Christine Curtis-Carr praised COOL Team for all their hard work and encouraged the Board to be involved.
  + She thanked the Board for bringing shoes for Ortiz Elementary.
  + The entire AEF team participated in a book study over The Energy Bus during the summer, which was a successful and enjoyable study for the team.
  + Christine highlighted important dates for the year and explained how to access materials on the AEF website, especially the for board members only section.
  + Linda Roark is stepping down from the Advisory Board.
  + Abilene Board of Realtors is supporting AEF by donating a portion of proceeds from their Fall Festival to AEF.
  + Welcomed new board members.
  + Retired teacher annual fund letter will be mailed in September.
  + Annual fund letters will be sent in November.

Meeting was adjourned at 1:01 p.m.

Respectfully Submitted,

Tiffany Lamb (via Paige Sproles & Hannah Holmes)