



MEETING OF THE BOARD OF DIRECTORS
Greater LA Education Foundation
Wednesday, September 20, 2023, at 2:30 PM – 4:30 PM
9300 Imperial Highway, EC 100, Downey, California 90242

AGENDA

1. Call to Order *Dr. Monte Perez*
2. Public Comments *Dr. Monte Perez*
3. Approval of the Agenda *Dr. Monte Perez*
4. Review and Approval of Minutes *Dr. Monte Perez*
 - a. June 14, 2023 (Attachment A) *Gloria Rogers*
5. Finance *Gloria Rogers*
 - a. Statement of Financial Position (Attachment B)
 - b. Budget vs. Actuals (Attachment C)
 - c. Projected Cash Flow (Attachment D)
 - d. Acceptance of Funds (Attachment E)
6. Board Committee Report *Kerry Franco*
7. President's Report *Kerry Franco*
 - a. Board of Directors Chair Approval
 - b. Fundraising Plan (Attachment F)
 - c. GLA Office and Workplace Policy Approval (Attachment G)
 - d. Marketing and Communications Approval (Attachment H)
8. Other Business *Dr. Monte Perez*
 - a. GLA Program Updates (Attachment I) *Kerry Franco*
 - b. LACOE Updates *Dr. Debra Duardo*
 - c. Board Member Updates
9. Board Meeting Calendar *Dr. Monte Perez*
 - a. Approval of FY24 Meeting and Topic Calendar (Attachment J)
10. Adjournment *Dr. Monte Perez*

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, 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.



UNAPPROVED MINUTES
MEETING OF THE BOARD OF DIRECTORS
Greater LA Education Foundation

Wednesday, June 14, 2023

A meeting of the Board of Directors of the Greater Los Angeles Education Foundation (GLA) was held on Wednesday, June 14, 2023, at the Los Angeles County Office of Education Board Room.

Present: Monte Perez, Debra Duardo, Gloria Rogers, David Sanford, Elizabeth Graswich, Chris Steinhauser

Others Present: Kerry Franco, Sam Gelinias, Kristina Romero, Alex Halpern, Alexandra Roosa, Jessica Catalan

CALL TO ORDER

Dr. Monte Perez called the meeting to order at 2:10 p.m.

COMMUNICATIONS (PUBLIC COMMENTS)

NONE

APPROVAL OF MINUTES

November 17, 2022 – The minutes were approved as presented.

It was MOVED by Dr. Debra Duardo, SECONDED by Mr. David Sanford, and CARRIED to approve the November 17, 2022, minutes as presented. All in favor; none opposed.

April 15, 2023 – The minutes were approved as presented.

It was MOVED by Dr. Debra Duardo, SECONDED by Mr. David Sanford, and CARRIED to approve the November 17, 2022, minutes as presented. All in favor; none opposed.

APPROVAL, NOMINATION AND APPOINTMENT OF BOARD OF DIRECTORS COMMITTEE

Dr. Perez shared that in preparation of further developing the Foundation’s operations and governance and support staff, the board will consider enacting a Governance, Finance, and Audit committee effective July 1, 2023.

GOVERNANCE COMMITTEE

Dr. Perez opened the floor for nominations for the Governance Committee. Dr. Duardo and Mr. Sanford volunteered.



It was MOVED by Ms. Gloria Rogers, SECONDED by Ms. Elizabeth Graswich, and CARRIED to approve the nomination of Dr. Duardo to the Governance Committee. All in favor; none opposed.

It was MOVED by Ms. Gloria Rogers, SECONDED by Ms. Graswich, and CARRIED to approve the nomination of Mr. Sanford to the Governance Committee. All in favor; none opposed.

AUDIT COMMITTEE

Dr. Perez opened the floor for nominations for the Audit Committee. Dr. Duardo nominated Mr. Chris Steinhauser.

It was MOVED by Mr. Sanford, SECONDED by Ms. Rogers, and CARRIED to approve the nomination of Mr. Steinhauser to the Audit Committee. All in favor; none opposed.

Dr. Perez nominated Ms. Graswich.

It was MOVED by Ms. Gloria Rogers, SECONDED by Ms. Graswich, and CARRIED to approve the nomination of Mr. Steinhauser to the Audit Committee. All in favor; none opposed.

FINANCE COMMITTEE

Dr. Perez opened the floor for nominations for the Finance Committee. Dr. Perez nominated Ms. Rogers.

It was MOVED by Dr. Duardo, SECONDED by Ms. Graswich, and CARRIED to approve the nomination of Ms. Rogers to the Finance Committee. All in favor; none opposed.

Ms. Rogers nominated Dr. Perez.

It was MOVED by Dr. Duardo, SECONDED by Ms. Graswich, and CARRIED to approve the nomination of Dr. Perez to the Finance Committee. All in favor; none opposed.

FINANCE

Ms. Rogers provided a finance update.

ACCEPTANCE OF FUNDS

Dr. Perez request a motion to approve the Acceptance of Funds for the period of July 1, 2022 through March 31, 2023. It was MOVED to approve the Acceptance of Funds by Ms. Graswich; SECONDED by Mr. Sanford. All in favor; none opposed.

PRESIDENT'S REPORT

Ms. Kerry Franco provided the following updates to the board:



- GLA Business Plan 2019-2029
 - Ms. Franco shared a three-phase roadmap beginning in 2019 through 2029. Phase I, 2020-2023, will focus on reviewing systems and identify areas for growth and innovation; Phase II, 2024-2026, will focus on implementing and executing the programs and systems that have been developed and planned as well as developing a fundraising plan; Phase III, 2027-2029, will focus on launching the fundraising plan.
- GLA Staff Realignment
 - After carefully considering and evaluating GLA's current staffing structure, Ms. Franco is recommending that three departments be established – President's Office, Programs and Development, and Finance and Operations – and reorganize staff by departments.
- LACOE/GLA Memorandum
 - LACOE and GLA have approved an MOU intended to guide the activities of LACOE and GLA, advance mutual interest related to supporting LA County educators and students and solidify GLA's role as the premier philanthropic partner of LACOE and LA County schools.

