

**Brownsburg Education Foundation Board Meeting Minutes  
September 19, 2022**

**Present:** Tara Casey, Lindsey Catellier, Tiffany Dearman, Tarah Fettig, Beth Grant, Kris Grant, Kevin Hall, Jamie Hall, Melanie Harris, Rona Howenstine, Melissa Middleton, Ryan Morrison, Brian Petraits, Paul Shaffer, Alicia Smith, Jim Snapp, Amanda Wright  
Judi Adams, Lauren Harris, Angela Kreitzer, Meggen Lepper, Amy Lynch  
Rene Behrend

**Absent:** Frank Knez

Alyssa DePriest, Abby Hall, Heather Jones, Emma Leary, Haley Richardson

**The meeting was called to order at 6:02pm by President, Brian Petraits.**

**Introductions:** Just introduced ourselves

**Mission Moments:** Log Cabin Homestead Eagle Projects 2022

Kendrick Grant – Troop 303, Gardens and tree trimming

Ben Shoemaker – Troop 397, Outhouse

Conner Upton – Troop 397, Well

Log Cabin Community Day – October 1<sup>st</sup>, 9-11 a.m.

Alicia asked about how many students go through the log cabin – around 700 third-grade students with their teachers in the month of September.

**InCredible Award Grant Process:**

This year the grant committee received 17 grant requests, awarded 12 grants totaling \$18,765.67 to the staff of BCSC for implantation during the upcoming school year.

**BEF Success Stories:**

Woman saw the article in the Hendricks County ICON about our felting grant and donated \$7,000 worth of felting supplies.

Another woman saw that we had a class for stained glass and donated her late husband's supplies that had been sitting in her garage.

**Approval of Minutes:**

Kevin Hall motioned to approve minutes from July 18, 2022 meeting.

Dr. Jim Snapp seconded.

Minutes approved unanimously.

**Financials – Kevin Hall:**

(Reports attached)

**Grants Committee:**

Didn't have any elementary grant applications, Paul Shaffer asking for feedback from elementary teachers/building reps. District Excellence vs. InCredible grants.

**Snapp Chat:**

Last Friday was our official count day, +333 students, largest growth since 2004. Brownsburg West Middle School is on track.

Crossroads Elementary should be done in June 2023.

Redistricting Committee

School Board candidates – tomorrow night at the high school at 6:30 p.m.

Brownsburg High School Homecoming this Friday. – Surprise – look up!

**Director's Report (attached):**

Payroll deduction – new system this year, we sent out an electronic enrollment to assist the payroll department, 94 new people sign up, 89 people increase their deductions. \$27,000 given to BEF from payroll deductions. Thanks to building reps and Dr. Snapp for mentioning during the welcome.

**Old Business:**

**InCredible Award grants:** The grants chosen by the grant committee need board approval. Melissa Middleton motioned to accept them, Ryan Morrison seconded. The approval of InCredible Award grants was passed unanimously.

**Gala:** Jamie Hall

Diamond Raffle

Dessert Dash – need 2-4 people to take this on

Big Raffle

Gift Card Tree

Reverse Raffle/Other Games

Silent Auction – maybe do school baskets, 5-10 other things

Live Auction – need help here

Signature Cup Sales – Bulldog Brew and Purple Passion

Ticket Sales

Theme possibly – Lucky Dog, Casino Night

Possibly have schools compete, assign tables to an elementary school

Sponsors

Instant Give for a specific cause – suggestion by Dr. Snapp

Can we have people donate toward something specific? Or toward a specific item

Ticket Prices: Been \$75 for the past 5 years, idea to up price to \$100 plus a free drink

Snapp asked, how many are vendors? Rene says 25% are vendors

Brian – is the Grand Raffle okay? Are we okay with selling these?

Melanie says it's easy to sell them, Jamie too.

We only sold 178 instead of 200 when we did it last.

We asked every Board member to sell 5

It is cash or check only so hard to sell randomly

Rene says it was too hard to sell all the tickets

Alicia says we are upping the prices and we shouldn't expect Board members to sell tickets

Do we want to have a DJ? Catering? Emcee?

