



MEETING OF THE BOARD OF DIRECTORS  
Monday, October 28, 2019 at 2:00 p.m.  
9300 Imperial Highway, EC107, Downey, California 90242

AGENDA

1. Call to Order *Dr. Debra Duardo*
2. Public Comments *Dr. Debra Duardo*
3. Review and Approval of Minutes from 8/29/2019 Board of Directors Meeting (Attachment A) *Dr. Debra Duardo*
4. Quigley & Miron - **TIME CERTAIN at 2:10 p.m.** *Ms. Patricia Smith*
  - a. Audited Financial Statements
  - b. Federal 990 and State Filings
5. Proposed Revised Bylaws (Attachment B) *Dr. Debra Duardo*
6. Strategic Realignment and Rebranding Initiative *Dr. John Garcia*
  - a. Fiscal Sponsorship
  - b. Budget Presentation and Integration into FOL Budget (Attachment C)
  - c. Staffing Update
    - Position descriptions (Attachment D)
    - Compensation
    - Hiring Process and Performance Reviews
  - d. Proposed Renaming and Rebranding (Attachment E)
  - e. Marketing/Communications
  - f. Nomination and Election of Directors
7. Finance *Ms. Patricia Smith*
  - a. Acceptance of Funds (Q1 2019-20) (Attachment F)
  - b. Statement of Activities (Attachment G)
  - c. Statement of Financial Position (Attachment H)
  - d. Budget vs. Actual (Attachment I)
  - e. 2019-20 Friends of LACOE Proposed Revised Budget (Attachment J)
  - f. Authorized Signers for Checks and Agreements (Attachment K)
  - g. Internal Controls
8. Other Business *Dr. Debra Duardo*
9. Board Meeting Calendar (Attachment L) *Dr. Debra Duardo*
10. Adjournment *Dr. Debra Duardo*

The full agenda is accessible through the receptionist at the north east entrance of the above address. Enclosures to the agenda are available for review in the Friends of LACOE office during business hours 8:30 a.m. – 5:00 p.m. Any material related to an item on this Board Agenda distributed to the Friends of LACOE Board of Directors is available for public inspection at Friends of LACOE Administrative Office in Room EC 106. Procedures for addressing the Board are available in the Board meeting room and posted on the Friends of LACOE website. To request a disability-related accommodation under the ADA, please contact Imelda Winn at 562 803-8298 at least 24 hours in advance.



UNAPPROVED MINUTES  
ANNUAL MEETING OF THE BOARD  
FRIENDS of LACOE: A FOUNDATION for LEARNING  
A California Nonprofit Public Benefit Corporation  
9300 Imperial Highway, EC 107, Downey, California 90242

Thursday, August 29, 2019

The annual meeting of the Board of Directors of the Friends of LACOE: A Foundation for Learning was held on Friday, August 29, 2019 in EC 107 at the Los Angeles County Office of Education, 9300 Imperial Highway, Downey, California 90242-2890.

Present: Debra Duardo, Monte Perez, Gloria Rogers and Patricia Smith  
Absent: Michael Escalante  
Others Present: John Garcia (Friends of LACOE), Ellen Rosenberg (County Board of Education Member), Patrick Saldana, Daisy Esqueda, Jessi Uranga, Matthew Jaffke, Michele Biagioni (LACOE staff),

CALL TO ORDER

Dr. Duardo called the meeting to order at 9:32 a.m. She acknowledged staff and Ms. Rosenberg. Dr. Duardo introduced John Garcia, selected as Friends of LACOE President and Chief Deputy of Strategic Partnerships and Innovation, noting Dr. Garcia's work at the California Community Foundation (CCF) as well as his background in and knowledge of philanthropy, non-profits, and education. Dr. Garcia shared his experience in education as a counselor and then working towards systems change and equity issues.

COMMUNICATIONS (PUBLIC COMMENTS)

None.

APPROVAL OF MINUTES

The Board reviewed the meeting minutes for the meeting of June 19, 2019.

It was MOVED to approve by Gloria Rogers; SECONDED by Monte Perez. Four approved; none opposed.

APPOINTMENT, NOMINATION, AND ELECTION OF BOARD MEMBERS AND OFFICERS

Dr. Duardo reminded the Board of Marsha Watkins resignation as a Friends of LACOE Director in June 2019 and mentioned the need to replace her.

Dr. Duardo then noted that one Board member term expires this year; Dr. Michael Escalante is willing to seek reelection to a three-year Board term.

Dr. Escalante was nominated by Monte Perez; the nomination was seconded by Gloria Rogers. All four Directors in attendance voted in favor. None opposed.

Dr. Duardo explained that Gloria Rogers was in her first year of her current three-year term. Dr. Duardo then explained that her two-year term as Board President was expiring. She opened the floor for nominations.

Dr. Perez nominated Dr. Duardo to a subsequent two-year term as Board President; Gloria Rogers seconded the nomination. There were no other nominations. The Directors voted Dr. Duardo as Board President for 2019-21.

#### PHILANTHROPY PLANNING INITIATIVE UPDATE

Dr. Duardo reviewed the work, funded through Mountain Philanthropies' support, for CCS Fundraising and SpencerStuart executive search for FOL restructuring and hiring of an executive to lead the effort and undertake major fundraising initiatives. She cited the work of Mercury for initial strategic positioning efforts. Dr. Perez cited the meetings CCS held with many focus groups to inform recommendations.

Dr. Duardo explained to the Board that the executive search identified Dr. John Garcia, who has agreed to accept the position of Friends of LACOE President and Chief Deputy of Strategic Partnerships and Innovation. She noted that FOL will receive funding from a two-year grant to the California Community Foundation (CCF) to pay FOL salaries, benefits, and other expenses related to strengthening FOL's engagement with the philanthropic community.

Dr. Duardo then asked the Board to ratify the hiring of Dr. Garcia. Dr. Perez asked about the funding; if the money is going to CCF how would FOL staff be paid? Dr. Garcia explained that CCF has made a two-year commitment; the grant is going through CCF as not all organizations are willing to fund a "Supporting Organization." The FOL staff would be paid through FOL account with FOL receiving payments for associated expenses from grant funds at CCF.

Dr. Garcia also noted that because FOL is a "Supporting Organization" a funder may prefer to give the funds to CCF due to the latter's strength. Dr. Garcia explained that the final two-year agreement with CCF is being finalized and will be part of a larger effort to staff FOL to approximately six positions. He explained that not all the funding received will go to support current FOL, but largely dedicated to new strategic initiatives. Dr. Garcia has asked that he have budgetary oversight, but looking to make it privy to the Board. Dr. Garcia also explained that the renaming and repositioning of Friends of LACOE are important for large strategic initiatives.

Dr. Duardo shared with the Board updates on the Community Schools effort underway through a county-wide collaboration under the Board of Supervisors commitment of \$16 million. Friends of LACOE, through grant funds, is able to provide fifty percent of the project director's salary for three years. The program allows for selected districts to have additional support to address poverty, trauma-informed care, and provide a needs assessment. Through leveraged funds (CCF, Mt. Philanthropies, California Endowment, and others), the Community Schools initiative can offer a more comprehensive plan to look at the whole community.

Dr. Duardo explained that this example is how FOL can be aligned with LACOE's key initiatives to help our districts and students successfully move toward equity and away from poverty without the bureaucratic funding difficulties that can otherwise exist.

Gloria Rogers moved to approve the hiring of Dr. Garcia; Dr. Perez seconded. All voted in favor. None opposed.

The Board reviewed the CCS proposal for FOL name change. The Directors agreed that this important topic would need additional discussion at a future Board meeting.

#### PROPOSED REVISED BYLAWS

Patrick Saldana noted that the proposed revisions to the Friends of LACOE bylaws were based on meetings held over the past year. He explained that concerns relating to staffing, restructuring, and concerns of CCS in make FOL a stronger entity have been considered. The revised bylaws strengthen the committee structure, modify the Board "President" to "Chair" to avoid conflict with new organizational title of president, and revise the quorum requirement for Board votes to be aligned with Brown Act requirements. The revised Bylaws maintain that FOL remains a supporting organization to LACOE.

Mr. Saldana also noted that the revised Bylaws still read that the number of directors do not exceed nine (9). Dr. Perez asked if the Board would have enough Directors; Dr. Duardo and Gloria Rogers mentioned earlier discussion to consider increasing Board size to up to thirty (30) directors. Dr. Duardo mentioned that Dr. Garcia would be doing outreach for Board recruitment. Dr. Garcia explained that as FOL expanded its work, it would be important to consider having legal and other expertise sitting on the Board.

Dr. Duardo noted that committees would meet more often and the Board, when it meets quarterly, would adopt items presented by the committees. The creation of an Executive Committee, which would meet monthly, would help FOL staff operationalize the functions of the Foundation. Dr. Perez noted that if the Board were to increase its committees, it needs to be aware that only Directors can vote on committee matters.

Dr. Duardo also stated she was confident that the restructured Friends of LACOE would not 'drift' from LACOE; Mr. Saldana noted that the revised Bylaws still maintain. LACOE's three positions on the Board. Dr. Perez notes that the Community Colleges have a safeguard in place for their investment in and work with non-profits.

#### FINANCE

Pat Smith reviewed the Financial Statements included in the Board agenda. Included in today's agenda (Attachment E), is the "Acceptance of Funds" for the period of June 2019. As you may recall, at the June 19 meeting, we reviewed Acceptance of Funds for period ending May 31, 2019. This Acceptance of Funds in the amount of \$31,505.00 includes donations from many individual contributors, including those who give through voluntary payroll deductions, who support LACOE's programs through Friends of LACOE. FOL still has the open Pledge Receivable from

Mountain Philanthropies of \$200,000 to be used for LACOE's fifty percent (50%) contribution to the Community Schools Director's salary. Cambridge Assessment, Inc. has provided \$15,000 to support the Superintendents Professional Collaborative Conference.

Gloria Rogers made a motion to approve Acceptance of Funds; Dr. Perez seconded. All in favor. None opposed.

