VIRTUAL BOARD MEETING
Greater LA Education Foundation
Wednesday, May 18, 2022 at 2:00 PM

To join online:
https://lacoe-edu.zoom.us/j/86968668089?pwd=SEhzUTViMINIRzlaN3AxUUVEdytxZz09
Meeting ID: 869 6866 8089
Passcode: 194876

To listen by telephone:
+1 669 900 9128
Meeting ID: 869 6866 8089
Passcode: 194876

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 PM the day before the scheduled Board meeting.

Correspondence received shall become part of the official record.

BOARD OF DIRECTORS
Monte Perez, Ph.D.
Chair
Gloria Rogers
Treasurer and Secretary
Debra Duardo, M.S.W., Ed.D.
Candace Bond McKeever
Elizabeth Graswich
Cord Jefferson
Capri Maddox, Esq.
David Sanford
Chris Steinhauser
MEETING OF THE BOARD OF DIRECTORS
Greater LA Education Foundation
Wednesday, May 18, 2022 at 2:00 PM – 4:00 PM Remote Participation – Zoom Meeting

AGENDA

1. Call to Order Dr. Monte Perez
2. Public Comments Dr. Monte Perez
3. Review and Approval of Minutes from 2/16/2022 Board of Directors Meeting [Attachment A] Dr. Monte Perez
4. Executive Committee Update Dr. Monte Perez
   a. Search and Hiring of President and Chief Deputy of Strategic Partnerships [Attachment B]
5. Interim Executive Director Report [Attachment C] Mr. Sam Gelinas
   a. Current Projects
      i. Community Schools
      ii. LA Community Impact Hub
      iii. Expanded Learning Support for Districts
      iv. Research and Publications
      v. English Learner Workforce Investment Initiative
      vi. District Networks
   b. Staffing Update
6. Finance Ms. Gloria Rogers
   a. Statement of Financial Position [Attachment D]
   b. Budget vs. Actuals [Attachment E]
   c. Projected Cash Flow [Attachment F]
   d. Acceptance of Funds [Attachment G]
   e. Revisions to Authorized Signers for Checks and Agreements [Attachment H]
7. Other Business Dr. Monte Perez
   a. LACOE Update Dr. Debra Duardo
   b. Board Member Updates
8. Board Meeting Calendar [Attachment I] Dr. Monte Perez
9. Closed Session Dr. Monte Perez
   a. Ratification of Hiring of President and Chief Deputy of Strategic Partnerships and Innovation
10. Adjournment

The full agenda is accessible through the receptionist at the northeast 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 Greater LA website. To request a disability-related accommodation under the ADA, please contact Kristina Romero at kromero@greaterlaedfund.org least 24 hours in advance.
A meeting of the Board of Directors of the Greater Los Angeles Education Foundation (GLA) was held on Wednesday, February 16, 2022, via Zoom video conference.

Present: Debra Duardo, Monte Perez, Gloria Rogers, Candace Bond McKeever, Capri Maddox, Cord Jefferson, David Sanford, Elizabeth Graswich, Chris Steinhauser

Others Present: Daisy Esqueda, Kristina Romero, Sam Gelinas, Alex Halpern

CALL TO ORDER
Dr. Perez called the meeting to order at 2:02 p.m. He acknowledged staff and additional guests.

Dr. Perez shared that the February meeting was his first as Chair of the board as Dr. Duardo’s term as Chair ended in August 2021. He clarified that although her term has ended, Dr. Duardo remains a voting member of the board and a member of the Executive Committee. He thanked Dr. Duardo for her service and guidance through the development of the foundation and knows that she remains committed and engaged as our work evolves.

Dr. Perez also noted that the last time the board came together was in late September for the in-person board retreat. Since then, GLA has gone through a couple of transitions. Most recently, Dr. Garcia was appointed to serve in the Biden administration as a Senior Advisor for the Department of Education and resigned from his position as president of Greater LA, effective February 11, 2022. Thus, Sam Gelinas will provide the President’s report and share updates for Board discussion as interim Executive Director moving forward.

COMMUNICATIONS (PUBLIC COMMENTS)
NONE

APPROVAL OF MINUTES
The Board reviewed the meeting minutes for the meeting on July 19, 2021.

It was MOVED to approve the meeting minutes by Candace Bond McKeever; SECONDED by Capri Maddox. All approved; none opposed.

PRESIDENT’S REPORT
Sam Gelinas provided an update on the foundation’s current program and activities including GLA’s district networks, research and publications, the LA Community Impact Hub, Teachers of the Year Equitable Innovation Grants, as well as future projects.

LOS ANGELES COLLEGE ACCELERATOR NETWORK
Nine district and community college teams have participated in three Community of Practice sessions as part of the Los Angeles College Accelerator Network. Session topics ranged from data, strengthening partnerships, and goal setting. Future sessions will focus on CCAP and individual coaching to support the development of district action plans. By June, teams will develop an action-plan and participate in a Year-1 culminating convening.

GLA and LACOE will continue to work with Education Strategy Group for Year-2, which will focus on progress monitoring and evaluating the implementation process. ESG will also develop an approach to evaluate district’s implementation process that will inform policy recommendations. This work is funded by College Futures Foundation and the California Community Foundation.

NETWORK FOR ADVANCING A DIVERSE AND CULTURALLY RESPONSIVE WORKFORCE
Six district teams have engaged in several individual coaching sessions with West Ed to identify a core team, collect and analyze baseline data to build a district profile, and understand progress monitoring and evaluation routines. Through Spring 2022 teams will develop a vision for this work, theory of action, and SMART goals to achieve the vision. Teams will also develop a draft action plan for achieving SMART Goals.

Network teams will convene in Spring 2022 where they will participate in activities and gather resources to move from aspiration to sustainable action. GLA will provide each district with a $5,000 implementation grant to support strategies outlined in their action plans, including affinity groups, stipend for coaches or mentors, or grants for new educators seeking credentials.

RESEARCH AND PUBLICATIONS
In partnership with LACOE’s Multilingual Academic Support Unit, GLA will release a whitepaper in March that explores critical issues affecting English Learners in Los Angeles County. GLA is working with LACOE to explore additional research questions for a second white paper – likely how SEL can support language acquisition.