Monte Carlo night? Chip sales, then turn in chips for raffle tickets for big prizes.

Gift card tree is very popular...maybe involve skill.

So was beads – dead or alive

**New Business:**

**Strategic Plan:** expires shortly. We are looking to craft a new strategic plan over the next couple of months. What are our priorities?

- Growth, additional staff? Director of Development – someone to work on grants, get sponsors, etc.
- Transition plan for when Rene is gone.
- A job description has been drafted but folding it into our strategic plan is a good idea.
- A 3-year plan right now.
- Thinking of revising, amending, totally blowing up. From July 2023 – July 2026
- Not a lot of feedback

**Brian** – please everyone take a look at it, offer suggestions

At the end of our November Board meeting, we will do Rene’s Performance Review. Any comments should go to Brian before then.

**2023 Partnership/Sponsorship:** October, November, December Rene goes out to ask companies for sponsorships. She presents the events to the companies. Please feel free to be the bridge between a company you think would be a good partner and Rene. Brian asked about bump in Gala tickets and how it will affect sponsorship, Rene thinks it will be fine.

**INAPEF Annual Conference:** Coming up in November at the Pyramids, Thursday, November 10<sup>th</sup>. If anyone is interested in attending, please let Rene know.

**Alumni Hall of Fame:** please share the BEF Alumni Hall of Fame post which will be on social media 9/20

**Board Development:** Review roles and responsibilities and what our Board members are expected to do versus paid staff.

