



An Independent 501(c)3 Charitable Organization

Wythe County Public Schools
Foundation for Excellence, Inc.
P.O. Box 815
Wytheville, VA 24382
www.wytheexcellence.org
foundation@wythek12.org
(276) 228-5411

Board Meeting
5:30 p.m., Tuesday, September 6th, 2016
School Board Office - 1570 West Reservoir Street, Wytheville, VA 24382

Board Meeting Agenda

1. Call to Order – Adam Martin, Chair
2. Additions to the Agenda
3. Secretary’s Report – Rita Phillips
 - a. Review and approval of minutes from August 2016 meeting
4. Treasurer’s Report – Patrick Hedrick
5. Wythe County Public Schools Report – Becki James
6. Staff Report – Audra Lucas
7. Old Business
8. New Business
 - a. New Program/Initiative for 2016-2017
 - i. Board member discussion
 - ii. Wytheville Community College – Possible 2017 Summer Enrichment site
9. Schedule next meeting – October
10. New Board Member approval
11. Adjournment

A community supporting the love of learning...All students reaching their full potential.



Foundation for Excellence, Inc.

1570 West Reservoir Street, P.O. Box 815, Wytheville, VA 24382

www.WytheExcellence.org audra.lucas@wythek12.org

276-228-5411

Board of Directors

Adam Martin, Chair

Bobbi Dillow, Vice Chair

Rita Phillips, Secretary

Patrick Hedrick, Treasurer

Sidney Crockett

Judy Crouse

Natasha Puckett

Melissa Reardon

Marsha Underwood

Karla Yates

Becki C. James, Ex-Officio

Audra Lucas, Executive Director

The Board of Directors of the Wythe County Public Schools Foundation for Excellence, Inc., met on Tuesday, August 9, 2016 at 5:30 p.m. at West Wind Farm-Vineyard & Winery in Max Meadows, Virginia.

Board Members Present

Adam Martin

Bobbi Dillow

Rita Phillips

Patrick Hedrick

Sidney Crockett

Natasha Puckett

Dr. Becki James

Judy Crouse

Melissa Reardon

Karla Yates

Marsha Underwood

Staff Present – Audra Lucas

Call to Order – Adam Martin called the meeting to order at 5:35 pm.

Additions to the Agenda-none

Guests- James Boger and Richard Crowgey.

Approval of Minutes- Karla Yates moved to approve the minutes from the July 2016 board meeting. Natasha Puckett seconded and the board voted to adopt the minutes.

Treasurer's Report – Patrick Hedrick presented the financial documents to the board.

- Recommend having the audit every other year with a financial review yearly-this would warrant a change in Article VI of the Bylaws. Bobbi Dillow moved to change the Bylaws to reflect this change. Karla Yates seconded the motion and the board voted to change the Bylaws.
- Karla Yates moved to accept the 2016-2017 Budget. Judy Crouse seconded the motion and the board voted to accept the budget.
- In the Accounting Policy and Procedures Manual, the following changes were recommended:
 - Page 2, #5 under Board of Directors-recommend adding \$5,000 after over so that it reads “Reviews and approves all contracts over \$5,000”-Karla Yates moved to approve and Bobbi Dillow seconded. The Board voted to approve.
 - Page 2, #6 under Board of Directors-recommend adding \$500 after over so that it reads “Reviews and approves all non-budgeted expenditures over \$500”-Karla Yates moved to approve and Melissa Reardon seconded. The Board voted to approve.
 - Page 2, #4 under Executive Director-recommend adding \$500 after under so that it reads “Reviews and approves all contracts under \$500”-Karla Yates moved to approve and Natasha Puckett seconded. The Board voted to approve.

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- Page 7, second paragraph change weekly to biweekly so that it reads “Checks are processed biweekly”- Karla Yates moved to approve and Natasha Puckett seconded. The Board voted to approve.
- Page 7, #3 under The Bookkeeper processes all payments and-add \$500 after of so that it reads- “All checks require two authorized signatures; checks in excess of \$500 must be authorized by the Board of Directors”- Karla Yates moved to approve and Natasha Puckett seconded. The Board voted to approve.
- Page 13, #4-add \$500 after over so that it reads “Checks over \$500 require approval from the Board of Directors”- Karla Yates moved to approve and Natasha Puckett seconded. The Board voted to approve.

