

## **ANNUAL REPORT FY2008**

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### Introduction

In FY2008 CUSF, the non-profit corporation serving the Unit 4 and Unit 116 School Districts completed and celebrates its 20<sup>th</sup> Anniversary. 2008 marks the second year of our 5-year strategic plan implementation. The Foundation continues to embody the mission of the organization in its daily activities:

**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.**

This fiscal year has been one of remarkable change and activity:

- 3 revised Annual Budgets
- New location with street presence in Urbana
- The creation of the Assoc. Executive Director and Director of Programs and Development positions
- Moved the Executive Director position to full-time
- 2 new ½-time employees, 1 intern
- Sold-out 20<sup>th</sup> Anniversary Gala netting approx. \$25,000.00
- \$600,000.00 pledge for the new 3-year SPLASH Grant Program
- New interactive website with on-line grant applications
- New grassroots fundraiser: Thank-My-Teacher available on the CUSF on-line store
- \$45,000.00 Annual Fund with additional \$100,000.00 in pass-throughs
- Over \$30,000.00 in Master Grants funded to Unit 4 and Unit 116
- Creation of the Broadrick Scholarship Fund

CUSF continues to increase its visibility in FY08 by maintaining multiple exposures via the media and positive conversations by all board members in public situations. This is evidenced by more public interest in establishing restricted endowments with us by community members, calls requesting CUSF participation in civic decision-making, and the Executive Director being asked to serve on new civic committees and boards. 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 through effective fundraising and participation in CUSF activities. The board met 6 times this year in the afternoons at different public schools throughout both districts. However, in the coming year, the board will increase the number of meetings to 10 with committee meeting time available at each full board meeting. 2007-2008 Board Members are as follows: Phil Van Ness, Chair; Anne Broom, Vice-chair; Kent Williamson, Treasurer; Julia Guth, Secretary; Preston Williams, Unit 116 Superintendent; Arthur Culver, Unit 4 Superintendent; John Dimit, Unit 116 Board Member; Scott MacAdam, Unit 4 Board Member; Nicole Panska, Unit 4 Teacher Representative; Kevin Erlinger, Unit 116 Teacher Representative; Tom Berns, Tom Costello, Mae Donaldson, C.K. Gunsalus, Eve Harwood, Paul Hobbs, Pamela Knox, Sharon Lash, James Quisenberry, Jen Shelby and Joan Walls. At each meeting we have had a presentation by past grant awardees about their funded projects. In October of 2007, the office of the CUSF moved to 303 W. Green Street in Urbana. The building is owned by Thomas Bruno and an open-ended lease was signed with a mutual 90 days notice. A mural, painted by local muralist Glen C. Davies was completed in honor of our 20<sup>th</sup> anniversary and is mounted on the front of 303 W. Green Street. As required by the Strategic Plan, the Executive Committee is no longer our Nominating Committee and as of FY2009, Nominating will be meeting throughout the year to bring in talented board members who meet the board's needs.

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. It continued to request applications for funding for 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. This year, with the development of the privately funded SPLASH Grant pass-through program, CUSF laid aside the smaller Stepping Stone Grant program until a later time and awarded 11 Master Grants amounting to a total of \$30,518.00 for FY08 (See attached list).

Fundraising continued to be primarily focused on our Annual Campaign. This year brought in an unaudited number of donations of approx. \$45,000.00. 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 as well as an additional deposit of approx. \$85,000.00 in the Unit 116 Lawrence Fund.

FY09 will continue to bring new challenges. With the continued implementation of our 5-year plan, we will work on fleshing out the goals of the plan and look for new strategies to implement them. Board growth and development will be a priority in the coming year. With a revitalized committee structure and a committed board, we continue to lay the foundation for organizational growth. Relationships with the community and with our school boards need to continue to be nurtured. The Annual Fund remains important to our community outreach and 2 additional fundraiser events are going to be added to the year. Regular and consistent communication with the community is vital.

The Committee summaries follow:

#### Full Board Meetings

The CUSF Board of Directors met every other month beginning in September of 2007 with an orientation meeting with at the Urbana Country Club. Our year concluded with the Annual Meeting in June of 2008. CUSF full board meetings were held in various schools in each district (116 and 4). All meetings established a quorum except for the September meeting. 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.

#### Strategic Planning Committee

This committee did not formally meet while the Executive Committee included implementation of the plan in its monthly work. Review of the Strategic Plan will be an important part of the FY2009 Committee work

#### Fund Development Committee

Our lone volunteer chair of this committee worked hard to move us forward. An independent steering committee ran the 20<sup>th</sup> Anniversary Benefit Gala held on April 25, 2008. The event attracted 264 people and was sold out. Our main speaker was U of I President B. Joseph White and Bill Geist, CHS 1966 served as Honorary Chair. Our corporate underwriting for the GALA was again very strong with 25 of the 33 tables sold as table units for \$1000.00 each. 4 tables were comped to our \$25K donors for the SPLASH Grant Program.