Additionally, GLA will release a brief that summarizes and analyzes findings from a survey, conducted by GLA and LACOE’s Expanded Learning Technical Assistance Unit, of all county districts to better understand their plans for this summer and how we can support their staff and students. The survey and brief will provide information for GLA and LACOE to develop new
tools and resources, seek philanthropic partners, and develop a regional advocacy agenda based on local needs.

LA COMMUNITY IMPACT HUB
GLA hosted a preview of the newest Teen Tech Center in South Los Angeles with Best Buy, LACOE, and other founding partners. Dr. Duardo, Supervisor Holly Mitchell, and Best Buy CEO Corie Barry were among a select group of attendees.

GLA recently opened an RFP for nonprofits that are interested in establishing and running a new Teen Tech Center in Southeast LA, East LA, or the Antelope Valley. Host partners will be selected spring 2022.

TOY EQUITABLE INNOVATION GRANTS
GLA will award $75,000 in grants to LA County educators to support projects, programs, and services. Nearly 200 applications were received this year for projects spanning all grades and from 46 districts. GLA engaged past TOYs, LACOE staff, and other partners to review applications. Grantees will be selected and notified the week of February 14th.

FUTURE PROJECTS
Future GLA projects include a partnership with USC Center Edge where select Teachers of the Year will be recognized as Center EDGE Fellows to promote best practices, strategies, and content. Additionally, GLA is entering a partnership with LACOE to develop an overview of community, district, and school level data. Daisy Esqueda shared that throughout the pandemic, it became evident that schools are the center for the coordination of services but that there is a need for data sharing to understand the need and to be able to advocate for resources. LACOE is interested in investing one-time ESSR funding in a long-term tool solution to demonstrate the state of education in LA County and provide community-level data. Lastly, GLA is working with LACOE to develop pathway programs to recruit and train new Head Start educators.

Candace Bond McKeever asked if community colleges are part of HeadStart pilot along with parents. Sam Gelinas shared that community colleges are built into the pathway programs.

STAFFING UPDATES
Sam Gelinas introduced Alex Halpern as GLA’s newest Program and Development Manager and shared that Alexandra Marmion Roosa as the Director of Operations and Grants Management.

Dr. Perez then opened the floor to discuss changing the titles of the foundation’s director level positions. Dr. Perez shared that GLA is going through a unique transition but is on a solid path of growth and development. As a result, he is proposing elevating the titles of our Director of Development and External Engagement to Chief Officer of Development and External Engagement and the Director of Operations and Grants Management to Chief Financial Officer.
He shared that he feels the changes reflect the growth and positive trajectory of the organization.

The floor was open for discussion. Capri Maddox shared that she agreed with the idea, the changes were great for morale, and it is important to for titles to be accurate when working with other entities.

Dr. Perez made a motion to update the Director of Development and External Engagement to Chief Officer of Development and External Engagement and the Director of Operations and Grants Management to Chief Financial Officer. The motion was SECONDED by Candace Bond McKeever. All in favor; none opposed.

FINANCE
Gloria Rogers reviewed the Financial Statements included in the Board agenda.

Gloria reviewed the Statement of Financial Position as of the end of the Q2, December 31, 2021, which shows total assets of $2.5M and total liabilities of $38K.

The Budget to Actuals report shows total revenue of $915K. $1.6M was budgeted. There are discrepancies—philanthropic revenue is tracking slightly lower than originally budgeted. This can be attributed to grant term finalization taking longer than expected.

The cash flow projection has the revised timing on grant fund receipts, which are still expected to come in on budget. (Primarily this is the Balmer $3M grant and the $2M grant from LA County.) The PPP loan was fully forgiven in Q2. Payroll expenses are tracking lower than budgeted through the first two quarters of FY22. This is partially due to delayed onboarding of a new position plus a staff transition in November. Q3 will also track slightly under budget until both open positions are filled.

Grant disbursements are also under budget through Q2 but are expected to occur in Q3 for Teacher of the Year awards. We expect that this expense will be on budget by the end of the Q3. Participant incentives, such as awards for the Educators of Color program are under budget due to an adjustment in timing. The anticipation is that these awards will be disbursed in the latter half of FY22. The $150k favorable variance in Miscellaneous expense represents a set-aside for program expenditures that have yet to be specifically identified. These funds are expected to be disbursed by the end of the fiscal year.

GLA’s projected FY21 ending cash balance is $3.52M, after deducting a four-month operating reserve, anticipated surplus cash is projected to be $1.12M.

ACCEPTANCE OF FUNDS
Dr. Perez followed with a request to approve the Acceptance of Funds for the period of September 1 through December 31, 2022. It was MOVED to approve the Acceptance of Funds by Chris Steinhauser; SECONDED by David Sanford. All in favor; none opposed.

REVISIONS TO AUTHORIZED SIGNERS FOR CHECKS AND CONTRACTS
Dr. Perez transitioned to the next agenda item—revising GLA’s authorized signers for checks and contracts. He shared that because the board has recently made changes to its officers, and because of John Garica’s resignation, the GLA board must amend the list of signatories for the foundation.

Dr. Perez shared that, currently, the GLA Board has designated the Board Chair, Board Treasurer, Board Secretary, and President as Authorized Signers at various levels of approval to sign checks, execute agreements, and access the foundation credit card.

The proposed resolution, Attachment F, will maintain that (a) only one Authorized Signer is needed to approve transactions of less than $5,000 and (b) for transactions of $5,000 or more, two signers are required and can be the Board Chair, Board Treasurer, Board Secretary, and President.

The second page of the resolution allows Greater LA to update its current list of authorized signers and formalizes the removal of the names of previous authorized signers.

Dr. Perez opened the floor for discussion.

Dr. Perez asked for a motion to approve the Resolution on Authorized Signers for Checks and Contracts. It was MOVED to approve the Resolution of Authorized Signers for Checks and Contracts by Candace Bond McKeever; SECONDED by Dr. Duardo. All approved; none opposed.

EXECUTIVE COMMITTEE UPDATE
Dr. Perez shared that earlier in the month, the Executive Committee convened to discuss several items including John’s transition, additional staffing updates, and preparation for the February board meeting.

