



VIRTUAL BOARD MEETING
Greater LA Education Foundation
Thursday, May 14, 2020 at 10:00 a.m.

**BOARD OF
DIRECTORS**

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

Patricia Smith
Treasurer

Gloria Rogers
Secretary

Monte Perez, Ph.D.

Candace Bond
McKeever

Capri Maddox, Esq.



To listen by telephone:

1-669-900-6833

Meeting ID: 837 5666 3638



To join online:

<https://us02web.zoom.us/j/83756663638>

Meeting ID: 837 5666 3638

To provide public comment:

You may submit written public comments or documentation by e-mail to:
kromero@greaterlaedfund.org.

Any [public comment](#) or documentation must be submitted no later than 5:00 p.m. the day before the scheduled Board meeting.

Correspondence received shall become part of the official record.



MEETING OF THE BOARD OF DIRECTORS
Greater LA Education Foundation
Thursday, May 14, 2020 at 10:00 a.m.
Remote Participation – [Video Conference Call](#)
1-669-900-6833; Meeting ID: 837 5666 3638

AGENDA

1. Call to Order *Dr. Debra Duardo*
2. Public Comments *Dr. Debra Duardo*
3. Review and Approval of Minutes from 1/13/2020 Board of Directors Meeting (Attachment A) *Dr. Debra Duardo*
4. President's Report *Dr. John Garcia*
 - a. COVID-19 Response Efforts
 - b. CCF Fiscal Sponsorship Fund Statement (Attachment B)
 - c. Staffing Update - Development Officer (Attachment C)
5. Finance *Ms. Patricia Smith*
 - a. Acceptance of Funds Q3 2019-20 (Attachment D)
 - b. Statement of Activities (Attachment E)
 - c. Statement of Financial Position (Attachment F)
 - d. Budget vs. Actual (Attachment G)
 - e. 990 Filing Status Update
 - f. Internal Controls
 - g. Audit Committee
6. Establishing Committees *Dr. Debra Duardo*
 - a. Executive Committee
 - b. Nominations Committee
7. Other Business *Dr. Debra Duardo*
 - a. Board Member Resignation
 - b. LACOE In-kind support to GLA for 2020-21
 - c. Proposal for shifting Grants Development team responsibilities to GLA (Attachment H & I)
8. Board Meeting Calendar (Attachment J) *Dr. Debra Duardo*
9. 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 Greater LA Education Foundation 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 Greater LA Education Foundation Board of Directors is available for public inspection at Greater LA Education Foundation's office at 9300 Imperial Highway, EC 106, Downey. 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 Kristina Romero at (562) 803-8298 least 24 hours in advance.



UNAPPROVED MINUTES
MEETING OF THE BOARD OF DIRECTORS
Greater LA Education Foundation
9300 Imperial Highway, EC 107, Downey, California 90242

Monday, January 13, 2020

A meeting of the Board of Directors of the Greater Los Angeles Education Foundation was held on Monday, January 13, 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, Patrick Saldaña, Daisy Esqueda, Michelle Sanchez, Michele Biagioni, Matthew Jaffke, Steven Purcell, Kristina Romero, Thalia Nawi, Capri Maddox, Candace Bond McKeever, Ellen Rosenberg

CALL TO ORDER

Dr. Duardo called the meeting to order at 10:01 a.m. She acknowledged staff present and asked Dr. Garcia to introduce additional attendees present. Dr. Duardo shared that Dr. Garcia would be sharing updates with the Board regarding the ongoing restructuring of the Foundation.

COMMUNICATIONS (PUBLIC COMMENTS)

None.

APPROVAL OF MINUTES

The Board reviewed the meeting minutes for the meeting of October 28, 2019.

It was MOVED to approve by Ms. Rogers; SECONDED by Dr. Perez. All approved; none opposed.

NAME CHANGE AND REVISED BYLAWS

Dr. Duardo reminded the Board that, at the October 28 Board meeting, the Directors approved changes in the Foundation's operations and governance. As a separate matter, Directors also voted to change the organization's name. Dr. Duardo asked the Board to vote on the integration of the name change into the organization's Bylaws.

It was MOVED to approve the integration of the name change into the organization's Bylaws by Ms. Rogers; SECONDED by Dr. Perez. All in favor; none opposed.

Dr. Duardo also reminded the Board that they asked if the Foundation needs to continue to comply with the Brown Act as included in Article IX, Section 6 of the Bylaws. Dr. Duardo invited Patrick Saldana to discuss the Brown Act.

Mr. Saldana explained that after researching whether the organization needs to continue complying with the Brown Act he found that the Brown Act applies to legislative bodies, and so the Foundation must comply. According California Government Code 54952, the Foundation is considered a legislative body



because it, “receives funds from a local agency and the membership of whose governing body includes a member of the legislative body of the local agency appointed to that governing body as a full voting member by the legislative body of the local agency.”

Mr. Saldana explained that Dr. Perez’s appointed Board position and the in-kind contributions from LACOE are reasons why the Foundation must comply with the Brown Act. Mr. Saldana reminded the group that an organization that must comply with the Brown Act is required to make items publicly available. For example, if a Director dials into the Board meeting from home, he or she must make their home available to the public and the address must be publicly posted.