The board asked for clarification regarding the MOU.

ADJOURN TO CLOSED SESSION

The board into a closed session to discuss and approve Ms. Franco's staff compensation recommendations.

Dr. Perez asked for a motion to enter a closed session. It was **MOVED** to enter a closed session by Mr. Steinhauser; **SECONDED** by Ms. Rogers. All in favor; none opposed.

RECONVENE IN OPEN SESSION

The board reconvened in open session. The board approved the staff compensation recommendations, with minor adjustments to one individual, and the staff realignment. Ms. Rogers and Dr. Perez recommend a continued discussion on staff compensation.

APPROVAL OF FISCAL YEAR 2024 BUDGET

Dr. Perez asked for a motion to approve the FY24 budget.

It was **MOVED** to approve the FY24 budget by Mr. Sanford; **SECONDED** by Dr. Duardo. All in favor; none opposed.

ADJOURNMENT

It was **MOVED** to adjourn at 4:01 PM by Ms. Graswich; **SECONDED** by Mr. Sanford. All in favor; none opposed.

The Greater LA Education Foundation
Statement of Financial Position
As of June 30, 2023

	Jun 30, 2023	Mar 31, 2023	Change
ASSETS			
Current Assets			
Bank Accounts	4,916,993	4,858,473	58,520
Accounts Receivable	29,739	42,420	-12,681
Total Current Assets	4,946,732	4,900,893	45,839
Fixed Assets			
1600 Prepaid Expense	5,450	10,820	-5,370
Total Other Assets	5,450	10,820	-5,370
TOTAL ASSETS	4,952,182	4,911,938	40,244
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	9,193	66,156	-56,964
Other Current Liabilities			
2110 Accrued Expenses	42,906	0	42,906
2120 Accrued Vacation	30,856	6,917	23,939
Total Other Current Liabilities	73,762	6,917	66,845
Total Current Liabilities	82,955	73,074	9,881
Total Liabilities	82,955	73,074	9,881
Equity			
3120 Temporarily Restricted	3,557,704	3,557,704	0
3200 Unrestricted Net Assets	862,469	862,469	0
Net Revenue	449,054	418,691	30,363
Total Equity	4,869,227	4,838,864	30,363
TOTAL LIABILITIES AND EQUITY	4,952,182	4,911,938	40,244

The Greater LA Education Foundation
Budget vs. Actuals
 July 2022 - June 2023

	Actual	Budget	Variance	% of Budget
Revenue				
4100 Restricted Contributions	2,245,003	1,635,375	609,628	137.28%
4200 Unrestricted Contributions	100,360	350,020	-249,660	28.67%
4300 Admin Fees (Unrestricted)	144,491	164,247	-19,757	87.97%
4700 Event Revenue	159,257	162,000	-2,743	98.31%
4900 Inkind Contributions	20,000	20,000	0	100.00%
Total Revenue	2,669,110	2,331,642	337,468	114.47%
Gross Profit	2,669,110	2,331,642	337,468	114.47%
Expenditures				
5000 Salaries and Related Expenses	812,813	877,311	-64,497	92.65%
5200 Inkind Expenses	20,000	20,000	0	100.00%
6010 Books & Publications		300	-300	0.00%
6100 Grant Disbursements	754,585	923,000	-168,415	81.75%
6280 Foundation Events	55,460	52,500	2,960	105.64%
6290 Event Sponsorship	85,895	95,000	-9,105	90.42%
6300 Participant Incentives & Goodwill	41,144	24,100	17,044	170.72%
6430 Office Supplies	4,124	8,000	-3,876	51.54%
6550 Computers/Software	19,587	28,000	-8,413	69.95%
7000 Contracted Services	248,316	217,900	30,416	113.96%
7110 Printing and Copying	5,104	2,500	2,604	204.15%
7120 Dues/Memberships/Subscriptions	7,161	6,000	1,161	119.34%
7130 Postage/Delivery	299	1,000	-701	29.86%
7140 Telephone	975	5,000	-4,025	19.50%
7150 Website	512	2,000	-1,488	25.61%
7200 Professional Services	91,116	507,272	-416,156	17.96%
7250 Marketing & Communication	8,194	3,000	5,194	273.12%
7300 Conference/ Meetings	48,212	15,000	33,212	321.41%
7400 Travel	4,001	14,063	-10,062	28.45%
7600 Insurance	10,604	11,000	-396	96.40%
7710 Registration, License & Permits	237	1,000	-763	23.70%
7750 Miscellaneous Expenses	750		750	0.00%
7760 Bank Fees	742	1,500	-759	49.43%
Total Expenditures	2,219,831	2,815,445	-595,615	78.84%
Net Operating Revenue	449,279	-483,803	933,082	-92.86%
Other Expenditures				
8010 Depreciation	225		225	0.00%
Total Other Expenditures	225	0	225	0.00%
Net Other Revenue	-225	0	-225	0.00%
Net Revenue	449,054	-483,803	932,858	-92.82%

The Greater LA Education Foundation
Projected Cash Flow
FY24

Beginning Cash Balance 6/30/2023	4,916,993
Revenue	
4100 Restricted Contributions	2,502,150
4200 Unrestricted Contributions	400,020
4300 Admin Fees (Unrestricted)	267,017
4700 Event Revenue	425,000
4900 Inkind Contributions	20,000
Total Revenue	3,614,187
Gross Profit	3,614,187
Expenditures	
5000 Salaries and Related Expenses	965,798
5200 Inkind Expenses	20,000
6010 Books & Publications	300
6100 Grant Disbursements	940,000
6280 Foundation Events	67,500
6290 Event Sponsorship	375,000
6300 Participant Incentives	95,600
6410 Office Space	25,000
6430 Office Supplies	8,000
6550 Computers/Software	28,000
7000 Contracted Services	541,500
7110 Printing and Copying	22,500
7120 Dues/Memberships/Subscriptions	10,000
7130 Postage/Delivery	1,000
7140 Telephone	7,500
7150 Website	2,000
7200 Professional Services	659,272
7250 Marketing & Communication	3,000
7300 Conference/ Meetings	404,250
7400 Travel	15,000
7600 Insurance	11,000
7710 Registration, License & Permits	1,000
7760 Bank Fees	1,500
Total Expenditures	4,204,720
Net Use of Cash	(590,533)
 Projected Ending Cash Balance	 4,326,461