The Executive Committee held a closed session to discuss immediate next steps following John’s transition in preparation for today’s closed session with the full board.

Dr. Perez shared that the full board would hold a closed session at the end of the meeting to provide time and space to candidly discuss the board’s next steps for searching for the next President and the direction of the foundation.
The floor was opened for questions and discussion regarding the Executive Committee update.

Dr. Duardo shared that the Executive Committee had a great conversation during the closed session and reiterated that the committee is thrilled for Dr. John Garcia appointment. The committee took a closer look at the board’s transition plan for GLA, Sam’s ability to fulfill the Interim Executive Director position, and discussed the need to move quickly to fill John’s position to maintain partnerships and ongoing work.

Candace Bond McKeever echoed Dr. Duardo’s sentiments and offered the support of the board to GLA staff.

OTHER BUSINESS
LACOE UPDATE
Dr. Duardo shared that a lot of time and effort continues to be placed on COVID response efforts, including keeping schools open, keeping everybody safe, and address the loss of instruction. A lot of the challenges districts are facing are due to staff shortages despite receiving a historical amount of funding coming in to fill those positions.

LACOE continues to meet weekly with all LA County superintendents and the LA County Department of Public Health. LACOE invested some of its COVID recovery dollars in mental health services for all 80 district employees, including access to a 24-hour hotline.

LACOE has been working closely with the Department of Mental Health to expand Community Schools initiative and offer additional mental health resources to additional students and educators.

LACOE continues to work on addressing the digital divide and providing students with access to devices and high-speed internet, especially as a lot of mental health support is offered electronically. Working closely with LA County to ensure that all students have long-term broadband internet. All 80 school district superintendents signed off on a letter advocating to close the digital divide, which will be sent to LA County Supervisors, the Federal Communications Commission, and County libraries.

Dr. Duardo shared that LACOE is working on expanding the Community Schools initiative to additional districts in LA County with the additional funding coming in from the federal and state level.

Lastly, Dr. Duardo shared that LACOE will be hiring a Chief of Wellbeing and Support Services to elevate the need for mental health and wellness services, which will be a chief cabinet level position at LACOE that will push for the need of family engagement, parent engagement, student engagement, addressing well-being with students and families.
Gloria asked if it would be helpful for partners like the California Credit Union and parents to send a pre-drafted letter in support of providing broad-band internet access. Dr. Duardo agreed that it was a great idea and is a great opportunity to engage parents.

BOARD MEMBER UPDATES
Capri Maddox shared that on April 9th the Civil Rights Department will host a Law Event to help underrepresented students prepare for the law school process.

Chris Steinhauser shared that the CSU Board of Trustees will be acting on dropping the SATs as part of the admission requirements.

BOARD MEETING CALENDAR
Dr. Perez shared that the Board would reconvene on Wednesday, May 18th at 2 p.m. The location of the meeting will be determined as the date approaches and in accordance with LA County’s COVID-19 regulations but will likely be remote.

CLOSED SESSION
Dr. Perez shared that the Board would transition to a closed session, which is closed to the public, and that no action will be taken during the closed session—it will only be a discussion.

Dr. Perez asked for a motion to enter a closed session to discuss the hiring of the President and Chief Deputy of Strategic Partnerships and Innovation. It was MOVED to enter a closed session by Dr. Duardo; SECONDED by Dr. Candace Bond McKeever Perez. All in favor; none opposed.

For the record, no action was taken by the GLA Board during Closed Session.

ADJOURNMENT
It was MOVED to adjourn at 4:00 PM by Gloria Rogers; SECONDED by Dr. Monte Perez. All in favor; none opposed.
Kerry Franco
April 1, 2022

Debra Duardo, M.S.W., Ed.D.
Superintendent
Los Angeles County Office of Education

Dear Dr. Duardo,

Thank you for the opportunity to introduce myself to you and the selection committee for the position of President and Chief Deputy of Strategic Partnerships and Innovation with the Greater Los Angeles Education Fund. I am pleased to submit my application for consideration. I am confident that my skills, experiences, and passion for supporting students and families in the community make me an ideal candidate to lead this organization as a partner to the LACOE team and convener in the philanthropic community and public/private sector.

My experiences, personally and professionally, have always been centered in the non-profit sector, service-oriented fields, and academia. Over the past 20 years, I have developed a specific skill-set in identifying and cultivating relationships, facilitating donor experiences to raise mission-critical funds, designing and implementing programs, directing organizations from inception and through transitions, and leading high-performing teams with compassion and empathy. It is through these core competencies coupled with strong interpersonal skills that I can support the Greater Los Angeles Educational Fund and LACOE through this exciting time of transformation and opportunity and help ensure the organization’s long-term sustainability and impact.

I am deeply motivated by mission alignment. Believing in the work, vision, and mission of an organization is important to me. My skills have been learned and evolved over time; however, my devotion and resilience keep me moving forward. Strong accountability, transparency, and a collaborative spirit help me think strategically and creatively and take informed risks to seek solutions to complex challenges.

I have dedicated my life’s work to raising funds for students and bringing awareness to a multitude of social issues impacting communities across Los Angeles County such as access to quality education, learning, and enrichment programs to social determinants of health and health equity. I have worked with leaders in all facets of the public-private sectors and developed rapport and trust among colleagues and community stakeholders alike. Through my excellent communication skills, I will confidently represent LACOE and the foundation to achieve the desired impact and goals if given the opportunity.

Dr. Duardo, thank you again for your time, and I look forward to the possibility of this partnership.