Ms. Rogers reminded the Board that the discussion around the Foundation needing to comply with the Brown Act came about because the Board wanted the option to call into the meetings to reach quorum.

Dr. Garcia asked what it would take for the organization to not have to comply with the Brown Act.

Mr. Saldana explained that currently, Article VIII, Section 5 of the Bylaws requires that the Foundation has one board member appointed by the Board of Education and one board seat reserved for the Superintendent or their designee. The Bylaws must be revised to remove these parameters. Dr. Duardo explained that these parameters were previously set in place to control the direction of the Foundation.

Dr. Garcia shared that the goal of the Foundation is to rely less on in-kind support from LACOE. The piece regarding having a board member appointed by the Board of Education will need to be brought up for discussion at a future board meeting.

BOARD NOMINATIONS AND ELECTIONS

Dr. Duardo continued the meeting with board nominations and elections. First up was the Officer position. Dr. Duardo explained that Ms. Rogers was elected Board Secretary to fill the position when Yolanda Benitez resigned from the Board. Ms. Rogers’ two-year term as Board Secretary expires in January. All officers are eligible to seek reelection and all Directors except the Chair are eligible to seek this position.

Dr. Duardo opened the floor for nominations for Board Secretary. Dr. Perez NOMINATED Ms. Rogers. SECONDED by Dr. Duardo. All in favor; none opposed. Dr. Duardo announced that Ms. Rogers has been elected Board Secretary for 2020-22.

Dr. Duardo explained that there would be no other Officer elections at the meeting. The Board Treasurer term was an appointment approved by the Board at its June 2019 meeting; the Board President was re-elected in August 2019 to a two-year term in the position now known as “Board Chair”.

The next topic was the nomination and election of additional Directors of the Board, which is a three-year commitment. Dr. Duardo invited Dr. Garcia to lead the nominations and election.

Dr. Garcia reintroduced Candace Bond-McKeever and Capri Maddox and reviewed their qualifications and interest in being Greater LA Directors.

Dr. Duardo opened the floor for nominations for Director of Greater LA. Dr. Perez NOMINATED Ms. Bond-McKeever to be elected to the Board. Dr. Duardo SECONDED and brought the nomination to a vote. All in favor; none opposed.



Dr. Duardo then asked for a formal nomination for Ms. Maddox to be elected to the Board. Ms. Rogers NOMINATED Capri Maddox; Dr. Perez SECONDED. All in favor; none opposed.

Dr. Duardo welcomed both Ms. Bond Mc-Keever and Ms. Maddox as Directors of Greater LA for 2020-2023.

STRATEGIC DIRECTION, OPERATIONS, ORGANIZATIONAL STRUCTURE

Dr. Garcia was then invited to introduce new staff and provide updates on the restructuring of the Foundation. Dr. Garcia introduced Steve Purcell and Kristina Romero as the newest additions to the Greater LA team. Mr. Purcell has joined the Foundation as Director of Strategic Partnerships and Ms. Romero joined the Foundation as Special Assistant to the President.

Dr. Garcia then followed with a review of the Foundation Strategy Draft Report prepared by Education First. Dr. Garcia also shared with the Board new grants and programs that the Foundation is developing and pursuing as well as collaboration/partnerships involving Greater LA and LACOE.

Ms. Bond-McKeever shared that having both literacy and STEM as part of the strategy would be great and is needed. She also highlighted the teacher shortage and shared that the number of people going into teaching is declining. She is interested in piloting a workforce/housing program in Inglewood that addresses the teacher shortage and lack of diversity in teaching.

Dr. Duardo shared that it took a lot of work to get to the Foundation to this point and acknowledged all the partnerships that have been involved. She also added that lifting LACOE should be a part of the Foundation's launch.

Dr. Garcia continued with a review of the ongoing rebranding efforts and a launch event, which would mark the official launch of the Foundation for funders, partners, board members, and others. He shared mock ups of the Foundation's logo and opened the floor for feedback. All Directors gave favorable feedback of the logo and color palette. Dr. Garcia also shared that the Greater LA team will solicit feedback from the Directors on the launch event in the upcoming weeks.

FINANCE

Dr. Duardo invited Ms. Smith to review the FOL Audited Financial Statements and IRS 990. Ms. Smith shared that in October Michael O'Day of Quigley & Miron (Q&M) presented the draft Audited Financial Statements (AFS) for 2018-2019. He noted that the narrative section would need additional information to explain why FOL allocated less than the standard 65% to program expenses in 2018-2019.

Ms. Smith added that, due to lack of quorum, the Foundation's Finance Committee did not meet prior to the general meeting of the board.

Since the last FOL meeting, information has been added in Note 1-Organization:

During the year ended June 30, 2019, FOL received significant grant support for strategic planning, fundraising, and visioning to reshape the organization's infrastructure to leverage additional resources for high-need programs of LACOE and its partners. Thanks to the grant



support, FOL will have dedicated staff and place less reliance on donated in-kind personnel costs. In doing so, FOL has incurred more than unusual general and administrative and fundraising expenses causing the functional program expenses to fall below fifty percent. FOL Board of Directors and Management estimate that program expenses will increase to normal levels in the following fiscal year.

