



Highline Schools Foundation for Excellence

# Board Handbook

2011-2012

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## Table of Contents

### ABOUT THE FOUNDATION AND HIGHLINE PUBLIC SCHOOLS

- [Foundation Overview](#)
- [Frequently Asked Questions About the Foundation](#)
- [Highline Public Schools Service Area Map](#)
- [Principal List](#)
- [2010 Highline Public Schools Report Card](#)

### LEGAL DOCUMENTS

- [Bylaws](#)
- [IRS 501 \(c\)3 letter](#)

### FOUNDATION FINANCIALS

- [2008 Funding Priorities](#)
- [2009 Funding Priorities](#)
- [2010 Funding Priorities](#)

### BOARD ORGANIZATION

- [Board Roles and Responsibilities](#)
  - [Statement of Intent](#)
  - [Trustee Job Description](#)
- [Service Area Assignments](#)
- [Committee Structure](#)
- [2011 Leadership & Standing Committees](#)
- [Trustee Self-Assessment](#)

### FOUNDATION PROGRAMS & EVENTS

- [Excel Grants](#)
- [Adopt-a-Classroom](#)
- [STIA Scholarships](#)
- [McGeehan Fund for the Arts](#)
- [Gold Star Awards](#)
- [Project Promise](#)
- [HPS Employee Giving Campaign](#)
- [Oktoberfest Dance/Auction](#)
- [Gifts of the Heart](#)

# **ABOUT THE FOUNDATION & HIGHLINE PUBLIC SCHOOLS**



## Foundation Overview

Established in 2001, the mission of Highline Schools Foundation for Excellence is *“Providing Community Resources to help the Highline Public School Succeed.”* The Foundation has distributed over one million dollars to the Highline Public Schools.

The Foundation is the only 501(c)(3) organization dedicated to supporting all 35 Highline Public Schools. HSFFE is the single point of contact for members of the community, local and national business, service organizations and other foundations to connect their philanthropic efforts with a single school or the entire district. Through individual, business, service group, foundation and United Way donations, Highline Schools Foundation is a champion for learning in many ways, including:

- **Seattle-Tacoma International Airport Scholarship**  
Established by HMS Host and the Port of Seattle, three scholarships totaling \$24,000 over a two-year period are awarded annually. \$133,950 in scholarship awards has been distributed.
- **Adopt-A-Classroom** (completed)  
One-time award of \$100 to every classroom in the district for the purchase of necessary supplies. Twenty-three schools have been awarded for a total of \$76,700.
- **Excel Grants & MAD Grants**  
More than \$83,000 has been awarded for innovative classroom projects at schools across the district.
- **Project Promise**  
Nearly 100 young women have received prom dress and accessories in a private gala event at a local hotel. Support by the community this event has attracted media attention and is expanding every year.
- **Partners for Schools**  
Recognizing that strong schools build strong communities, local real estate agents & mortgage lenders donate to the Foundation for every sales transaction. Over \$15,000 has been contributed.
- **Friends of the Arts Endowment**  
Long-term support for arts enrichment including the Joe & Jane McGeehan Fund for Visual & Performing Arts.
- **Gold Star Awards**  
Recognition at annual luncheon and cash award to outstanding teacher, administrator, classified employee and volunteer in Highline Public Schools.
- **Community Engagement**  
With support from the Bill & Melinda Gates Foundation, Highline Schools Foundation is partnering with Highline Public Schools by involving our community to improve high schools so more students graduate from high school and are ready for college and work.



## Frequently Asked Questions

### **What is the Mission of the Foundation?**

*Providing community resources to help the Highline Public Schools succeed.*

### **What is the Funding Philosophy?**

- Above & beyond what the school district can provide
- District-wide
- Leveling the playing field

### **What are the Goals of the Foundation?**

- Improve student success by supporting:
  1. Academic achievement
  2. College & career readiness
  3. Enriched learning experiences
  4. Arts and Athletics
- Support educators through:
  1. Classroom grants
  2. Recognition
  3. Professional development

### **What Does the Foundation Fund?**

- Excel Grants
- Adopt-a-Classroom
- STIA Scholarships
- McGeehan Fund
- Partners for Schools
- Gold Star Awards
- Project Promise
- HPS Employee Giving Campaign
- Oktoberfest Dance/Auction
- Gifts of the Heart

### **Who Does the Foundation Serve?**

All Highline Public Schools:

- Over 17,450 students enrolled
- Serve communities of Burien, Des Moines, Normandy Park, SeaTac Boulevard Park and White Center
- 60.3% of students participate in free & reduced lunch program
- 35 schools in four service areas (Evergreen, Highline, Mount Rainier, Tyee)

Other Schools open to all Highline District Students:

**Aviation High School**– Established in 2003, coursework is facilitated in the context of aviation and aerospace for up to 400 students residing in King County.

**Big Picture High School**– Established in 2005, one of many Big Picture schools around the country where school-based learning is blended with work internships that heighten the student's interest for up to 136 students.

**Choice Academy** -- Serves approximately 50 students grades 7-12 under the direction of two full-time certificated teachers and support staff, emphasizing high parent involvement, student responsibility, high academic standards, and a small learning environment for students at the secondary level.

**New Start** -- Provides intervention and advocacy for area youth and young adults between the ages of 14 - 21 involved with the justice system including risk assessment, home visits and family support, high school re-entry and completion, life skills, leadership development, GED preparation, tutoring, credit retrieval, aggression replacement training, pre-employment training; and job search, placement and support for retention.

**Camp Waskowitz** -- The Carl Jensen Environmental Education Center at Camp Waskowitz serves the students of the Highline Schools, as well as surrounding areas, through environmental education and team building programs.