Our Annual Fund income (line 4010, and including the Combined Charities Campaign) was higher this year surpassing our budget projection. Donor reply envelopes were added to every mailing to the public. With the pressure of developing new resources, new names will be added to the Annual Fund and Newsletter mailing lists. Cash donations were up through 5-Cs.. Pass-throughs and directed-giving has generated about \$10,000.00 in fees – the majority of this from the Lawrence Fund and SPLASH Grants, but also because of endowments and pass-throughs. 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; the Orange Krush Endowment and the new Broadrick Scholarship Fund. The distributions from these endowments are restricted to various endeavors established by contract. Pennies for Education has not generated any income although Unit 4 and Unit 116 have shown interest. This effort may be abandoned if an affiliation with the United Way can be established.

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.

#### Annual Campaign/revenue

The FY 2008 Annual Campaign began in October 2007 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, 2008, the campaign served its goal of \$42,500.00 by receiving over \$42,735.00 with 221 donors including those collected by 2 agencies – the United Way and the Combined Charitable Campaign of Champaign County). An additional \$3,835.00 in donations came as memorials from an additional 50 donors, with over \$90,000.00 coming in as restricted gifts uses other than SPLASH

Grants. SPLASH Grant cash-on-hand at the time of publication exceed \$144,000.00. It is important to note that restricted cash and funds not immediately needed are swept into the CUSF Fundraising money market account to accrue earnings. We continue to use MC/Visa for the accept contributions and accept on-line giving through the NSFA Give2Schools program. 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 **48** applications using the grant criteria established in the applications. A total of **\$30,508.13** was awarded to **11** Master Grant proposals. **19** Stepping Stone Grant and Do It Again Grant Proposals were funded in full through the SPLASH Grant Program. This money will be released on July 1, 2008. The board has retained its policy of reclaiming unused funds at the end of the fiscal year from each district. As a result, approx. \$2800.00 of this year's distribution to Unit 4 is in unused funds recovered from previous years. Grant recipient 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.

#### SPLASH Grant Program

Description:

- A mini-grant program for certified teachers in the Unit 4 and Unit 116 schools

Purpose:

- Quick cash into the classroom to offset incidental out-of-pocket expenses by the teacher for supplies,
- essentials, small unsupported projects to encourage enrichment beyond district support
- Share community appreciation for our dedicated teaching staff in the public schools
- Create surprise and excitement about the possibilities of private investment into the public schools

Support Source:

- The CU public, spearheaded by a coalition of investors – 3-year capital campaign

Distribution start: July 1, 2008

Method of distribution:

- Range: \$25.00 - \$500.00 per grant
- Application process via internet/CUSF Website with verification of teacher status
- Target distribution of 28 grants per month = \$14K/mo over 12 mos = 200K (400 grants/year)
- Roll-over unfunded requests to next month, remaining cash at month 12 set up as challenge grant to districts
- One grant per teacher per year
- Reimbursement process on a weekly basis by volunteer review of receipts vs proposals for accountability, with 24-hour cash turnaround.
- 1<sup>st</sup> set of grants on July 1 will be unfunded Stepping Stone Grants from the 2008 pool – approx. 10K and will be distributed through districts
- Final report required and submitted through internet

Grant Restrictions:

- Encourage creative classroom use of the grant support and steer use toward classroom improvement and enrichment through questions on application.
- Allow partnerships for grant usage to combine award totals
- Non-consumables remain the property of the district when the awardee leaves the district

#### Marketing Committee

The Marketing Committee did not meet this year as a committee, but in June 2008, staff submitted a rough draft Marketing plan. This plan has been reviewed and components have been integrated into the CUSF Business Calendar. Our new interactive website is now operated through a new host and will maintained Central Graduate Jacob Schmit who also configured the design and implementation of the site. A store has been added to support the Thank-My-Teacher Program and other items as determined. A summer 08 newsletter will be mailed. We are seriously considering 6 newsletters a year with a simple format to enable more consistent communication with our donors. We will also be evaluating our types of communication with various target groups.