Ms. Smith stated that the Board will have to determine if the Board and management believe that program expenses will increase sufficiently in 2019-2020 to reach at least 65% of FOL expenses. The Board should be aware that similar statement will need to be included in the Foundation's next filing of the Registry Renewal Fee (form RRF-1) with the California Attorney General's Office of Charitable Trusts.

Ms. Smith returned back to the Revised Audited Financial Statements and shared that there will be an additional item, Note 7 about Subsequent Events:

Note 7—Subsequent Events

The FOL Board of Directors voted in October 2019 to change the name of the organization to Greater Los Angeles Education Foundation. Management evaluated all other activities of FOL through January 13, 2020, which is the date the financial statements were available to be issued, and concluded that no other material subsequent events have occurred that would require adjustment to the financial statements or disclosure in the notes to the financial statements.

Q&M provided a draft IRS 990 for Board review. The IRS asks that the Board of Directors annually review an organization's 990 before it is submitted.

Also included in the meeting's agenda (Attachment D) was the "Acceptance of Funds" for the period of October 1 through December 31, 2019. For the second quarter of 2019-2020, the Acceptance of Funds is reported in two ways: Funds directly to Foundation and funds to the Foundation's Fiscal Sponsorship Fund at the California Community Foundation.

In the second quarter, income directly to the Foundation was from individual contributions (including LACOE employee payroll donations as well as personal support from members of the County Board of Education). Funds also include CCU's sponsorship of the County's Academic Decathlon of \$25,000.

In the second quarter of the fiscal year, the CCF Fiscal Sponsorship Fund has received additional commitments of: \$35,000 from the Stuart Foundation and \$75,000 from the California Endowment.

It was MOVED to approve by Ms. Bond-McKeever; SECONDED by Ms. Maddox. All in favor; none opposed.

Ms. Smith went on to present the Statement of Activities and Statement of Financial Position. Currently LACOE's Grants Development team is reviewing the program funds at the Foundation to see what might be discontinued or consolidated as some have not been active recently. The Statement of Financial Position includes transactions reported and recorded through December 31. The staff of GLA and LACOE are working to transition reporting and recording of activity to present consolidated reports in the future.

It was MOVED to approve the Statement of Activities by Ms. Bond-McKeever; SECONDED by Ms. Maddox. All in favor; none opposed.



It was then MOVED to approve the Statement of Financial Position by Ms. Bond-McKeever; SECONDED by Ms. Maddox. All in favor; none opposed.

Ms. Smith went on to review the revised budget (Attachment G) for the Foundation for FY 2019-2020, which includes the funds and pledges from Hopewell to the CCF Sponsorship Fund. The Budget versus Actual report (Attachment H) reflects transactions recorded at end of the Second Quarter (and end of 2019 calendar year). Ms. Smith shared that more expenditures are expected to be reflected in the Third Quarter with the addition of Foundation staff; payments due on various LACOE events and programs; and Greater LA start-up/expansion costs.

Ms. Smith then transitioned to review the revised Foundation Bylaws addition of a Grants Committee.

Section 5. Grants Committee. The Board by resolution may create a Grants Committee. The Grants Committee will consist of such members as the 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.

Ms. Smith shared that currently the Foundation applies for and receives Grant funding of \$2,500 and more. Until a Grants Committee is established by the Board, Ms. Smith requests that the Finance Committee recommend how the Foundation Directors will review requests for funds exceeding \$2,500.

Discussion began regarding the Foundation continuing to be used as a pass-through for grants by LACOE units. The idea of creating a contract with teams/units within LACOE who use the Foundation's tax ID status for grants was brought up. Directors strongly urged the need for a process to bifurcate work and recommended that the process should be solidified by the Foundation's launch so that there isn't any confusion. It was also brought up that the Foundation needs to be mindful about how the process will be monitored.

Dr. Garcia shared that the responsibility of managing LACOE departments' will remain with the Grants Development team, but the Foundation will have oversight.

Ms. Smith moved the discussion along to Procurement and Contracts. She explained that in the Foundation's initial years, procurement and contracts were managed two ways. LACOE's in-kind contribution has included payment to external firms for the Foundation's insurance, audit, and non-profit accounting consulting, which is in addition to LACOE's in-kind support of staff time, space, and facilities.

Standard practice for LACOE programs receiving support from grants or donations to the Foundation is that LACOE contracts for the hiring of consultants, rental of venues, and other expenses. LACOE invoices the Foundation for cost reimbursement as initial payment has been made through the LACOE budget. This is the current practice for payment of the Hopewell Fund support – a three-year grant - given to the



Foundation to help LACOE pay for the Community Schools Director's salary. The Foundation and LACOE will need to review how grant funds for a specific LACOE program can be operationalized.

In recent months, the Foundation has begun hiring staff (who are not LACOE employees) and entering into service contracts with vendors.

The issue is on the Finance Committee agenda to establish what type of review a contract needs before the Foundation enters into an agreement to review contract terms such as indemnification, insurance, confidentiality, security/background check, cyber security compliance.