## Highline Public Schools Service Area Maps

<http://www.hsd401.org/ourdistrict/about/districtmap.htm>



HIGHLINE SCHOOLS FOUNDATION  
FOR EXCELLENCE

## Principal List Highline School District 2011-2012

<b>ELEMENTARY SCHOOLS</b>			
<b>School</b>	<b>Principal</b>	<b>Address</b>	<b>Phone Number</b>
Beverly Park Elementary	Kathy Emerick	1201 S 104 <sup>th</sup> St, Seattle, 98168	206-631-3400
Bow Lake Elementary	Diana Garcia	18237 42 <sup>nd</sup> Ave S, SeaTac, 98188	206-631-3500
Cedarhurst Elementary	Bobbi Giammona	611 S. 132 <sup>nd</sup> St	206-631-3600
Des Moines Elementary	Jenniffer Reinig	22001 9 <sup>th</sup> Ave S, Des Moines, 98198	206-631-3700
Gregory Heights Elementary	Phil Robinson	16201 16 <sup>th</sup> Ave SW, Burien, 98166	206-631-3800
Hazel Valley Elementary	Johnathan Letcher	402 SW 132 <sup>nd</sup> St, Burien, 98146	206-631-3900
Hilltop Elementary	Rick Wisen	12250 24 <sup>th</sup> Ave S, Seattle, 98168	206-631-4000
Madrona Elementary	Daniel Yarbrough	20301 32 <sup>nd</sup> Ave S. SeaTac, 98198	206-631-4100
Marvista Elementary	Michael Fosberg	19800 Marine View Dr SW, Normandy Park, 98166	206-631-4200
McMicken Heights Elementary	Karin Jones	3708 S. 168 <sup>th</sup> , SeaTac, 98188	206-631-4300
Midway Elementary	Rebekah Kim	22447 24 <sup>th</sup> Ave S, Des Moines, 98198	206-631-4400
Mount View Elementary	Evie Livingston	10811 12 <sup>th</sup> Ave SW, Seattle, 98146	206-631-4500
North Hill	Nancy Melius	19835 8 <sup>th</sup> Ave S, Des Moines, 98148	206-631-4600
Parkside Elementary	Robin Lamoureux	2104 S. 247th St, Des Moines, 98198	206-631-4700
Seahurst Elementary	Chris Larsen	14603 14 <sup>th</sup> Ave SW, Burien, 98166	206-631-4800
Shorewood Elementary	Colin Ryan	2725 SW 116 <sup>th</sup> St., Burien, 98146	206-631-4900
Southern Heights Elementary	Deborah Holcomb	11249 14 <sup>th</sup> Ave S, Seattle, 98168	206-631-5000
White Center Heights Elementary	David Darling	10015 6 <sup>th</sup> Ave SW Seattle, 98168	206-631-5200
<b>MIDDLE SCHOOLS</b>			
Cascade Middle School	Paula Montgomery	11212 10 <sup>th</sup> Ave SW, Seattle, 98146	206-631-5500
Chinook Middle School	Mark Demick	18650 42 <sup>nd</sup> Ave S, SeaTac, 98188	206-631-5700
Highline CHOICE Academy	Michael Sita	18367 8 <sup>th</sup> Ave S, Burien 98148	206-631-7630
Pacific Middle School	Cecilia Beaman	22705 24 <sup>th</sup> PI S, Des Moines, 98198	206-631-5800
Sylvester Middle School	Vicki Fisher	16222 Sylvester Rd SW, Burien, 98166	206-631-6000
<b>HIGH SCHOOLS</b>			
Academy of Citizenship & Empowerment	Terrance Mims	Tyee Educational Complex 4424 S 188 <sup>th</sup> St, SeaTac, 98188	206-631-6500
Arts & Academics Academy	Vic Anderson	Evergreen Campus 830 SW 116 <sup>th</sup> St, Seattle, 98146	206-631-6150
Aviation High School	Reba Gilman	615 S. 200 <sup>th</sup> Street, Des Moines, 98198 (interim site)	206-716-0006
Big Picture High School	Jeff Petty	2450 S. 142 <sup>nd</sup> Street, SeaTac, 98188	206-444-7726
Health Sciences & Human Services High School	Jenni MacDonald	Evergreen Campus 830 SW 116 <sup>th</sup> St, Seattle, 98146	206-631-6200
Highline CHOICE Academy	Michael Sita	18367 8 <sup>th</sup> Ave S, Burien, 98148	206-631-7630
Highline High School	Damon Hunter	225 S. 152 <sup>nd</sup> St, Burien, 98148	206-631-6700
Global Connections High School	Rick Harwood	Tyee Educational Complex 4424 S 188 <sup>th</sup> St, SeaTac, 98188	206-631-6550
Mount Rainier High School	Julie Hunter	22450 19 <sup>th</sup> Ave S, Des Moines, 98198	206-631-7000
Odyssey: The Essential School	Joan Ferrigno	Tyee Educational Complex 4424 S 188 <sup>th</sup> St, SeaTac, 98188	206-631-6450
Puget Sound Skills Center	Sue Shields	18010 8 <sup>th</sup> Ave S, Burien, 98148	206-631-7300
TEC High School	Kelly Raymond	Evergreen Campus 830 SW 116 <sup>th</sup> St, Seattle, 98146	206-631-6300



HIGHLINE SCHOOLS FOUNDATION  
FOR EXCELLENCE

## 2010 Highline Public Schools Report Card

<http://www.hsd401.org/ourdistrict/about/annualreport.htm>

# LEGAL DOCUMENTS

BYLAWS  
of the  
Highline Schools Foundation For Excellence, Incorporated  
Burien, Washington  
[Approved as Amended and Restated September 23, 2010]

The following Bylaws of the Highline Schools Foundation for Excellence (the "Foundation") amend, replace in full, and supersede all prior bylaws of the Foundation. Except for the Articles of Incorporation of the Foundation, any prior statement of policy, rule, regulation, or bylaw contrary to the provisions of these bylaws is, to the extent of such inconsistency, hereby replaced and superseded and of no further force or effect.

### **Article I: The Foundation**

- 1.1 Incorporation. This foundation operates under authority of the Articles of Incorporation of the Highline Schools Foundation for Excellence filed with the State of Washington, Department of State, December 17, 1999.
- 1.2 The name of this organization is **Highline Schools Foundation For Excellence**.

#### **Article II: Mission and Purpose**

2.1 The mission of this organization is "providing community resources to help Highline Public Schools succeed". The Foundation's purpose is to secure resources that will enhance education for all students in the district. The Foundation shall insure that revenue, goods, services and other contributions, will to every extent possible have broad utilization, and substantially equal distribution throughout the Highline School District.

2.2 The Board of Trustees may establish from time to time such additional missions, or mission statements as the Trustees determine to be appropriate to the work and purpose of the Foundation.