Acceptance of Funds: July 1, 2022 through June 30, 2023		
Project	Funder	Amount
General Support	Amazon Smile	\$ 16.67
Migrant Education Scholarships	Clickandpledge.com - Anonymous	\$ 23.30
CFF/LACAN	College Futures Foundation	\$ 200,000.00
General Support	Joseph Drown Foundation	\$ 100,000.00
Teacher of the Year	California Credit Union	\$ 14,000.00
Superintendents Professional Collaborative Conference	California Teachers Association	\$ 5,000.00
Superintendents Professional Collaborative Conference	Amazon Web Servicess	\$ 9,600.80
EL-WIN	Philanthropic Ventures	\$ 3,278.80
Refund of Event Deposit	Los Angeles Athletic Club	\$ 1,000.00
CCU/LACOE Wellbeing Fest	California Credit Union	\$ 2,500.00
Teacher of the Year Grants	Great Public Schools Now	\$ 2,500.00
Superintendents Professional Collaborative Conference	Elevo Learning	\$ 2,500.00
Migrant Education Scholarships	Clickandpledge.com - Guadalupe Mendoza	\$ 1,001.92
109 Spelling Bee	LACOE Payroll Deductions	\$ 220.00
201 Migrant Ed Scholarships	LACOE Payroll Deductions	\$ 495.00
202 AcaDeca Scholar/Recognition	LACOE Payroll Deductions	\$ 70.00
203 African American Scholarships	LACOE Payroll Deductions	\$ 260.00
206 SARB/S Abrams Scholarships	LACOE Payroll Deductions	\$ 80.00
210 iPoly Student Scholarships	LACOE Payroll Deductions	\$ 240.00
506 GAIN/Particip Support Serv.	LACOE Payroll Deductions	\$ 660.00
509 Special Ed Student Needs	LACOE Payroll Deductions	\$ 230.00
513 RTSA - General Fund	LACOE Payroll Deductions	\$ 70.00
515 Ed Programs General Fund	LACOE Payroll Deductions	\$ 200.00
517 Outdoor/Marine Science	LACOE Payroll Deductions	\$ 90.00
General Support	LACOE Payroll Deductions	\$ 270.00
Community Schools 2.0	Goldman Sachs Philanthropy Fund	\$ 1,000,000.00
Mandated Reporter Improvement Support	Pritzker Foster Care Initiative	\$ 150,000.00
EL Grant	Sobrato Foundation	\$ 150,000.00
LACOE Signature Fund	California Credit Union	\$ 47,800.00
John Calley Foundation Grant	California Community Foundation	\$ 37,500.00
Teacher of the Year Grants	Arizona State University	\$ 10,000.00
Superintendents Professional Collaborative Conference	Arizona State University	\$ 10,000.00
Superintendents Professional Collaborative Conference	LA84 Foundation	\$ 10,000.00
Teacher of the Year Grants	LA84 Foundation	\$ 10,000.00
Superintendents Professional Collaborative Conference	The Annenberg Foundation	\$ 10,000.00
Teacher of the Year Grants	The Annenberg Foundation	\$ 10,000.00
LACBDA Scholarships	National Financial Services, LLC	\$ 10,000.00
Neurofeedback Project	Pritzker Foster Care Initiative	\$ 8,520.00
Creative Careers Workshop	The Greenberg Foundation	\$ 5,000.00
Superintendents Professional Collaborative Conference	Curriculum Associates, LLC	\$ 5,000.00
LACHSA Scholarships	Fannie Mae	\$ 5,000.00
Superintendents Professional Collaborative Conference	Broadway Typewriter Company DBA Arey Jones Educational Solutions	\$ 5,000.00
Superintendents Professional Collaborative Conference	USC Rossier School of Education	\$ 2,500.00
Teacher of the Year Event	USC Rossier School of Education	\$ 2,500.00
EL-WIN Support	Philanthropic Ventures	\$ 3,766.20
Superintendents Professional Collaborative Conference	Cal State University, L.A.	\$ 2,500.00
Superintendents Professional Collaborative Conference	PowerSchool	\$ 2,500.00
Superintendents Professional Collaborative Conference	Cambridge Assessment Inc	\$ 2,500.00
Women's Conference	Scholar System LLC	\$ 2,500.00
Superintendents Professional Collaborative Conference	Mark Funston	\$ 1,500.00
Women's Conference	IXL Learning Inc.	\$ 300.00
109 Spelling Bee	Paypal	\$ 150.00
516 LACOSS (Outdoor School)	Paypal	\$ 25.00
General Support	Paypal	\$ 5.00
Women's Conference	Clickandpledge.com - Employ California	\$ 157.00
Teacher of the Year	Clickandpledge.com- Karen Kimmel	\$ 104.50
Teacher of the Year	Clickandpledge.com - Geetha Moorthy	\$ 104.50
LACOE Signature Fund	Clickandpledge.com - Paul Sutton Dewey	\$ 104.50
Migrant Education Scholarships	Clickandpledge.com - Sanjuana Sepulveda	\$ 10.00
Camp Kilpatrick Support	Best Buy Foundation	\$ 325,000.00
Ending the Digital Divide Support	CGI Information Systems and Management Consultants, Inc.	\$ 200,000.00
LA Community Impact Operating Support	Best Buy Foundation	\$ 200,000.00
ARP grant funds	Los Angeles County Office of Education	\$ 44,771.87
Academi Decathlon Sponsorship	National University	\$ 3,000.00
Asian Pacific Heritage Scholarships	Asian Pacific Heritage Group	\$ 2,705.04
Asian Pacific Heritage Scholarships	California Credit Union	\$ 1,000.00
Creative Careers Workshop Support	Best Buy Foundation	\$ 1,000.00
Migrant Education Scholarships	Miscellaneous cash donation	\$ 800.00