Respectfully,
SUMMARY OF QUALIFICATIONS

Over 20 years of multi-faceted professional experience in fundraising, non-profit management, student development, and philanthropy. Core competencies include:

- Relationship development and constituent management
- Innovative, strategic, and successful approaches to fundraising
- Leading organizations and departments through periods of substantial growth and transition
- Program Planning and Implementation
- Excellent interpersonal skills

EDUCATION

University of Southern California, Los Angeles, CA
Master of Education; Postsecondary Administration and Student Affairs 2010
Bachelor of Science; Public Policy, Management, and Planning 2005
Rio Hondo College, Whittier, CA
Associate of Arts; General Education 2002

PROFESSIONAL EXPERIENCE

University of Southern California, Los Angeles, CA
Keck School of Medicine
3/2018 - Present
Senior Director of Development, Corporate and Foundation Relations

- Secured over $3 million for USC’s medical enterprise, including the Keck School of Medicine, USC Norris Comprehensive Cancer Center, and the USC Verdugo Hills Hospital.
- Manage a fundraising portfolio of 120 major gifts and foundations prospects and donors for medical research, clinical care, and medical education and community engagement initiatives.
- Develop and maintain relationships with donor prospects, current donors, faculty, administrators, and colleagues to promote the university and funding opportunities.
- Identify, research, and cultivate prospects to expand the donor base. Write grant proposals, prepare annual progress reports, and engage in stewardship activities with donors at various university events, including foundation site visits.
- Provide day-to-day operational and leadership support for the Office of Corporate & Foundation Relations, Urology, and Department of Population and Public Health Sciences, a staff of 11 FTE.
- Supervise 4 FTE, including a director of development, an assistant director of development, an assistant director of prospect management and research, and an administrative assistant. Develop advanced fundraising strategies with staff and conduct annual staff performance evaluations and salary adjustment recommendations.

School of Cinematic Arts
Senior Director of Development, Academic Support 3/2015 - 2/2018

- Raised and maintained over $6 Million for the School of Cinematic Arts’ academic support programming, primarily focused on stewardship and funding for student scholarships and faculty support.
- Identified, cultivated, and solicited major gifts and foundation support.
- Managed over 125 Student Support Funds representing approximately 100 donors.
- Worked closely with the Office of Student Services and faculty to coordinate over $3 Million in scholarship and other aid to students.
KERRY LYNN FRANCO
(323) 455-7071
kerrylynnfranco@gmail.com

- Maintained regular contact and facilitated donor approval on any awards requiring donor consultation of final candidates for their respective awards.
- Staffed the dean and select faculty at local and regional events, including evening and weekend receptions and dinners to promote the school’s priorities.
- Successfully planned and implemented annual cultivation events for scholarship donors.

Keck School of Medicine

Director of Development, Office of Foundation Relations 9/2012 - 3/2015
Assistant Director of Development, Office of Foundation Relations 1/2007 to 9/2009

Keck School of Medicine

Director of Development, Office of Foundation Relations 9/2012- 3/2015
Assistant Director of Development, Office of Foundation Relations 1/2007 to 9/2009

- Raised and maintained over $4 Million for Keck and the Norris Comprehensive Cancer Center initiatives.
- Managed portfolio of major gifts and foundation grants for medical research and medical student scholarships.
- Identified, researched, and cultivated prospects to expand the donor base.
- Developed and maintained records and data management system that facilitated monthly action reports and stewardship and contribution activity, which advanced fundraising strategies.
- Wrote grant proposals and prepared annual progress reports.
- Established and developed relationships with donor prospects, current donors, faculty, administrators, and colleagues to promote the university and funding opportunities.
- Engaged in stewardship activities with donors at various university events.
- Provided logistical planning for and participated in foundation site visits with Dean, university administrators, and faculty physicians.
- Managed development interns and part-time staff.

Division of Student Affairs

05/2002 to 01/2007

Governing Board Chair & Assistant Director, Norman Topping Student Aid Fund

- Provided leadership, programming, and administrative support for the scholarship program. Worked collaboratively with various stakeholders, including the director, the Executive Committee, Governing Board, Topping Community Service Club, Topping Scholars, and local high schools and community colleges to deliver quality outreach, student services, and scholarship.
- Approved the fiscal management of the annual budget, including the distribution of over $600,000 in scholarships awards.
- Oversaw policy and procedures of the scholarship program alongside the program’s director. Presided over the application and scholarship selection process. Coordinated all governing board meetings, exceptional funding committee meetings, and events.
- Performed outreach and recruitment activities in coordination with the Office of Admissions and Financial Aid to promote scholarship opportunities to local area students. Developed brochures, flyers, and other publications for scholarship promotion.

Rio Hondo College Foundation, Whittier, CA

Executive Director 6/2011 to 9/2012

- Short-term contract to provide leadership and direction of all programs and activities of the Rio Hondo College Foundation. Served as the primary representative of the Foundation among the campus community and Foundation constituencies such as alumni, emeriti members, students, faculty, staff, and external agencies.
KERRY LYNN FRANCO

(323) 455-7071
kerrylynnfranco@gmail.com

- Developed, implemented, and managed Foundation’s fundraising program in individual contributions, corporate giving, and foundation grants. Supported and maintained quality donor relations and stewardship program aimed to cultivate a relationship that meets fundraising goals and improve donor services at the Foundation.
- Worked with the Foundation Board of Directors and College President to develop and carry out the Foundation’s strategic direction.
- Developed a public relations and marketing campaign to improve communication and increase the visibility of Foundation programs and services on campus and in the communities served by Rio Hondo College.
- Monitored and evaluated the fiscal health of the Foundation. Maintained accurate and transparent financial documentation. Provided routine reports to the Foundation Board of Directors, College President, and other appropriate groups.
- Oversaw all daily administrative operations, including but not limited to maintaining a donor database, processing contributions, providing acknowledgment letters. Coordinate and review the Foundation work plan. Supervised student worker, graduate interns, and other volunteers. Served as primary liaison for various event-planning committees involving the Foundation.
- Upheld the Foundation’s compliance with state and federal regulations and best practices in charitable giving. Maintained professional standing in the nonprofit sector and fundraising field and keep abreast of current trends and hot topics in fundraising and higher education in California.

California Community Foundation, Los Angeles, CA
Program Officer for Scholarships, Program Department 10/2010 to 6/2011
- Served as the Foundation’s first program officer in scholarships. Gathered support of foundation leadership, board of directors, foundation colleagues, and donors to establish a meaningful scholarship program to create 400 permanent scholarship opportunities in Los Angeles County.
- Composed a strategic plan for the foundation’s first competitive grantmaking program for scholarships with assets of 32.5 million dollars.
- Developed and implemented fundraising strategies for the scholarship program, which sought to raise 7.5 million over five years.
- Cultivated and maintained donor relationships and partnerships with higher education institutions and nonprofit organizations with similar missions to support college students.