Ms. Smith moved along to the next item: Admin Rate Increase up to 15%. On May 11, 2016, the Foundation board approved the Finance Committee recommendation of a 5% Admin fee on qualified income to the Foundation. The fee does not apply to donations for scholarships, voluntary payroll contributions by LACOE employees, or event sponsorships. The fee is adjusted when a grantor sets a higher admin fee rate.

The Foundation's first grant from the Packard Foundation in 2016 gave the organization the bulk of its Admin fee income (with an allowable 8.5% rate).

Until the Hopewell Fund grant income, the Foundation had used majority of its Admin fee to cover costs of filings, memberships, and other costs for the organization's management.

It was MOVED to approve an increase in the Foundation's admin rate up to 15% by Ms. Bond-McKeever; SECONDED by Ms. Rogers. All in favor; none opposed.

Ms. Smith shared that there is also the need to revise the Foundation's Internal Controls. In addition to revising sections to reflect duties reassigned to the Foundation President, changes must be made about on credit cards, online banking, online donations. The roles undertaken by LACOE staff will also transition to Foundation staff. The continued role of LACOE's Grants Development team is being reviewed to adapt to the changes at the Foundation.

She shared that revised Internal Controls are expected to be prepared for the next meeting.

Lastly, Ms. Smith shared that with increased income for the Foundation, the Board must determine if the threshold meets Audit Committee requirements:

ARTICLE XII

Committees

Section 8. 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 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) if requested by the Board, negotiate the CPA’s compensation on behalf of the Board.

OTHER BUSINESS

Ms. Smith reminded the Board that a finance committee must be appointed between now and April.

Dr. Garcia and Dr. Duardo will follow-up with Mr. Escalante regarding his future commitment to the Greater LA Board.

Ms. Rogers asked if the Board should set attendance guidelines. It was shared that attendance guidelines are in the Bylaws.

BOARD MEETING CALENDAR

Dr. Duardo updated the Board regarding the revised meeting calendar. She shared that the next scheduled meeting is Monday, April 13th at 10:00 a.m., which is preceded by a Finance Committee meeting at 9:30 a.m.

ADJOURNMENT

It was MOVED to adjourn at 11:30 a.m. by Ms. Maddox; SECONDED by Ms. Bond-McKeever. All in favor; none opposed.

FUND STATEMENT

Los Angeles County Office of Education (LACOE) Initiative (FS092)

7/1/2019 - 3/31/2020

Fund Summary

	Report Period 7/1/2019 - 3/31/2020	Calendar YTD 1/1/2020 - 3/31/2020
Opening Fund Balance	\$0.00	\$1,880,752.60
Contributions (see attached detail)	2,525,725.00	355,725.00
Investment Activity, net	6,536.86	1,811.72
Grants (see attached detail)	(175,000.00)	(55,000.00)
Administration & Grant Management Fees	(87,265.37)	(20,647.83)
Other Expenses (see attached detail)	(222,210.00)	(114,855.00)
Net Changes to Fund	2,047,786.49	167,033.89
Ending Balance	\$2,047,786.49	\$2,047,786.49

Investment Pool Performance as of 3/31/2020

	This Qtr.	1-Year	3-Years	5-Years	10-Years
Endowment Pool	-14.0%	-7.2%	1.9%	2.5%	4.8%
Social Impact Endowment Pool	-12.5%	-1.3%	4.2%	4.1%	6.2%
Conservative Balanced Pool	-6.2%	0.0%	3.2%	3.3%	n/a
Short Duration Bond Pool	2.2%	5.4%	3.0%	2.2%	n/a
Capital Preservation Pool	0.2%	1.9%	1.7%	1.1%	0.7%

Endowment Pool - invested for long-term growth and appreciation while providing a relatively predictable stream of distributions that keeps pace with inflation over time. The target asset allocation is 50% equities, 14% hedge funds, 22% fixed income and 14% real assets. Investment management fees are 66 basis points.

Social Impact Endowment Pool - invested in a diversified pool aiming for capital growth for long-term grantmaking; underlying instruments undergo rigorous environmental and social analysis, with an asset allocation of approximately 60%-75% equities and 25%-40% fixed income. Investment management fees are 68 basis points.

Conservative Balanced Pool - designed to aim for moderate growth and to offer diversified exposure to the U.S. equity market and to investment grade fixed income with maturities from one to five years and an asset allocation of 70% fixed income and 30% equities investments. Investment management fees are 9 basis points.

Short Duration Bond Pool - invested to offer diversified exposure to investment grade fixed income with maturities from one to five years for the purposes of grants over a near-term one to four year horizon. Investment management fees are 5 basis points.

Capital Preservation Pool - designed to preserve principal and provide liquidity for present grantmaking needs through investment in short-term fixed income and cash instruments. Investment management fees are 10 basis points.