**Greater LA Education Foundation
Acceptance of Funds**

Acceptance of Funds: July 1, 2022 through June 30, 2023		
Project	Funder	Amount
Migrant Education Scholarships	Miscellaneous cash donation	\$ 760.00
Shelly Spiegel-Coleman Scholarships	Clickandpledge.com - Shelly Spiegel Coleman	\$ 500.06
Foster Youth Scholarships	Clickandpledge.com - Ani Aharonia	\$ 958.70
Asian Pacific Heritage Scholarships	Clickandpledge.com - Kirit Chauhan, Maria Marfil, Pamela E. Gibbs	\$ 314.47
Migrant Education Scholarships	Miscellaneous cash donation	\$ 300.00
Asian Pacific Heritage Scholarships	Yvonne Chan	\$ 300.00
Migrant Education Scholarships	Clickandpledge.com - Mirna Miranda-Welsh	\$ 238.32
Asian Pacific Heritage Scholarships	Ruben Vales	\$ 180.00
Migrant Education Scholarships	Clickandpledge.com - Evan Bartelehim	\$ 94.25
Foster Youth Scholarships	Clickandpledge.com - Keshia Wood	\$ 94.25
Asian Pacific Heritage Scholarships	Miscellaneous cash donation	\$ 75.00
Asian Pacific Heritage Scholarships	Clickandpledge.com - Christina Williams, Natalie Hodo	\$ 52.46
Asian Pacific Heritage Scholarships	Clickandpledge.com - Kamika White	\$ 48.39
Foster Youth Scholarships	Clickandpledge.com - Rachel Cohen	\$ 36.62
Migrant Education Scholarships	Clickandpledge.com - Rosalba Davalos	\$ 22.21
General Support	Amazon Smile	\$ 18.19
	Total	\$ 2,631,623.02



TO: Dr. Debra Duardo, Superintendent, Los Angeles County Office of Education
Dr. Monte Perez, Chair, Board of Directors, Greater Los Angeles Education Foundation

FROM: Kerry Franco, President & Chief Deputy of Strategic Partnerships and Innovation

DATE: September 1, 2023

RE: GLA Fundraising Plan and Activities for FY24

The purpose of this memorandum is to provide an overview of the fundraising plan and activities in FY24 for the Greater Los Angeles Education Foundation (GLA).

BACKGROUND

Early philanthropic support provided the initial capacity to recruit foundation staff and establish a robust programmatic portfolio. With this growth, GLA embarked on the path to becoming an independent, self-sustaining nonprofit organization, progressively reducing reliance on LACOE's in-kind support for staff time, space, and facilities. In FY23, GLA initiated a comprehensive assessment encompassing activities, staffing, financial health, and operational effectiveness. As a result, financial management and planning emerged as a pivotal focal point and was identified as one of its top three areas of focus in ensuring the foundation's enduring success and sustainability.

Our strategic vision involves expanding the foundation's donor base by establishing a comprehensive fundraising program. This shift signifies a departure from an almost exclusive focus on foundation program grants to include major gifts, annual fund contributions, and event and fiscal sponsorship initiatives. Successful completion of these components will support our long-term goal to engage in a capital endowment campaign. To navigate this transformation effectively, GLA will diligently adhere to fundraising best practices, including the development and execution of a comprehensive fundraising cycle.

OVERVIEW

Fundraising constitutes a meticulous process, demanding innovative planning, extensive research, relationship cultivation, precise execution, and thorough follow-up and stewardship. Beyond financial investments, effective fundraising requires substantial dedication from our staff, leaders, and volunteers. GLA is poised to build on the success of our current grant funded programming and increase support for LACOE to supplement expenses associated with the conception, planning, and execution of signature academic and well-being events, and pivotal engagement opportunities for educators and students across LA County throughout the year.

As an organization committed to making a lasting impact on the lives of those we serve, it is essential that we maximize the effectiveness of our programs, services, and support. Therefore, in FY24, GLA will focus fundraising efforts on the following areas:

Programs & Initiatives- To support the programmatic work- five focus areas and special initiatives.

- a. Funding Type: Restricted
- b. Primary Donors: Foundations, Corporations, Nonprofit and Government Agency
- c. Timeline: Ongoing; based of donor cycle
- d. Primary fundraising Methods: grant writing

Annual Fund- To support foundation operations and activities

- e. Funding Type: Unrestricted
- f. Primary Donor: Individuals
- g. Timeline: Ongoing; Fall campaign
- h. Primary fundraising Methods: employee giving program, annual appeal campaign

LACOE Signature Fund- To support event and program-related sponsorships.

- i. Funding Type: Unrestricted with the possibility of donor designation (restriction)
- j. Primary Donor: Foundations, Corporations, Nonprofit, Individuals
- k. Timeline: Ongoing; Late Spring annual appeal
- l. Primary fundraising Methods: employee giving program; sponsorship solicitations

LACOE Scholarship Legacy Fund – To support scholarship opportunity for students across LA County.

- m. Funding Type: Unrestricted with the possibility of donor designation (restriction)
- n. Primary Donor: Foundations, Corporations, Nonprofit, Individuals
- o. Timeline: Ongoing
- p. Primary fundraising Methods: employee giving program; annual appeal campaign

COMPREHENSIVE FUNDRAISING CYCLE

The fundraising cycle is the process of advancing a current prospect or donor toward a first-time gift, a higher giving level, or an additional gift. It involves staff effort in moving the relationship with the donor forward and increasing the donor's commitment to the organization. It also includes systematically managing relationships with donors and prospects in ways that can be captured by metrics and data.