### Operations

The Executive Director has been maintaining the office procedures. Russ Leigh and Associates continues to perform our Annual Audit within a 3-year contract expiring in 2010. We hold liability insurance policies with Brown Hobbs McMurray Insurance. Our investments at this time are all at Busey Financial Services. I continue to recommend that with future investments we consider diversifying our institutions. Because of the move and the expansion of employees, we made several equipment purchases in FY08. We have 3 new computers and additional office furniture. In-Kind Gifts from Clark Lindsey Village, the Blind Man and the Champaign County Regional Planning Commission outfitted the new offices with most of its furniture and window treatments – including a microwave and refrigerator. Our high-speed internet and phone service is with ATT. We recently purchased a Web-based Donor Software management system call E-Tapestry and will be migrating all of our data from GiftMaker Pro 8.5 (which will no longer be supported by Blackbaud) in July 08. E-Tapestry will afford us a great deal of flexibility for an organization our size and is infinitely growable. Because it is web-based, data is stored off-site in two national locations and is very secure. Documents are now backed-up onto a memory stick on a regular basis. Our new Assoc. Exec. Director, Roxann Bossenbroek has worked with a consultant to develop a new Chart of Accounts that will align with our E-Tapestry Entries. She maintains the books on Quickbooks. We are now able to more clearly comply with the necessary separation of accounting duties which provides credibility and professionalism to the office. An Interim Operations Budget will be available at our Annual Meeting in June which conforms to our new Chart of Accounts. A final budget will be available for Board acceptance in September 2008. Employees of the Foundation are now managed through the foundation and no longer through Unit 116. Consequently, taxes are filed with the IRS and state on a monthly basis and record keeping has been changed accordingly. 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.

### 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 2008;**

## CUSF 2008- 2009 Funded Master Grants

COUNT	FirstName	LastName	GrantTitle	GradeLevel/Type	ContactSchool	ContactAddress	City	State	Zip	AwardedAmount	Students Served per year	Principal	Superintendent
1	Jessica	Plicher	Lego Robotics-In the Classroom	grades 6,7,8	Jefferson Middle School	1115 S. Cresent Dr.	Champaign	IL	61821	\$ 1,366.44	400	Susan Zola	Mr. Arthur Culver
2	Sarah	Filkins	Building Community through Drum Circles	K - 5	Robeson School	2501 Southmoor	Champaign	IL	61820	\$ 1,480.00	500	Heather Livengood	Mr. Arthur Culver
3	David	Hohman	Wireless Writing Tablets for the Central H.S. Math Dept.	grades 9-12	Central High School	610 W. University	Champaign	IL	61820	\$ 3,576.00	1200	William Freyman	Mr. Arthur Culver
4	Amos	Lee	Reaching 21st Century Kids with 21st Century Technology	8th	Jefferson Middle School	1115 S. Cresent Dr.	Champaign	IL	61821	\$ 1,785.00	250	Susan Zola	Mr. Arthur Culver
5	Peggy	Miller	ColumbiaCenter Music Experience/Steel Drum Band	grades 6-12	Columbia Center	1103 N. Neil St.	Champaign	IL	61820	\$ 3,976.00	70	Charles Hogue	Mr. Arthur Culver
6	Patricia	Plaut	Making the Best Better!	K - 5	Bottenfield Elementary	1801 S. Prospect	Champaign	IL	61820	\$ 2,721.00	424	Jeanne Davis	Mr. Arthur Culver
7	Lily	Jimenez	Celebrating National Hispanic Heritage Month	prek-6	Washington Early Childhood	1102 N. Broadway	Urbana	IL	61801	\$ 3,963.00	250	Crystal Vowels	Dr. Preston Williams
8	Carol	Godoy	UHS Global Learning Project	grades 9-12	Urbana High School	1002 S. Race St	Urbana	IL	61801	\$ 2,250.00	400+	Laura Taylor	Dr. Preston Williams
9	Ellen	Elick	Achievement in Music (AIM): Excellence for All Students	grades 6-8	Urbana Middle School	1201 South Vine St.	Urbana	IL	61801	\$ 4,000.00	70 primary (200)	Nancy Clinton	Dr. Preston Williams
10	Jennifer	Rohn	Rewards Plus for UMS	grades 6-8	Urbana Middle School	1201 South Vine St.	Urbana	IL	61801	\$ 3,365.51	100	Nancy Clinton	Dr. Preston Williams
11	Allen	Betty	Balinese Gamelton and Dance	K - 5	Yankee Ridge	2102 s. Anderson	Urbana	IL	61801	\$ 2,025.18	1867	Mary Beth Norris	Dr. Preston Williams
										\$ 30,508.13			