### **Article III: Board of Trustees**

- 3.1 **Management.** The business and property of the foundation shall be managed by a Board of Trustees Herein after referred to as the "Board" in the plural and as "Trustee in the singular. shall be responsible for establishment of policies and objectives. The Board may delegate authority to its officers and to committees. In addition to the powers and duties, if any, specified in the Articles of Incorporation, and subject to the terms of these bylaws, the Board shall have the following powers and duties:
  - 3.1.1 to allocate, expend and otherwise make decisions relating to the use of Foundation funds and resources;
  - 3.1.2 to determine the acceptance of all donations whether unrestricted, restricted, or specially earmarked;
  - 3.1.3 to establish an annual budget for allocation and expenditure of Foundation funds and resources;
  - 3.1.4 to enter into contracts in the name of and behalf of the Foundation;
  - 3.1.5 to hire, retain and otherwise provide for the employment of an Executive Director for the Foundation and other employees as deemed necessary, and to determine the powers and duties of the Executive Director;

- 3.1.6 to monitor the activities of the Foundation and provide an annual report of the Foundation's achievements and goals to the community;
- 3.1.7 to amend these bylaws as necessary;
- 3.1.8 to create and promote programs for charitable endowments and contributions to fund the Foundation's work in furtherance of its purpose;
- 3.1.9 to conduct in all ways the business of the Foundation.

**3.2 Composition.** The Board shall be composed of:

- 3.2.1 The elected officers of the Foundation (5), each of whom shall also be a Trustee
- 3.2.2 At least six (6) but no more than sixteen (16) at-large representatives, each of whom shall be a Trustee.
- 3.2.3 In addition, the ex-officio non-voting members shall be as follows:
  - The Superintendent of the Highline Public Schools, or his/her designee
  - The President of the Highline Education Association, or his/her designee
  - An elected member of the Highline School Board
  - The Executive Director of the Foundation
  - All Emeriti Trustees selected by the Board
- 3.2.4 Efforts shall be made to include representatives of a variety of constituents of the Highline Public Schools. Geographic areas of the Highline School District will also be a consideration.
- 3.2.5 Trustee Emeriti. The honorary office of "Trustee Emeriti" is hereby created. The title of "Trustee Emeriti" may be conferred by majority vote of the Board upon a retired Trustee who meets the qualifications for such office established from time to time by these bylaws or by policy of the Board. . A Trustee Emeriti shall not be a voting member of the Board, chair committees or serve as an officer. Qualification shall include but not be limited to:
  - (a) At least two terms service to the Board
  - (b) Served as an elected officer of the Board

**3.3 Election.** Members of the Board shall be elected by a majority vote of the Trustees present at the Foundation's annual January meeting or at a regularly scheduled meeting of the Trustees.

**3.4 Tenure.** Each Trustee, excluding the Trustees Emeriti, will serve until the Annual Meeting three (3) years following his or her election unless he or she resigns sooner,

becomes unable to serve or is removed by vote of the Board as provided in these bylaws. Terms of office shall commence at the Annual Meeting. For Trustees elected during the year, terms of office will commence with the Annual Meeting nearest their election. It is the intent, but not a fixed requirement, that approximately one-third of the Trustees will be elected each year. Trustees may serve up to, but no longer than, three consecutive terms unless approved by a majority vote of the Board.

- 3.5 **Removal and Resignation.** A Trustee, including Trustees Emeriti may be removed from office by a majority vote of the Trustees, if in the judgment of said majority, such removal is in the best interest of the Foundation. Absence of a Trustee from three consecutive regular meetings of the Board or less than fifty percent of the meetings within a one-year period shall be considered a resignation. Any Trustee may resign at any time by giving written notice to the President, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective,
- 3.6 **Leave of Absence.** Upon written notification the Board will consider and vote on requested leaves of absence (LOA). Leaves are for a maximum of one year after which the Trustee can complete his/her term exclusive of the LOA. Leaves that are granted will reduce the number necessary to maintain a quorum.
- 3.7 **Vacancy.** Any vacancy occurring on the Board shall be filled by appointment by the remaining Trustees. The appointee shall serve during the unexpired vacated term.
- 3.8 **Meetings.** Regular meetings of the Board shall be held at least six times a year. The President or the Executive committee may call a special meeting at any time on at least five days' notice by mail, telephone or e-mail, to the Trustees. Action may be taken without a meeting if consent in writing, setting forth the action to be taken, is signed (including by electronic signature or by facsimile transmission) by all members of the Board
- 3.8.1 A regular Annual Meeting, the time and place determined by the President, shall be held in January of each year.
- 3.8.2 All meetings of the Board shall be conducted in an organized and orderly fashion, with the objective of efficiently conducting the business of the Board and providing a fair and reasonable opportunity for the exchange of information and opinions. No formal rules are necessary however upon a majority vote of any quorum at any committee or regular meeting, the Board may elect to follow Roberts Rules of Order, for purposes of conducting that meeting.
- 3.9 **Quorum and Voting.** A majority of the voting members of the Board, shall constitute a quorum required for the transaction of business. Except for the office of President, each Trustee shall possess one (1) vote and no Trustee may vote by proxy at any regular or special meeting. Attendance by telephone or electronic conferencing which allows a physically absent Trustee to participate in the discussion at a meeting shall be equivalent to attendance in person. Ex-officio and Emeriti members of the Board shall have the right to participate in Board meeting and actions but shall not vote. In the cases of a tie vote, the President shall cast the deciding vote and may not abstain.

3.10 **Reimbursement.** No compensation shall be paid to a trustee for his or her services in such a capacity, but the Board may authorize reimbursement of reasonable expenses incurred by a trustee in performance of Highline Schools Foundation for Excellence duties with prior notification and approval of the Board and/or Executive Committee.

#### **Article IV: Officers**

4.1 The officers of the Foundation shall consist of the President, President-Elect, Immediate Past-President, Secretary and Treasurer.

4.2 **Election.** The Board Development Committee shall serve as the nominations committee who will bring forth a slate of officers to be elected prior to November 30 for a one-year term corresponding to the Foundation's fiscal year (January 1 to December 31).

4.3 **Duties.** Officers shall have authority to perform such duties as follows:

- President – shall preside at meetings of the Board and Executive Committee, and all duties necessary and incident to such office or which may be required by the Board.
- President-elect – in the absence of the President, shall preside and perform such duties as assigned to the President.
- Immediate Past President – shall serve as a member of the Board and Executive Committee.
- Secretary – shall ensure that the Foundation maintains accurate records of Board and Executive Committee meetings.
- Treasurer – shall monitor the revenue and expenditures of the Foundation and make regular financial reports to the Board and the Executive Committee. The Treasurer shall also ensure that an annual report is prepared and available to the public.

4.4 **Vacancy.** A vacancy that occurs in any office may be filled by a person chosen by the Board for the remainder of the term.