GENERAL PRINCIPLES. GLA will:

- Develop and implement individualized donor strategies
- Capture, store, and report relevant information concerning relationships with donors and prospects. All significant interactions with the donor (moves) must be recorded both accurately and promptly.
- Contact reports filed after meeting with these prospects to allow for a realistic assessment of staff efforts rather than strictly on gifts received. It is possible to have a successful cultivation but an unsuccessful solicitation; track the work done, whatever the outcome.
- Create an institutional history of our relationships while simultaneously ensuring that everyone with a stake in those relationships remains involved and informed.
- Centralized data management and distributed prospect management, the outcome of which is that the right solicitor asks the right prospect for the right gift at the right time.

STAFF ASSIGNMENTS IN FY24. GLA will:

- Assign staff to set and maintain a portfolio of donors in the various stages. Fundraising priorities will determine the size of the portfolio and will consist of 25% in the Qualification, 50% in Cultivation, and a combined 25% in the Solicitation and Stewardship stages.
- Develop and maintain annual workplan goals to include metrics such as the amount funded and the number of proposals submitted, substantive visits, contact reports, and prospect identification.
- Evaluate prospect's interest in GLA and the specific areas of interest and his/her capacity to give a major gift. Staff will work together in the best interest of the prospect and coordinate the solicitations of the prospect.

STAGE OF READINESS CATEGORIES

The following are the various categories GLA will use to track prospective donors to determine the appropriate stage of readiness for a gift/grant solicitation.

SUSPECT CATEGORIES

- Identification: This stage includes identifying a constituent through awareness and engagement. Staff's efforts in this stage include relationship building, developing partnerships, communication, and marketing.
- Qualification: This stage moves the constituent from the Suspect to the Prospect category. Staff will qualify and confirm the prospect's inclination to support GLA and capacity to make a gift. A prospect may be held in this stage for an extended period while staff can make the assessment. This will be done through visits, emails, and other communication means.

PROSPECT CATEGORIES

Once the staff has determined both inclination and capacity, the cultivation process will begin. Statistics show that it takes 6 - 10 quality moves/actions to make a successful gift solicitation.

- Individual Cultivation: This stage is intended for prospects that do not yet have a relationship with GLA or have just contributed. Staff will engage the prospect to discuss details about interests or capacity, and the prospect should be prepped for the upcoming solicitation.
- Foundation & Corporation Cultivation: This stage involves working with leadership, a program officer, or other representatives of a foundation & corporation to determine alignment and fit for funding opportunities with GLA. Foundation & corporation may be held in this stage for an extended period and is dependent on the grantmaking cycle and timeline of the foundation & corporation.
- Solicitation: This stage encompasses a formal or informal proposal submission.

DONOR CATEGORY

Once funding is awarded, the stewardship process will begin. An individual may remain in this stage for at most 6 months before being moved back into Qualification. Foundations, corporations, or multi-year donors may be in this stage longer, as the award dictates.

- Stewardship: Once a gift/grant is awarded, it should be appropriately acknowledged, and the donor should be stewarded, which is defined as the process of keeping the donor involved with the organization after a gift is made.

- Grants management: This stage includes managing post-award deliverables, complying with legal and fiduciary requirements, ensuring transparency, progress reporting, evaluations, and other back-end administrative duties related to the gift/grant.

NON-DONOR CATEGORIES

- Not a Prospect: It may become apparent that the prospect has no interest in ever making a gift of any size to the institution. This is usually determined after the qualification and/or cultivation visits and activities. Prospects assigned to this category should be entered into the data system and coded. A contact report explaining the rationale is required.
- Not a Major Gift Prospect: It may also become apparent that the prospect does not have the capacity or means necessary to make a major gift. It is possible that they may still be an Annual Fund prospect. Prospects assigned to this category should be entered into the data system and coded. A contact report explaining the rationale is required.
- Permanent Stewardship: It may also become apparent the donor has given to their capacity and will no longer make any new gifts. If this is determined, then the donor should be assigned to this status. Prospects assigned to this category should be entered into the data system and coded. A contact report explaining the rationale is required.

GLA ADMINISTRATIVE FEE JUSTIFICATION

GLA staff is committed to implementing an administrative fee structure that is reasonable, justifiable, and aligned with industry standards. For example, the California Association of Nonprofits reports that charity raters consider high overhead rates at 35% to 40%. Accountability and transparency in our operations and allocation of resources are critical to our fundraising efforts and the foundation's advancement. An administrative fee on all gifts, awards, and grants to the foundation, excluding direct scholarship support to students, will allow for the following:

Financial sustainability- assessing fees will generate additional revenue streams to support the operational costs of the foundation. Fees contribute to the administrative and organization-wide expenses such as accounting, budgeting, payroll preparation, purchasing, facilities, and technology upgrades, including the data management systems, staff training, and other essential costs necessary to deliver quality services.

Build Trust-Based Philanthropy- by allocating a portion of the fees to the foundation's unrestricted funds, we can broaden our reach of support and maintain a level of autonomy to make better decisions on allocating our resources.

Equitable Distribution of Resources- fees will ensure a fair and equitable distribution of resources among the programs and services we offer. Direct donations are often restricted for specific projects or initiatives, but indirect fees allow us to support activities that are not related to a program or services but are necessary to support them.

Mitigating Dependency on External Funding- relying solely on direct donations or grants creates a sense of financial instability and dependency on external sources. Incorporating fees into our work, we reduce our vulnerability to fluctuations in funding availability and gain greater control over our financial sustainability. This allows for consistency in our operations and fairness among our donors.

Enhanced to Accountably and Transparency- clearly communicating the purpose behind the collection of fees and providing detailed reports and updates on the allocation and impact of the fees, will allow the foundation to demonstrate our commitment to accountability and transparency. This will be an opportunity to foster trust and strengthen our relationship with stakeholders.