Contribution Details

Date	Donor Name	Amount
09/03/2019	Hopewell Fund Brokerage Arabella Advisors	285,000.00
09/09/2019	Hopewell Fund Brokerage Arabella Advisors	275,000.00
09/19/2019	Hopewell Fund Brokerage Arabella Advisors	1,500,000.00
10/07/2019	Stuart Foundation	35,000.00
12/16/2019	The California Endowment	75,000.00
03/03/2020	Weingart Foundation	100,000.00
03/25/2020	Adam Brumer	125.00
03/25/2020	Chris and Anisha Looney	100.00
03/26/2020	Goldman Sachs Philanthropy Fund	250,000.00
03/26/2020	Silicon Valley Community Foundation	5,000.00
03/30/2020	Ellen Rosenberg	500.00
		\$2,525,725.00

Grants Details

Date	Payee	Check #	Amount
09/23/2019	Friends of LACOE: A Foundation for Learning	103167	30,000.00
12/02/2019	Education First Consulting	104267	52,355.00
12/02/2019	Education First Consulting		(52,355.00)
12/05/2019	Friends of LACOE: A Foundation for Learning	104388	30,000.00
12/05/2019	Friends of LACOE: A Foundation for Learning	104389	60,000.00
03/16/2020	Friends of LACOE: A Foundation for Learning	106390	55,000.00
			\$175,000.00

Other Expenses Details

11/12/2019	SidePorch GE-FS-20-161273-1	25,000.00
11/26/2019	Momentum Solutions Team, LLC GE-FS-20-161306-1	30,000.00
12/02/2019	(Adj)Education First Consulting GE-NG-19-156834-3	52,355.00
01/15/2020	Education First Consulting GE-NG-19-156834-4	102,355.00
03/12/2020	SidePorch GE-FS-20-161273-2	12,500.00
		\$222,210.00

Director, Development and External Engagement

Location: Downey, California

Type: Full-time

Min. Experience: Director

JOB DESCRIPTION

Greater Los Angeles Education Foundation

DIRECTOR, DEVELOPMENT and EXTERNAL ENGAGEMENT

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. Together, LACOE and Greater LA work to support strategic partnerships, resources and innovative solutions across the region with a shared goal of ensuring access to quality education for all.

Position Summary:

Greater LA is seeking an experienced, strategic and passionate individual to join its dynamic team as it builds its capacity and impact. Reporting directly to the President, the Director of Development & External Engagement will be responsible for planning, developing and implementing comprehensive strategies to build partnerships in support of the organization's mission. This position will prioritize strategies and programs that advance the goals of improving educational equity and student achievement in LA County.

As a trusted advisor to the President, the Director of Development & External Engagement will participate in long-term strategic planning for the organization and will ensure fundraising strategies are aligned with growth plans. This position will manage the day-to-day administration of all fundraising efforts, be expected to maintain strong relationships with key leaders across philanthropy including individual, corporate and institutional investors. He/she will also lead communication strategies including storytelling and messaging across programs supported by Greater LA.

Essential Functions:

- **Development Strategist:** Lead the strategic plan for organizational growth and development in partnership with the President; Identify strengths and roles for existing GLA team member to support fundraising objectives; Manages and supervises associate development staff, as appropriate; Oversees grants management operations and grant writing outsourcing; Prepares grant proposals and project reports, as appropriate; Drafts internal materials, such as briefing memos and external materials such as reports to funders and partners; Reviews,

analyzes and makes recommendations on public/private grant opportunities and grant proposals.

- Donor/Partnership cultivation: Researching, cultivating, and directly soliciting individual, foundation, and public grants/gifts; Sourcing grant opportunities public/private and leads the grant application process with the support of the Greater LA team; Leads the planning and implementation of donor events and activities, when appropriate work with LACOE's event planning/communication team; Develops innovated donor and LACOE's employee contributors engagement practices.
- Donor/Partnership management: Developing and maintaining strong working relationships with individual, foundation, partners, corporate donors, sponsors, and board members; Creating and managing all fundraising communication materials; Supports the maintaining of an accurate and comprehensive relationship tracking system to ensure that key activities are recorded in the relationship management tool (Salesforce CRM); Creates and manages a comprehensive donor recognition practice to ensure donors are appropriately acknowledged; Prepares information for donors and/or meets with donors to refine their giving preferences in alignment with foundation priorities; Monitors grant requirements, investments and maintain ongoing communications with grantees/grantors.
- 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.
- General: Works as a cooperative member of management staff, coordinating with other leads on interdepartmental projects and initiatives, and responsible for other duties depending 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 to 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: 5 years or more of progressively responsible leadership experience including education, public administration, philanthropy, grants management, management and policy development or an equivalent form of specialized expertise, including at least (2) years of 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: Significant success 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 databases, spreadsheets, 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 professionally 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 a 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 workdays.
- 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. 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 Steven Purcell at greaterlafund@gmail.com. Please contact Steven Purcell with any questions about the process.