4.5 **Removal.** Any officer may be removed by a majority vote of the Board whenever, in its judgment, the best interest of the Foundation would be served.

#### **Article V: Committees**

5.1 The Board may establish standing or ad hoc committees as deemed necessary. The President shall appoint the committee chairs from the voting members of the Board. Such committees may include:

**Executive Committee:** The President, President-elect, Immediate Past-President, Secretary, Treasurer and a voting Trustee appointed by the Board shall comprise the Executive Committee. The Executive Director of the Foundation and the Superintendent of Highline Public Schools shall serve as ex-officio, non-voting members. The President shall be the chairperson of the Executive Committee and the Executive Director shall serve as staff to the committee. Upon direction of the Board, the Executive Committee shall have and may exercise the powers and authority of the Board in the management of the business and affairs of the Foundation; provided that any action taken by the Executive Committee shall be ratified by the Board at its next regular meeting. The Board may deny ratification of such actions only if the action was in excess of the Executive Committee's authority and (b) reversal or modification of the action would not have a materially adverse effect upon the best interests of the Foundation and any third parties acting in reliance upon the action. The Executive Committee may convene with 24 hours prior notice for emergency action.

The Executive Committee shall not have the authority to: amend, alter or repeal the bylaws; elect, appoint or remove any member of the executive committee, Trustee or officer of the Foundation, or fill vacancies on the Board.

**Board Development Committee:** The Board Development Committee shall nominate persons to be elected to the Board and offices and nominate persons to fill vacated positions on the Board. This committee also serves as the Nominating Committee and develops the annual slate of officers. The committee shall also be responsible for Trustee orientation and accompanying materials.

**Finance Committee:** The Finance Committee shall assist the Trustees in meeting their fiduciary responsibilities by scrutinizing the financial statements; reviewing tax reports; developing and implementing the strategic fundraising plan; funding to the fullest extent possible the grant projects embodied in the mission and purpose; reviewing accounting and investment procedures and policies; and ensuring the regular and timely audit of the accounts of the Foundation. The Finance Committee

will recommend to the Board the annual Funding Priorities and the distribution of funds based on the revenue available. The Committee, chaired by the Treasurer and staffed by the Business Manager, operates in a manner consistent with these bylaws.

- 5.2 **Quorum.** A majority of the members of any committee shall constitute a quorum for the transaction of business. Decisions of the majority of committee members present at a meeting shall be valid. No committee member may vote by proxy.

## **Article VI: Grants**

- 6.1 Grants of money or property of the Foundation may be made only for the purposes of the Foundation and with the authorization of the Board

## **Article VII: Administration**

- 7.1 **Fiscal Year.** The fiscal year of the Foundation is from January 1 to December 31.
- 7.2 **Loans.** No loans shall be made by the Foundation to any individual.
- 7.3 **Record Keeping and Books.** The Foundation shall keep current and complete books and records and shall keep minutes of the proceedings of its Board and committees having any authority of the Board, and shall keep at its registered office the names and addresses of its Trustees, officers and contributors. Upon request, the books and records of the Foundation that do not contain confidential information may be inspected by any contributor for any proper purpose.
- 7.4 **Amendments.** These Bylaws may be amended by a vote of two-thirds of the Trustees of the Foundation.
- 7.5 **Indemnification.** Each person who was or is made a party or is threatened to be made a party to or is involved in any action, suit or proceeding, whether formal or informal, civil, criminal, administrative, or investigative (hereinafter a "proceeding") by reason or by the fact that such person is or was an officer, director or trustee of the Foundation and each person who, while an officer, director or trustee serves at the request of the Foundation as an officer, director, partner, trustee, employee or agent of an employee benefit plan or of another domestic or foreign foundation, corporation, partnership, joint venture, trust or other enterprise, shall be indemnified and held harmless by the Foundation to the fullest extent permitted by applicable law as they are in effect, against

all expense, liability, and loss (including attorneys fees, payment, fines, taxes or penalties of amount paid in settlement) reasonably incurred or suffered by such person in connection therewith.

The right to indemnification conferred in the Article shall include the right to be paid by the Foundation the expenses incurred in defending any such proceeding in advance of the final disposition: Provided however, that the payment of such expenses in advance of the final disposition of a proceeding shall be made only upon delivery to the Foundation of an undertaking, by or on behalf of such director or trustee to repay all amounts so advanced if it shall ultimately be determined that such person is not entitled to be indemnified under this Article or otherwise.

The indemnification provided by this Article shall not be deemed exclusive of any other rights to which a person may be entitled as a matter of law or by contract or by vote of the Board. The Foundation may purchase and maintain indemnification insurance for any person to the extent permitted by applicable law.

**7.6 Conduct of Financial Affairs.** The financial affairs of the Foundation, including but not limited to investments, acceptance of donations, distributions of income and expenditures, shall be conducted in such a manner as to conform to the general requirements as a non-profit educational association 501 (c) (3) of Section 509 of the Internal Revenue Code.

## **Article VIII: Operating Policies**

In order for the Foundation to further the purpose for which it is organized and to maintain the excellent reputation in which it is held by the public, the business community and the education profession, it is important that the Foundation's decisions and actions be governed by Operating

Policies that are regularly updated to reflect current laws and practices. Therefore, the Executive Committee shall establish a committee to review policies annually (Governance Committee).

The Executive Committee will then refer these policies to the Board for approval at the Annual Meeting. The policies shall include but not be limited to:

Conflicts of Interest

Document Destruction

Confidentiality

Whistleblower

Statement of Intent

Code of Ethics

8.1 **Self-dealing.** No contract or transaction between the Foundation and one or more of its Trustees or employees or between the Foundation and any other entity in which one or more of its Trustees or employees are directors or officers or have a material personal, professional, political, or financial interest, shall be approved by the Board or any Board Committee *unless*:

(1) All facts relevant to the direct or indirect interests of every Trustee, officer or employee in the contract or transaction are disclosed in good faith to the Board; *and*

(2) Each Trustee having an interest in the contract or transaction abstains from voting on whether the contract or transaction shall be approved; *and*

(3) The Board authorizes the contract or transaction by a majority vote, not counting and the Trustee having an interest in the contract or transaction, even if the Trustees eligible to approve the contract or transaction constitute less than a quorum.

8.2 **Disclosure.** Each Trustee must disclose to the Board any facts that could conceivably create an appearance of impropriety or a conflict of interest during the course of his/her service to the Foundation. Sources of possible conflicting interests include the following but are not limited to:

(a) Interests which may affect economic transactions to which the Foundation is or may be a direct party. An example would be ownership by a Foundation board member of a company from which the Foundation makes purchases of goods or services.

