

ANNUAL REPORT 2007**Attachment C**Introduction

In 2006, CUSF, the non-profit corporation serving the Unit 4 and Unit 116 School Districts completed and overwhelmingly passed its 5-year strategic plan. *2007 has been a year of transition and planning implementation as we have worked toward our consistent mission:*

To enrich its community, the Champaign-Urbana Community Schools Foundation is committed to encouraging educational initiatives and facilitating excellence in education in the public elementary and secondary schools of Champaign Urbana, Illinois.

During this past fiscal year, we have experienced growth of the Annual Campaign, stability in the board and the continuation of efforts in implementing the changes called for in our SP – most significantly this year, in our committee structure.

Grant applications for our 3 programs did not number as high as last year and the total amount allotted in this year's budget was not granted.

CUSF has continued to increase its visibility in FY07 by maintaining multiple exposures via the media and positive conversations by all board members in public situations. This is evidenced by more interest in establishing restricted endowments with us by community members and calls requesting our participation in civic decision-making. It is important that we remain receptive to opportunities as they present themselves and evaluate them against our mission and goals.

It remains the duty of our Board of Directors to be stewards of our donor contributions and to further the mission of the organization. The board has continued to meet 6 times a year in the afternoons at different public schools throughout both districts. The 2006-2007 Board Members are as follows: Wes Curtis, Chair; Phil Van Ness, Vice-chair; Thomas Berns, Treasurer; Julia Guth, Secretary; Gene Amberg, Unit 116 Superintendent; Arthur Culver, Unit 4 Superintendent; John Dimit, Unit 116 Board Member; Reginald Alston, Unit 4 Board Member; Brenda Wiggins, Unit 4 Teacher Representative; Ken Paxton, Unit 116 Teacher Representative; Anne Broom, Tom Costello, Mae Donaldson, C.K. Gunsalus, Eve Harwood, Patrick Hayes, Paul Hobbs, Pamela Knox, Sharon Lash, Scott MacAdam, Deborah Rugg, Jen Shelby and Ken Williamson and, with Lori Johnson, Unit 116 as Recording Secretary and Dianne Lambright, our Recording Secretary for Executive Meetings. At each meeting we have had a presentation by past grant awardees about their funded projects. Through a very successful partnership with the Champaign Park District, our main office remains in the Springer Cultural Center. We are entering our 6th year of this agreement. The Executive Committee has continued to serve both as the Nominating Committee this year to streamline our volunteer efforts.

The main emphasis in the Champaign Urbana Schools Foundation programming continues to be our financial support of innovative and creative project ideas for the classroom via distribution of grants to public educators. The Project Selection Committee has been renamed to Grant Selection Committee. It continued to request applications for funding in 3 different types of grants: The Master Grant, for amounts up to \$4000; the Stepping Stone Grant, for amounts up to \$500; and the Do It Again! Grant, which puts pre-packaged successful ideas into the classroom. CUSF granted 24 awards for a total of \$25,209.08. (See attached list).

Fundraising continued to be primarily focused on our Annual Campaign. This year brought in a record number of donations of over \$44,000.00. The Pennies for Education Program did not move forward. Restricted gifts continued to arrive and support the Amberg, Perrino, Suggs and various pass-through efforts. The Red Lion Inn Reunion provided \$21,000.00 for area middle school band programs. The 4th Annual Distinguished Alumni Luncheon achieved its goal of \$18,000 gross with approx. \$13000 pledged to our endowments.

FY08 brings new challenges. With the continued implementation of our 5-year plan, we look to create the planned committee structure and to increase our productivity in supporting the districts. Presentations in June of 2007 moved this agenda forward by asking for a direct commitment from the district for financial support over the next 5 years to help CUSF become a profit center for the districts. The goal of increasing staff and making the ED a full-time professional position is a desired goal. CUSF is looking for new space to expand its visibility and is a partner in the feasibility discussions for a local version of the Kalamazoo Promise. The 2008 Distinguished Alumni Event will become an evening GALA with projections of a higher revenue. Our newsletter communication went from 1 to 2 a year

with the Champaign Central Alumni Association newsletter going to 3 times a year. This means these Alums heard from the Foundation 7 times. Growth is on the CUSF horizon. The Annual Campaign will continue to need to remain successful if we are to implement the programs we are interested in doing but more needs to be done with additional efforts. Program and Professional Development grants, partnerships with the U of I for our educators and a corporate campaign will need to be considered.