Scholarship Manager, External and Donor Relations 9/2009 to 9/2010
- Managed a scholarship program with assets of 74 million dollars. Awarded over three million dollars to over 1,200 students.
- Stewarded over 160 donor-related scholarship funds to ensure a fulfilling donor experience. Cultivated prospect donors to establish new funds at a minimum contribution of $50,000.
- Improved communications and developed relationships with donors, volunteer committee members, and college administrators.
- Redeveloped the scholarship program resolving previous challenges regarding scholarship policy and procedures. Streamlined the due diligence process for document intake, review, and payment disbursements. Strengthened interdepartmental collaboration.
- Created a strategy for scholarship grantmaking that improved the foundation’s effectiveness and efficiency in scholarship administration.
- Hired and supervised a doctoral fellow and scholarship intern.
TRAINING & LEADERSHIP EXPERIENCE

Riordan Leadership Institute Fellowship for nonprofit board training
   Southern California Leadership Network, Los Angeles, CA

Personnel Commissioner
   Montebello Unified School District, Montebello, CA

Parent Student Advocate, Temporary Aid for Needy Families (TANF) Reauthorization Project
   LIFETIME: Low Income Families Empowerment through Education, Oakland, CA
   Los Angeles Coalition to End Hunger and Homelessness, Los Angeles, CA

Mentor
   USC Fundraising Institute Advancement Mentorship Program
   Increasing Access High School Mentorship Program

Member
   USC Mexican American Alumni Association Scholarship Committee
   California Forum for Diversity in Graduate Education Committee
   USC Academic Diversity Requirement Committee
   TELACU Scholarship Committee
   Los Angeles County High School of the Arts Alumni Scholarship Committee
March 31, 2022

Dr. Debra Durado, MSW, Ed.D.
Los Angeles County Superintendent of Schools
Via email: leveron_thomas@lacoed.edu

Dear Dr. Durado,

Thank you for the opportunity to submit this letter of recommendation on behalf of Kerry Franco for the position of President and Chief Deputy of Strategic Partnerships and Innovation for the Los Angeles County Office of Education’s Greater Los Angeles Educational Fund. I had the pleasure of working with Kerry during her three years at the USC School of Cinematic Arts (SCA) and as advancement colleagues at USC in our respective departments.

In early 2015, when SCA was searching for a Senior Director of Development for Academic Support Programs, we actively recruited Kerry to join our team. The primary responsibility of this position is to build partnerships nationally and internationally with foundations, corporations, alumni, parents, and other donor prospects to grow our academic support programs. With over 60% of undergraduate students eligible for need-based financial aid and the high cost and limited resources available to our graduate students, fundraising for student support is critical to SCA’s mission. Kerry was the perfect fit. Working with our small team, Kerry led the charge to increase student support funding and establish a more robust donor stewardship program that today includes over 300 current use and endowed funds. In this role, Kerry established relationships with current donors, reestablished relationships with past donors, and actively sought and secured new donors. Kerry also worked with the Chairs of our seven academic divisions, their student advisors, and SCA’s Vice Dean of Student Services and USC’s Financial Aid office to ensure the coordination of funds to maximize the impact of scholarships. Kerry also worked to level the playing field for students by securing a $2M gift that endowed equipment for students. SCA has for decades provided all cameras, lighting, and additional materials for all of our students. This gift gave SCA a much stronger foundation to continue providing access to the best and most recent technology for our talented content creators – our students.
Kerry impresses me with her passion and commitment to her fundraising work in higher education and medical research. She is always in student mode and loves to learn. I’ve watched her with faculty absorbing their knowledge and translating it to donors. I’ve watched her with students as they prepare to meet with donors, helping them manage their nerves and stress to tell their stories.

In all the years that I have done fundraising at USC, I’ve discovered that the most successful fundraisers are the ones that genuinely understand philanthropy. They care about every person at the table. They ensure that everyone has a seat at that table. They empower the quietest voices at that table. All of this takes patience, awareness, knowledge, and heart. And this is Kerry.

I wish you and your organization all the best in this search. I do not doubt that Kerry Franco is your ideal candidate and would be happy to answer any questions you might have. Feel free to reach out to me at bcruz@cinema.usc.edu or 323.697.3102 (mobile).

Sincerely,

Bhanu

Bhanu Anton Cruz
Senior Associate Dean and
Chief Development Officer
USC School of Cinematic Arts
March 28, 2022
Greater Los Angeles Education Fund Board

To Whom It May Concern,

I am pleased to write this letter of recommendation for Kerry Lynn Franco who is applying for the position of President and Chief Deputy of Strategic Partnerships and Innovation. I have had the pleasure of knowing Kerry personally and professionally for over 10 years. During our time working together at the California Community Foundation (CCF), Kerry managed the largest scholarship program in Los Angeles County, stewarding $60+ million in scholarship assets and managing nearly 200 different scholarship funds. In addition to building out and organizing a scholarship program, Kerry’s ability to network and collaborate allowed her to maintain partnerships with LAUSD, Los Angeles Community Colleges, and academic institutions including UCLA, USC, and more. Her collaborative efforts brought together key stakeholders and community leaders to strengthen the scholarship program at CCF and remove barriers to students in need of educational support.

As Program Officer for Scholarships, Kerry maintained a portfolio of scholarship providers that included foundations, corporations, state governments, colleges, and private donors. Her exceptional interpersonal skills and ability to connect with others allowed her to speak with a scholarship recipient one day and propose her strategic plans to the board of directors the next. Her ability to think critically and strategically helped lay the foundation for the strong scholarship program that still exists today, and her leadership was critical to the success of countless students at a time when budget cuts were greatly impacting tuition and fees at public colleges and universities. Kerry’s work ethic is unmatched. I can recall her working late nights organizing files, calling universities, and accepting countless calls from young adults, many of who were first-generation college students having trouble navigating the scholarship process. I deeply admire her commitment and dedication to making quality education accessible to all.

Kerry is a highly motivated and organized leader who leads with the intent to empower and uplift all students. As a scholarship recipient and Native Angeleno, she understands the challenges and cultural identity of the very population served by LACOE. She is a team player, a thought partner, a champion for students everywhere and she has my highest recommendation. I am happy to provide additional details if needed.