Wythe County Schools Report – Dr. Becki James presented the report.

- Wythe County Schools received an additional \$250,000 grant to assist with the process of implementing the Universal Pre-K.
- Spiller will house one of the Pre-K classes with a satellite program being housed at the Child Development Center. Professional development will be offered to all pre-K teachers.
- WCPS has 4303 students registered as of 8-9-16.

Staff Report- Audra Lucas

- Gift baskets were sent to the following past members of the Board: Wilson Bethard, Susan Evans, Deanna Bradberry, and Andy Kegley.
- Glow Run-scheduled for 8-13-16. Registration starts at 6 pm with the race starting at 7:30 pm. Registration volunteers will need to be there at 5:30 and Race Volunteers at 6:00. Please meet at WCC Carroll Hall. Currently, there are 72 registered for the race.
- Summer donor mailing-received \$945.00 with the cost of the mail-out being approximately \$200.00.
- Wythe-Bland Foundation Grant application submitted. This grant cycle is for funding for the Summer Enrichment, Classroom Grants and Kindergarten Camp.
- September Payroll Drive-winning school gets free lunch.
- Constant Contact-enables users to send quality-looking emails, invites, etc. Approximately \$168/year or \$14/month for non-profits. The Board approved Constant Contact several months ago. Bobbi Dillow recommended that the Foundation also develop a LinkedIn account. The response rate with emails is approximately 30% while LinkedIN responses are as high as 85%.

Old Business-none

New Business-

- Recommend coming up with new initiatives that the Board can further develop; bring ideas to the next board meeting-previous discussions included creating something for middle school students that may tie into career pathways. Karla announced that WCC would like to be a site for the Summer Enrichment program.
- Richard Crowgey will check on the Play Fund to see how we can assist them in sponsoring more programs. There is approximately \$7000 in the Play Fund account.

Next Meeting –Audra will send out a poll to determine the members’ availability.

Adjournment –Adam Martin called the meeting adjourned at 6:45 pm.

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Mission Statement: The Wythe County Public Schools Foundation for Excellence partners with the community to enhance the educational experience in Wythe County Public Schools.

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WCPS Foundation for Excellence, Inc.

Statement of Financial Position

08/18/16

Accrual Basis

As of July 31, 2016

	<u>Jul 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash and cash equivalents	
1100 · FCB-General (0901002852)	43,938.39
1250 · FCB-Play Fund (0901006904)	6,866.50
1400 · FCB-Money Market (0905604547)	<u>102,020.57</u>
Total 1000 · Cash and cash equivalents	<u>152,825.46</u>
Total Checking/Savings	152,825.46
Other Current Assets	
3000 · Other Current Assets	
3100 · Prepaid Expenses	<u>925.00</u>
Total 3000 · Other Current Assets	<u>925.00</u>
Total Other Current Assets	<u>925.00</u>
Total Current Assets	<u>153,750.46</u>
TOTAL ASSETS	<u>153,750.46</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4000 · Accounts Payable	
4100 · General	<u>47,523.84</u>
Total 4000 · Accounts Payable	<u>47,523.84</u>
Total Accounts Payable	<u>47,523.84</u>
Total Current Liabilities	<u>47,523.84</u>
Total Liabilities	<u>47,523.84</u>
Equity	
7200 · Temporarily Restricted	78,565.84
7300 · Unrestricted Net Assets	34,730.38
Net Income	<u>-7,069.60</u>
Total Equity	<u>106,226.62</u>
TOTAL LIABILITIES & EQUITY	<u>153,750.46</u>

WCPS Foundation for Excellence, Inc.
Statement of Financial Income and Expense
July 2016