**Meeting was adjourned at 8:05pm.**

Next meeting: November 21, 2022

Respectfully submitted,

*Melanie Harris*

| Brownsburg Education Foundation - Budget to Actuals - 1/1/2022 to 07/31/2022 |                                |                      |                      |
|------------------------------------------------------------------------------|--------------------------------|----------------------|----------------------|
| <b>Revenue</b>                                                               |                                |                      |                      |
|                                                                              | Budgeted Amount (2021 Actuals) | Actual               | Variance to Budget   |
| <b>Contributions Income</b>                                                  |                                |                      |                      |
| Corp-Unrestricted                                                            | 132,550.00                     | 95,214.60            | \$ 37,335.40         |
| Corp/Foundation - Restricted                                                 | 500.00                         | 16,180.00            | \$ (15,680.00)       |
| Grants - Restricted                                                          | 4,065.00                       | 8,660.00             | \$ (4,595.00)        |
| Individual - Restricted                                                      | 100,700.00                     | 25,144.48            | \$ 75,555.52         |
| Individual - Unrestricted                                                    | 21,077.65                      | 14,011.68            | \$ 7,065.97          |
| Kroger Plus                                                                  | 1,995.28                       | 941.87               | \$ 1,053.41          |
| License plates                                                               | 525.00                         | 600.00               | \$ (75.00)           |
| Miscellaneous Contribution                                                   | 9,000.00                       | 111.05               | \$ 8,888.95          |
| Amazon Smile                                                                 | 720.61                         | 298.79               | \$ 421.82            |
| Teachers Contr Payroll Deduction                                             | 20,668.00                      | 10,496.00            | \$ 10,172.00         |
| <b>Total Contributions Income</b>                                            | <b>291,801.54</b>              |                      | <b>\$ 291,801.54</b> |
| <b>Fundraising Income</b>                                                    |                                |                      |                      |
| Drive 4 UR School                                                            | 8,700.00                       |                      | \$ 8,700.00          |
| Gala 2022                                                                    | 21,490.70                      | 15,215.25            | \$ 6,275.45          |
| Golf Outing                                                                  | -1,150.24                      | 2,419.90             | \$ (3,570.14)        |
| Surplus Sale                                                                 | 15,000.00                      | 900.00               | \$ 14,100.00         |
| Apples for Excellence                                                        | 6,236.00                       | 2,454.05             | \$ 3,781.95          |
| Graduate Walk                                                                | 2,170.00                       | 1,600.00             | \$ 570.00            |
| Purse Bingo                                                                  | 21,036.00                      | 2,375.10             | \$ 18,660.90         |
| <b>Total Fundraising Income</b>                                              | <b>73,482.46</b>               |                      | <b>\$ 73,482.46</b>  |
| Interest Income                                                              |                                | 253.54               | \$ (253.54)          |
| <b>Total Revenue</b>                                                         | <b>365,284.00</b>              |                      | <b>\$ 365,284.00</b> |
| Unspent grant money 2021?                                                    | -4,065.00                      |                      |                      |
| Money received and spent in 2022                                             | -106,200.00                    | 4,080.00             |                      |
| <b>Total Revenue with carryover</b>                                          | <b>255,019.00</b>              |                      |                      |
| Funds allotted for endowment                                                 |                                | \$ 5,500.00          |                      |
| <b>Budgeted Total Revenue</b>                                                | <b>\$ 255,019.00</b>           | <b>\$ (9,580.00)</b> | <b>\$ -</b>          |
| <b>Expenses</b>                                                              |                                |                      |                      |
| <b>Grants and Scholarships</b>                                               |                                |                      |                      |
| Employee Awards                                                              | 6,700.00                       | 4,200.00             | 2,500.00             |
| Faculty/Staff Grants (70% grant budget)                                      | 52,535.00                      |                      | 52,535.00            |
| Incredible Grants (30% grant budget)                                         | 22,515.00                      |                      | 22,515.00            |
| Scholarships                                                                 | 47,000.00                      | 42,700.00            | 4,300.00             |
| Scholarships - Designated                                                    | 11,000.00                      |                      | 11,000.00            |
| Log Cabin                                                                    | 8,750.00                       | 8,234.60             | 515.40               |
| Fast Track                                                                   | 4,000.00                       | 8,000.00             | -4,000.00            |
| Real Men Read                                                                | 15,000.00                      |                      | 15,000.00            |
| Elementary Reading Challenges                                                | 1,750.00                       |                      | 1,750.00             |
| Elementary Running Clubs                                                     | 5,000.00                       | 4,847.77             | 152.23               |
| Purdue Science Express                                                       | 1,000.00                       |                      | 1,000.00             |
| Senior Project Grants                                                        | 4,000.00                       | 4,000.00             | 0.00                 |
| Contingency Fund                                                             | 519.00                         |                      | 519.00               |
|                                                                              | 179,769.00                     | 71,982.37            | 107,786.63           |
| <b>General &amp; Administrative</b>                                          |                                |                      |                      |
| Director Salary                                                              | 45,000.00                      | 45,000.00            | 0.00                 |
| Taxes, social security, etc. (26% of ED salary)                              | 11,700.00                      | 11,700.00            | 0.00                 |
| Bookkeeping                                                                  | 2,400.00                       | 800.00               | 1,600.00             |
| Professional Development                                                     | 305.00                         | 385.00               | -80.00               |
| Marketing and Advertising                                                    | 5,000.00                       | 1,430.22             | 3,569.78             |
| Dues & Subscriptions                                                         | 3,100.00                       | 2,557.99             | 542.01               |
| Office Supplies                                                              | 1,700.00                       | 203.21               | 1,496.79             |
| Credit Card Fees                                                             | 750.00                         | 417.58               | 332.42               |
| Alumni Hall of Fame                                                          | 300.00                         | 267.75               | 32.25                |
| Postage & Delivery                                                           | 1,200.00                       | 719.66               | 480.34               |
| Kaleidoscope                                                                 | 3,500.00                       |                      | 3,500.00             |
| Uncategorized Expense                                                        | 295.00                         | 171.71               | 123.29               |
|                                                                              | 75,250.00                      | 63,653.12            | 11,596.88            |
| <b>Annual endowment deposit*</b>                                             | <b>0.00</b>                    |                      |                      |
| <b>Total Expense</b>                                                         | <b>255,019.00</b>              | <b>135,635.49</b>    | <b>119,383.51</b>    |

Restricted Grants - More information to come was \$20,150 last QTR

Double Check with Rene (previous 3/31 reported \$7828.19)