Sincerely,

Stephanie Talavera, MPA
Development Manager
Children’s Law Center of California
(562)445-0304
Talaveras@clccal.org
April 2, 2022

Los Angeles, CA

To Whom It May Concern:

It is a true pleasure to write this strong letter of recommendation for Kerry Franco in support of her application as President and Chief Deputy of Strategic Partnerships and Innovation at the Greater LA Education Foundation. I have supervised and mentored Kerry since I first hired her at the University of Southern California in January 2007. By way of background, Kerry is currently Senior Director of Corporate and Foundation Relations at the Keck School of Medicine, and has been in this position since March 2018. Although in this current role for the past four years, however, Kerry has served on my team for a cumulative total of nine years in this time and I have had the distinct pleasure of seeing her professional growth, evolution and leadership over this tenure.

Kerry has advancement/foundation staffing responsibilities for multiple departments and programs/initiatives. She has been a highly productive, integral member of the broader advancement team, and more specifically to our CFR team at KSOM. In her role, Kerry manages a significant fundraising portfolio with fundraising goals spanning the enterprise, from medical education to multiple divisions of the Department of Medicine. More specifically, she is tasked with identifying, cultivating and stewarding foundation prospects and existing donors. Recognizing Kerry’s strengths and relentless desire to affect social change, she more recently expanded her portfolio to include health and social justice initiatives at KSOM. Additionally, Kerry has management responsibilities with 4 FTE reporting to her at present.

Not one to complain, Kerry takes on projects and finds a way of getting to the answers, even when the challenges are insurmountable. She is always strategic, considering all viewpoints when making or proposing solutions. This is a tremendous asset as she has the ability to view scenarios from an omniscient angle, taking multiple situations into account. When things go awry, Kerry doesn’t come with complaints, rather she challenges herself and others to deliver solutions. This is one of her most outstanding qualities.

Over the course of significant leadership changes at the highest level at both the Keck School and USC more broadly, Kerry has had the ability to foster and support change for her team and colleagues in a meaningful manner. She is an exceptional colleague to work with, and almost always goes above and beyond what the bare minimum expected of her is. Kerry’s outstanding quality of work, her professionalism and her commitment to making a difference in the world are all outstanding qualities she possesses and have been consistent in her from the time I first hired her, until today. When I provide ideas, or make suggestions on how she may consider a new approach or tactic, I am always certain that Kerry will go above and beyond in taking it to the next level. I have absolutely no doubt that due to her intelligence, charisma and outstanding potential, Kerry will make an excellent team leader and professional.
I feel that Kerry an exemplary individual and she has my highest recommendation. Please do not hesitate to contact me if I can be of further assistance. I can be reached at (323) 314-5469 or munjal@usc.edu, if you have any questions.

Sincerely,

[Signature]
COMMUNITY SCHOOLS EXPANSION

• Secured $2.5M grant from Ballmer Group to support a multi-year commitment to expand community schools across California.
  1. Increase the number of high-quality community schools in LA County
  2. Position LACOE to serve as a technical assistance provider to schools, districts or LEAs, and other county offices of education across CA to adopt the model in new geographies
  3. Develop and implement an advocacy strategy for state and federal policy to support ongoing technical assistance, sustainability and expansion of community schools
LA COMMUNITY IMPACT HUB

• Selected 6 priority locations for initial expansion of Teen Tech Centers
  1. 3 community partners selected through first RFP: Watts Labor Community Action Committee, Weingart YMCA, Boys and Girls Club of the Antelope Valley
  2. Next partners will be from Sylmar/Pacoima and North Long Beach/Lynwood
  3. Camp Kilpatrick with LACOE and Probation
• Have grant agreements nearing completion to leverage $2M in ARP funds
  • $1M from Best Buy for grant making
  • Funding will be reimbursed from County CEO > County ISD > LACOE > GLA
EXPANDING LEARNING SUPPORTS FOR DISTRICTS

• Awarded $300K over two years from the California Community Foundation to support LA County districts focused on building and managing partnerships to maximize recovery funds.

• Goals over the next two years include:
  1. Expanding summer learning opportunities
  2. Expanding school year enrichment and expanded earning opportunities
  3. Streamlining, improving, and tracking partnership development efforts for districts
Pathway to Proficiency: Implementing the EL Roadmap in LA County

- Report was released in April and received promotional coverage from EdSource
- Hosted a webinar in partnership with LACOE’s Multilingual Academic Support Unit to share report findings and insights from district representatives. Invited speakers included Compton and Rowland Unified administrators, as well as Assistant Superintendent Maria Martinez-Poulin and Sobrato Foundation Program Officer, Karla Ruiz.

2022 Summer Learning: Trends, Analysis, and Implications for LA County

- Brief was released earlier this week on May 17th!
- Will host a webinar in partnership with LACOE’s Expanded Learning and Technical Assistance Unit and the Partnership for Children and Youth on May 26th to highlight program and funding trends, needs, and priorities to help improve 2022 summer program implementation.
ENGLISH LEARNER WORKFORCE INVESTMENT INITIATIVE (EL-WIN)

• $50K grant from California Community Foundation to provide grant writing technical assistance to select districts expanding UPK staff.

• GLA will:
  • Disseminate tools, resources, and sample materials provided by EL-WIN
  • Provide direct grant writing support to 4-5 districts identified in partnership with LACOE staff
  • Manage a network of districts that receive state funding through the early development and implementation of new programs.
DISTRICT NETWORKS

Los Angeles College Accelerator Network

• Transitioning to year 2 focused on implementation of action plans to enhance dual enrollment programs
• In conversations with College Futures to develop LA County Dual Enrollment toolkit and additional technical assistance for districts

Network for Advancing a Diverse and Culturally Responsive Workforce

• Planning culminating convening with all district to share learning, action and grant plans and implementation strategy for next year
• WestEd will provide a summative brief of network actions, and impact integrating district assets, goals and next steps
QUESTIONS?

www.greaterlaedfund.org

@greaterlaedfund
# The Greater LA Education Foundation
## Statement of Financial Position
### As of March 31, 2022