Ms. Smith also presented the Statement of Financial Position as of June 30, the Statement of Activities for July 2018 through June 2019, and the Statement of Activities for July 2018 through June 2019, including In-Kind. She added that once FOL closes the books for 2018-19 and has reviewed revenue and expenses for the initial months of 2019-20, GDO will have a more accurate picture of the 2019-20 actuals and present a budget revision for 2019-20 for an upcoming Board meeting.

Ms. Smith reminded the Board that Friends of LACOE is again working with the outside accounting firm of Quigley & Miron to prepare FOL's Audited Financial Statements and annual IRS and FTB filings. Quigley & Miron typically presents draft Audited Financial Statements and IRS and FTB filings at FOL's October meeting to allow for FOL to submit filings to meet deadlines. Staff will provide materials and will work with Q&M. The organization's filings are due by November 15.

Currently, FOL Board has designated the Board President, Board Treasurer, Board Secretary, and Executive Director as Authorized Signers at various levels of approval to sign checks, execute agreements, access FOL credit card.

FOL has intended to have a process to approve these authorizations by position so when individuals elected or appointed as an FOL officer or executive director change, the operations to transition from an incumbent to new officer holder are streamlined. At times, due to the schedule of FOL Board meetings, the wait for approved meeting minutes can delay having a new signer authorized.

Staff will be asked to prepare a revised resolution— pending proposed FOL Bylaw changes and organizational developments – to allow for timely way to authorize signers and approvals. There is also the need to revise FOL's Internal Controls. Items for consideration would be the Executive Director duties reassigned to FOL President, the Grants Development Manager duties, updates to sections on credit cards, online banking, and online donations to reflect recent changes.

The Board asked if there could be consideration of electronic voting; FOL will continue to practice in-person voting.

#### ANNUAL DIRECTORS' FILINGS

Included in the Board agenda are documents for the Board of Directors Annual Filings and include: Conflict of Interest: Annual Renewal and Child Abuse Prevention and Reporting. The Directors must review and submit annually.

#### OTHER BUSINESS

Dr. Duardo explained that FOL continues to work to renew the existing insurance policy. There will be additional event insurance this year. Also, the plan is for the FOL insurance costs to be covered by FOL with its additional funding. Since FOL's inception as a Supporting Organization to LACOE, LACOE has paid for Friends of LACOE's insurance.

In addition, Dr. Duardo was pleased to report that FOL programs provided 51 scholarships to students in 2018-19 totaling more than \$22,000. FOL programs also presented \$1,400 worth of student prizes and recognition awards in 18-19.

#### ADJOURNMENT

It was MOVED to adjourn at 10:36 a.m. by Dr. Perez; SECONDED by Gloria Rogers All in favor. None opposed.

BYLAWS  
OF THE  
Friends of LACOE: A Foundation for Learning

ARTICLE I

Name

The name of this corporation is Friends of LACOE: A Foundation for Learning, herein after referred to as Corporation.

ARTICLE II

Offices

The Corporation shall have and continuously maintain in the County of Los Angeles, State of California, a principal office for the transaction of the corporation's business.

ARTICLE III

Corporate Status

This Corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

ARTICLE IV

Purposes

This Corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 as amended (the "Code"), or corresponding section of any future federal tax code. This Corporation is organized, and at all times hereafter, will be operated, exclusively for the benefit of, to perform the functions of, and to carry out the purposes of the Los Angeles County Office of Education. The charitable purposes for which this Corporation is organized are to further the educational purposes of the Los Angeles County Office of Education.

## ARTICLE V

### Limitations

No substantial part of the activities of this Corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this Corporation shall not participate in or intervene in any political campaign (including the publishing or distribution of statements) on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provision of these articles of incorporation, this Corporation shall not carry on any other activities not permitted to be carried on (i) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

## ARTICLE VI

### Irrevocable Dedication of Assets

The property of this Corporation is irrevocably dedicated to the charitable purposes. No part of the net income or assets of this Corporation shall ever inure to the benefit of any of its directors or officers, or to the benefit of any private person, except that this Corporation is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

Upon the dissolution or winding up of this Corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this Corporation shall be distributed to the Los Angeles County Office of Education.

## ARTICLE VII

### Members

This corporation shall have no members within the meaning of section 5056 of the California Nonprofit Corporation Code.

## ARTICLE VIII

### Directors

Section 1. Definition of Terms. For the purpose of these Bylaws, "Board of Directors" or "Board" refers to the Board of Directors of the Corporation, unless otherwise indicated. "~~President~~Chair" refers to the ~~President~~Chair of the Board of Directors unless otherwise indicated.



Section 2. General Powers. All the business and affairs of the Corporation shall be managed and controlled by the Board of Directors.

Section 3. Specific Powers. Without prejudice to the General Powers set forth in Section 2 of these bylaws, the Board of Directors shall have the power to:

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- a. Appoint and remove, at the pleasure of the Board of Directors, all corporate officers, agents, and employees; prescribe powers and duties for them as are consistent with the law, the articles of incorporation, and these bylaws; fix their compensation; and require from them security for faithful service.
- b. Borrow money and incur indebtedness on the corporation's behalf and cause to be executed and delivered for the corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities.

Section 4. Number. The authorized number of Directors shall not be less than three (3) nor more than nine (9) until changed by an amendment of these Bylaws.

Section 5. Selection and Tenure. The Superintendent and ~~Executive~~ Deputy Superintendent of the Los Angeles County Office of Education or a senior administrator at the Los Angeles County Office of Education recommended by the Los Angeles County Superintendent, shall be ex-officio voting Directors. One (1) Director shall be a member of the Los Angeles County Board of Education ("County Board of Education") appointed by the President of the County Board of Education and shall serve one (1) year and may thereafter have his or her term extended from year to year, as determined by the President of the County Board of Education. All other Directors shall be nominated and appointed by the Board of Directors. The initial Directors shall have one (1), two (2), or three (3) year terms as determined by the Superintendent. All subsequent Directors shall have three (3) year terms.

Section 6. Voting. Each member of the Board of Directors shall have one vote. There shall be no proxy voting permitted for the transaction of any of the business of this corporation.

Section 7. Resignation and Removal. Any Director may resign from the Board at any time by giving written notice to the ~~President-Chair~~ or the Secretary of the corporation and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Directors may be removed from office by majority vote of the Board of Directors, subject to the approval of the Superintendent.

Section 8. Compensation of Directors. No Director shall receive any salary or other similar compensation for any services as a Director; however, the Board of Directors may authorize the reimbursement of actual and necessary expenses incurred by individual Directors performing duties as Directors.

Section 9. Inspection by Directors. Each Director shall have the right at any reasonable time to inspect all books, records, and documents of every kind and the physical properties of the corporation for a purpose reasonably related to such person's interest as a Director, provided that such Director shall not have the right to inspect those books, records or documents made privileged or confidential by law. This inspection must be made by the Director in person, provided that the Director may be accompanied by an agent or attorney, and the right of inspection includes the right to copy and make extracts of documents. Nothing in this section shall affect the right of the Board of Directors to conduct the business of the corporation as set forth in these Bylaws.

## ARTICLE IX

### Meetings of the Board of Directors

Section 1. Place of Meeting. All meetings of the Board of Directors shall be held at any place within the County of Los Angeles which has been designated from time to time by the Board of Directors. In the absence of such designation, meetings shall be held at the principal office of the Corporation.

Section 2. Annual Meeting. An annual meeting of the Board of Directors shall be held no later than sixty (60) days after the end of the prior fiscal year. Such meeting shall be for the purpose of electing Officers of the corporation, filling vacancies on the Board of Directors caused by the expiration of terms of Directors, and for the transaction of such other business as may come before the meeting.

Section 3. Regular Meetings. Regular meetings of the Board of Directors shall be held upon notice in accordance with Section 5 of this Article IX.

Section 4. Special Meetings. Special meetings of Directors may be called by, or at the direction of, the ~~President-Chair~~ or by a majority of the voting Directors then in office, to be held at such date, time and place as shall be designated in the notice of meeting. The call and notice of a special meeting shall be delivered at least twenty-four (24) hours prior to any meeting and shall specify the date, time and place of the meeting and the business to be transacted.

### Section 5. Notice of Meeting.

(a) Notice of the date, time and place of any meeting of the Board of Directors other than special meetings shall be given at least seven (7) days previous thereto delivered personally or sent by mail, email, telephone, or facsimile to each Director at his or her address email, telephone, or facsimile number, delivered personally, as shown in the records of the corporation. If mailed, such notice shall be deemed to be delivered the next day during which regular mail deliveries are made after the day such notice is deposited in the United States Postal Service in a sealed envelope so addressed, with postage thereon prepaid. If notice be given by facsimile, such notice shall be deemed delivered when the facsimile is transmitted. The business to be transacted at any regular meeting of the Board shall be specified in the notice of any such meeting.

(b) The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 6. Open Meetings. The Board of Directors shall conduct its business in public meetings in accordance with the provisions of the Ralph M. Brown Act (California Government Code, Section 54950 et seq.) (“the Brown Act”). However, the Board may hold closed sessions during any meeting to consider those matters that may lawfully be considered in such sessions under Chapter 9 of Part 1 of Division 2 of Title 5 of the Government Code, commencing with Section 54950.

Section 7. Quorum and Manner of Acting. A majority of the number of Directors in office shall constitute a quorum of the Board of Directors for the transaction of business, except to adjourn as provided in Section 8 of this Article IX. Every act or decision done or made by a majority of the Directors present at a meeting at which a quorum is present shall be regarded as the act of the Board of Directors. ~~A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of a Director or Directors, if any action taken is approved by at least a majority of the required quorum for that meeting.~~

Section 8. Adjourned Meetings. A quorum of the Directors may adjourn any Directors’ meeting to meet again at a stated day and hour; provided, however, that in the absence of a quorum, a majority of the Directors present at any Directors’ meeting, either regular or special, may adjourn from time to time until the time fixed by the next regular meeting of the Board of Directors. Notice of the date, time, place and the business to be transacted at such meeting shall be given to any Directors who were not present at the time of the adjournment.

Section 9. Minutes of Meetings and Conduct. Regular minutes of the proceedings of the Board of Directors shall be kept in a book provided for that purpose in hard copy and electronically. The Board of Directors may adopt its own rules of procedure insofar as such rules are not inconsistent with, or in conflict with, these Bylaws, the Articles of Incorporation of the corporation or with the law.