Current fee structures in place at GLA are as follows:

Click & Pledge	4.5%
LACOE:	
Sponsorship Support Fee:	Maximum 10%
Consulting & Contracts Fee:	Maximum 2%
Fiscal Sponsorship Administration Fee:	Maximum 6%
Program and Grants Management for GLA- led grants:	Maximum 10%
Program and Grants Management for LACOE-led grants:	Not applicable

TIMELINE 2023 – 2024

Month	Internal Activity	External Activity
September	<ul style="list-style-type: none"> Complete CRM transition and launch data platform Develop fundraising strategies for current donors (lifetime giving) Complete registration for LA County Employee Giving Program 	<ul style="list-style-type: none"> Seek Employee Giving Program appropriate approvals from LACOE & LA County BOD presentation
October	<ul style="list-style-type: none"> Write appeals/prepare collateral Prepare online giving channels-website, social media 	<ul style="list-style-type: none"> Employee Giving Program- LACOE and LA County Kick Off (early October)
November	<ul style="list-style-type: none"> Review and finalize content 	<ul style="list-style-type: none"> Annual Fund- Go live appeals/weekly push Host LACOE lunch and learns <p>Giving Tuesday</p>
December	<ul style="list-style-type: none"> Send acknowledgements Run reports/clean data 	<ul style="list-style-type: none"> Send follow up solicitations Host year end giving workshops <p>Year End- Dec. 31</p>
January	<ul style="list-style-type: none"> Send acknowledgements Run reports/clean data 	<ul style="list-style-type: none"> Donor Event
February	<ul style="list-style-type: none"> Update/Develop fundraising strategies for FY25 planning 	
March	<ul style="list-style-type: none"> Write appeals/prepare collateral Prepare online giving channels-website, social media 	
April 2024	<ul style="list-style-type: none"> Review and finalize content 	<ul style="list-style-type: none"> Annual Fund- Go live appeals/weekly push
May 2024	<ul style="list-style-type: none"> Send acknowledgements Run reports/clean data 	<ul style="list-style-type: none"> Send follow up solicitations Host LACOE lunch and learns <p>Day of Support</p>
June 2024	<ul style="list-style-type: none"> Send acknowledgements Run reports/clean data Update/Develop fundraising strategies 	<ul style="list-style-type: none"> Donor Event Signature Fund Solicitation
July 2024	<ul style="list-style-type: none"> Write appeals/prepare collateral 	<ul style="list-style-type: none"> Signature Fund Solicitation



TO: Dr. Debra Duardo, Superintendent, Los Angeles County Office of Education
Dr. Monte Perez, Chair, Board of Directors, Greater Los Angeles Education Foundation

FROM: Kerry Franco, President & Chief Deputy of Strategic Partnerships and Innovation

DATE: September 1, 2023

RE: Greater Los Angeles Education Foundation Office and Workplace Policy

In August 2022, the Greater LA Education Foundation identified organizational development as one of its top three areas of focus. Since then, our team has undergone a comprehensive realignment of roles and responsibilities. We have begun efforts to enhance foundation outreach through strategic marketing and communication initiatives to build deeper relationships with LACOE and school districts. Also, our Board of Directors has taken the crucial step of establishing core working committees, each designed to fortify our financial standing and enhance the organization's overall governance.

These strides have been instrumental in elevating GLA's visibility and expanding our influence throughout the county. To sustain and build upon this upward trajectory, our organization is committed to navigating the ever-evolving landscape of work environments. In this pursuit, we recognize the imperative of establishing a dedicated physical office space and a well-defined workplace policy. These measures are not only aligned with our overarching goals but also geared towards fostering a robust organizational culture while effectively addressing the diverse needs of our valued employees.

RECOMMENDATION

It is recommended that the Board of Directors endorse GLA's proposal to secure office space at LACOE and support the foundation's new hybrid workplace policy, involving 2 days of in-office work and 3 days of remote work.

BACKGROUND

GLA Office Space

The initial donation of office space at LACOE for GLA dates back to the organization's establishment in 2019, catering to a team comprising of two full-time employees. This arrangement was short lived due to the global COVID-19 pandemic which prompted a shift to remote work. Presently, our team has grown to six full-time employees, with immediate plans to recruit an additional staff member. Despite this rapid expansion, our staff adeptly navigated the demands of remote work, highlighting its effectiveness. The early benefits of remote work, such as heightened productivity, enhanced efficiency, cost reduction, and staff flexibility, have been particularly advantageous for a budding organization like ours.

As we build upon our early successes, the opportunity to secure a physical office space presents itself as a stepping stone towards the long-term sustainability of our organization. While remote work demonstrated its merits, the value of in-person interactions, especially in this pivotal phase of growth, cannot be emphasized

enough. A physical office serves as a catalyst for spontaneous interactions, collaborative brainstorming sessions, and the exchange of ideas – all driving forces behind innovation and creative solutions. Situated on the LACOE campus, our proximity will foster stronger engagement with LACOE employees and partners. Beyond its functional role, our office will transcend being just a workspace; it will evolve into a nexus for cultivating relationships and nurturing a shared sense of purpose. This move promises to rejuvenate interpersonal bonds and cultivate the camaraderie that defines our organizational culture.

Hybrid Workplace Policy

With the impending acquisition of office space, the introduction of a hybrid workplace policy represents a strategic response to the evolving landscape of work dynamics. This policy seeks to strike a harmonious balance between flexibility and structure, affording advantages to both our employees and the organization. Anchored in a communication paradigm that emphasizes intentionality and effectiveness, our hybrid model encompasses a blend of in-person collaboration on designated office days and virtual interactions during remote workdays. This innovative approach promises to cultivate a versatile and all-encompassing team dynamic, ultimately fostering an environment conducive to creativity, innovation, and resilience. Grounded in our commitment to staff well-being and a dynamic work culture, this policy underscores our dedication to offering flexibility while ensuring operational efficacy.

RATIONALE

The decision to recommend securing office space on the LACOE campus was assessed, with a strong focus on the benefits that GLA could accrue through its proximity to LACOE employees and leadership. This proximity is particularly advantageous considering the recently executed Memorandum of Understanding between GLA and LACOE, which delineates clear operational boundaries between the two organizations. Given this autonomy, maintaining robust connections with LACOE is paramount to both the foundation's success and its financial stability.