Greater LA Education Foundation
Acceptance of Funds

Acceptance of Funds: January 1, 2020 through March 31, 2020		
Project	Funder	Amount
Academic Decathlon Student Scholarships/Recognition	West High School - in Cash	\$ 200.00
Academic Decathlon Student Scholarships/Recognition	LACOE Payroll Deductions	\$ 30.00
African American Scholarship	LACOE Payroll Deductions	\$ 145.00
CA School Boards Association (CSBA) - ACSA	California Credit Union	\$ 3,636.57
Ed Programs General Fund	LACOE Payroll Deductions	\$ 150.00
GAIN/Participant Support Services	LACOE Payroll Deductions	\$ 335.00
Hispanic Heritage Scholarship	LACOE Payroll Deductions	\$ 60.00
History Day	LACOE Payroll Deductions	\$ 30.00
iPoly Student Scholarships	LACOE Payroll Deductions	\$ 60.00
Migrant Education Scholarships	Cash - Donation delivered by Gregoria Gonzlalez	\$ 568.00
Migrant Education Scholarships	Irazema Nieblas	\$ 20.00
Migrant Education Scholarships	Marci F. Perry	\$ 500.00
Migrant Education Scholarships	Miriam Lopez-Torres	\$ 60.00
Migrant Education Scholarships	Mirna Miranda Welsh	\$ 20.00
Migrant Education Scholarships	Rocio T. Morales	\$ 60.00
Migrant Education Scholarships	SOLDBYFRANKQ, INC	\$ 180.00
Migrant Education Scholarships	LACOE Payroll Deductions	\$ 125.00
Outdoor Science/Marine Science	LACOE Payroll Deductions	\$ 30.00
Road To Success Academy: General Fund	LACOE Payroll Deductions	\$ 30.00
SARB Scholarship/S. Abrams	LACOE Payroll Deductions	\$ 90.00
Special Education Student Needs (Ed Services)	LACOE Payroll Deductions	\$ 75.00
Spelling Bee	LACOE Payroll Deductions	\$ 60.00
Teacher of the Year	Kenneth B. LaVigne	\$ 200.00
Unrestricted	LACOE Payroll Deductions	\$ 160.00
Visual and Performing Arts (VAPA)	LACOE Payroll Deductions	\$ 60.00
	Total	\$ 6,884.57

Greater LA Education Foundation
Statement of Activity
January - March, 2020

	<u>Total</u>
Revenue	
4100 Restricted Contributions	
4110 Individual	2,518.00
4120 Corporation	3,636.57
Total 4100 Restricted Contributions	\$ 6,154.57
4200 Unrestricted Contributions	
4210 Individual	168.04
Total 4200 Unrestricted Contributions	\$ 168.04
Total Revenue	\$ 6,322.61
Gross Profit	\$ 6,322.61
Expenditures	
5000 Salaries and Related Expenses	
5010 FOL Salaries and Wages	103,306.85
5020 LACOE	31,666.68
5030 Payroll Taxes and Benefits	14,952.44
5070 Worker's Compensation	1,043.40
5090 Payroll Processing Fees	2,100.00
Total 5000 Salaries and Related Expenses	\$ 153,069.37
6270 Program Supplies	795.56
6300 Participant Incentives	
6320 Student Awards/Recognition	3,600.00
6340 Prizes	1,182.05
Total 6300 Participant Incentives	\$ 4,782.05
7120 Dues/Memberships/Subscriptions	650.90
7140 Telephone	750.00
7200 Professional Services	
7210 Consultant	2,918.40
Total 7200 Professional Services	\$ 2,918.40
7300 Conference/ Meetings	
7310 Facilities	1,000.00
7320 Meals and Food	15,920.68
7340 Conf Registration	0.00
Total 7300 Conference/ Meetings	\$ 16,920.68
7400 Travel	
7410 Airfare	566.80
7420 Lodging	4,490.06
7440 Meals	22.72
7450 Mileage/Parking	248.66
Total 7400 Travel	\$ 5,328.24
7750 Miscellaneous Expenses	17.30
7760 Bank Fees	8.87
Unapplied Cash Bill Payment Expense	0.00
Total Expenditures	\$ 185,241.37
Net Operating Revenue	-\$ 178,918.76
Net Revenue	-\$ 178,918.76

Greater LA Education Foundation
Statement of Financial Position
As of March 31, 2020

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
1050 SFFCU Savings Account	50.00
1100 CCU Checking Account	154,758.20
1150 SFFCU Checking Account	0.00
1160 PayPal	0.00
Total Bank Accounts	<u>\$ 154,808.20</u>
Accounts Receivable	
1200 Accounts Receivable	199,854.30
Total Accounts Receivable	<u>\$ 199,854.30</u>
Other Current Assets	
1250 Undeposited Funds	25.00
Total Other Current Assets	<u>\$ 25.00</u>
Total Current Assets	<u>\$ 354,687.50</u>
TOTAL ASSETS	<u>\$ 354,687.50</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	4,208.68
Total Accounts Payable	<u>\$ 4,208.68</u>
Credit Cards	
2160 CCU - Smith, Patricia - 0236	0.00
Total Credit Cards	<u>\$ 0.00</u>
Other Current Liabilities	
2200 Grants Payable-Current Portion	2,761.19
Total Other Current Liabilities	<u>\$ 2,761.19</u>
Total Current Liabilities	<u>\$ 6,969.87</u>
Total Liabilities	<u>\$ 6,969.87</u>
Equity	
3200 Unrestricted Net Assets	448,279.55
Net Revenue	-100,561.92
Total Equity	<u>\$ 347,717.63</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 354,687.50</u>