Confirm any final increases or adjustments

(Pioneer Camp - \$1,000; Summer Camp \$232.93)

NOTE: Difference from \$4,123.25 from 3/31 report

NOTE: \$267.75 from 3/31 report

# Brownsburg Education Foundation, Inc.

## Statement of Financial Position

As of September 19, 2022

|                                           | TOTAL               |
|-------------------------------------------|---------------------|
| <b>ASSETS</b>                             |                     |
| Current Assets                            |                     |
| Bank Accounts                             |                     |
| Checking (00)                             | 17,634.93           |
| Checking (37)                             | 14,208.17           |
| Checking (65)                             | 362.06              |
| Checking 2037556                          | 0.00                |
| Gaming Acct - St Bank Lizton              | 0.00                |
| Log Cabin Account                         | 0.00                |
| Money Market (21)                         | 254,273.13          |
| Money Market 6011470                      | 0.00                |
| St Bk of Lizton Money Market x6699421     | 0.00                |
| State Bk of Lizton Checking X6699200      | 0.00                |
| <b>Total Bank Accounts</b>                | <b>\$286,478.29</b> |
| Accounts Receivable                       |                     |
| Accounts Receivable                       | 0.00                |
| <b>Total Accounts Receivable</b>          | <b>\$0.00</b>       |
| Other Current Assets                      |                     |
| Uncategorized Asset                       | 0.00                |
| Undeposited Funds                         | 0.00                |
| <b>Total Other Current Assets</b>         | <b>\$0.00</b>       |
| <b>Total Current Assets</b>               | <b>\$286,478.29</b> |
| Other Assets                              |                     |
| Endowment                                 | 0.00                |
| Endowment -HCBT                           | 0.00                |
| Endowment-LPLFinancial #7110              | 77,059.44           |
| Endowment-LPLFinancial #7110 - Cash       | 4,521.93            |
| <b>Total Endowment-LPLFinancial #7110</b> | <b>81,581.37</b>    |
| Endowment-LPLFinancial #8136              | 935,397.84          |
| Endowment-LPLFinancial #8136 - Cash       | 24,496.57           |
| <b>Total Endowment-LPLFinancial #8136</b> | <b>959,894.41</b>   |
| <b>Total Endowment</b>                    | <b>1,041,475.78</b> |

# Brownsburg Education Foundation, Inc.

## Statement of Financial Position

As of September 19, 2022

|                                        | TOTAL                 |
|----------------------------------------|-----------------------|
| Named Scholarship Funds                |                       |
| Betty Corbin Scholarship Fund          | 0.00                  |
| Gentry Scholarship Fund                | 0.00                  |
| Judy Acton Scholarship Fund            | 0.00                  |
| Julle Bond Scholarship Fund            | 0.00                  |
| Ron Volpatti Scholarship Fund          | 0.00                  |
| Swim-to-the-Wall Scholarship Fnd       | 0.00                  |
| Vinny Terew Scholarship Fund           | 0.00                  |
| <b>Total Named Scholarship Funds</b>   | <b>0.00</b>           |
| <b>Total Other Assets</b>              | <b>\$1,041,475.78</b> |
| <b>TOTAL ASSETS</b>                    | <b>\$1,327,954.07</b> |
| <b>LIABILITIES AND EQUITY</b>          |                       |
| Liabilities                            |                       |
| Current Liabilities                    |                       |
| Other Current Liabilities              |                       |
| Accts payable                          | 0.00                  |
| Grants payable 2014                    | 0.00                  |
| PPP Loan Payable 1200315               | 0.00                  |
| <b>Total Other Current Liabilities</b> | <b>\$0.00</b>         |
| <b>Total Current Liabilities</b>       | <b>\$0.00</b>         |
| <b>Total Liabilities</b>               | <b>\$0.00</b>         |
| Equity                                 |                       |
| Opening Bal Equity                     | 0.00                  |
| Retained Earnings                      | 1,504,030.77          |
| Net Revenue                            | -176,076.70           |
| <b>Total Equity</b>                    | <b>\$1,327,954.07</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b>    | <b>\$1,327,954.07</b> |

