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| ASDF Board Meeting: August 2, 2018 |
| Minutes |  |  |  |
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| Meeting called by | Nancy Wilt at 7:45 a.m. |
| Type of meeting | Regular Board Meeting |
| Note taker | Vicki Newhard |
| Attendees | Officers: Josh Dodd and Nancy WiltMembers: Dennis Blankowitsch, Laurie Hackett, Tonya Harris, John Hughes, Peter Kareha (call-in), Jane Marks, Marci-Martinez-Howey, Thomas Parker, Michele Pessina, Charles Thiel, Ralph ToddGuest: Dr. Lucretia BrownASDF Staff: Vicki Newhard and Susan WilliamsASDF Interns: Quentin Bernhard and Josie LaTorres |

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## **Agenda Topics**

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|  | Call to Order, Welcome, and approval of june minutes | N. Wilt |
| Discussion | Nancy Wilt, Board Secretary, called the meeting to order at 7:45 a.m. and welcomed everyone. She introduce our summer interns and asked them to introduce themselves. Susan briefly discussed what the interns have been working on the past two months and what a great help they have been. |
| A motion was made by Nancy w/ a 2nd by Jane Marks to approve the minutes from the June meeting. All voted in favor to approve. Motion carried. |
| Conclusions |  |
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| Action items | Person responsible | Deadline |
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##  TREASURER’S REPORT/FINANCIALS AND NEW ACCOUNTS AT FIRSTRUST BANK J. DODD

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| discussion | Josh Dodd, Board Treasurer, distributed an ASDF revenue history document showing yearly revenue from FY 2010 through FY 2018. He pointed out that total revenue (not including scholarship funds transferred from ASD and Leiby in 2014 & 2015 or conduit revenue) was $2,158,747. This includes contributions, grants, fundraising and investment activity, net of fees. |
|  Josh also distributed a treasurer’s report summary/bar chart with details attached showing a draft of income and expenses for FY 2018. He pointed out that our Firstrust & Pex cards balance is $255,555 and our BB&T scholarship fund balance is $409,292. He stated that our annual audit will begin in mid-August. |
| Josh made a motion to open three new accounts at Firstrust to invest some of ASDF’s funds including a money market savings account for excess funds separate from the checking account, a money market savings account for the Wotring Scholarship to segregate these funds, and a single certificate of deposit or a series of laddered certificates to set aside 80% of the $100,000 bequest received on July 2, 2018 for the general fund. John Hughes seconded the motion and all voted in favor to approve. Motion carried. |
| Conclusions |  |
| Action items | Person responsible | Deadline |
| Start the processes of opening the new accounts | Josh Dodd | ASAP |

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|  | superintendent’s report | T. Parker |
| discussion | Thomas Parker, ASD Superintendent, introduced Dr. Lucretia Brown, ASD’s Assistant Superintendent of Equity and Accountability and announced that Jen Ramos is ASD’s Deputy Superintendent.  |
| Thomas reported on ASD’s financial situation, stating that ASD has had a budget deficit for many years and that the deficit was reduced to 14 million this year through the district’s work with local legislative leaders to secure $10 million in state funding. He stated that ASD must continue to increase revenues and reduce expenses. Charlie Thiel commended Thomas’s work with the ASD Business Office, PDE, etc. to reduce the deficit. Susan William asked if the $10 million will be part of the budget each year, why ASD received the funds, and what are the deliverables to Harrisburg. Thomas stated that the funds will likely be a part of the budget each year, our students need the resources and other districts have gotten help before, and the measurable deliverables are defined in ASD’s strategic framework. Charlie added that ASD can serve as a laboratory for other district’s that are heading towards a large deficit. Susan recommended more communication on this to the public.  |
| Thomas announced that four studies are being kicked off this month: benefits, transportation, facilities, and an ad hoc committee on budget policies.Thomas reported that ASD is one of three districts involved in a school improvement pilot and Lucretia noted that key elements of ASD’s strategic framework and the pilot align well. There will be funds for technology, a communication platform, a parent resource center, a predictive early warning system to triage students before they fail, and professional development. Thomas added that he wants to have one tablet or computer per student in the district and that about 9,000 more devices are needed at a cost of $500-$1,000. Internet access at home could be provided with reduced monthly fees for families, neighborhood hotspots, or city-wide wifi.Thomas stated that strategic management of partnerships will be focused on for 2018-19, especially for literacy, middle grades, and school safety. He will also focus on resource acquisition. |
| Conclusions |  |
| Action items | Person responsible | Deadline |
| Superintendent’s Report will be included on the agenda for all ASDF board meetings. | Vicki | N/A |