**Splash Grants 2008-2009**

Application ID #	Last Name	First Name	Title	School	school address	Principal	# of years in district	Grant title	Amount requested	# of children served	Date Application received	Date Application reviewed	Date check distributed	Date Application sent back for more info	Notes
SP0807001	Matheus	Paricia	teacher	Dr. Howard	1117 W. Park Ave.	Ms. Jennifer Heinrich-Busby	12	The Big Book Club	\$484.32	30-40	7/1/2008	7/1/2008		NA	DIAG Grant
SP0807002	Gohison-Johnson	Tiffany	social worker	Central High School	610 W. University Ave.	William Freyman	10	Gamers Club	\$500.00	10	7/1/2008	7/1/2008		NA	SS grant
SP0807003	Mosely	Lisa	teacher	campaign Early Childhood Cent	809 N. Neil St.	Amy Hayden	14	Teaching Social Skills in Early Childhood	\$350.00	20	7/1/2008	7/1/2008		NA	SS grant
SP0807004	Keamey	Patrick	teacher	Centennial High School	913 S. Crescent	Ron Bode	13	Career DVD Collection	\$496.00	30+	7/1/2008	7/1/2008		NA	SS grant
SP0807005	McAndrew	Stacy	teacher	Centennial High School	913 S. Crescent	Ron Bode	15	Portable Spanish Library	\$409.70	725	7/1/2008	7/1/2008		NA	SS grant
SP0807006	Parmer	Phili	teacher	Edison Middle School	306 W. Green St.	Joe Williams	5	Enhancing Student Writing through the Revision Process: The Document Camera Approach	\$500.00	120	7/1/2008	7/1/2008		NA	SS grant
SP0807007	Rhodes	Ruth	teacher	Family Information Center	405 E. Clark St.	Kelli Shirley	25	Promoting Autism Awareness Month	\$329.95	30	7/1/2008	7/1/2008		NA	SS grant
SP0807008	Richardson	Vickie	librarian	Franklin Middle School	817 W. Harris St.	Angela Smith	4	Great American Music History	\$484.98	600	7/1/2008	7/1/2008		NA	SS grant
SP0807009	Primeaux	Joan	teacher	BT Washington	606 E. Grove St.	Sherry Alimi	1	Summer Review Backpack Program	\$440.00	20	7/1/2008	7/1/2008		NA	SS grant
SP0807010	Butler	Mark	teacher	Columbia Center	1103 N. Neil St.	Charles Hogue	3	Typing to Success II	\$486.78	60	7/1/2008	7/1/2008		NA	SS grant
SP0807011	Criello	Jennifer	teacher	Central High School	610 W. University Ave.	William Freyman	4	Reading in Mathematics	\$499.80	60	7/1/2008	7/1/2008		NA	SS grant
SP0807012	Henss	Martha	teacher	Carlie Busey	1605 W. Kirby Ave.	Zanlia Willis	7	Chess Program	\$486.00	75-150	7/1/2008	7/1/2008		NA	SS grant
SP0807013	Murrey	Matthew	librarian	Urbana High School	1002 S. Race St.	Dr. Laura Taylor	4	Art in the Library	\$444.64	1000	7/1/2008	7/1/2008		NA	SS grant
SP0807014	Rinne	Martha	librarian	Urbana Middle School	1201 S. Vine St.	Nancy Clinton	28	Phase II: Spanish Language Collection Development Program	\$500.00	300	7/1/2008	7/1/2008		NA	SS grant
SP0807015	Bell	Kay	teacher	Leal Elementary School	312 W. Oregon St.	Spencer Landsman	30	Classroom Jeopardy	\$459.00	380	7/1/2008	7/1/2008		NA	SS grant
SP0807016	Walden	Joelle	supationalthera	Urbana School District	1801 James Cherry Dr.	Sandra Cooper	10	Sensory Motor Kits for RTI	\$499.50	1867	7/1/2008	7/1/2008		NA	SS grant
SP0807017	Bazzell	Christopher	teacher	Urbana Middle School	1201 S. Vine St.	Nancy Clinton	4	Kids Saving Kids	\$320.00	300	7/1/2008	7/1/2008		NA	SS grant
SP0807018	Mark	Foley	teacher	Urbana High School	1002 S. Race St.	Dr. Laura Taylor	10	A Library of Higher Interest	\$495.96	170	7/1/2008	7/1/2008		NA	SS grant
									<b>\$8,186.63</b>						

**MOTIONS ACCEPTED Affecting Standing Policies: 2008-2009**

**March 31, 2008, Full Board Meeting:**

1. *Kent Williamson made a motion to approve the presented and discussed changes to the CUSF Gift Acceptance Policy 3. Motion carried.*
2. *Jen Shelby made a motion to approve Policy 3A – Donor Intentions, as modified during discussions by the Executive Board. Motion carried.*
3. *Kent Williamson made a motion to accept Procedure 18 – Donor Confidentiality, as presented. Motion carried.*
4. *Julia Guth made a motion to accept the Agreement Restricting Use of Donor Contributions contract as amended. Motion carried.*
5. *Kent Williamson made a motion to add the SPLASH GRANT PROGRAM to the list of supported programs of the CUSF as required in CUSF Policy 5. Motion carried.*
6. *Julia Guth made a motion to accept the 2008 CUSF Employee Manual as presented. Motion carried.*