**Director's Report  
September 19, 2022**

**Professional Development**

| DATE      | EVENT                               | SPONSORED BY | COST | PAID FOR BY |
|-----------|-------------------------------------|--------------|------|-------------|
| 7/28/2022 | Board Development Workshop          | HCCF         | \$0  | n/a         |
| 8/16/2022 | INAPEF Board Meeting                | INAPEF       | \$0  | n/a         |
| 9/13/2022 | Virtual Groundwater Equity Training | CICF         | \$0  | n/a         |

**Community Outreach**

| DATE      | EVENT                                             |
|-----------|---------------------------------------------------|
| 7/28/2022 | AM Connect - attend                               |
| 8/25/2022 | AM Connect – attend                               |
| 9/8/2022  | Hendricks County Business Leader Women's Luncheon |

**Summer Campaign Results**

- 238 letters mailed, 10 donations; 4.2% return on mailed letters
- \$2,254.69
- Lowest campaign in a while. 😞 Maybe due to timing of the mailing?
- 2021 - \$4,790.44 (6.3%)  
2020 - \$4,052.00 (13.4%)  
2019 - \$2,150.00 (4.9%)  
2018 - \$1,725.00 (5.6%)  
2017 - \$1,380.00 (5.3%)  
2016 - \$1,095.00 (5.9%)

**Community Partnerships**

- Working on materials for 2023 partnerships with businesses
- Letters will go out end of October or beginning of November
- Need help from board in making connections/introductions

**Payroll Deduction**

- Did electronic solicitation after Opening Day ceremony where Dr. Snapp asked everyone to consider giving \$2.00 per paycheck
- Increase of over \$4,000 this year; staff scholarships will be at least \$25,000 for the class of 2023

**Scholarships**

- Met with Joni Martin to review timeline since scholarships will be awarded before May 1<sup>st</sup> college selection deadline in 2023 (Senior Awards Night is April 25<sup>th</sup>).
- Community groups will be reviewing their applications, giving feedback for changes and having the option to review applications electronically in 2023

**Area 31**

- Spoke with Mrs. Lingelbaugh at BHS about the possibility of offering scholarships to students who attend Area 31 programs to help pay for mandatory kits that must be purchased for these courses of study
- BHS pays for students to attend Area 31, but not for the additional kits, which can be a hardship for some of these students

## **BEF Committee Reports September 19, 2022 Board Meeting**

**Grant Committee  
Purse Bingo Committee  
Surplus Sale Committee**

### **Grant Committee**

**Submitted by Paul Shaffer**

**Chair Paul Shaffer, Co-Chair Ryan Morrison and Members Beth Grant, Tiffany Dearman, Lindsey Catellier, Lori Medjeski and Chris Floyd.**

The committee met to review the Incredible Award application on Wednesday, August 24<sup>th</sup>. We received 17 grant requests totaling \$26,568.48, not considering replication costs. The committee used a rubric to evaluate the grant application. The InCredible Award grants for 2022 will be \$18,765.67 which was under our budget by \$3,749.33. The remaining funds will be carried over to 2023.

During the grant review process, it was observed that all but three submissions were from middle and high school applicants. This was chalked up the replication requirements which makes elementary requests more challenging. It seems the District Excellence Award (DEA) grants may have become a better fit for those requests. We decided as a committee to evaluate each grant program to determine if future modifications are appropriate. Our first step in this process will be to meet with the building representatives after the next BEF meeting to seek feedback on the application process and criteria.

### **Purse Bingo Committee**

**Submitted by Angela Falcone**

Designer Purse Bingo took place on Tuesday, August 16, 2022 and it was another great purse Bingo event. We raised over \$22,000 which was \$1,000 more than last year. We also sold out in 15 minutes with a waiting list of over 100!!

### **Surplus Sale Committee**

Preparations for the Surplus Sale on September 17, 2022 are moving forward. Some of the items that we will have available are upright pianos, furniture, an



oven and lots of school and office supplies. Volunteer sign-ups for set-up or the event can be found on the BEF website.