In the process of considering potential office locations, we identified and evaluated several options, including:

1. GLA Office Space in Downtown Los Angeles, Arts District
 - Located at 724 E. 1st Street, we assessed two office suites:
 - The first comprises 800 square feet at a rental rate of \$39 per square foot per year, resulting in an annual rent of \$31,200.
 - The second, larger unit spans 2,932 square feet with a rental rate of \$27 per square foot per year, totaling an annual rent of \$79,164.
2. GLA Office Space in Downey, outside the LACOE campus
 - Situated at 8345 Firestone Blvd, this office space boasts 2,000 square feet at a rental rate of \$27 per square foot per year, equating to an annual rent of \$54,000.

Each of these options presents unique advantages and considerations, reflecting our commitment to making a well-informed decision in securing the most suitable office space for our organization.

Additionally, sharing office space with other nonprofit partners was also considered as a means of mitigating costs. One current nonprofit partner has approached GLA with this possibility and a second partner recommended GLA sublet office space at a second organization. The emerging trends of hybrid and remote work have provided an opportunity to nonprofit leaders to think creatively about the workplace schedule and culture. Selecting a location should be rooted in a purpose-driven approach that prioritizes intentionality and meaningful impact.

BUDGET CONSIDERATIONS

LACOE presented a proposal (attached) for 980 square feet in the EC Annex Building. To summarize, the cost breakdown for a three-year lease is as follows:

Expense	Year 1	Year 2	Year 3	Total
Rent	\$32,280	\$33,248.40	\$34,245.85	\$99,774.25
Tenant Improvement Costs	\$50,000			\$50,000
Move In/Office Expenses (Furniture, equipment, supplies, etc.)	\$30,000			\$30,000
Estimated TOTAL	\$112,280	\$33,248.40	\$34,245.85	\$179,774.25

Currently, the projected expenditure for the first-year amounts to \$112,280. The base monthly rent is \$2,690 with a 3% increase in years two and three. We foresee escalated expenses, not reflected above, for tenant improvements, given that the identified space necessitates significant modifications to align with GLA's requirements. The organization is dedicated to incorporating all essential health and safety protocols to guarantee a secure and pleasant workspace for our staff.

The FY24 approved budget encompasses a \$61,000 allocation for office space, supplies, equipment, and software. Securing office space will require utilizing unrestricted funds within our operating budget. To fulfill this financial obligation, GLA will depend on a comprehensive fundraising approach.

OTHER CONSIDERATIONS

The decision to establish a GLA office on the LACOE campus is closely aligned with LACOE's current strategic goals, as outlined below:

Strengthening Community with Children at the Center

Our endeavor resonates with this goal as we share the intention to foster relationships that stimulate system-level thinking and collaborative problem-solving. LACOE's objective is to achieve an annual 20% increase in strategic partnerships that contribute to addressing and eradicating equity and access gaps. By situating GLA on the LACOE campus, we will be in a prime position to cultivate stronger ties with LACOE staff. This engagement will facilitate the development of multi-sector relationships, contributing directly to the pursuit of strategic partnerships that support the mission of equity and inclusivity.

Modeling Organizational Excellence and Innovation

This goal is centered on enhancing customer satisfaction through innovative approaches that facilitate systemic change while providing advocacy and direct support to meet community needs. By establishing a presence on the LACOE campus and deepening our connections to LACOE staff and programs, we can actively contribute to this objective. Our collaboration will be instrumental in fostering customer satisfaction through innovative solutions that address the pressing needs of the community.

In summary, the decision to co-locate GLA on the LACOE campus is well-aligned with LACOE's strategic goals. It enables us to establish stronger connections, support multi-sector relationships, and actively contribute to systemic change and customer satisfaction, thus furthering our collective commitment to the advancement of education and equity.

**LOS ANGELES COUNTY OFFICE OF EDUCATION
AND
GREATER LOS ANGELES FOUNDATION**

LEASE AGREEMENT

This Lease Agreement dated July 18, 2023 (Lease), for reference purposes only, is by and between the Los Angeles County Office of Education, a California Educational Agency as set forth in the State Constitution (LACOE) and the Greater Los Angeles Foundation (GLA), (collectively known as the Parties). The Parties agree, in general, that unless this Lease provides for a contrary standard, whenever in this Lease the consent or approval of LACOE or GLA is required, such consent or approval shall not be unreasonably withheld or delayed and that whenever LACOE or GLA is granted a right to take action, exercise discretion, or make an allocation, judgment or other determination, LACOE and GLA shall act in good faith.

RECITALS

WHEREAS, LACOE owns the property located at 9300 Imperial Highway, Downey, CA 90242 (Property); and

WHEREAS, LACOE owns the administrative building on the northwest corner of the Property (Education Center); and

WHEREAS, LACOE owns the EC Annex building located on the south side of the Education Center (EC Annex); and

WHEREAS, GLA desires to lease some office space within the EC Annex; and

WHEREAS, LACOE shall lease some office space within the EC Annex to GLA under the terms and conditions set forth herein.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the following terms and conditions:

1. DESCRIPTION OF PREMISES

1.1. **Lease of Premises.** LACOE shall lease to GLA the offices 106, 107 and 108 located within the EC Annex, 9300 Imperial Highway, Downey, CA 90242 (Premises), as shown on Exhibit A-1 & A-2, attached hereto.

- 1.2. **Size and Description of Premises.** LACOE shall create an office suite within the EC Annex on the east side of the building totaling approximately 985 square feet as shown on Exhibit A-1. The square footage is an approximation and any payments based thereon are not subject to revision whether or not the actual size is more or less.
- 1.3. **Parking Lot.** GLA may use the parking lot for staff and visitor parking during the Term of the Lease. The parking shall be unreserved for GLA staff and visitors. LACOE has reserved certain parking spaces for LACOE's staff and board members as indicated by signage and tenants that have leased parking spaces in the southeast corner of the parking lot, therefore GLA staff and visitors shall not park in these areas. GLA shall not park any cars overnight. GLA agrees that it shall abide by and conform to all reasonable rules and regulations which LACOE may make from time to time for the management, safety, and maintenance of the Property including the repair, maintenance and cleaning of the parking lot and driveway, and the loading and unloading of vehicles. GLA shall cause its employees, customers, invitees, vendors and contractors to abide by and conform with such rules and regulations. GLA is aware that LACOE shall not be responsible for any damage to vehicles or for any items left in any of the vehicles parked on the Property.
- 1.4. **Meeting Rooms.** GLA may reserve meeting rooms for its board meetings at the Education Center on a first come, first serve basis through LACOE's room reservations system.