<table>
<thead>
<tr>
<th></th>
<th>Mar 31, 2022</th>
<th>Dec 31, 2021</th>
<th>Change</th>
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<td><strong>LIABILITIES AND EQUITY</strong></td>
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<tr>
<td>Liabilities</td>
<td></td>
<td></td>
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<td>Current Liabilities</td>
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<td>Total Other Current Liabilities</td>
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<td>28,761</td>
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<td>Total Current Liabilities</td>
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<td>Total Liabilities</td>
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<td>Equity</td>
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<td>3120 Temporarily Restricted</td>
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<td><strong>TOTAL LIABILITIES AND EQUITY</strong></td>
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<td>2,487,705</td>
<td>-79,611</td>
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# The Greater LA Education Foundation
## Budget vs. Actuals
### July 2021 - March 2022

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<tr>
<th>Category</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% of Budget</th>
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<td><strong>Revenue</strong></td>
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<td>4100 Restricted Contributions</td>
<td>768,980</td>
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<td>75,000</td>
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<td>4700 Event Revenue</td>
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<td>0%</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>902,506</td>
<td>2,449,966</td>
<td>-1,547,460</td>
<td>37%</td>
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<td><strong>Gross Profit</strong></td>
<td>902,506</td>
<td>2,449,966</td>
<td>-1,547,460</td>
<td>37%</td>
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<tr>
<td><strong>Expenditures</strong></td>
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<tr>
<td>5000 Salaries and Related Expenses</td>
<td>423,985</td>
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<td>5200 Inkind Expenses</td>
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<td>27,981</td>
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<td>0%</td>
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<td>6010 Books &amp; Publications</td>
<td>86</td>
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<td>6100 Grant Disbursements</td>
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<td>6280 Foundation Events</td>
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<td>6290 Event Sponsorship</td>
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<td>6300 Participant Incentives</td>
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<td>15,872</td>
<td>-10,749</td>
<td>32%</td>
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<td>6430 Office Supplies</td>
<td>802</td>
<td>750</td>
<td>52</td>
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<tr>
<td>6550 Computers/Software</td>
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<td>1,500</td>
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<td>7000 Contracted Services</td>
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<td>325,575</td>
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<td>7110 Printing and Copying</td>
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<td>1,125</td>
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<td>7120 Dues/Memberships/Subscriptions</td>
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<td>1,085</td>
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<td>7200 Professional Services</td>
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<td>7250 Marketing &amp; Communication</td>
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<td>7275 Promotional Supplies</td>
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<td>3,783</td>
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<td>7300 Conference/ Meetings</td>
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<td>-3,483</td>
<td>66%</td>
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<tr>
<td>7400 Travel</td>
<td>1,201</td>
<td>2,625</td>
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<tr>
<td>7600 Insurance</td>
<td>0</td>
<td>6,975</td>
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<td>0%</td>
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<tr>
<td>7750 Miscellaneous Expenses</td>
<td>0</td>
<td>198,067</td>
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<td>0%</td>
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<tr>
<td>7760 Bank Fees</td>
<td>1,031</td>
<td>0</td>
<td>1,031</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td>758,470</td>
<td>1,364,171</td>
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<td>56%</td>
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<tr>
<td><strong>Net Operating Revenue</strong></td>
<td>144,037</td>
<td>1,085,795</td>
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<td>13%</td>
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<tr>
<td><strong>Net Revenue</strong></td>
<td>144,037</td>
<td>1,085,795</td>
<td>-941,759</td>
<td>13%</td>
</tr>
</tbody>
</table>
# The Greater LA Education Foundation

## Projected Cash Flow

**FY22**

<table>
<thead>
<tr>
<th></th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning cash balance</strong></td>
<td>2,361,887</td>
<td>4,248,752</td>
<td>4,268,617</td>
</tr>
</tbody>
</table>

### Revenue

- **Total Contributions**: 2,075,000  175,000  200,000
  - **4200 Unrestricted Contributions**:  
  - **4300 Admin Fees (Unrestricted)**: -  -  -
  - **4700 Event Revenue**: -  -  -
  - **4900 Inkind Contributions**:  

### Expenditures

- **5000 Salaries and Related Expenses**: 80,000  80,000  110,000
- **5200 Inkind Expenses**:  
- **6100 Grant Disbursements**: 33,000  -  -
- **6280 Foundation Events**: 1,042  1,042  1,042
- **6290 Event Sponsorship**: 1,667  1,667  1,667
- **6300 Participant Incentives**: 10,378  10,378  10,378
- **6430 Office Supplies**: 83  83  83
- **6550 Computers/Software**: 250  250  250
- **7000 Contracted Services**: 33,333  33,333  33,333
- **7110 Printing and Copying**: 250  250  250
- **7120 Dues/Memberships/Subscriptions**: 362  362  362
- **7120 Postage/Delivery**: 125  125  125
- **7200 Professional Services**: 23,695  23,695  23,695
- **7300 Conference/ Meetings**: 875  875  845
- **7400 Travel**: 875  875  875
- **7600 Insurance**: 2,325  2,325  2,325
- **7750 Miscellaneous Expenses**:  

### Net Operating Revenue

- **Total Expenditures**: 188,135  155,135  185,105
- **Net Operating Revenue**: 1,886,865  19,865  14,895