(b) Interests which cause a representative of the Foundation to comprise a Foundation position in order to achieve objectives which are inconsistent with the purpose of the Foundation. An example would be a board member taking advantage of that position to damage unfairly the standing of a company competing with a company in which the member had a personal financial interest.

(c) Interests which might cause a board member of the Foundation to advocate that the Foundation take a particular position on a policy matter which may not be in the Foundation's best interest. An example would be a board member holding a leadership position in an organization lobbying for a levy for the Highline School District.

Each member of the Board will be required to sign and submit to the Secretary of the Foundation annual disclosure statements. Attached to these bylaws, as Exhibit A, is a sample copy of such a disclosure statement.

Approved by vote of the Board of Trustees on this day of \_\_\_\_\_

\_\_\_\_\_

Elizabeth Leavitt

Secretary

*Signed copy on file at the Highline Schools Foundation for Excellence office.*



HIGHLINE SCHOOLS FOUNDATION  
FOR EXCELLENCE

## IRS 501 (c)(3) Letter

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 07 2004

HIGHLINE SCHOOLS FUND FOR  
EXCELLENCE  
245 D SW 152ND ST  
BURIEN, WA 98166

Employer Identification Number:  
91-2020506

DLN:  
17053094727044

Contact Person: FRANCIS E BERNHARDT ID# 31258

Contact Telephone Number:  
(877) 829-5500

Public Charity Status:  
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated January 19, 2001, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,

Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)

# FOUNDATION FINANCIALS



## 2008 Funding Priorities

Our mission is to develop community resources to help students succeed.

Our vision is every student reaching higher.

Our funding philosophy is to fund:

- Above & beyond what the school district can provide
- District-wide

Our long-term goal is to:

Improve student success by supporting:

5. Academic achievement
6. Classroom enrichment
7. The arts
8. Scholarships

Our short-term goal is to raise \$252,284 in 2008 for:

### Academic Achievement:

Math Endorsement Scholarships	\$4,000
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### Classroom Enrichment:

Adopt-A-Classroom (complete)	\$21,000
Excel Grants	\$30,000

### The Arts:

Summer Arts Program	\$5,000
Musical Instruments	\$3,500

### Scholarships:

STIA Scholarships	\$65,000
Additional Scholarships	\$1,500

### Recognition:

Gold Star Awards	\$5,000
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### Operating Funds:

General & Admin Expense	\$79,000
Fundraising Expense	\$25,000
Reserve Fund	<u>\$10,000</u>

TOTAL	\$249,000
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## 2009 Funding Priorities

### Funding Priorities – District Wide

- Academic Achievement
  - Teacher Certification/Endorsements
  - Science Summer Program
  - New Teacher Welcome
- Classroom Grants
  - Adopt-A-Classroom (hiatus for 2009)
  - Excel Grants
- The Arts
  - Summer Arts Program
  - Musical Instruments
- College & Career Readiness
  - STIA Scholarships
  - Additional Scholarships
  - Middle School College Visits
- Community Programs
  - McKinney-Vento
  - Project Promise
  - Middle School Athletics
- Recognition
  - Gold Star Awards



## 2010 Funding Priorities

Our Mission is:

*Providing community resources to help Highline Public Schools succeed.*

Our funding philosophy is to fund:

- Above & beyond what the school district can provide
- District-wide

Our long-term goals are to:

- Improve student success by supporting:
  9. Academic achievement
  10. College & career readiness
  11. Enriched learning experiences
- Support educators through:
  4. Classroom grants
  5. Recognition
  6. Professional development

Our short-term goal is to raise \$219,291 in 2010 for:

- Academic Achievement
- Classroom Enrichment
- The Arts
- College & Career Readiness
- Recognition
- Community Programs

# Board Organization



## Board Roles and Responsibilities Highline Schools Foundation for Excellence Board of Trustees

### **The HSFFE Board Of Trustees Is Responsible For:**

- Policymaking and fund development
- Selection and evaluation of Executive Director
- Legal responsibility for the assets of HSFFE
- Evaluation and advice on HSFFE's annual plan
- Approval and consultation on budget
- Leadership development within the Board
- Promotion and development of HSFFE's goals and objectives
- Serving as a resource to the Executive Director in the above areas

### **Individual Trustees Will Be Expected To:**

- Be active members of HSFFE and only represent the consensus of the Board
- Attend and participate in meetings of the Board of Trustees
- Attend annual functions (Luncheon and Auction)
- Serve as Table Captain for the Gold Star Luncheon
- Make an annual gift of personal significance
- Make significant contributions to HSFFE activities, such as:
  - Serve on at least one major committee
  - Assistance with access to resources and business prospects
  - Assistance in developing networks
  - Willingness to make public statements
  - Willingness to share ideas
  - Liaison with other associations and organizations
  - Solicit gifts and donation on behalf of HSSFE
- Demonstrate willingness to take on assignments from the Executive Director, President or major committees
- Understand the Board speaks as a whole and individuals cannot speak for the Board



## ANNUAL STATEMENT OF INTENT

This is a conservative estimate of my/our intent to make a tax-deductible gift to the Highline Schools Foundation.

It is my/our intention to contribute to a total of \$\_\_\_\_\_ payable over the next year.

**AMOUNT TO BE PLEDGED**

\$ \_\_\_\_\_

Name (please print our type)

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

\_\_\_\_\_

- I want the Foundation to send me statements thirty (30) days in advance of due dates, using the following payment schedule: \_\_\_\_\_
- My initial payment of \$\_\_\_\_\_ is enclosed.
- Yes! I would like to donate \$\_\_\_\_\_ to the “Angels in the Wings” matching at the Gold Star Luncheon.