Section 10. Meetings by Telephone or Similar Communication Equipment  
Any meeting may be held by conference telephone or communications equipment permitted by California Nonprofit Corporation Law and the Brown Act, as long as all Directors participating in the meeting can communicate with one another and all other requirements of California Nonprofit Corporation Law and the Brown Act are satisfied. All such Directors shall be deemed to be present in person at such meeting.

## ARTICLE X

### Officers

Section 1. Officers. The Officers of the corporation shall be a PresidentChair, a Secretary, and a Treasurer. The corporation, at the discretion of the Board of Directors, may have additional Officers. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as the PresidentChair.

Section 2. Election and Term of Office. Initially, the Officers of the Corporation will be appointed by the Incorporator and subsequently will be elected by the Board of Directors at its annual meeting. If the election of Officers shall not be held at such meeting, such election shall be held as soon thereafter as may conveniently be scheduled. Vacancies may be filled or new offices created and filled at any meeting of the Board of Directors. Except as provided in the case of Officers appointed under Section 4 of this Article X herein, each Officer shall hold office for a term of two (2) years and until his or her successor shall have been elected, unless he or she shall sooner resign, be removed, or become ineligible to continue to serve in such capacity. Elected Officers may serve as many successive two (2) year terms as the Board of Directors deems appropriate.

Section 3. Removal and Resignation. Any Officer elected by the Board of Directors may be removed from office by the Board of Directors at any meeting at which a quorum is present whenever, in their judgment, the best interests of the corporation would be served thereby. Any Officer may resign at any time by giving written notice to the PresidentChair or the Secretary of the Corporation and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any resignation is without prejudice to the rights, if any, of the corporation under any contract to which the Officer is a party.

Section 4. Vacancies. A vacancy in any office, ~~other than one occupied ex officio,~~ may be filled by the Board of Directors for the unexpired portion of the term.

Section 5. PresidentChair. The ~~PresidentChair~~ shall be the Chief Executive Officer of the Corporation and shall have general supervision of the affairs of the corporation and the other Officers. The PresidentChair shall have such other powers and duties as the Board of Directors may prescribe from time to time.

Section ~~67~~. Secretary. In the absence of the ~~PresidentChair~~ the Secretary shall perform the duties of the PresidentChair. The Secretary shall keep or cause to be kept a book of minutes at the principal office or at such other place as the Board of Directors may order of all meetings of the Directors with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at Directors meetings. The Secretary shall give or cause to be given notice of all the meetings of the Board of Directors required by these Bylaws or by law to be given.

Section ~~79~~. Treasurer. ~~The Executive Deputy Superintendent or a senior administrator at the Los Angeles County Office of Education recommended by the Los Angeles County Superintendent shall be the Treasurer.~~ The Treasurer, subject to the direction of the PresidentChair, shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipt for moneys due and payable to the corporation from any source whatsoever; deposit all such moneys in the name of the corporation in such banks, trust companies, or other

depositories as the Board of Directors shall select, and, in general, perform all the duties incident to the office of Treasurer. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his or her other duties in such sum and with such surety as the Board of Directors shall determine.

## ARTICLE XI

### Indemnification of Directors, Officers, and other Agents

Section 1. Right of Indemnity. To the fullest extent permitted by law, the Corporation shall indemnify its Directors, Officers, employees, and other persons described in Section 5238(a) of the California Corporation Code, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements and other amounts actually and reasonable incurred by them in connection with any “proceeding,” as that term is used in that Section, and including an action by or in the right of the corporation, by reason of the fact that the person is or was a person described in that section. “Expenses,” as used in this Bylaw, shall have the same meaning as in Section 5238(a) of the California Corporations Code.

Section 2. Approval of Indemnity. On written request to the Board by any person seeking indemnification under Section 5238(b) or Section 5238(c) of the California Corporations Code, the Board shall promptly determine under Section 5238(e) of the California Corporations Code whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met and, if so, the Board shall authorize indemnification.

Section 3. Advancement of Expenses. To the fullest extent permitted by law and except as otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under these Bylaws in defending any proceeding covered by those Sections shall be advanced by the corporation before final disposition of the proceeding, on receipt by the corporation of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the corporation for those expenses.

Section 4. Insurance. The Corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its Officers, Directors, employees, and other agents, against any liability asserted against or incurred by any Officer, Director, employee, or agent in such capacity or arising out of the Officer’s, Director’s, employee’s or agent’s status as such.

## ARTICLE XII

### Committees

Section 1. Committees. The Board may appoint one or more committees, each consisting of two or more Directors, and delegate to such committees any of the authority of the Board except with respect to:

- (a) The filling of vacancies on the Board or on any committee;
- (b) The fixing of compensation of the Directors for serving on the Board or on any committee;
- (c) The amendment or repeal of Bylaws or of any Board resolution or the adoption of any new Bylaws;
- (d) The appointment of other committees of the Board or the members thereof; or
- (e) The approval of any self-dealing transaction, as such transactions are defined in Section 5233(a) of the California Nonprofit Public Benefit Corporation Law; or
- (f) Action on matters committed by the Bylaws or by Board resolution to another Board Committee.

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Any such committee must be created, and the members thereof appointed, by resolution adopted by a majority of the Directors then in office, provided a quorum is present. The President Chair of the Board shall appoint the Chairs of all committees from among the members thereof. The Board may appoint, in the same manner, alternate members of any committee who may replace any absent member at any meeting of the committee. The Board shall have the power to prescribe the manner in which proceedings of any such committee shall be conducted. In the absence of any such prescription, such committee shall have the power to prescribe the manner in which its proceedings shall be conducted. Minutes shall be kept of each meeting of each committee.

Section 2. Executive Committee. The Board by resolution shall create an Executive Committee, consisting of no more than three (3) voting members, one of whom shall be the Superintendent or her designee. The other two voting members shall be appointed by the Board. The Executive Committee shall have such powers and duties, not inconsistent with subsection (1) hereof or any existing delegation of powers to a committee of TrusteeDirectors, as may be provided in the resolution creating such committee as initially adopted or as thereafter supplemented or amended by further resolution adopted by similar vote. Additionally, the Executive Committee will have and may exercise when the Board is not in session all Board powers in the management of the Foundation's business and affairs other than the powers listed in subsection (1) hereof; provided, however, that all actions of the Executive Committee will be presented at the next Board meeting.

Section 3. Governance Committee. The Governance Committee, if created, shall consist of the members of the Executive Committee and such other members as the Board may appoint. The Governance Committee shall meet annually to review the Bylaws, Articles of Incorporation,

Committee Charters, and Board governance policies and procedures and present recommended changes to the Board.

Section 4. Board Development Committee. The Board by resolution may create a Board Development Committee. The primary responsibilities of the Board Development Committee are to identify, recruit, and nominate persons to serve as members and officers of the board and to provide development opportunities for board membership. Identification of well-qualified candidates will result from a carefully planned process designed to obtain influential, knowledgeable, and representative leadership from the organization.

Section 5. Grants Committee. The Board by resolution may create a Grants Committee. The Grants Committee will consist of such members as the ~~Chair~~ Board may approve. The Grants Committee will review all requests for Foundation funds over \$2,500 and present them to the Board for approval. The Grants Committee will meet a minimum of once a year, and as often as necessary to ensure timely review and approval of the grant requests.

Section 67. Fund Development Committee. The Board by resolution may create a Fund Development Committee. A Fund Development Committee may be formed to provide expertise and participate in direct fundraising efforts of the Foundation. This Committee may be comprised of members as the ~~Chair~~ Board may approve ~~and other non Board members as appointed by the Chair and approved by the Board.~~

Section ~~278~~. Finance Committee. The role of the Finance Committee is the management of funds, including investments and disbursements. Disbursements will be in accordance with predetermined needs and goals established by the Board and approved by the Los Angeles County Superintendent of Schools. The Finance Committee also provides advice and guidance in the management of properties which may from time to time be gifted to Friends of LACOE: A Foundation for Learning. The Committee analyzes the annual budget as proposed by the ~~Executive Director~~President and Chief Deputy of Strategic Partnerships and Innovation and proposes a budget for approval by the Board of Directors. The ~~Executive~~ Deputy Superintendent of Schools or a senior administrator at the Los Angeles County Office of Education recommended by the Los Angeles County Superintendent shall serve on the Finance Committee. The Committee will meet at least quarterly to oversee the financial and investment functions as well as other aspects of the Foundation's financial performance.

Section ~~389~~. Audit Committee. In any fiscal year in which the Corporation receives or accrues gross revenues of two million dollars or more (excluding grants from, and contracts for services with, governmental entities for which the governmental entity requires an accounting of the funds received), the Board shall (i) prepare annual financial statements using generally accepted accounting principles that are audited by an independent certified public accountant ("CPA") in conformity with generally accepted auditing standards; (ii) make the audit available to the Attorney General and to the public on the same basis that the Internal Revenue Service Form 990 is required to be made available; and (iii) appoint an Audit Committee. The Audit Committee shall meet annually to oversee the audit functions of the Foundation.

The Audit Committee shall not include paid or unpaid staff or employees of the Corporation, including, if staff members or employees, the ~~President-Chair of the Board~~ or chief executive officer or the Treasurer or chief financial officer (if any). If there is a finance committee, members of the finance committee shall constitute less than 50% of the membership of the Audit Committee and the chairperson of the Audit Committee shall not be a member of the finance committee. Subject to the supervision of the Board, the Audit Committee shall:

- (a) make recommendations to the Board on the hiring and firing of the CPA;
- (b) confer with the CPA to satisfy Audit Committee members that the financial affairs of the Corporation are in order;
- (c) approve non-audit services by the CPA and ensure such services conform to standards in the Yellow Book issued by the United States Comptroller General; and
- (d) ~~(d)~~ if requested by the Board, negotiate the CPA's compensation on behalf of the Board.

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Section 940. Participation by Non-Directors. A person who is not a Director may be appointed to any Board committee except the Executive Committee; provided, however, that such non-Director will have no right to vote on any question that would create a binding obligation of the Foundation.