The Executive Committee worked very hard this year with additional meetings scheduled. The Full Board met one less meeting skipping the April Board Meeting due to Nominating challenges in reorganizing our structure. The Committee summaries follow:

Full Board Meetings

The CUSF Board of Directors met every other month beginning in September of 2006 with an orientation meeting with the Kennedy's in Urbana with our consultant, Learning Alliance, who helped us understand the implications of our planning. Our year concluded with the Annual Meeting in June of 2007. These meetings were held in various schools in each district (116 and 4). All meetings established a quorum. A past recipient of grant money presented his/her project report at each meeting. To avoid long meetings, the Executive Committee actions and the approval of prior minutes were contained to a consent agenda. Operations Management such as Budget and Strategic Plan decisions, Committee Reports, Governance discussions and policy work took place as action and information items at each meeting.

Executive Committee Meetings

The Officers and Committee Chairs which make up the Executive Committee met monthly and sometimes several times per month, to discuss the workings of the organization: committee issues, governance issues, and the day-to-day running of the organization with the Executive Director. This year the Executive Committee again served one last time, as the Nominating Committee along with the district superintendents, having monthly meetings from March through May at the end of each Executive Committee meeting.

Strategic Planning Committee

The Strategic Planning Committee began holding meetings in July of 2006 and continued to meet regularly to work on implementing our 2007-2012 Strategic Plan. It became vital in our nominating efforts to make sure we brought on committed, available members for the next cycle of board development. It is considered a very important piece that our incoming chair is chair of the Strategic Planning Committee and that our out-going chair serves as Governance Chair. This will aid in leadership continuity.

Fund Development Committee

Our lone chair of this committee worked hard to move us forward. An independent steering committee ran the Distinguished Alumni Luncheon (DAL). Our corporate underwriting for the DAL was again very strong: 14K. Our Annual Fund income (line 4010, and including the Combined Charities Campaign) was higher this year surpassing our budget projection. By adding reply envelopes to the newsletter, we believe we gained additional gifts. However, cash donations were down through 5-Cs and through the Luncheon. Pass-throughs and directed-giving has generated about \$4700.00 in fees – the majority of this from the Lawrence Fund, but also because of endowments and passthroughs. Our current endowments are: The Champaign Rotary, the Junior League of Champaign-Urbana and Carle Foundation – with restricted distributions from these going only to our grants; The Dan Perrino Urbana Bands Endowment; the Amberg Teaching Chair Endowment; the Hester Suggs Endowment for the Arts and Humanities; the Centennial High School Athletic Endowment; and the Orange Krush Endowment. The distributions from these endowments are restricted to various endeavors established by contract. The new plan, Pennies for Education, has not generated any income. Odd cents are donated to the Foundation through paycheck deductions and will be used for grant disbursement. To date, we do not have any corporations signed up, but have waited for a lead participant to determine its involvement. We will have to move ahead in 07.

The Foundation also maintains its charitable status with Gifts In Kind which sets up receiving goods from the local Bed Bath and Beyond, and Office Depot. Discontinued items from these stores are distributed to both districts on an alternating basis.

The Distinguished Alumni Luncheon is a benefit for the Foundation and honors outstanding graduates from both Urbana and Champaign Public Schools. This year's goal of \$18,000 was reached with a profit of approximately \$13,000. Held in Urbana this year at the Holiday Inn, our honorees were Landon Parvin, CHS 66 and Frederick S. Green, UHS 41. 190 tickets were sold. 14 tables were sold for \$14,500.00. A private reception was held at the Berns home in Urbana the night prior to the event. We saw a substantial increase in In-kind giving for this event this year – over \$2700. There were less cash donations. The meal was more expensive.