*Please Make Check Payable To: Highline Schools Foundation*

*I/We will make every effort to honor the scope and timing of this commitment, but reserve the right to modify it in the event of unforeseen circumstances.*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



## Trustee Job Description/Agreement

- Passionate Commitment
  - Board members must possess a passionate commitment to the HSFFE and its mission
- Community Positioning
  - Board members are asked to facilitate strategic positioning of the HSFFE in the community through their personal contacts
- Fundraising Activities
  - Board members are expected to participate in fundraising activities such as ticket selling, working on committees, writing letters, cultivating relationships with key people, helping obtain sponsorships, etc.
- Significant Giving
  - Every board member is expected to make personal financial contributions in an amount that is meaningful to them given their financial situation
  - We expect 100% participation from the Board
- Attend Board meetings
  - Pursuant to Article III Section 3.5 of the Bylaws each board member must attend 50% of the regular Board meeting in a year and not exceed three consecutive absences.
  - Each board member is a steward of the HSFFE assets and can fulfill his or her Duty of Care only if they are knowledgeable about the activities of the HSFFE
  - Review agenda and supporting materials prior to Board and committee meetings, and participate in discussions concerning the HSFFE and its operations
  - Each board member must fulfill their Fiduciary Duty to the HSFFE by reviewing and asking questions about the financial statements, investment policies, tax statements and audit reports.
- Serve on committees or task forces and offer to take on special assignments
- Participate in strategic and long range planning for the HSFFE
- Stay informed of the history, mission, services, policies, programs and needs
- Become familiar with the district facilities and staff
- Suggest possible nominees to the board who can make significant contributions to the work of the Board
- Keep up to date on developments affecting the HSFFE

I have read and agree to this commitment as a member of the Board of Trustees

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Service Area Assignments

Intent to serve as foundation liaison and ambassador by listening to your assigned community, reporting needs to board, and keeping schools in service area informed about foundation activities.

<b><u>Evergreen Service Area</u></b>		
Beverly Park	Elementary School	Lisa
Mount View	Elementary School	Chuck
Shorewood	Elementary School	Ann G.
Southern Heights	Elementary School	Janel
White Center Heights	Elementary School	
Cascade	Middle School	
Arts & Academics Academy (Evergreen)	High School	
Health, Sciences & Human Services (Evergreen)	High School	
Evergreen	High School	
Aviation	High School	
<b><u>Highline Service Area</u></b>		
Hazel Valley	Elementary School	Holly
Cedarhurst	Elementary School	Ann C.
Seahurst	Elementary School	Dawn
Gregory Heights	Elementary School	Maya
Sylvester	Middle School	
Highline	High School	
Big Picture	High School	
SeaTac Puget Sound Skills Center	High School	
<b><u>Mt. Rainier Service Area</u></b>		
Midway	Elementary School	Eric/Sandra
Parkside	Elementary School	Elizabeth
North Hill	Elementary School	Anna
Des Moines	Elementary School	Michael
Marvista	Elementary School	
Pacific	Middle School	
Mount Rainier	High School	
<b><u>Tyee Service Area</u></b>		
Madrona	Elementary School	
Bow Lake	Elementary School	Tami
Hilltop	Elementary School	Don
McMicken Heights	Elementary School	Dave Bush
Valley View	Elementary School	
Chinook	Middle School	
Academy of Citizenship & Empowerment (Tyee)	High School	
Global Connections (Tyee)	High School	
Odyssey (Tyee)	High School	



## Committee Structure

**Committee chairs** are responsible for recruiting committee members, calling meetings, creating agendas, and for overall delegation of necessary tasks to committee members and staff.

### Standing Committees

Standing committees are those which shall exist year round on an ongoing basis. These include committees that derive existence from the Foundation Bylaws as well as those committees the Board from time to time may deem necessary for the effective administration and operation of Foundation business. Standing Committees shall exist within the scope and terms identified in their charter, which either appears in the Foundation Bylaws or will be otherwise adopted by the Board at inception of the committee. Standing Committee members shall be chaired by an Officer and include Trustees and staff members as described in their respective charters. Each charter shall include the desired committee size in a range and any special qualifications if appropriate and necessary. Standing Committees may include Emeritus or Ex-Officio Trustees and may also include non-Trustee community members, but only as the Board deems necessary in its discretion. Standing Committee chairs shall be responsible for filing monthly written reports one week prior to each regularly scheduled meeting OR to make an oral presentation to the Board at its monthly regularly scheduled meeting, if any.

#### ▪ **Executive Committee**

- The President, President-elect, Immediate Past President, Secretary, Treasurer and a voting Trustee appointed by the Board shall comprise the Executive Committee.
- The Executive Director of the Foundation and the Superintendent of Schools shall serve as ex-officio, non-voting members.
- The President shall be the chairperson of the Executive Committee and the Executive Director shall serve as staff to the committee.
- Upon direction of the Board, the Executive Committee shall have and may exercise the powers and authority of the Board in the management of the business and affairs of the Foundation; provided that any action taken by the Executive Committee shall be ratified by the Board at its next regular meeting.
- The Board may deny ratification of such actions only if the action was in excess of the Executive Committee's authority and (b) reversal or modification of the action would not have a materially adverse effect upon the best interests of the Foundation and any third parties acting in reliance upon the action.

#### ▪ **Finance Committee**

- The Finance Committee shall assist the Trustees in meeting their fiduciary responsibilities by scrutinizing the financial statements; reviewing tax reports; developing and implementing the strategic fundraising plan; funding to the fullest extent possible the grant projects embodied in the mission and purpose; reviewing accounting and investment procedures and policies; and insuring the regular and timely audit of the accounts of the Foundation.
- The Finance Committee is chaired by the Treasurer and staffed by the Business Manager

## ▪ **Board Development Committee**

- The Board Development Committee shall nominate persons to be elected to the Board and offices and nominate persons to fill vacated positions on the Board. The committee shall also be responsible for Trustee orientation and accompanying materials
- The Board Development Committee is chaired by the Past-President.

## ▪ **Fundraising (Ongoing and Sustaining) ~ new committee as of July 2011**

- The Fundraising Committee sets fundraising goals and priorities, grants and other fundraising initiatives.
- The committee reports goals to the finance committee in time for fiscal year budget planning.
- The Fundraising Committee is chaired by the President-Elect.

## ▪ **Marketing ~ new committee as of July 2011**

- The Marketing Committee sets marketing goals and priorities, including community outreach efforts and communications.
- The committee works with each Program Committee to ensure a strong and consistent message across all efforts.
- The Marketing Committee is chaired by the Secretary and includes board representatives and community representatives.

## **Program Committees**

Program committees are those which shall exist for the sole purpose to plan, administer and execute individual Foundation programs and then cease to exist upon final reporting to the full Board at the next regular meeting following the conclusion of program for which it was convened. Although programs may occur annually, a new Program Committee shall be established each year in accordance with the timeline necessary to execute the particular associated event. The Board may establish additional Program Committees at any time during the calendar year as it deems necessary for the execution of its programming. Program Committees shall be chaired by a Trustee and may include Trustees, staff members and non-Trustee members of the community. Trustees shall be expected to participate in at least one Program Committee per calendar year. Program Committee Chairs shall file a written report one week prior to each regularly scheduled meeting to be included in the minutes of that meeting OR to make an oral presentation to the Board at its monthly regularly scheduled meeting, if any, for those months in which it is in existence.