Greater LA Education Foundation
Budget vs. Actuals
July 2019 - March 2020

	Annual Budget	Actual
REVENUE		
4100 Restricted Contributions		
4110 Individual	14,000.00	18,042.00
4120 Corporation	50,000.00	30,336.57
4130 Foundation	170,000.00	208,500.00
4150 Local Gov. & School Districts	5,000.00	260.00
4170 Assoc./Non-Profits/Cmnty Groups	11,500.00	237.50
Total 4100 Restricted Contributions	\$ 250,500.00	\$ 257,376.07
4200 Unrestricted Contributions		
4210 Individual	1,000.00	448.04
4240 Corporate Foundation	500.00	176.35
4270 Assoc./Non-Profits/Cmnty Groups	1,500.00	
Total 4200 Unrestricted Contributions	\$ 3,000.00	\$ 624.39
4300 Admin Fees (Unrestricted)		
4320 Corporation		1,300.00
4330 Foundation		1,512.50
Total 4300 Admin Fees (Unrestricted)	\$ 0.00	\$ 2,812.50
4700 Event Revenue		
4750 Sponsorships	75,000.00	33,500.00
Total 4700 Event Revenue	\$ 75,000.00	\$ 33,500.00
4900 Inkind Contributions	220,000.00	
4990 Inkind Other		2,500.00
Total 4900 Inkind Contributions	\$ 220,000.00	\$ 2,500.00
Total Revenue	\$ 548,500.00	\$ 296,812.96
Gross Profit	\$ 548,500.00	\$ 296,812.96

EXPENDITURES

5000 Salaries and Related Expenses			
5010 FOL Salaries and Wages			188,806.89
5020 LACOE	25,000.00		63,333.36
5030 Payroll Taxes and Benefits			24,404.24
5070 Worker's Compensation			1,906.92
5090 Payroll Processing Fees			5,200.00
Total 5000 Salaries and Related Expenses	\$ 25,000.00	\$	283,651.41
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		2,500.00
Total 5200 Inkind Expenses	\$ 220,000.00	\$	2,500.00
6270 Program Supplies	16,000.00		1,774.74
6290 Event Sponsorship			2,000.00
6300 Participant Incentives			
6310 Scholarships	17,000.00		15,000.00
6320 Student Awards/Recognition	1,000.00		4,270.00
6340 Prizes	7,000.00		1,182.05
6350 School/District	1,000.00		
Total 6300 Participant Incentives	\$ 26,000.00	\$	20,452.05
6430 Office Supplies	500.00		
6570 Equipment	600.00		
7110 Printing and Copying	3,000.00		
7120 Dues/Memberships/Subscriptions	300.00		1,250.90
7130 Postage/Delivery	500.00		
7140 Telephone			750.00
7200 Professional Services			
7210 Consultant	80,000.00		50,418.40
7216 Stipends	300.00		
Total 7200 Professional Services	\$ 80,300.00	\$	50,418.40
7300 Conference/ Meetings			
7310 Facilities	20,000.00		1,000.00
7320 Meals and Food	57,000.00		17,467.46
7330 Supplies	700.00		
7340 Conf Registration	4,500.00		1,135.00
7350 A/V & Internet	7,500.00		
7360 Mileage/Parking	60.00		17.40
Total 7300 Conference/ Meetings	\$ 89,760.00	\$	19,619.86

7400 Travel			2,394.00
7410 Airfare	600.00		1,202.72
7420 Lodging	300.00		9,974.74
7430 Ground Transportation	200.00		61.70
7440 Meals	300.00		325.37
7450 Mileage/Parking	35.00		578.52
7490 Other	50.00		
Total 7400 Travel	\$	1,485.00	\$ 14,537.05
7710 Registration, License & Permits	150.00		86.00
7750 Miscellaneous Expenses			34.60
7760 Bank Fees	500.00		299.87
Unapplied Cash Bill Payment Expense			0.00
Total Expenditures	\$	464,095.00	\$ 397,374.88
Net Operating Revenue	\$	84,405.00	\$ (100,561.92)
Net Revenue	\$	84,405.00	\$ (100,561.92)

Wednesday, May 06, 2020 12:41:26 PM GMT-7 - Accrual Basis

Dear the Greater LA board members,

As the GLA team prepares for the fiscal year 2020-21, we have begun outlining what pieces need to be separated from LACOE's Grants Development team.

As you may know, the Grants Development team provides significant back-office support for Friends of LACOE. Also, as you may recall, the goal of the Greater LA team is to transition from Friends of LACOE and become a standalone organization supporting LACOE. A key component of the transition is shifting key activities of LACOE's Grants Development teams work from LACOE to the Greater LA team.

To be clear, below outlines the key components of the Grant Development team and what the GLA team recommends what should be assumed by GLA.