Annual Campaign/revenue

The FY 2007 Annual Campaign began in October 2006 as a mailing of over 6,000 letters to our donors and new parents in each district as well as remaining individuals from the add-ons in 2003. As of June 1, 2007, the campaign served its goal of \$40,000.00 by receiving over \$43,800.00 with more than 242 donors including those collected by 2 agencies – the United Way and the Combined Charitable Campaign of Champaign County). An additional 154 donations were received with designations for over \$54,000.00. We continue to use MC/Visa for the accept contributions. We held stable with revenue from interest earned and in-kind donations.

Grant Selection Committee

This committee reviews grant proposals from February to the end of March. This year, the committee of 12 which included 2 community members at large, reviewed **86** applications using the grant criteria established in the applications. A total of **\$43,070.38** was awarded to **31** proposals – including the Do It Again! Grants. The board has retained its policy of reclaiming unused funds at the end of the fiscal year from each district. As a result, approx. \$6,000.00 of this year's distribution to Unit 4 is in unused funds recovered from previous years. All unspent fund balance from Unit 4 has now been spent. Teacher recognition this year was held at the May board meetings for Urbana Unit 116 and Champaign Unit 4. Certificates suitable for displaying were given to each award recipient. Representing teachers and Grant titles are listed on the next page.

Marketing

The Marketing Committee did not meet this year as a committee. Our website has been marginally maintained by the Executive Director. I strongly recommend for the site to remain useful and effective that we find a volunteer to maintain the site. A 6th newsletter was created and mailed at the end of September 2006. and a 7th edition went out in April 07. Newsletters will be smaller, in color and include reply envelopes. They will go out 2x per year.

Operations

The Executive Director has been maintaining the office procedures. The CUSF Board hired Russ Leigh and Assoc. to perform our Annual Audit with a 3-year contract. We hold liability insurance policies with Brown Hobbs McMurray Insurance. Our investments at this time are all at Busey Financial Services. I recommend that with future investments we consider diversifying our institutions. We made no equipment purchases in FY07. Our high-speed internet and phone service is with SBC. I back-up all fund development docs every week on CDs and I back up all other documentation every couple of months. We now have a volunteer bookkeeper, Barbara Chen, the CFO at the Champaign County Housing Authority. Barbara maintains our books in QuickBooks records and holds the file. I continue to try and separate accounting duties with our treasurer and bookkeeper so that we can be as accountable as possible with a 1-person office. Several issues with our record-keeping have been identified and steps have been to clarify our procedures. A preliminary Operations Budget will be available at our Annual Meeting in June with final budgets for Board acceptance in September 2007. With our treasurer and Executive Committee reviewing expenditures on a regular basis, duplicate deposit slips and photocopying of all incoming checks, we have limited our liabilities to a reasonable degree. For the upcoming audit, we will exclude our ED salary from our expenses as it is technically a position of the USD 116. Monthly grants are given to the district to support the position.

Policy and Governance

The Board of Directors and the Executive Director have made it a priority to document decision-making and it is an ongoing effort. A Body of Law has been created which contains our bylaws, policies and procedures. An effort has been made to consistently apply Robert's Rules and to record governing motions.