Section 104. Removal; Authority of the Board. The Board may remove any member of a committee, other than any committee position occupied ex-officio, or may dissolve such a committee, at any time, with or without cause. Any committee action, including any action by the Executive Committee, is subject to amendment, modification, or repeal at the next annual or regular meeting of the Board.

Section 112. Term. Except for committees for which the Board has, by resolution, adopted different rules, each committee member will continue as such until the Foundation's next annual meeting, unless the Board removes the member or terminates the Committee. Committee members may serve consecutive terms without limitation.

Section 123. Committee Rules. Each committee may, subject to the Board's approval, prescribe rules and regulations for the call and conduct of committee meetings and other matters relating to its procedure that are consistent with the Articles, the Bylaws and Board applicable resolutions.

## ARTICLE XIII

### Contracts, Loans, Checks, Deposits, and Gifts



Section 1. Contracts. The Board of Directors may authorize any Officer or agent of the corporation, in addition to the Officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 2. Loans. The Board of Directors shall not make any loan of money or property to or guarantee the obligation of any Director or Officer, unless approved by the Attorney General.

Section 3. Borrowing. No loan shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors.

Section 4. Checks, Drafts, Etc. All checks, drafts, or other orders for payment of money, and all notes or other evidence of indebtedness issued in the name of the corporation shall be signed by such Officer or Officers, agent or agents of the corporation and in such manner as, from time to time, shall be determined by resolution of the Board of Directors.

Section 5. Deposits. All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 6. Gifts. The Board of Directors may at their discretion accept on behalf of the corporation any contribution, gift, bequest, or devise for the general purposes or for any specific purpose of the corporation.

## ARTICLE XIV

### Conflicts of Interest

Section 1. Duty of Loyalty of Interested Persons; Construction with Article XI. The duty of loyalty requires that a director, manager, principal, officer, or member of a committee with governing board-delegated powers (each, an "Interested Person"), refrain from using his or her position for personal gain, and avoid acting on issues in which his or her personal or financial interests could conflict with the interests of the Corporation.

Nothing in this Article XIV shall be construed to derogate in any way from the absolute duty of loyalty that every Director and Officer owes to the Corporation. Furthermore, nothing in this Article XIV shall be construed to override or amend the provisions of Article XI. All conflicts between the two articles shall be resolved in favor of Article XI.

Section 2. Prohibition against Conflicts of Interest. Conflicts of interest arise from personal relationships or from a financial interest. Conflicts can arise either directly or indirectly. A direct conflict can arise where an Interested Person has a personal or financial interest in any matter involving the Corporation or has a financial or agency relationship (i.e., is a director, officer, manager, partner, associate, trustee or has a similar agency relationship) with an entity

involved in a transaction or other business with the Corporation. An indirect conflict can arise where someone related to an Interested Person by business affiliation, or a "Family Member" (spouse, parents-in-law, ancestors, any brothers and sisters, children (whether natural or adopted), grandchildren, great-grandchildren, and spouses of brothers, sisters, children, grandchildren, and great-grandchildren) of the Interested Person has dealings with the Corporation. By way of example, an Interested Person has a financial interest if such person has, directly or indirectly, through business, investment or a Family Member:

- (a) an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement;
- (b) a compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement; or
- (c) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

The Corporation shall not be a party to any transaction:

- (a) in which one or more of its Directors or Officers has a material financial interest, or
- (b) with any corporation, firm, association, or other entity in which one or more Directors or Officers has a material financial interest.

Activities that May Present a Conflict of Interest. The following is a non-exclusive list of the types of activities that may present a conflict of interest and should be disclosed in accordance with Article XIV.

- (a) Adverse Interest. Participation by an Interested Person in decisions or negotiations related to a contract, transaction or other matter between the Corporation and: (i) the Interested Person; (ii) an entity in which the Interested Person or a Family Member of such person has financial interest; or (iii) an entity with which the Interested Person has an agency relationship.
- (b) Competing Interests. Competition by an Interested Person, either directly or indirectly, with the Corporation in the purchase or sale of property or property rights, interests, or services, or, in some instances, competition directly for the same donor or external resources.
- (c) Use of Resources. Use of the Corporation's resources (for example, staff, contracts, donor lists, or name) for personal purposes of the Interested Person or a Family Member of such person.
- (d) Inside Information. Disclosure or exploitation by an Interested Person of information pertaining to the Corporation's business for the personal profit or advantage of such person or a Family Member of such person or a person/entity with whom the Interested Person has an agency relationship.

Section 3. Evaluation of Potential Conflict.

- (a) After disclosure of all material facts and any follow-up discussion with the Interested Person with a potential conflict of interest, a determination must be made about whether a material financial interest or other kind of actual conflict exists. If the potential conflict is first disclosed during a Board or Committee meeting at which the Interested Person with the potential conflict is in attendance, the Interested Person shall leave the meeting while the determination of whether a conflict of interest exists is either discussed and voted upon or referred to Committee for further consideration. In either event, the decision-making body will evaluate the disclosures by the Interested Person, and will determine on a case-by-case basis whether the disclosed activities constitute an actual conflict of interest. If the disclosure is made outside of the context of a meeting, then the determination of whether a conflict exists will be referred to the Finance Committee for decision and action. Factors the decision-making body may consider when determining whether an actual conflict exists include (i) the proximity of the Interested Person to the decision-making authority of the other entity involved in the transaction, (ii) whether the amount of the financial interest or investment is *de minimis* relative to the overall financial situation of the Corporation, and (iii) the degree to which the Interested Person might benefit personally if a particular transaction were approved.
- (b) Where it is determined that a conflict of interest exists, the decision-making body will recommend an appropriate course of action to protect the interests of the Corporation. All disclosures and the outcome of the deliberation about whether a conflict of interest exists will be recorded in the minutes of the appropriate deliberative meeting.

Section 4. Interlocking Directorates. No contract or other transaction between the Corporation and any corporation, firm or association of which one or more Directors are directors is either void or voidable because such Director(s) are present at the Board or Committee meeting that authorizes, approves or ratifies the contract or transaction, if (i) the material facts as to the transaction and as to such Director's other directorship are fully disclosed or known to the Board or Committee, and the Board or Committee authorizes, approves or ratifies the contract or transaction in good faith by a vote sufficient without counting the vote of the common Director(s) (subject to the quorum provisions of Article IX); or if (ii) the contract or transaction is just and reasonable as to the Corporation at the time it is authorized, approved or ratified.

Section 5. Disclosure of Conflict of Interest. An Interested Person shall make an appropriate disclosure of all material facts, including the existence of any financial interest, at any time that any actual or potential conflict of interest arises. This disclosure obligation includes instances in which an Interested Person who is a director knows of the potential for a self-dealing transaction as described in Section 4, or a transaction involving common directorship as described in Section 7, related to his or her interests. It also includes instances in which the Interested Person plans not to attend a meeting of the Board or a Board committee with governing board-delegated powers (a "Committee") at which he or she has reason to believe that the Board or Committee will act regarding a matter about which he or she may have a conflict. Depending on the circumstances, this disclosure may be made to ~~President~~ the Chair of the Board or, if the potential conflict of interest first arises in the context of a Board or Committee meeting, the

entire Board or the members of the Committee considering the proposed transaction or arrangement that relates to the actual or possible conflict of interest.

In addition, Interested Persons shall, in accordance with Article VI, make an annual disclosure of on-going relationships and interests that may present a conflict of interest.

If an Interested Person becomes aware of any potential conflict of interest, self-dealing or common directorship transaction or other conflict of interest involving another Interested Person, he or she should report it in accordance with the requirements of this Article XIV.

Any Board Director who fails to disclose any financial conflict of interest and thereby puts the Corporation at risk shall not be protected by the indemnification provisions of Article XIV herein. Board Directors shall file their Conflict of Interest statements at the start of their term.

## ARTICLE XV

### Miscellaneous

Section 1. Fiscal Year. The fiscal year of the corporation shall begin on the first day of July and end on the last day of June in each year unless otherwise determined by resolution of the Board of Directors.

Section 2. Rules. The Board of Directors may adopt, amend, or repeal rules not inconsistent with these Bylaws for the management of the internal affairs of the corporation and the governance of its officers, agents, committees, and employees.

Section 3. Books and Records. The corporation shall keep correct and complete books and records of account and minutes of the proceedings of the Board of Directors and committees. Copies of the minutes of the Board of Directors and of the committees shall be regularly distributed to each member of the Board of Directors.

Section 4. Annual Report. The Board shall cause an annual report to be sent to each Director within 120 days after the close of the Corporation's fiscal year containing the following information:

- (a) The assets and liabilities of the Corporation as of the end of the fiscal year;
- (b) The principal changes in assets and liabilities, including trust funds, during the fiscal year;
- (c) The revenue or receipts of the Corporation, both unrestricted and restricted to particular purposes, for this fiscal year;

- (d) The expenses or disbursements of the Corporation for both general and restricted purposes during the fiscal year;
- (e) A statement of any transaction (i) to which the Corporation, its parent, or its subsidiary was a party, (ii) which involved more than \$50,000 or which was one of a number of such transactions with the same person involving, in the aggregate, more than \$50,000, and (iii) in which either of the following interested persons had a direct or indirect material financial interest (a mere common directorship is not a financial interest):
  - (1) Any Director or Officer of the Corporation, its parent, or its subsidiary;
  - (2) Any holder of more than 10% of the voting power of the Corporation, its parent, or its subsidiary.

The statement shall include: (i) a brief description of the transaction; (ii) the names of interested persons involved; (iii) their relationship to the Corporation; (iv) the nature of their interest in the transaction, and; (v) when practicable, the amount of that interest, provided that, in the case of a partnership in which such person is a partner, only the interest of the partnership need be stated.

- (f) A brief description of the amounts and circumstances of any loans, guaranties, indemnifications, or advances aggregating more than \$10,000 paid during the fiscal year to any Officer or Director under Article XIII.

Section 5. Corporate Seal. The Board of Directors may provide a corporate seal, which shall be in the form of a circle and shall have inscribed thereon the name of the Corporation, the date of its incorporation, and the word “California”.

Section 6. Waiver of Notice. Whenever any notices are required to be given under the provisions of the Nonprofit Corporation Act of the State of California, or under the provisions of the Articles of Incorporation of the Corporation, or these Bylaws, a waiver thereof in writing signed by the persons entitled to such notice, whether dated before or after the time stated herein, to the extent permitted by law, shall be deemed equivalent to the giving of such notice.