	Fundraising	Restricted	Unrestricted	TOTAL
Income				
8000 - Support and Revenue				
8100 - Donations and Contributions				
8101 - Individual	600.00	0.00	0.00	600.00
8106 - Government				
8106a - WCPS In-kind	0.00	4,555.17	0.00	4,555.17
Total 8106 - Government	0.00	4,555.17	0.00	4,555.17
Total 8100 - Donations and Contributions	600.00	4,555.17	0.00	5,155.17
8200 - Earned Revenue				
8202 - Special Events				
8202b - Registrations	20.00	0.00	0.00	20.00
Total 8202 - Special Events	20.00	0.00	0.00	20.00
8203 - Interest Income	0.00	0.34	12.85	13.19
Total 8200 - Earned Revenue	20.00	0.34	12.85	33.19
Total 8000 - Support and Revenue	620.00	4,555.51	12.85	5,188.36
Total Income	620.00	4,555.51	12.85	5,188.36
Expense				
9000 - Expenses				
9100 - Program				
9101 - General				
9101 - General	0.00	90.00	0.00	90.00
9104 - Scholarships				
9104a - GWHS Scholarship	0.00	5,000.00	0.00	5,000.00
9104 - Scholarships - Other	0.00	500.00	0.00	500.00
Total 9104 - Scholarships	0.00	5,500.00	0.00	5,500.00
Total 9100 - Program	0.00	5,590.00	0.00	5,590.00
9200 - Management and General				
9201 - Personnel				
9201a - Salary-ED (WCPS In-kind)	0.00	3,254.17	0.00	3,254.17
9201c - Benefits-ED (WCPS In-kind)	0.00	1,301.00	0.00	1,301.00
Total 9201 - Personnel	0.00	4,555.17	0.00	4,555.17
9204 - Office Supplies	68.23	0.00	299.84	368.07
9205 - Postage and Shipping	216.20	0.00	0.00	216.20
9208 - Marketing	254.52	0.00	0.00	254.52
9211 - Insurance				
9211a - Board D&O	0.00	0.00	1,274.00	1,274.00
Total 9211 - Insurance	0.00	0.00	1,274.00	1,274.00
Total 9200 - Management and General	538.95	4,555.17	1,573.84	6,667.96
Total 9000 - Expenses	538.95	10,145.17	1,573.84	12,257.96
Total Expense	538.95	10,145.17	1,573.84	12,257.96
Net Income	81.05	-5,589.66	-1,560.99	-7,069.60

WCPS Foundation for Excellence, Inc.
Restricted-Unrestricted Cash Balances as of 7/31/16

Cash Accounts

First Bank-General (2852)	\$ 43,938.39
First Bank-PLAY (6904)	\$ 6,866.50
First Bank-Money Market (4547)	<u>\$ 102,020.57</u>

Total Cash **\$ 152,825.46**

Restricted Funds

GWHS Scholarship 2013	\$ 10,000.00
GWHS Scholarship 2014	\$ 15,000.00
GWHS Scholarship 2015	\$ 30,000.00
GWHS Scholarship 2016	\$ 40,000.00
Kidd Scholarship Fund	\$ 500.00
PLAY Fund	\$ 6,866.50
Walters Family Fund	\$ 2,000.00
WBF Oct 2015 (SE/Classroom Grants/K-Camp)	\$ (30,305.66)
White Scholarship Fund	<u>\$ 4,505.00</u>