- Gold Star
  - Oversees planning for the Gold Star Awards Luncheon. Subcommittees generally include: Program and Logistics, Sponsorship, Table Captains and Raffle.
- Brat Trot
- Oktoberfest/Auction
  - Oversees planning for the annual auction and dance fundraiser
- Project PROMise™
  - Oversees planning for Project PROMise™
- STIA Golf Tournament
- Community Calling for Kids (phone-a-thon)

## **VTF's**

A Vanishing Task Force shall be established by the Board in order to perform a specific function allocated by the Board to be completed in a specified and finite period of time. It shall cease to exist

upon performance of the specific task to which it was assigned and reporting of that performance to the Board. A Standing Committee or Program Committee Chair may request that a Vanishing Task Force be convened to perform an essential task related to a Foundation program or event. The Board may establish a Vanishing Task Force for the purpose of reviewing compliance or governance issues, reviewing and selecting scholarship, award or grant recipients, or any other purpose. A Vanishing Task Force may be chaired by a Trustee or staff member and may include other Trustees, staff members or non-Trustee community members. A Vanishing Task Force Chair shall make all monthly written or oral reports necessary to keep the Board informed of its progress, if any, and a final written or oral report upon the conclusion of its assigned task.

- Gold Star Awards Selection Committee
  - Review all nominations and select winners for the four awards categories.
- Excel Grant Selection Committee
  - Reviews all of the Excel Grant requests and has one or two meetings to make selections.
  - The committee makes a recommendation to the Board for approval.
- Scholarship Selection Committee
  - Reviews scholarship applications and makes recommendation to the Board.
  - Current scholarships are STIA (HSFFE representatives work with larger committee) and Bill Maynard Memorial.
- Governance

### **Staff Led Efforts**

Staff-Led Efforts shall include all recurring or unique programs that have been adopted by the Board, where adoption is necessary, which are not assigned to a Standing Committee, Program Committee or Vanishing Task Force. Foundation staff shall have discretion to operate and execute all Staff-Led Efforts, provided no Board action would otherwise be required. The Executive Director shall keep the Board President reasonably informed and include a progress report of all Staff-Led Efforts as part of the monthly Executive Director report at regularly scheduled monthly Board meetings.

- New Teacher Welcome
- Employee Giving Campaign
- Presentations to Community and Schools
- Volunteer Committee



HIGHLINE SCHOOLS FOUNDATION  
FOR EXCELLENCE

## 2011 Leadership

### EXECUTIVE COMMITTEE

Chuck Tuman, *President*

Janel Stoneback, *President-Elect*

Maya Mendoza-Exstrom, *Past President*

David Paice, *Treasurer*

Elizabeth Leavitt, *Secretary*

### STANDING COMMITTEES

#### Executive

CHAIR: President (current: Chuck Tuman)

MEMBERS: President-elect, Immediate Past President, Secretary, Treasurer and a voting Trustee appointed by the Board. the Executive Director of the Foundation and the Superintendent of Schools shall serve as ex-officio, non-voting members.

#### Finance

CHAIR: Treasurer (current: David Paice)

STAFF: Business Manager (Jenny Southard)

- Chuck Tuman
- Ann Crossler
- Tami Green
- Holly Moore

#### Board Development

CHAIR: Past President (current: Maya Mendoza-Exstrom)

MEMBERS: The chair can add people as needed, but Maya commented that a standing Board Development committee is not necessary since current Board members are so involved.

#### Fundraising (Ongoing and Sustaining) ~ new committee as of July 2011

CHAIR: President-Elect (current: Janel Stoneback)

MEMBERS

- David Paice
- Chuck Cox
- Scott Gifford
- Kristen Kerns

#### Marketing ~ new committee as of July 2011

CHAIR: Secretary (current: Elizabeth Leavitt)

MEMBERS

- Kent Horton
- Kristen Kerns
- Maya Mendoza-Exstrom
- Patti Gifford



## Trustee Self-Assessment

### TRUSTEE EVALUATION FY 2009

Your Name:

Date:

January 28, 2010

Review Period:

Jan. 2009 to Dec. 2009

### Guidelines

Complete this evaluation, using the following scale:

- NA** = Not Applicable  
**1** = Strongly Disagree  
**2** = Disagree  
**3** = Neither Agree or Disagree  
**4** = Agree  
**5** = Strongly Agree

Repeat the review annually and compare your yearly scores.

### Governance, Accountability, Roles

	(5) = Strongly Agree	(4) = Agree	(3) = Neither Agree or Disagree	(2) = Disagree	(1) = Strongly Disagree
This Board's Roles and Responsibilities are clearly defined in writing and understood by Trustees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This Board has clearly defined its mission and I understand and support that mission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This Board has clear Bylaws and I have read and understand them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Board's authority is clearly defined in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand the different roles for Trustees on the Board, including Officers, and Ex-Officio and Emeritus Trustees, and Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Board has clearly identified who our "stakeholders" are, and understands our accountability to see that the Foundation serves their needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specifically, I believe that our stakeholders include:					
<i>HSD Student Body</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>HSD Teachers/Staff</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>HSD Administrators</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Donors</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Community Leaders</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other: _____</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Governance Structure

	(5) = Strongly Agree	(4) = Agree	(3) = Neither Agree or Disagree	(2) = Disagree	(1) = Strongly Disagree
This Board is the right size, small enough to efficiently make decisions, but large enough to embrace needed skills and backgrounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This Board has the right number of committees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand the role of the different committees of this Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This Board is a working Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This Board is a fundraising Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Bylaws, committee structure and procedures of the Board facilitate straightforward communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Board Development: Composition

	(5) = Strongly Agree	(4) = Agree	(3) = Neither Agree or Disagree	(2) = Disagree	(1) = Strongly Disagree
When electing Trustees, the Board is guided by a clear and appropriate criteria to capture the personal background and skills/qualities of the candidate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Board composition includes appropriate diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustees understand the term limits in Bylaws and processes for resignation and reappointment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This Board actively seeks new voices and perspectives from all corners of the District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Board Development: Education