Respectfully submitted by

Gail Glende Rost, Executive Director

**See attached Accepted Grant Proposal List;
See attached Motions Approved 2007;**

Recommended Grant Proposals 2007

#	Code	Teacher	Grant Title	Grade Level / Type	Contact School	Requested \$	Awarded \$	Mentor \$
1	DIAG-2C	Lash	Battle of the Books/Monarch Awards Book Club	K - 5 Literacy	Kenwood	\$1,200.00	\$ 1,200.00	\$50.00
2	DIAG-3C	Eckstein	You Name It Bookclub	Library/Media	Barkstall/ Kenwood Elementary	\$1,206.00	\$ 1,206.00	\$50.00
3	DIAG-5C	Cahill	You Name It Bookclub	Library/Media	Carrie Busey Elementary	\$932.00	\$ 932.00	\$50.00
4	DIAG-1U	Smith	Learning Activity Take-Home Packs	Literacy	Leal Elementary School	\$600.00	\$ 600.00	\$50.00
5	SS-3C	Beberman	Tops Factory	3rd	Dr. Howard Elementary	\$210.00	\$ 210.00	NA
6	SS-5C	Plaut	Caps for the Needy	Library/Media	Bottenfield Elementary	\$350.00	\$ 350.00	NA
7	SS-6C	Rutan	Read to Your Child PLUS	PreK	Champaign Early Childhood Center	\$463.34	\$ 393.05	NA
8	SS-8C	Bostwick	Social Skills Support for Young Children with Autism Spectrum Disorders	PreK	Family Information Center	\$477.70	\$ 477.70	NA
9	SS-9C	Whitacre	Book Nook	K - 5 Literacy	Robeson Elementary	\$500.00	\$ 360.00	NA
10	SS-10C	Rakha	Fostering Literacy through an Interdisciplinary Exploration of the Harlem Renaissance	6th	Franklin Middle School	\$490.16	\$ 490.16	NA
11	SS-1U	Goldshlack	Cooking as a Life Skill	6 - 8	Urbana Middle School	\$488.16	\$ 488.16	NA
12	SS-2U	McClintock	Read Aloud Program: R.A.P.	6 - 7	Urbana Middle School	\$500.00	\$ 493.00	NA
13	SS-3U	Montgerard	Prairie/BBBS Character Counts	K - 5	Prairie Elementary School	\$500.00	\$ 500.00	NA

Recommended Grant Proposals 2007

14	SS-4U	Powell	Reading Buddies, Partners with a Purpose	1,2,4,5	Yankee Ridge Elementary	\$ 500.00	\$ 500.00	NA
15	SS-5U	Foley	A Library of Higher Interest	8th	Urbana Middle School	\$ 498.38	\$ 498.38	NA
16	SS-6U	Cearlock	Differentiated Reading in the American History Classroom	8th	Urbana Middle School	\$ 476.65	\$ 476.65	NA
17	M-3C	Hohman	Student Response System for Central High School	9th - 12th	Central High School	\$ 3,072.94	\$ 2,241.00	NA
18	M-5C	Weber	Expanding Culture with Dance	6th - 8th	Franklin Middle School	\$ 1,225.98	\$ 1,225.98	NA
19	M-9C	Owens	Music without Borders	K - 5th	Bottenfield Elementary	\$ 1,076.60	\$ 1,076.60	NA
20	M-12C	Mathews	World War II Museum Project - Remember Research, Respond, Recreate	5th	Dr. Howard Elementary	\$ 1,153.01	\$ 1,153.01	NA
21	M-1U	Fell	Fostering Excellence in Education with Kurzweil	9th - 12th	Urbana High School	\$ 4,000.00	\$ 3,424.99	NA
22	M-2U	Pollock	Contemporary American History in Film and Music	9th - 12th	Urbana High School	\$ 3,676.79	\$ 3,676.79	NA
23	M-5U	Greist	Yoga is FUN!	EC/Prek	Washington Early Childhood	\$ 807.43	\$ 807.43	NA
24	M-7U	Miller	High Interest Library	6th-8th	Urbana Middle School	\$ 2,228.18	\$ 2,228.18	NA
						subtotal	\$ 25,009.08	\$200.00
						TOTAL GRANTED	\$25,209.08	
						Lash fund	(\$500.00)	
						Suggs Fund	(\$500.00)	
						Returned #116 money	(\$1,334.00)	
						Total Operations Account	\$22,875.08	

Unit 116: \$13,743.58

DIAG TOTAL: \$4,138.00

Unit 4: \$11,465.50

Stepping Stone TOTAL: \$5,237.10

Master TOTAL: \$15,833.98

MOTIONS ACCEPTED Affecting Standing Policies: 2006-2007

January 23, 2007, Full Board Meeting:

Strategic Planning Report and Motion: Phil Van Ness thanked the committee for their hard work. An organizational chart was explained. Job descriptions piece to be put into effect. Utilizing this chart - we will no longer be just an organization - the foundation will be tapping into the community for special areas of interest/expertise. Community advisory will become a new group. The Executive Committee will consist of the past chair, vice-chair to the nominating committee, this way there is a history given and available to those committees. Descriptions would be available in the "active" voice. Specific tasks for each committee will have something to focus on.

Member Van Ness moved to accept descriptions as policies - this way they will not be put into by-laws, some may or may not become portion of by-laws. Motion seconded by Member Berns. Motion passed.