## ARTICLE XVI

### Amendment to Bylaws

These Bylaws may be amended at any regular meeting of the Board of Directors by a majority vote of the total voting membership of the Board of Directors, provided that the amendment has been submitted in writing at the previous regular meeting, or has been submitted in writing to the Directors at least thirty (30) days before such regular meeting.

Initial Adoption: August 24, 2015

Amended: May 11, 2016  
Amended: February 6, 2017  
Amended:

## Friends of LACOE - CCF Fiscal Sponsorship 2019-2021 Proposed Budget

		7/1/19 - 6/30/2020	7/1/20 - 6/30/2021	2 Year Total
<b>EXPENSES</b>				
<b><i>Projects</i></b>				
Number of (new) projects		3	5	8
Projected Expenses of new projects (\$15k/project)		\$ 45,000.00	\$ 75,000.00	\$ 120,000.00
Superintendents Collaborative		\$ 15,000	\$ 15,000	\$ 30,000
Annual Roundtable		\$ 3,000	\$ 4,000	\$ 7,000
<b>Total Projects</b>		<b>\$ 63,000</b>	<b>\$ 94,000</b>	<b>\$ 157,000</b>
<b><i>Operations</i></b>				
Co-Investment fund		\$ 50,000	\$ 50,000	\$ 100,000
Consultants		\$ 75,000	\$ 50,000	\$ 125,000
Website/Database		\$ 10,000	\$ 10,000	\$ 20,000
Events		\$ 50,000	\$ 50,000	\$ 100,000
Comms/Marketing		\$ 150,000	\$ 25,000	\$ 175,000
Postage & Delivery		\$ 900	\$ 700	\$ 1,600
Meetings & Conferences		\$ 5,000	\$ 7,000	\$ 12,000
General Travel		\$ 9,000	\$ 12,000	\$ 21,000
Board Management		\$ 4,000	\$ 4,000	\$ 8,000
Professional services (accounting, legal etc.)		\$ 20,000	\$ 20,000	\$ 40,000
Insurance		\$ 10,000	\$ 12,000	\$ 22,000
Memberships & Subscriptions		\$ 5,000	\$ 5,000	\$ 10,000
Mis Expenses		\$ 10,000	\$ 10,000	\$ 20,000
HR Fees		\$ 7,200	\$ 7,200	\$ 14,400
<b>subtotal</b>		<b>\$ 406,100</b>	<b>\$ 262,900</b>	<b>\$ 669,000</b>
CCF Fees		\$ 44,815	\$ 50,663	\$ 95,478
<b>Total Operations</b>		<b>\$ 450,915</b>	<b>\$ 313,563</b>	<b>\$ 764,478</b>

		7/1/19 - 6/30/2020	7/1/20 - 6/30/2021	2 Year Total
<b><i>Staff</i></b>				
Executive Director		\$ 192,500	\$ 228,800	\$ 421,300
Special Assistant		\$ 52,500	\$ 72,800	\$ 125,300
Director of Strategic Partnerships		\$ 75,833	\$ 135,200	\$ 211,033
Grants Manager				
Development Officer		\$ 56,250	\$ 140,400	\$ 196,650
Communications Officer (FY22)				
Director of Policy/Community Engagement (FY22)				
Director of Finance (FY22)				
<i>Admin rate at 30%</i>		\$ 113,125	\$ 173,160	\$ 286,285
<b>Total Staff</b>		<b>\$ 490,208</b>	<b>\$ 750,360</b>	<b>\$ 1,240,568</b>
<b><i>Services R&amp;D</i></b>				
Service development		\$ -	\$ -	\$ -
<b>Total Services</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENSE</b>		<b>\$ 959,308</b>	<b>\$ 1,107,260</b>	<b>\$ 2,066,568</b>
<b>REVENUE</b>				
<b><i>Administrative Fee</i></b>				
15% of funding raised for programs		\$ -	\$ -	\$ -
<b>Total Admin Fees</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><i>Grants / Donations</i></b>				
Mountain Philanthropies		\$ 750,000	\$ 750,000	\$ 1,500,000
Mountain Philanthropies		\$ 275,000	\$ 285,000	\$ 560,000
California Community Foundation				
Weingart				
Stuart Foundation				
The California Endowment				
Individual Donors				
Event Revenue				
<b>Total Grants / Donations</b>		<b>\$ 1,025,000</b>	<b>\$ 1,035,000</b>	<b>\$ 2,060,000</b>
<b>TOTAL REVENUE</b>		<b>\$ 1,025,000</b>	<b>\$ 1,035,000</b>	<b>\$ 2,060,000</b>
<i>Less expense</i>		\$ 959,308	\$ 1,107,260	\$ 2,066,568
<b>Projected net surplus / (deficit)</b>		<b>\$ 65,691.67</b>	<b>\$ (72,260.00)</b>	<b>\$ (6,568.33)</b>



## Friends of LACOE - CCF Fiscal Sponsorship 2019-2021 Projected In-Kind Services

	7/1/19 - 6/30/2020	7/1/20 - 6/30/2021	2 Year Total
LACOE staff (LACOE In-Kind)	\$ 80,000	\$ 25,000	\$ 105,000
Rent (LACOE In-Kind)	\$ 21,000	\$ 21,000	\$ 42,000
Utilities (LACOE In-Kind)	\$ 10,000	\$ 10,000	\$ 20,000
Telephone (LACOE In-Kind)	\$ 5,000	\$ 5,000	\$ 10,000
Office Supplies (LACOE In-Kind)	\$ 3,000	\$ 3,500	\$ 6,500
Equipment Rental (LACOE In-Kind)	\$ 5,000	\$ 6,000	\$ 11,000
Computer Expense (LACOE In-Kind)	\$ 1,000	\$ 1,000	\$ 2,000
<b>In-Kind Subtotal</b>	<b>\$ 125,000</b>	<b>\$ 71,500</b>	<b>\$ 196,500</b>

**Pay Range: \$100,000 - \$130,000**

**Benefits: Executive level, 90% covered by employer**

**401K: 5% match, 4 year vesting period**

## **DIRECTOR, STRATEGIC PARTNERSHIPS**

The Greater Los Angeles Education Foundation (Greater LA) is a 501C3 non-profit supporting organization of the Los Angeles County Office of Education (LACOE). LACOE is an intermediate agency between the 80 school districts in the County of Los Angeles and the California State Department of Education.

### **Position Summary:**

The Director, Strategic Partnerships (“director”) cultivates and manages cross-sector partnerships with key stakeholders to help Greater LA advance its goals of improving educational equity and student achievement in LA County. The director is responsible for the planning, development, coordination, and implementation of partner-engagement strategies and processes that support countywide systems of innovation. The director provides direction and oversight to organizational planning and program management activities, supporting grant making and fundraising objectives, strategic convening and organizing operations of the foundation.

### **Essential Functions:**

- Strategy, Program Design and Partnerships: With the President, works collaboratively to develop and implement goals, activities and overall strategy for the Foundation in alignment with LACOE’s goals. Identifies, develops and implements foundation strategies to close opportunity, college readiness, and college completion gaps. Works closely with county office, district leadership, and community partners to develop initiatives and partnerships. Develops and manages public private partnerships and collaboration with public agencies and governing bodies.
- Research and Development: Researches and works with research partners to identify emerging and innovative practices and programs, within and outside of the educational arena to advance educational equity and achievement. Uses research processes and products to guide strategies and identify systems change issues and solutions related to educational improvement. Ensures that countywide and district research, including best practices and impact is disseminated and presented to appropriate stakeholders. Oversees data and analysis, and county-wide visualization tool development in coordination with LACOE.
- Policy and Advocacy: Works with key business, philanthropic, community and government stakeholders to facilitate the development of public policy through research, coalition building, convening, grant making and capacity building. Monitors local, state and national policies and initiatives related to education issues to inform strategic priorities and potential advocacy strategies. Oversees the development of policy and advocacy priorities of the Greater LA Education Foundation aligned to LACOE and strategies to elevate the voice of LA County districts, students and parents. Creates partnerships with policymakers,

researchers and advocates to bring expertise and fresh perspectives to inform state and local policy decisions through white papers, analysis and co-branded projects.

- Convening: Strategically convenes stakeholders including education partners, community and business leaders to drive innovation through educational forums that establish new local and national partnerships and the development of grant funded projects. Plans and coordinates meetings with stakeholders and uses opportunities to engage donors, grantees, staff, board and community.
- Portfolio Management: Manages the overall grants and operations strategy, goals and activities of the foundation. Reviews, analyzes and makes recommendations on grant opportunities and grant proposals. Monitors grant requirements and investments and maintains ongoing communications with grantees.
- Resource Development: Identifies and pursues opportunities to bring in funding partners. Oversees grants management operations and grant writing outsourcing. Prepares grant proposals and project reports, as appropriate. Develops and maintains relationships with local and national funders and promotes opportunities for funders to partner with foundation initiatives. Drafts internal materials, such as briefing memos and external materials such as reports to funders and partners.
- Communications: Provides oversight to strategic communication efforts of the foundation. Oversees communications plan and opportunities to raise the profile of the foundation, LACOE, and district partners. Prepares and delivers presentations both internally and externally.
- Internal Collaboration: Proactively seeks and coordinates with LACOE staff to identify priorities, projects and coordinated grant seeking opportunities. Understands the operational functions of LACOE departments and strategic priorities to enhance aligned foundation objectives.
- Donor Relations: Collaborates with Development staff to strategize on messaging, fund development and impact analysis for initiatives and project funds. Cultivates relationships with new and prospective donors. Prepares information for donors and/or meets with donors to refine their giving preferences in alignment with foundation priorities. Works closely with Development to plan donor events and activities.
- Leadership and Supervision: Participates as a member of the President's Strategic Leadership team in the overall planning of the foundation's functions and services. Advises the President regarding use of resources, priorities, program opportunities and methods to enhance delivery of service and initiatives. Supervises and evaluates the performance of assigned staff, interviews and selects employees and recommends termination, and disciplinary actions, plans, coordinates and arranges for appropriate training and development of staff. At all times, demonstrates cooperative behavior with supervisors and coworkers. Serves on national and local non-profit or association boards. Other duties as assigned, dependent on organizational needs and employee skills.
- Board Relations: Works with the President on board development activities, including recruitment, material preparation, and attends board and committee meetings as appropriate or upon the request of the President.
- Budget Management: As appropriate, assists other departments to ensure the effective and efficient operations of the Greater LA Education Foundation.