	(5) = Strongly Agree	(4) = Agree	(3) = Neither Agree or Disagree	(2) = Disagree	(1) = Strongly Disagree
Trustees receive a comprehensive orientation and clearly understand their responsibilities upon joining the Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Board stays current in non-profit educational seminars including an annual retreat and other educational conferences or presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Foundation Effectiveness

	(5) = Strongly Agree	(4) = Agree	(3) = Neither Agree or Disagree	(2) = Disagree	(1) = Strongly Disagree
The Board establishes sound policies and makes effective and timely decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Board has developed strong goals and a strong strategic direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board meetings appropriately balance routine business with substantive discussions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustees know how to place new business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

on the agenda or bring new ideas to Board meetings					
Trustees participate actively on the Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Board monitors its performance and receives good feedback from its stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Board has a voice of influence in the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Board uses its influence in the community					
The Board has effective leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Board has an effective Executive Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Trustee Self-Assessment**

	(5) = Strongly Agree	(4) = Agree	(3) = Neither Agree or Disagree	(2) = Disagree	(1) = Strongly Disagree
I understand my role as a Trustee of this Foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand my fiduciary duties of loyalty, care and obedience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I actively participate on committees of the Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand all of the Foundation's Projects and funding priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I believe the Foundation projects appropriately addresses pressing needs in the Highline School District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I actively participate in Board meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I believe that I am provided with enough information to make reasonable good faith decisions at Board meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I enjoy working with fellow trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I enjoy working with Foundation staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I believe that every Trustee actively participates in Foundation projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand the strategic direction of the Foundation over the next five to ten years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTES/COMMENTS:**

# **FOUNDATION PROGRAMS & EVENTS**



## Excel Grants

### **School Year 2010-2011**

Number of grants awarded: 48  
Total amount of funds awarded: \$27,065  
Total applications received: 69  
Grants ranged in amount from: \$90 - \$1,000

### **School Year 2009-2010**

Number of grants awarded: 42  
Total amount of funds awarded: \$22,215  
Total applications received: 71  
Grants ranged in amount from: \$50 - \$1,000

### **School Year 2008-2009**

Number of grants awarded: 65  
Total amount of funds awarded: \$30,145  
Total applications received: 134  
Grants ranged in amount from: \$98 - \$1,000

### **School Year 2007-2008**

Number of grants awarded: 38  
Total amount of funds awarded: \$13,981  
Total applications received: 110  
Grants ranged in amount from: \$100 - \$1,000

### **School Year 2006-2007**

Number of grants awarded: 49  
Total amount of funds awarded: \$25,252  
Total applications received: 152  
Grants ranged in amount from: \$37 - \$1,000

### **School Year 2005-2006**

Number of grants awarded: 32  
Total amount of funds awarded: \$14,954  
Total applications received: 93  
Grants ranged in amount from: \$80 - \$1,000

### **School Year 2004-2005**

Number of grants awarded: 35  
Total amount of funds awarded: \$18,008  
Total applications received: 120  
Grants ranged in amount from: \$65 - \$1,000

### **School Year 2003-2004**

Number of grants awarded: 31  
Total amount of funds awarded: \$18,624  
Total applications received: 96  
Grants ranged in amount from: \$46 - \$1,000



## FOUNDATION EVENTS

### Adopt-a-Classroom

In this day of shrinking budgets, cutbacks and recession, a fresh, new \$100 bill is a welcomed sight. The Foundation began this program in 2001 with the purpose of awarding a one-time amount of \$100 to every classroom in the district, no strings attached. This money was used to purchase necessary teaching and classroom supplies that students would otherwise go without. Upon receiving the \$100, one Chinook educator stated, *"I've been teaching for 30 years and I have never been the recipient of such a gift. It's truly amazing, thank you."* After distributing over \$98,429, the foundation completed the project in 2008.

### STIA Scholarships

The STIA Scholarship is a needs-based scholarship and is awarded to three students who will be pursuing a college education. Two \$12,000 scholarships will be awarded toward university/college education & one \$6,000 scholarship will be awarded toward a vocational or community college education (all scholarships are distributed over a 2-year period).

### McGeehan Fund for Arts

To honor retiring Highline Schools Superintendent Dr. Joseph McGeehan, the McGeehan Fund was established in 2005 will help from individuals, corporations, organizations and students. According to Joe and Jane McGeehan, *"We want to provide students attending Highline Schools with interactive experiences in the visual and performing arts."* These funds are used to support the arts in Highline Public Schools. To this day, \$22,000 has been distributed and we look forward to continuing to enhance learning through the McGeehan Fund for Arts.

### Gold Star Award

This annual event held in May is the major fundraiser for the HSFFE. Approximately 300 attendees honor the outstanding teacher, administrator, staff member, and volunteer. There is also a **Lifetime Achievement Award** presented at this event. Proceeds from this event go directly to Excel Grants for classroom enrichment. This well-attended event features the HSD students and provides the community with the accomplishments of the Excel Grants from the previous year. The luncheon solicits corporate sponsors as well as individual donations. HSD administrator and principals attend along with local and regional government officials to network and support the HSFFE.

### Project PROMise™

This philanthropic event focuses on making dreams come true. Donations of new and gently used prom dress, shoes and accessories are collected, cleaned and altered for an event held in April. Select businesses donate dinners, flowers and limo rides for a drawing to complete the package. High school liaisons select qualified young women to receive formal invitations to the event held in a

hotel or other appropriate facility. Project PROMise™ has a great deal of community support and has engaged the interest of the local press.

## **HPS Employee Giving Campaign**

Trustees of the HSFFE go to the schools in HSD each fall to provide an overview of the activities of the HSFFE and to enlist their support. This is done in conjunction with the United Way campaign and is designed to bring increased attentions to our classroom grants and scholarship programs.

## **Oktoberfest Auction, Dinner & Dance**

As the name implies this fun event is also a fundraiser for the HSFFE. The dinner, dance, and auction is celebrated in traditional German fashion at long tables with food and drink served family style. The “over 21” party has both a silent and live auction with a limited number of items so folks can enjoy the music and merriment. Oktoberfest has traditionally reached out to HSD staff with half priced tickets and proceeds going to Excel grants and special district programs such as music and athletics.

## **Gifts of the Heart**

This is a new event designed to recognize and thank the HSFFE major donors. We hope to bring a great deal of media attention to the event as we recognize the philanthropy of the businesses and individuals within the Highline community. Each year the HSFFE will induct donors into the “*Ring of Helping Hands*” and highlight their contributions to the community.