Total Restricted Funds **\$ 78,565.84**

Fiscal Agent Funds

	\$ -
	<u>\$ -</u>
Total Fiscal Agent Funds	\$ -

Total Restricted/Fiscal Agent Funds **\$ 78,565.84**

Total Unrestricted Cash **\$ 74,259.62**

WCPS Foundation for Excellence, Inc.
Budget vs Actual by Class
July 2016

	Fundraising			Restricted			Unrestricted			TOTAL		
	Jul 16	Budget	% of Budget	Jul 16	Budget	% of Budget	Jul 16	Budget	% of Budget	Jul 16	Budget	% of Budget
Income												
8000 - Support and Revenue												
8100 - Donations and Contributions												
8101 - Individual												
8101a - GWHS Scholarship	0.00			0.00	40,000.00	0.0%	0.00			0.00	40,000.00	0.0%
8101 - Individual - Other	600.00	6,000.00	10.0%	0.00	5,000.00	0.0%	0.00	2,000.00	0.0%	600.00	13,000.00	4.6%
Total 8101 - Individual	600.00	6,000.00	10.0%	0.00	45,000.00	0.0%	0.00	2,000.00	0.0%	600.00	53,000.00	1.1%
8102 - Business	0.00	1,500.00	0.0%	0.00			0.00	2,000.00	0.0%	0.00	3,500.00	0.0%
8103 - WCPS-Payroll	0.00			0.00			0.00	9,000.00	0.0%	0.00	9,000.00	0.0%
8104 - Foundation/Trusts	0.00			0.00	125,000.00	0.0%	0.00			0.00	125,000.00	0.0%
8105 - Non-Profit	0.00	1,500.00	0.0%	0.00			0.00			0.00	1,500.00	0.0%
8106 - Government												
8106a - WCPS In-kind	0.00			4,555.17	54,662.00	8.3%	0.00			4,555.17	54,662.00	8.3%
Total 8106 - Government	0.00			4,555.17	54,662.00	8.3%	0.00			4,555.17	54,662.00	8.3%
Total 8100 - Donations and Contributions	600.00	9,000.00	6.7%	4,555.17	224,662.00	2.0%	0.00	13,000.00	0.0%	5,155.17	246,662.00	2.1%
8200 - Earned Revenue												
8202 - Special Events												
8202a - Sponsorships	0.00	2,500.00	0.0%	0.00			0.00			0.00	2,500.00	0.0%
8202b - Registrations	20.00	7,500.00	0.3%	0.00			0.00			20.00	7,500.00	0.3%
Total 8202 - Special Events	20.00	10,000.00	0.2%	0.00			0.00			20.00	10,000.00	0.2%
8203 - Interest Income	0.00			0.34			12.85	200.00	6.4%	13.19	200.00	6.6%
8204 - GWHS Scholarship Admin Fees	0.00			0.00			0.00	5,000.00	0.0%	0.00	5,000.00	0.0%
Total 8200 - Earned Revenue	20.00	10,000.00	0.2%	0.34			12.85	5,200.00	0.2%	33.19	15,200.00	0.2%
Total 8000 - Support and Revenue	620.00	19,000.00	3.3%	4,555.51	224,662.00	2.0%	12.85	18,200.00	0.1%	5,188.36	261,862.00	2.0%
Total Income	620.00	19,000.00	3.3%	4,555.51	224,662.00	2.0%	12.85	18,200.00	0.1%	5,188.36	261,862.00	2.0%
Expense												
9000 - Expenses												
9100 - Program												
9101 - General	0.00			90.00	95,000.00	0.1%	0.00			90.00	95,000.00	0.1%
9102 - Classroom Grants	0.00			0.00	30,000.00	0.0%	0.00	10,000.00	0.0%	0.00	40,000.00	0.0%
9104 - Scholarships												
9104a - GWHS Scholarship	0.00			5,000.00	40,000.00	12.5%	0.00			5,000.00	40,000.00	12.5%
9104 - Scholarships - Other	0.00			500.00	500.00	100.0%	0.00	4,000.00	0.0%	500.00	4,500.00	11.1%
Total 9104 - Scholarships	0.00			5,500.00	40,500.00	13.6%	0.00	4,000.00	0.0%	5,500.00	44,500.00	12.4%
Total 9100 - Program	0.00			5,590.00	165,500.00	3.4%	0.00	14,000.00	0.0%	5,590.00	179,500.00	3.1%