- General: Works as a cooperative member of management staff, coordinating with other leads on interdepartmental projects and initiatives, and responsible for other duties dependent upon the needs of the organization. Works with the President on internal team building and foundation culture-setting.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential job function assigned satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience: Eight years or more of progressively responsible leadership experience including education, public administration, philanthropy, grants management, management and policy development or equivalent form of specialized expertise, including at least (2) years or supervisory experience. This can include a period spent pursuing additional education. Experience in philanthropy or other educational agency preferred. Experience managing consultants and project work teams to achieve results essential.
- Education: Bachelor's degree required; Advanced degree preferred.
- Communication Skills: Strong interpersonal, written, and verbal communication skills are required. Ability to prepare and give presentations, and to comfortably interact with diverse audiences including donors, district leaders, board members, civic leaders and nonprofit and community groups.
- Leadership Skills: Ability to make well-reasoned decisions in the best interests of the organization for the present and future and the ability to work collaboratively with individuals from diverse backgrounds. Ability to guide the development and growth of direct reports. Experience with organizational development and learning organizations.
- Technical Knowledge: Demonstrated analytical capabilities and substantive knowledge of best practices in fields of interest to the foundation, including teaching & learning, school governance & accountability, student development, non-profit finance, public policy and legislative process, public and private funding streams related to the foundation's domains of work, and a working understanding of outcome measures and evaluation methodologies aimed at assessing program effectiveness.
- Fundraising Skills: Working knowledge of raising funds from individual donors, foundations and/or the public sector.
- Technology Skills: Internet competency and strong computer proficiency, including mastery of the Microsoft Office software suite and a familiarity with database software, is required. Working knowledge of CRM systems, and/or willingness and ability to learn appropriate database, spreadsheet and other computer programs.
- Project Management Skills: Excellent organizational skills and attention to detail. Ability to lead and manage projects, prioritize work effectively and adjust to multiple demands, with consistent attention to timelines. Experience managing private grants, government grants and/or public-private partnerships preferred.

- Judgment and Discretion: Ability to interact in a professional manner with senior level executives, boards of directors and board committees. Ability to use discretion and function independently. Must be able to recognize and appropriately convey the sensitive nature of any situation and possess the ability to keep all matters appropriately confidential.
- Team Work & General Skills: Ability to work well independently and as team member. Ability to take initiative, and follow tasks through to completion.

**Working Conditions:**

- Requires the ability to sit and work at a desk for several hours at a time.
- Requires the ability to travel and attend meetings, presentations and events outside the office, which may require occasional use of a motor vehicle for transportation to other locations.
- This position is required to be available to speak with clients and/or others while away from the office and/or with clients and/or others located in other time zones outside foundation business hours.
- Work may require occasional weekends and/or extended work day.
- Punctuality and satisfactory attendance are essential functions of the job.

Disclaimer: This description should not be construed to contain every function or responsibility that may be required to be performed by an incumbent in this job classification. This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.

Interested, qualified persons are invited to submit a resume and cover letter to John Garcia, Ed.L.D., at [Garcia\\_John@LACOE.EDU](mailto:Garcia_John@LACOE.EDU). Please contact John Garcia with any questions about the process.

The Greater LA Education Foundation does not discriminate against individuals on the basis of age, actual or perceived race, actual or perceived gender, ethnicity, national origin, religion, disability, or sexual orientation. The Greater LA Education Foundation complies with the Americans with Disabilities Act to ensure equal access to all qualified individuals with a disability

Effective Date: September 2019

**JOB DESCRIPTION**  
**Greater Los Angeles Education Foundation**

**Pay Range: \$50,000 - \$70,000**

**Benefits: 80% covered by employer**

**401K: 5% match, 4 year vesting period**

**SPECIAL ASSISTANT TO THE PRESIDENT**

The Greater Los Angeles Education Foundation (Greater LA) is a 501C3 non-profit supporting organization of the Los Angeles County Office of Education (LACOE). LACOE is an intermediate agency between the 80 school districts in the County of Los Angeles and the California State Department of Education.

**Position Summary:**

The special assistant to the President assists the president in planning, organizing, directing and working on various foundation projects and initiatives. The special assistant provides a high level of support, coordination, oversight of programmatic, grants management and administrative duties for the president and other program areas as directed. Most frequently, the special assistant meets with the president, and internal staff for the purpose of planning and directing activities, supporting grant making and fundraising objectives, and organizing administrative operations of the foundation.

**Examples of Duties**

Duties may include, but are not limited to the following:

- **Project and Research Support:** Assists the president and staff with the development, design and implementation of initiatives and special projects, particularly the Community Schools initiative. Conducts research and analyzes trends on issues or concerns of importance through written materials, interviews, community meetings, online resources, or other useful vehicles. Presents findings in written and oral formats to managers and others as appropriate.
- **Grant Monitoring and Management:** Under direction, assists with the research, review and analysis of applications for funding support through written materials, site visits, interviews with funders and relevant agencies, as well as compares funding requests with strategic priorities. Supports grant writing activities, reports in the database system, reviews ad-hoc reporting requests on grant making activities with LACOE grants development group. Coordinates report requests on grant making impact and generates impact reports. Monitors and reports regularly on proposals and the grant process including grant agreements, progress reports, payment requests, and other related correspondence. Works closely with the LACOE Grants Development Team to apply standards, develop new reports and improve process. Communicates and meets with grantees as needed.
- **Event Support:** Coordinates foundation advisory committee, board meetings, committee meetings and other needs. Provides logistical support on meetings and events, such as scheduling venues, arranging for catering and handling onsite needs (audiovisual, production and dissemination of meeting materials).

- Administrative Support: Provides administrative support to the president and the foundation, including composing, maintaining department and executive's calendar; processing and expediting correspondence; preparation of Board, Committee and team meeting materials; annual budgeting support; managing select vendor relationships and clerical responsibilities as needed. Coordinates project calendars, schedules meetings for project committees, and administers contact lists. As necessary, takes and prepares minutes for meetings.
- Outreach: Under the direction of management and officers, works directly with grantseekers to provide clarification of foundation priorities, direction regarding application procedures, and feedback on proposals.
- Community Relations: Participates in philanthropic activities to further build community foundation relationships and enhance their operations, including support of event coordination such as handling calls, email and written requests. Represents Greater LA Education Foundation in foundation and community groups related to grantmaking interest areas. Participates in donor events and outreach activities as requested during and outside regular business hours.
- Internal Integration of Work: Identifies opportunities for and integrates the functions and skills of marketing and communications and development and donor relations into their grant development to increase focus on systemic change. Engages with internal and external resources to secure necessary competencies.
- General: As appropriate, assists other management staff and works as a member of interdepartmental teams to ensure the effective and efficient operations of the Greater LA Education Foundation. At all times, demonstrates cooperative behavior with supervisors and coworkers. Other duties as assigned, dependent on organizational needs and employee skills.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential job function assigned satisfactorily. The requirements listed are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience: Five years or more of progressive administrative experience including project management, program implementation, grants management, policy development or equivalent form of specialized expertise. This can include a period spent pursuing additional education. Experience in research, writing and data management preferred. Prior nonprofit experience a plus.
- Education: Bachelor's degree required; Master's degree preferred.
- Communication Skills: Strong interpersonal, written, and verbal communication skills are required. An ability to compose and edit correspondence and basic reports, knowledge of proper English, grammar and punctuation is required, with knowledge of a variety of written styles and formats. Critical thinking in assessing, compiling and disseminating information is necessary. Ability to prepare and deliver information both internally and externally, and to comfortably interact with diverse audiences as well as nonprofit and community groups.

- Technology Skills: Internet competency and strong computer proficiency, including mastery of the Microsoft Office software suite and a familiarity with database software, is required. Working knowledge of, and/or willingness and ability to learn appropriate database, spreadsheet and other computer programs.
- Organizational Skills: Strong organizational skills and attention to detail. Ability to prioritize work, anticipating the needs of a busy executive, and adjust to multiple demands with minimal supervision.
- Judgment and Discretion: Ability to interact in a professional manner with senior level executives, boards of directors and board committees. Ability to use discretion and function independently. Must be able to recognize and appropriately convey the sensitive nature of any situation and possess the ability to keep all matters appropriately confidential.
- Team Work & General Skills: Ability to work well independently and as team member. Ability to take initiative, and follow tasks through to completion.

**Working Conditions:**

- Requires the ability to sit and work at a desk for several hours at a time.
- Requires the ability to travel and attend meetings, presentations and events outside the office, which may require occasional use of a motor vehicle for transportation to other locations.
- This position is required to be available to speak with clients and/or others while away from the office and/or with clients and/or others located in other time zones outside foundation business hours.
- Work may require occasional weekends and/or extended work day.
- Punctuality and satisfactory attendance are essential functions of the job.

Disclaimer: This description should not be construed to contain every function or responsibility that may be required to be performed by an incumbent in this job classification. This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.

Interested, qualified persons are invited to submit a resume and cover letter to John Garcia, Ed.L.D., at [Garcia\\_John@LACOE.EDU](mailto:Garcia_John@LACOE.EDU). Please contact John Garcia with any questions about the process.

The Greater LA Education Foundation does not discriminate against individuals on the basis of age, actual or perceived race, actual or perceived gender, ethnicity, national origin, religion, disability, or sexual orientation. The Greater LA Education Foundation complies with the Americans with Disabilities Act to ensure equal access to all qualified individuals with a disability

Effective Date: September 2019





**Building the Platform to Ensure Success**  
**A Rationale for Changing the Name to the Greater Los Angeles Public Education Foundation**  
**June 2019**

CCS proposes that the rebranded Foundation's name should convey a countywide scope and comprehensive status. The recommended name for the new Foundation is the "Greater Los Angeles Public Education Foundation" with the tagline: Serving our students across Los Angeles County.