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|  | Executive Director’s report | S. williams |
| Discussion | Susan Williams, ASDF Executive Director, provided an update in several areas:Grants: We started FY2019 with a surprise $100,000 grant for general support from a foundation that wishes to remain anonymous. Several grant applications were submitted in July including Wells Fargo, BBraun, City of Allentown, and LVCF. Our Donley grant application is ready to submit in mid-August when online submissions are being accepted. We will be receiving $3,000 from the Sugra Foundation for TIG and 1,000 backpacks with school supplies for Cleveland, McKinley, Newcomer, and homeless students from Wells Fargo.Recognition Event on 9/21/18: Approx. 250 Save the Date emails were sent to ASD volunteers and donors using Constant Contact, and we have started receiving RSVP’s for the recognition breakfast. Invitations will be mailed this month. Invitees will be honored as Citizens of Distinction or Champions of Education.HIGH NOTES Gala on 3/30/19: Plan included on last page of meeting packet. Program chair and several other roles still need to be filled. Laurie Hackett asked if there is a job description for the program chair, and Susan said she thinks Debora Roberson sent her one, and she will distribute it soon. |
| Latin Dance on 11/14/18: Highmark is a sponsor. Middle school students will start practicing in September. |
| Teacher Innovation Grants (TIG): Proposals are due October 18. We hope to present again at ASD Admin Retreat in Aug.Planning & Programming: Ralph Todd is the new committee chair and first meeting will be held on August 29.WAAA Alumni Directory: Allen High and WAHS have over 50,000 alumni and close to 5,000 have updated their directory info over the past couple of months. PCI is the publisher and is anticipating a 15% response rate.Volunteer Readers: We are working on collecting/compiling results of surveys sent to 71 volunteer readers. We hope to survey the teachers who work with the volunteers towards the end of the 2018-19 school year.  |
| Conclusions |  |
| Action items | Person responsible | Deadline |
| Distribute gala program chair job description | Susan | ASAP |

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|  | program impact report and donorperfect update | V. Newhard |
| Discussion | Vicki Newhard, ASDF Administrator, summarized the 2017-18 program impact report included in the meeting folders, noting that a record 8,958 ASD students (close to half of the district’s student population) participated in ASDF funded programs this past school year. The programs with the highest participation included TIG Projects, Volunteer Reading, and Science Fair. |
| Vicki also gave an update on DonorPerfect, the online donor management system we purchased this past winter after researching several systems. She reported that she and our bookkeeper, Lori Smith, have participated in several training sessions and have transferred approx. 1,000 donor records from our accounting system (QuickBooks) to DonorPerfect. They will be transferring more records soon, including the contact info for current volunteers and other potential donors, and Vicki will participate in training on how to use DonorPerfect for marketing and fundraising. We are planning to use the system to conduct our annual appeal in December.  |
| Conclusions |  |
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|  | Dieruff alumni association update | J.Hughes |
| Discussion | John Hughes, Dieruff Alumni Association President, passed around their June/July newsletter and highlighted several recent activities including: |
| Read with Reed ’83: Partnership with Dieruff grad Andre Reed and the Boys and Girls Club. Alumni donated used books for students to take home during a recent event.Fandangle Mega Reunion: Held end of July at East Side Youth Center with approx. 300 attendees from numerous graduating classes.Class of 68: Celebrating their 50th anniversary throughout 2018 including participation in Dieruff’s June graduation ceremony.Parties: Will host a swim party for the football team and a pizza party for the band.Peter Carpenter Auditorium: Trying to coordinate a Peter Carpenter revival and working on a reserve-a-seat campaign for the new auditorium which will be named after him for his many years of service as a Dieruff music teacher and choir director.\*There was no Allen Alumni Association update since Bob Sperling was unable to attend the meeting. |
| Conclusions |  |
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|  | Updated documents for board member toolkits | S. Williams |
| Discussion | Susan reminded the newer board members to take their Board Member Toolkits (binders) and the others to take their updated documents to put into the binders they already have. |
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| Conclusions |  |
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|  | adjournment |  N. Wilt |
| Discussion | Nancy asked if there were any other items to discuss and there were none. She thanked everyone for attending and made a motion to adjourn the meeting. Charile seconded and the meeting was adjourned at 8:59 a.m. |
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| Conclusions |  |
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