Grants Development team key activities as of 2/2020

Back-office support	Grants Dev. Team (after 7/1/20)	GLA Team (after 7/1/20)
Bookkeeping for Friends of LACOE		X
Processing checks (depositing checks in bank, and paying invoices)		X
Managing board meetings (creating scripts, agenda, recording minutes, record keeping, etc.)		X
Coordinating annual fiscal audit and 990 filings		X
Maintaining and updating internal financial controls		X
Coordinating grant report updates to funders		X
Managing acknowledgement letters		X
Fielding inquiries from LACOE fund managers regarding grant funding status		X
Managing the use of tax id status		X
Manage the employee contribution process	X	X
Identifying conflicts within LACOE when departments submit for similar grants	X	

The GLA team recommends the following shift of responsibilities will lead to more independence for GLA and more clarity around roles and expectations related to back-office support. The shift may incur expenses as we evaluate purchasing professional support for bookkeeping and software tools to help with managing back-office support.

The GLA team believes this recommendation requires board approval so we will enter this as an item in the May 2020 board meeting for a vote.

Thank you and please let us know if you have any questions or concerns.

May 8, 2020

Steve Purcell
The Greater LA Education Foundation

Dear Steve:

Thank you for considering Traynor Group ("TG") as a provider of accounting services to The Greater LA Education Foundation ("GLAEF"). We are pleased to provide a proposal for accounting services, including bill pay, monthly close, and the preparation of financial statements of GLAEF.

Start-Up Phase

- We will work with you to review your chart of accounts to optimize financial reporting. This will also involve receipt and review of GLAEF's records to date.
- We will work with you to set up an electronic payment system for vendor payments (using Bill.com).
- We will work with you to develop a protocol for approval of bills and frequency of payment. For example, bills submitted to TG by Wednesday every second week will be entered into Bill.com and routed to the GLAEF principal for approval. Bills approved by the following Friday morning will be released for payment on Friday of that week. Bill payment is anticipated to be done semi-monthly.
- We will work with you to establish an expense reimbursement program for individual employee reimbursements, if applicable.
- We will review your grants receivable to ensure that grant revenue is properly recorded in accordance with GAAP (Generally Accepted Accounting Principles).
- We will conduct a review of your fixed assets to make sure that expenditures are properly capitalized in accordance with your organization's capitalization policy.
- We will develop a calendar of critical accounting/tax/audit due dates for the year.
- We will review your annual budget with you and enter it into the QuickBooks company data file.
- We will establish a reporting package including statement of financial position, statement of activities, budget vs. actual statement, cash flows projection, and other reports as requested, such as accounts receivable and accounts payable aging reports and a grants commitments schedule.

Maintenance Mode

- We will receive approved bills and issue payments on a semi-monthly basis. We will strive to pay electronically as much as possible.
- We will enter payroll and benefits data from reports received by your PEO (TriNet). We will also track and accrue PTO.
- We will record invoices for revenue generated by the foundation based on inputs provided by GLAEF.
- On a monthly basis, we will reconcile the two bank accounts and perform other necessary closing activities.
- On a monthly basis, we will prepare the standard reporting package referenced above.
- We will work with you to prepare the docket finance reports for Finance Committee and Board Meetings and will attend or call in upon request.

Year-End Services

- We will provide year-end accounting support including 1099-MISC preparation.
- We will assist as requested in the calculation of budget line-items and drafting of the fiscal year budget.
- We will coordinate and work with GLAEF's external auditors, including preparation of audit schedules

- and meetings with auditors.
- We will coordinate and work with GLAEF's tax accountants. TG does not provide audit or tax preparation services. We will assist with tax organizer preparation.

Other Relevant Information

This engagement does not include business management. We will not review the payment of any invoices or bills beyond the normal authorization produced by GLAEF. If an amount appears unusual or out of the ordinary we will call it to your attention, but we do not take any responsibility in the discovery of any errors, irregularities, or fraud.

Our fees will be billed at a flat rate of \$2,000 per month to include the following parameters:

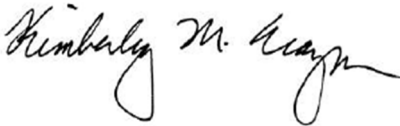
- Bill payment will be processed via Bill.com and includes up to 50 cash disbursements per month.
- Rate includes two bank account reconciliations per month.
- Payroll will be recorded from reports prepared by outsourced payroll provider (no actual payroll processing).
- Year-end work described above is included in the flat rate.
- Work will be performed remotely.

Initial work to set up the accounts will be billed at hourly rates. We estimate the set-up fees to be approximately \$3,000.

Work performed in excess of these parameters will be billed at our standard hourly rates. Staff bookkeeper hourly rates are \$100 per hour, Manager time is \$120 per hour. and Kim Traynor's hourly rate is \$180 per hour. We will bill on a monthly basis.

Thank you for this opportunity to serve you. Please contact me with any questions.

Sincerely,

A handwritten signature in black ink, reading "Kimberley M. Traynor". The signature is fluid and cursive, with the first name "Kimberley" being more prominent and the last name "Traynor" following in a similar style.

Kimberley M. Traynor, CPA
Traynor Group



Greater LA Education Foundation
Meeting Calendar
2020-21

Meeting	Day	Date	Time	Location
Board of Directors Annual Meeting	Thursday	August 6	10 a.m. - 11:30 a.m.	TBD
Board of Directors Regular Meeting	Friday	October 16	10 a.m. - 11:30 a.m.	TBD