The name describes the service area and the sector focus. The name also conveys the comprehensive nature of the Foundation's mission.

Before arriving at this recommendation, CCS conducted forty-eight (48) strategic conversations with key stakeholders from 40 different organizations and internal staff were completed to understand the challenges unique to Los Angeles County public schools (including charter schools) through conversations with experts, determine key interests among key Los Angeles philanthropists and funders, determine reactions to the initial concept paper, and gain advice along the way to enhance the approach through strategic conversations.

Several possible names were proposed to this group including the following:

- LACOE Educational Community Foundation
- Greater Los Angeles Educational Community Foundation
- Greater Los Angeles Education Fund
- LACOE Foundation
- LACOE Community Foundation
- LACOE Educational Community Fund
- The Fund for LA County Schools

Additionally, the following tag lines for a campaign were discussed. It is not recommended that these be used as part of the name.

- Every Student. Every Possibility.
- Funding Tomorrow's Society
- Students. Teachers. Community.
- Funding Excellence
- Funding Success
- Success begins here.
- Dream. Learn. Achieve.
- Every child is a success story
- Learning today. Leadership tomorrow.

The following possible combinations of foundation names and tag lines have also been proposed:

- LACOE Educational Community Foundation. Learning today. Leadership tomorrow.
- Greater Los Angeles Education Fund. Funding Success.
- LACOE Community Foundation: Educating students. Building Society.
- LACOE Foundation. Every child is a success story.



**Los Angeles County  
Office of Education**



### Recommendations

The respondents recommended that the Foundation not include “LACOE” in the title. LACOE can be confusing since it is not well-known.

Further conversations have led CCS to recommend that the word “community” be eliminated from the proposed name of the Foundation. It is important that the rebranded Foundation ensure that there is no perceived competition or conflict with their strategic partner, the California Community Foundation.

<b>Acceptance of Funds: July 1, 2019 through September 30, 2019</b>		
<b>Project</b>	<b>Funder</b>	<b>Amount</b>
Academic Decathlon Student Scholarships/Recognition	LACOE Payroll Deductions	\$10.00
African American Scholarship	LACOE Payroll Deductions	\$45.00
Asian Pacific Heritage Scholarship	LACOE Payroll Deductions	\$20.00
Ed Programs General Fund	LACOE Payroll Deductions	\$50.00
GAIN/Participant Support Services	LACOE Payroll Deductions	\$150.00
GAIN/Participant Support Services	South Bay Workforce Investment Board, Inc	\$250.00
GAIN/Participant Support Services	Walmart	\$1,000.00
History Day	LACOE Payroll Deductions	\$10.00
iPoly Student Scholarships	LACOE Payroll Deductions	\$20.00
LACOE Foundation (CCF Fiscal Sponsor)	California Community Foundation	\$30,000.00
Los Angeles County Bilingual Directors Association	Alejandra Pantoja	\$20.00
Los Angeles County Bilingual Directors Association	Andrea Martinez	\$20.00
Los Angeles County Bilingual Directors Association	Carla B. Herrera	\$200.00
Los Angeles County Bilingual Directors Association	Charlene E. Fried	\$60.00
Los Angeles County Bilingual Directors Association	Connie Macias	\$20.00
Los Angeles County Bilingual Directors Association	Dr. Beth Bray	\$20.00
Los Angeles County Bilingual Directors Association	Quoc Du Nguyen	\$20.00
Los Angeles County Bilingual Directors Association	Venecia Lizaraburu	\$20.00
Los Angeles County Bilingual Directors Association	Whittier Union High School District	\$260.00
Migrant Education Scholarships	LACOE Payroll Deductions	\$35.00
Outdoor Science/Marine Science	LACOE Payroll Deductions	\$10.00
Road To Success Academy: General Fund	LACOE Payroll Deductions	\$10.00
SARB Scholarship/S Abrams	LACOE Payroll Deductions	\$30.00
Special Ed Student Needs	LACOE Payroll Deductions	\$25.00
Spelling Bee	LACOE Payroll Deductions	\$20.00
Superintendents Prof Collab Conference	ABM Industries, Inc.	\$2,500.00
Superintendents Prof Collab Conference	Achieve 3000, Inc.	\$5,000.00
Superintendents Prof Collab Conference	BuyWiser Technology, Inc.	\$15,000.00
Superintendents Prof Collab Conference	Facilitron, Inc.	\$5,000.00
Superintendents Prof Collab Conference	Grand Canyon University	\$5,000.00
Superintendents Prof Collab Conference	Los Angeles County Office of Education (Child 360)	\$2,500.00
Unrestricted	AmazonSmile	\$150.66
Unrestricted	LACOE Payroll Deductions	\$70.00
Visual and Performing Arts	LACOE Payroll Deductions	\$20.00
	<b>Total</b>	\$67,565.66

**Friends of LACOE: A Foundation for Learning**  
**Statement of Activity**  
 July - September, 2019

	<b>Total</b>
<b>Revenue</b>	
<b>Restricted Contributions</b>	
Individual	835.00
Corporation	950.00
Foundation	28,500.00
Local Gov. & School Districts	260.00
Assoc./Non-Profits/Cmnty Groups	237.50
<b>Total Restricted Contributions</b>	<b>\$ 30,782.50</b>
<b>Unrestricted Contributions</b>	
Individual	70.00
Corporate Foundation	150.66
<b>Total Unrestricted Contributions</b>	<b>\$ 220.66</b>
<b>Admin Fees (Unrestricted)</b>	
Corporation	50.00
Foundation	1,512.50
<b>Total Admin Fees (Unrestricted)</b>	<b>\$ 1,562.50</b>
<b>Event Revenue</b>	
Sponsorships	35,000.00
<b>Total Event Revenue</b>	<b>\$ 35,000.00</b>
<b>Total Revenue</b>	<b>\$ 67,565.66</b>
<b>Gross Profit</b>	<b>\$ 67,565.66</b>
<b>Expenditures</b>	
<b>Salaries and Related Expenses</b>	
FOL Salaries and Wages	27,500.01
LACOE	15,833.34
Payroll Taxes and Benefits	2,759.85
Worker's Compensation	277.74
Payroll Processing Fees	1,300.00
<b>Total Salaries and Related Expenses</b>	<b>\$ 47,670.94</b>
<b>Event Sponsorship</b>	2,000.00
<b>Participant Incentives</b>	
Scholarships	5,500.00
Student Awards/Recognition	670.00
<b>Total Participant Incentives</b>	<b>\$ 6,170.00</b>
<b>Professional Services</b>	
Consultant	32,500.00
<b>Total Professional Services</b>	<b>\$ 32,500.00</b>
<b>Conference/ Meetings</b>	
Meals and Food	1,454.78
Conf Registration	85.00
Mileage/Parking	17.40
<b>Total Conference/ Meetings</b>	<b>\$ 1,557.18</b>
<b>Travel</b>	2,394.00
<b>Registration, License &amp; Permits</b>	36.00
<b>Bank Fees</b>	291.00
<b>Total Expenditures</b>	<b>\$ 92,619.12</b>
<b>Net Operating Revenue</b>	<b>\$ (25,053.46)</b>
<b>Net Revenue</b>	<b>\$ (25,053.46)</b>

**Friends of LACOE: A Foundation for Learning**  
**Statement of Financial Position**  
 As of September 30, 2019

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
SFFCU Savings Account	50.00
CCU Checking Account	226,194.98
SFFCU Checking Account	0.00
PayPal	0.00
<b>Total Bank Accounts</b>	<b>\$ 226,244.98</b>
<b>Accounts Receivable</b>	
Accounts Receivable	199,854.30
<b>Total Accounts Receivable</b>	<b>\$ 199,854.30</b>
<b>Other Current Assets</b>	
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$ 0.00</b>
<b>Total Current Assets</b>	<b>\$ 426,099.28</b>
<b>TOTAL ASSETS</b>	<b>\$ 426,099.28</b>
<b>LIABILITIES AND NET ASSETS</b>	
<b>Net Assets</b>	
Unrestricted	50,459.19
Restricted	375,640.09
<b>Total Net Assets</b>	<b>\$ 426,099.28</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 426,099.28</b>

# Friends of LACOE: A Foundation for Learning Budget vs. Actuals

return to agenda

July - September 2019

	Annual Budget	Actual
<b>Revenue</b>		
<b>Restricted Contributions</b>		
Individual	14,000.00	1,290.00
Corporation	50,000.00	950.00
Foundation	170,000.00	28,500.00
Local Gov. & School Districts	5,000.00	260.00
Assoc./Non-Profits/Cmnty Groups	11,500.00	237.50
<b>Total Restricted Contributions</b>	<b>\$ 250,500.00</b>	<b>\$ 31,237.50</b>
<b>Unrestricted Contributions</b>		
Individual	1,000.00	140.00
Corporate Foundation	500.00	150.66
Assoc./Non-Profits/Cmnty Groups	1,500.00	
<b>Total Unrestricted Contributions</b>	<b>\$ 3,000.00</b>	<b>\$ 290.66</b>
<b>Admin Fees (Unrestricted)</b>		
Corporation		50.00
Foundation		1,512.50
<b>Total Admin Fees (Unrestricted)</b>	<b>\$ 0.00</b>	<b>\$ 1,562.50</b>
<b>Event Revenue</b>		
Sponsorships	75,000.00	36,000.00
<b>Total Event Revenue</b>	<b>\$ 75,000.00</b>	<b>\$ 36,000.00</b>
Inkind Contributions	220,000.00	
<b>Total Revenue</b>	<b>\$ 548,500.00</b>	<b>\$ 69,090.66</b>
<b>Gross Profit</b>	<b>\$ 548,500.00</b>	<b>\$ 69,090.66</b>
<b>Expenditures</b>		
<b>Salaries and Related Expenses</b>		
FOL Salaries and Wages		27,500.01
LACOE	25,000.00	
Payroll Taxes and Benefits		2,759.85
Worker's Compensation		277.74
Payroll Processing Fees		1,300.00
<b>Total Salaries and Related Expenses</b>	<b>\$ 25,000.00</b>	<b>\$ 31,837.60</b>
<b>Inkind Expenses</b>		
Inkind Facilities	11,000.00	
Inkind Professional Services	9,000.00	
Inkind Insurance	7,500.00	
Inkind Utilities	500.00	
Inkind Office Supplies	500.00	
Inkind Salaries & Wages	190,000.00	
Inkind Other	1,500.00	
<b>Total Inkind Expenses</b>	<b>\$ 220,000.00</b>	<b>\$ 0.00</b>