**WCPS Foundation for Excellence, Inc.
Budget vs Actual by Class
July 2016**

	Fundraising			Restricted			Unrestricted			TOTAL		
	Jul 16	Budget	% of Budget	Jul 16	Budget	% of Budget	Jul 16	Budget	% of Budget	Jul 16	Budget	% of Budget
9200 - Management and General												
9201 - Personnel												
9201a - Salary-ED (WCPS In-kind)	0.00			3,254.17	39,050.00	8.3%	0.00			3,254.17	39,050.00	8.3%
9201c - Benefits-ED (WCPS In-kind)	0.00			1,301.00	15,612.00	8.3%	0.00			1,301.00	15,612.00	8.3%
Total 9201 - Personnel	0.00			4,555.17	54,662.00	8.3%	0.00			4,555.17	54,662.00	8.3%
9202 - Professional Services	0.00	800.00	0.0%	0.00			0.00			0.00	800.00	0.0%
9204 - Office Supplies	68.23	500.00	13.6%	0.00			299.84	500.00	60.0%	368.07	1,000.00	36.8%
9205 - Postage and Shipping	216.20	400.00	54.1%	0.00			0.00	200.00	0.0%	216.20	600.00	36.0%
9206 - Printing and Copying	0.00	250.00	0.0%	0.00			0.00			0.00	250.00	0.0%
9208 - Marketing	254.52	3,700.00	6.9%	0.00			0.00	500.00	0.0%	254.52	4,200.00	6.1%
9210 - Travel and Conferences												
9210b - Meeting Expense	0.00			0.00			0.00	300.00	0.0%	0.00	300.00	0.0%
Total 9210 - Travel and Conferences	0.00			0.00			0.00	300.00	0.0%	0.00	300.00	0.0%
9211 - Insurance												
9211a - Board D&O	0.00			0.00			1,274.00	1,274.00	100.0%	1,274.00	1,274.00	100.0%
9211b - Program	0.00			0.00			0.00	500.00	0.0%	0.00	500.00	0.0%
9211c - Special Events	0.00	500.00	0.0%	0.00			0.00			0.00	500.00	0.0%
Total 9211 - Insurance	0.00	500.00	0.0%	0.00			1,274.00	1,774.00	71.8%	1,274.00	2,274.00	56.0%
9212 - Miscellaneous												
9212c - Corporate Expenses	0.00			0.00			0.00	100.00	0.0%	0.00	100.00	0.0%
Total 9212 - Miscellaneous	0.00			0.00			0.00	100.00	0.0%	0.00	100.00	0.0%
Total 9200 - Management and General	538.95	6,150.00	8.8%	4,555.17	54,662.00	8.3%	1,573.84	3,374.00	46.6%	6,667.96	64,186.00	10.4%
Total 9000 - Expenses	538.95	6,150.00	8.8%	10,145.17	220,162.00	4.6%	1,573.84	17,374.00	9.1%	12,257.96	243,686.00	5.0%
Total Expense	538.95	6,150.00	8.8%	10,145.17	220,162.00	4.6%	1,573.84	17,374.00	9.1%	12,257.96	243,686.00	5.0%
Net Income	81.05	12,850.00	0.6%	-5,589.66	4,500.00	-124.2%	-1,560.99	826.00	-189.0%	-7,069.60	18,176.00	-38.9%

2016-2017 Foundation for Excellence
Board of Directors

Name	Phone Number	Home Address	City	Zip
Adam Martin	615-405-6739	275 Sherwood Avenue	Rural Retreat	24368
Bobbi Dillow	276-722-0176	205 E Washington Street	Wytheville	24382
Judy Crouse	276-613-0387	225 Scenic View Circle	Wytheville	24382
Natasha Puckett	276-389-8788	460 Locust Hill Road	Max Meadows	24360
Sid Crockett	276-228-4050	1500 Peppers Ferry Road	Wytheville	24382
Richard Crowgey	276-617-0772	390 Holston Road	Wytheville	24382
Karla Yates	276-920-7607	435 South 10th Street	Wytheville	24382
Rita Phillips	276-620-1415	35 Cove Hills Lane	Wytheville	24382
Melissa Reardon	276-620-5017	1033 Four Seasons Road	Rural Retreat	24368
James Boger	908-334-9594	630 North 3rd Street	Wytheville	24382
Marsha Underwood	540-808-9302	795 Walton Furnace Road	Max Meadows	24360
Patrick Hedrick	276-620-8904	357 Glade Road	Wytheville	24382