### Net Revenue

- **Net Revenue**: 1,886,865  19,865  14,895

### Ending Cash Balance

- **Ending Cash Balance**: 4,248,752  4,268,617  4,283,512
<table>
<thead>
<tr>
<th>Project</th>
<th>Funder</th>
<th>Amount</th>
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<tbody>
<tr>
<td>General Support</td>
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<tr>
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<td>Amazon Smile</td>
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<td>Migrant Education Scholarships</td>
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<td>102 History Day</td>
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<td>$ 40.00</td>
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<tr>
<td>509 Special Ed Student Needs</td>
<td>LACOE Payroll Deductions</td>
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<tr>
<td>513 RTSA - General Fund</td>
<td>LACOE Payroll Deductions</td>
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<td>517 Outdoor/Marine Science</td>
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<tr>
<td>206 SARB/S Abrams Scholarship</td>
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<td>202 AcaDeca Scholar/Recognition</td>
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<td>Asian Pacific Heritage Scholarship</td>
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<td>109 Spelling Bee</td>
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<td>203 African American Scholar.</td>
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<td>210 iPoly Student Scholarships</td>
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<td>Chuck Acosta Scholarship</td>
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<td>Daniel Herrera Scholarship</td>
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<td>Lakeshore Learning Materials</td>
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<td>LACHSA Foundation</td>
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<td>Times Family Fund/McCormick</td>
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<td>Cal State University Los Angeles</td>
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<td>Fidelity Brokerage Services</td>
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<tr>
<td>Daniel Herrera Scholarship</td>
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<td>Superintendents Professional Collaborative Conference</td>
<td>California Credit Union</td>
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<td>Superintendents Professional Collaborative Conference</td>
<td>Curriculum Associates, LLC</td>
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</tr>
<tr>
<td>Superintendents Professional Collaborative Conference</td>
<td>Ellevation Education</td>
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<tr>
<td>Shelley Spiegel-Coleman Scholarship</td>
<td>Fidelity Brokerage Services</td>
<td>$ 5,000.00</td>
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<td>Teacher of the Year</td>
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<tr>
<td>Superintendents Professional Collaborative Conference</td>
<td>Grand Canyon University</td>
<td>$ 10,000.00</td>
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<tr>
<td>Superintendents Professional Collaborative Conference</td>
<td>Cambridge Assessments Inc.</td>
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<tr>
<td>Teacher of the Year</td>
<td>Arizona State University</td>
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<td>Teacher of the Year</td>
<td>California Credit Union</td>
<td>$ 14,000.00</td>
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<td>Educators of Color</td>
<td>Clickandpledge.com</td>
<td>$ 20,012.90</td>
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<td>Teacher of the Year</td>
<td>The Annenberg Foundation</td>
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<td>Summer Learning Project</td>
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<td>$ 50,000.00</td>
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<tr>
<td>General Support</td>
<td>Joseph Drown Foundation</td>
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<tr>
<td>General Support</td>
<td>Ralph Parson Foundation</td>
<td>$ 75,000.00</td>
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### Acceptance of Funds: July 1, 2021 through March 31, 2022

<table>
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<tr>
<th>Project</th>
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<th>Amount</th>
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<tr>
<td>K-12 Post Secondary</td>
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<td>EL Support</td>
<td>Sobrato Foundation</td>
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<td>K-12 Post Secondary</td>
<td>College Futures Foundation</td>
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<td>2021 conference refund</td>
<td>Renaissance Institute</td>
<td>$1,500.00</td>
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<tr>
<td>Best Buy Tech Centers</td>
<td>Best Buy Foundation</td>
<td>$60,000.00</td>
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<td>African American Scholarships</td>
<td>California Credit Union</td>
<td>$1,000.00</td>
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<tr>
<td>General Support</td>
<td>Amazon Smile</td>
<td>$6.92</td>
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<td>Teacher of the Year</td>
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<td>Community Schools</td>
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<td>Admin Fee</td>
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<td>Academic Decathlon Event</td>
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<tr>
<td>Academic Decathlon Scholarship/Recognition</td>
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<td><strong>Total</strong></td>
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<td><strong>$978,774.92</strong></td>
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</table>
GREATER LA EDUCATION FOUNDATION

RESOLUTION

AUTHORIZED SIGNERS for CHECKS AND AGREEMENTS

The individuals holding the following positions at the Greater LA Education Foundation 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 Greater LA Education Foundation’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
   Chief Financial Officer
   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 the Greater LA Education Foundation at the Board of Directors meeting held on May 18, 2022, and that said resolution revokes the February 16, 2022 GREATER LA EDUCATION FOUNDATION RESOLUTION AUTHORIZED SIGNERS FOR CHECKS AND AGREEMENTS. This resolution of May 18, 2022 is in full force and effect until amended or revoked by the Board of Directors.

________________________________________
Monte Perez, Ph.D.
Board Chair

________________________________________
Date
GREATER LA EDUCATION FOUNDATION

AUTHORIZED SIGNERS for CHECKS AND AGREEMENTS

The following individuals are the authorized signers (“the Authorized Signers”) for the Greater LA Education Foundation 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 Greater LA Education Foundation’s Board of Directors:

Monte Perez, Ph.D.
Board Chair

Gloria Rogers
Board Treasurer and Secretary

Alexandra Marmion Roosa
Chief Financial Officer

Sam Gelinas*
President and Chief Deputy of Strategic Partnerships and Innovation (Interim)

*The Board’s intention was for Mr. Gelinas, serving as Greater LA Education Foundation’s President and Chief Deputy of Strategic Partnerships and Innovation (Interim), to be added as an authorized signer to the February 16, 2022 GREATER LA EDUCATION FOUNDATION RESOLUTION AUTHORIZED SIGNERS FOR CHECKS AND AGREEMENTS. Therefore, the Board approves for Mr. Gelinas’s status as an authorized signer to be current as well as retroactive, valid as of February 16, 2022.

This resolution also revokes the following as Authorized Signers:

Dr. Debra Duardo  
(Board Chair)

Monte Perez, Ph.D.
Board Chair

Date
## Board of Directors Meeting Calendar
### 2022

<table>
<thead>
<tr>
<th>MEETING</th>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXECUTIVE COMMITTEE MEETING</td>
<td>Wednesday</td>
<td>February 2</td>
<td>3:00 pm - 4:00 pm</td>
<td>Virtual</td>
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<tr>
<td>BOARD OF DIRECTORS MEETING</td>
<td>Wednesday</td>
<td>February 16</td>
<td>2:00 pm - 4:00 pm</td>
<td>Virtual</td>
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<tr>
<td>EXECUTIVE COMMITTEE MEETING</td>
<td>Thursday</td>
<td>May 5</td>
<td>10:30 am - 11:30 am</td>
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<tr>
<td>BOARD OF DIRECTORS MEETING</td>
<td>Wednesday</td>
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<td>2:00 pm - 4:00 pm</td>
<td>Virtual</td>
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<td>EXECUTIVE COMMITTEE MEETING</td>
<td>Thursday</td>
<td>August 3</td>
<td>1:00 pm – 2:00 pm</td>
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<tr>
<td>BOARD OF DIRECTORS MEETING</td>
<td>Wednesday</td>
<td>August 17</td>
<td>2:00 pm - 4:00 pm</td>
<td>TBD</td>
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</tbody>
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