	<b>Annual Budget</b>	<b>Actual</b>
Program Supplies	16,000.00	
Event Sponsorship		2,000.00
Participant Incentives		
Scholarships	17,000.00	14,000.00
Student Awards/Recognition	1,000.00	670.00
Prizes	7,000.00	
School/District	1,000.00	
<b>Total Participant Incentives</b>	<b>\$ 26,000.00</b>	<b>\$ 14,670.00</b>
Office Supplies	500.00	
Equipment	600.00	
Printing and Copying	3,000.00	
Dues/Memberships/Subscriptions	300.00	
Postage/Delivery	500.00	
Professional Services		
Personnel - LACOE		23,750.01
Consultant	80,000.00	47,500.00
Stipends	300.00	
<b>Total Professional Services</b>	<b>\$ 80,300.00</b>	<b>\$ 71,250.01</b>
Conference/ Meetings		
Facilities	20,000.00	
Meals and Food	57,000.00	1,454.78
Supplies	700.00	
Conf Registration	4,500.00	85.00
A/V & Internet	7,500.00	
Mileage/Parking	60.00	17.40
<b>Total Conference/ Meetings</b>	<b>\$ 89,760.00</b>	<b>\$ 1,557.18</b>
Travel		2,394.00
Airfare	600.00	
Lodging	300.00	
Ground Transportation	200.00	
Meals	300.00	
Mileage/Parking	35.00	
Other	50.00	
<b>Total Travel</b>	<b>\$ 1,485.00</b>	<b>\$ 2,394.00</b>
Registration, License & Permits	150.00	36.00
Bank Fees	500.00	291.00
<b>Total Expenditures</b>	<b>\$ 464,095.00</b>	<b>\$ 124,035.79</b>
<b>Net Operating Revenue</b>	<b>\$ 84,405.00</b>	<b>\$ (54,945.13)</b>
<b>Net Revenue</b>	<b>\$ 84,405.00</b>	<b>\$ (54,945.13)</b>

LACOE In-Kind to be posted at year-end.

Wednesday, Oct 23, 2019 10:14:30 AM GMT-7 - Accrual Basis

**Friends of LACOE: A Foundation for Learning  
Proposed FY 2019-20 Budget**

<b>Revenue</b>	
4100 Restricted Contributions	
4110 Individual	14,000.00
4120 Corporation	50,000.00
4130 Foundation	170,000.00
4150 Local Gov. & School Districts	5,000.00
4170 Assoc./Non-Profits/Cmnty Groups	11,500.00
<b>Total 4100 Restricted Contributions</b>	<b>\$ 250,500.00</b>
4200 Unrestricted Contributions	
4210 Individual	1,000.00
4240 Corporate Foundation	500.00
4270 Assoc./Non-Profits/Cmnty Groups	1,500.00
<b>Total 4200 Unrestricted Contributions</b>	<b>\$ 3,000.00</b>
4300 Admin Fees (Unrestricted)	
4310 Individual	
4320 Corporation	
4330 Foundation	
4350 Local Gov. & School Districts	
4370 Assoc./Non-Profits/Cmnty Groups	
<b>Total 4300 Admin Fees (Unrestricted)</b>	<b>\$ 0.00</b>
4700 Event Revenue	
4750 Sponsorships	75,000.00
<b>Total 4700 Event Revenue</b>	<b>\$ 75,000.00</b>
4900 Inkind Contributions	220,000.00
<b>Total Revenue</b>	<b>\$ 548,500.00</b>
<b>Gross Profit</b>	<b>\$ 548,500.00</b>
<b>Expenditures</b>	
5000 Personnel	
5020 LACOE	25,000.00
<b>Total 5000 Personnel</b>	<b>\$ 25,000.00</b>
5200 Inkind Expenses	
5210 Inkind Facilities	11,000.00
5230 Inkind Professional Services	9,000.00
5235 Inkind Insurance	7,500.00
5240 Inkind Utilities	500.00
5245 Inkind Office Supplies	500.00
5280 Inkind Salaries & Wages	190,000.00
5290 Inkind Other	1,500.00
<b>Total 5200 Inkind Expenses</b>	<b>\$ 220,000.00</b>
6270 Program Supplies	16,000.00
6300 Participant Incentives	
6310 Scholarships	17,000.00
6320 Student Awards/Recognition	1,000.00
6340 Prizes	7,000.00
6350 School/District	1,000.00
<b>Total 6300 Participant Incentives</b>	<b>\$ 26,000.00</b>
6430 Office Supplies	500.00
6590 Equipment Rental	600.00
7110 Printing and Copying	3,000.00
7120 Dues/Memberships/Subscriptions	300.00
7130 Postage/Delivery	500.00
7200 Professional Services	
7210 Consultant	80,000.00
7216 Stipends	300.00
<b>Total 7200 Professional Services</b>	<b>\$ 80,300.00</b>
7300 Conference/ Meetings	
7310 Facilities	20,000.00
7320 Meals and Food	57,000.00
7330 Supplies	700.00
7340 Conf Registration	4,500.00
7350 AV & Internet	7,500.00
7360 Mileage/Parking	60.00
<b>Total 7300 Conference/ Meetings</b>	<b>\$ 89,760.00</b>
7400 Travel	
7410 Airfare	600.00
7420 Lodging	300.00
7430 Ground Transportation	200.00
7440 Meals	300.00
7450 Mileage/Parking	35.00
7490 Other	50.00
<b>Total 7400 Travel</b>	<b>\$ 1,485.00</b>
7710 Registration, License & Permits	150.00
7760 Bank Fees	500.00
<b>Total Expenditures</b>	<b>\$ 464,095.00</b>
<b>Net Operating Revenue</b>	<b>\$ 84,405.00</b>
<b>Net Revenue</b>	<b>\$ 84,405.00</b>





**FRIENDS of LACOE: A FOUNDATION for LEARNING**

**RESOLUTION**

**AUTHORIZED SIGNERS for CHECKS AND AGREEMENTS**

The individuals holding the following positions at Friends of LACOE are the authorized signers (“the Authorized Signers”) for checks and other agreements including grant agreements, independent contract agreements, purchase agreements and consulting agreements, not otherwise the subject of a signing resolution of the FOL’s Board of Directors:

(a) For transactions of less than \$5,000, any one of the Authorized Signers:

President and Chief Deputy of Strategic Partnerships and Innovation  
Board Chair  
Board Treasurer  
Board Secretary

(b) For transactions of \$5,000 or more, two of the Authorized Signers:

President and Chief Deputy of Strategic Partnerships and Innovation  
Board Chair  
Board Treasurer  
Board Secretary

I hereby certify that the above is a true copy of the resolution adopted by the Board of Directors of Friends of LACOE: A Foundation for Learning at the Special Board of Directors meeting held on October 16, 2019, and that said resolution revokes the February 6, 2017. The resolution of October 16, 2019 is in full force and effect until amended or revoked by the Board of Directors.

\_\_\_\_\_  
Debra Duardo, M.S.W., Ed.D.  
Board Chair

\_\_\_\_\_  
Date

**FRIENDS of LACOE**  
AUTHORIZED SIGNER SIGNATURE FORM



**FRIENDS of LACOE: A FOUNDATION for LEARNING  
AUTHORIZED SIGNERS for CHECKS AND AGREEMENTS**

The following individuals are the authorized signers (“the Authorized Signers”) for Friends of LACOE (FOL) checks and other agreements including grant agreements, independent contract agreements, purchase agreements and consulting agreements, not otherwise the subject of a signing resolution of the FOL’s Board of Directors:

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Dr. John Garcia, III  
President and Chief Deputy of Strategic Partnerships and Innovation

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Debra Duardo, M.S.W., Ed.D.  
Board Chair

---

Patricia Smith  
Board Treasurer

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Gloria Rogers  
Board Secretary

This resolution also revokes the following as Authorized Signers:

Candi Clark, Ed.D.	(Board Treasurer)
Horace Darren McDuffie, Ed.D.	(Board Treasurer)
Joseph Ybarra	(Board Treasurer)
Yolanda Benitez	(Board Secretary)
Michele Biagioni	(Executive Director)

---

Debra Duardo, M.S.W., Ed.D.  
Board President

---

Date

**FRIENDS of LACOE  
AUTHORIZED SIGNER SIGNATURE FORM**

## FRIENDS OF LACOE: 2019-20 MEETING CALENDAR

### FINANCE COMMITTEE MEETINGS

MEETING	DAY	DATE	TIME	LOCATION
Finance Committee <b>CANCELLED</b>	Thursday	August 29	9 a.m. to 9:30 a.m.	EC 107
Finance Committee <b>CANCELLED</b>	Monday	October 28	1:30 p.m. to 2 p.m.	—EC 107
Finance Committee	Monday	January 13	9:30 a.m. to 10:00 a.m.	EC 107
Finance Committee	Monday	April 13	9:30 a.m. to 10:00 a.m.	EC 107
Finance Committee	Monday	June 1	9:00 a.m. to 9:30 a.m.	EC 107

### BOARD of DIRECTORS MEETINGS

MEETING	DAY	DATE	TIME	LOCATION
Board of Directors Annual Meeting	Thursday	August 29	9:30 a.m. to 10:30 a.m.	EC 107
<del>Board of Directors</del> <b>CANCELLED</b>	<del>Wednesday</del>	<del>October 16</del>	<del>3 p.m. to 4 p.m.</del>	<del>EC 107</del>
Board of Directors Regular Meeting	Monday	October 28	2 p.m. to 3 p.m.	EC 107
Board of Directors Regular Meeting	Monday	January 13	10 a.m. to 11:00 a.m.	EC 107
Board of Directors Regular Meeting	Monday	April 13	10 a.m. to 11:30 a.m.	EC 107
Board of Directors Regular Meeting	Monday	June 1	9:30 a.m. to 10:30 a.m.	EC 107