

Mountain Phoenix Community School Foundation

July 9, 2015 Meeting Minutes

- I. **Call to Order** at 1825. John Kaltenbach, Rich Peters, Lora Adams, Carla Mead, and Kim Harr present
- II. Approval of June minutes deferred to allow board members time to review them
- III. Treasurer
 - A. \$43,500 from the Annual Give
 - B. \$51,079.43 balance as of 6/30/2015 with about \$49,500 available now
 - C. Approximately \$20,000 in the Fidelity account
 - D. Checks cleared in July total approximately \$1500
 - E. Action: Take **Rich Peters** off the accounts after he files the tax return and add **Carla Mead** to the accounts
 - F. Four accounts at 1st Bank
 1. Parent Account: the Foundation Account
 2. Parent Council Account with \$29,611 as of June
 3. Classroom Account with \$6963
 - a. Restricted to five checks per month
 - b. One account and a spreadsheet to distribute the money between classes
 - c. Checks from this account should go through the school to the teachers
 - d. Action: **Rich** will add **Ruth Trode**, **John Kaltenbach**, and **Carla Mead** to this account
 - e. Keep Rich Peters on the account until another treasurer is in place
 4. Long term CD with a quarterly statement to be used for the time capsule
 - G. Update to the signatory form should include Ruth
 - H. **Rich** still has some grocery cards which he will get to Ruth before registration on August 12 and 13
 - I. Ruth suggests a quarterly treasurers' meeting to coordinate accounts between the board and the councils
 - J. Expense: **Ruth** will purchase a refrigerator for the school using Parent Council funds and the Foundation will reimburse the Parent Council
 - K. **Ruth** will call Sprouts to inquire about grocery cards
- IV. Foundation Studies
 - A. Teacher reimbursement has been set at \$300 apiece

- B. Some teachers are doing things outside of Foundation Studies and requesting reimbursement, e.g. Kelly Cahoone requests and additional \$200 for a choir class
- C. Following discussion, a Summer Policy was moved by Carla Mead, seconded by Rich Peters, and unanimously approved:
 - 1. The maximum individual reimbursement will be \$500
 - 2. If the teacher has received \$300 for Foundation Studies, the teacher will only be approved for \$200 more
 - 3. Individuals can apply again in the fall if they did not receive \$500
- D. Next year Foundation Studies will be considered part of Professional Development
- E. We will commit to a minimum of \$500 per teacher for Professional Development with larger grants contingent upon funding
 - 1. Before issuing checks we will verify that each individual receiving funds is returning for the upcoming school year
 - 2. Will send checks with no address for the recipient after the new Director of Education returns
- F. Action: Carla and John will send the letters and checks
- G. In the letter accompanying the check, stress:
 - 1. The reimbursement money comes from fundraising efforts such as Fun Run and Auction
 - 2. If teachers want more funding, they must be willing to participate in fundraising
 - 3. They must apply for funds following a process
 - a. The expense must be approved by the Director of Education
 - b. The request must be submitted by the deadline

V. Colorado Gives

- A. Carla is waiting for financials
- B. Action: Rich will work on providing the information she needs
- C. Foundation Board will need to register with the Colorado Secretary of State
- D. The application is due August 19, 2015

VI. Stacie Blatnick is willing to be the next treasurer

VII. Purchase of classroom equipment: Discussion

- A. Opportunity to purchase classroom equipment owned by the teacher in very good condition

- B. Board understood that the school would fund the purchase
- C. Teacher understood that the Foundation would fund the purchase
- D. Resolved: The Foundation does not fund supplies. Parties need to ask the Director of Operations for funds. If he does not have available funds, he can apply to the Foundation

VIII. Back to School August 12, 2015

- A. The Foundation should send a representative to speak to the teachers
- B. The Foundation should meet before this date

IX. Volunteer Needs

- A. Fun Run Coordinator
- B. Annual Give chairperson

X. Next Meeting: Friday, August 7, 2015 at 1500
Location TBD

XI. Adjourned: 2037