2. **TERM**

- 2.1 **Effective Date:** The Lease shall become effective upon the delivery of a fully executed copy of the Lease to both Parties (Effective Date).
- 2.2 **Term of the Lease:** The term of the Lease shall be for a period of three (3) years, beginning on the commencement date as provided on the Memorandum of Commencement Date (Commencement Date) as shown on Exhibit B, which shall be completed upon the Delivery of the Premises, and expiring on the last day of the month that is 3 years from the Commencement Date.
- 2.3 **Rent Commencement Date.** The rent and all other charges under this Lease shall commence upon the substantial completion of the Tenant Improvements as stated in this Lease (Rent Commencement Date). GLA shall not be obligated to commence rent payment per paragraph 3 herein until substantial completion of all Tenant Improvements and the required approvals have been obtained.
- 2.4 **Delivery of Premises.** LACOE shall deliver the Premises to GLA on or before the Commencement Date in a broom clean and free of debris condition. LACOE shall warrant, to the best of its knowledge, that the plumbing, fire

protection systems, lighting, and all other mechanical, electrical and building systems in the Premises shall be in good operating condition. Once the Premises have been delivered to GLA, LACOE and GLA shall promptly execute the Memorandum of Commencement Date attached hereto as Exhibit B.

2.5 Delay in Possession. LACOE shall use its best efforts to deliver possession of the Premises to GLA in a timely manner. If LACOE is unable to deliver possession on Commencement Date, LACOE shall not be subject to any liability nor shall such failure affect the validity of the Lease. GLA shall not, however, be obligated to pay Rent or perform its other obligations under the Lease until LACOE delivers possession of the Premises. If possession of the Premises is not delivered within one hundred twenty (120) days after the Commencement Date, the Lease shall terminate unless other agreements are reached in writing between LACOE and GLA.

2.6 Early Possession. With LACOE's permission, if GLA totally or partially occupies the Premises prior to the Commencement Date for the purposes of obtaining the city business license, performing tenant improvements, and/or the installation of telephone and data lines, the obligation to pay Base Rent shall be abated for the period of such early possession. All other terms of the Lease shall be in effect during such period. Any early possession shall not affect the Expiration Date.

2.7 Right to Terminate Lease. Either Party shall have the right to terminate the lease early with a sixty (60) day prior written notice (Right to Terminate).

3. RENT AND OTHER CHARGES

3.1 Base Rent. GLA shall pay \$2,690 per month on the first day of each month. Rent for any period during the term which is for less than one full calendar month shall be prorated based upon the actual number of days for said month. LACOE shall email to GLA a monthly invoice for the Base Rent during the term of this Lease, however GLA understands that payment of the Base Rent is an obligation under the Lease without any requirement of an invoice.

3.2 Late Charge. If any Base Rent is not received by LACOE within 5 days after such amount is due, then without any requirement of notice to GLA, GLA shall immediately pay to LACOE a late charge of 6% of such overdue amount.

4. BASE RENT INCREASE

The Base Rent shall be increased by three percent (3%) per year.

5. SECURITY DEPOSIT

None.

6. USE

GLA shall use the Premises for general office use only.

7. BUSINESS HOURS

Normal business hours for the building are 8:00 a.m. – 5:00 p.m. Monday through Friday. The building is open for access from 6:00 a.m. to 6:00 p.m. Monday through Friday except on LACOE observed holidays. The LACOE Holiday schedule is published and available on line at www.lacoe.edu.

8. CONDITION, MAINTENANCE, AND REPAIRS

8.1 Condition of Premises. To the best of its knowledge, LACOE represents and warrants that the existing heating, ventilating, and air conditioning (“HVAC”) systems, electrical, plumbing, fire protection systems, lighting and all other such elements on the Premises shall be in good operating condition LACOE has no knowledge of any violation of any law, rule, or regulation affecting toxic or hazardous substances, or any other condition that may affect GLA using the Premises. Subject to the above representations and warranties, GLA, by accepting the Premises as herein set forth, agrees that such Premises are in a tenable and good condition. GLA shall notify LACOE of any maintenance and/or repair issue as soon as reasonably possible after discovery of the issue but no later than forty-eight (48) hours from the discovery of said issue.

8.2 LACOE’s Obligations. LACOE shall maintain in good order, condition and repair the building, its systems and common areas of the Property. LACOE shall be responsible for the cost to provide the usual and customary maintenance of and services to the Premises including, heat and air conditioning, and repairs to the Premises (not caused by acts or negligence of GLA). LACOE shall not be responsible for the custodial services to the Premises.

8.3 GLA Obligations. GLA shall be responsible for its own custodial services. GLA shall be responsible for damage to the Premises caused by or due to the negligence of GLA’s staff, ordinary wear and tear excepted.

8.4 Return of Premises. Upon the expiration of the Lease or any extension thereof, or early termination of the Lease as set forth herein, GLA agrees to return the Premises to LACOE in good operating condition and repair, ordinary wear and tear excepted, broom clean, and free of debris. GLA shall remove any personal fixtures including, but not limited to, security cameras and signage attached to the Premises and will repair any damage caused by said removal.

9. **TENANT IMPROVEMENTS**

9.1 **GLA Improvements and Construction.** LACOE shall perform or cause to perform the following tenant improvements to create an office suite in accordance with public contract code:

- a. Install new partition wall
- b. Close off door and install new door with hardware in unisex restroom 109.
- c. Reconfigure light fixtures and switches as needed for office suite.
- d. Reconfigure HVAC supply and return as needed.
- e. Replace flooring in office suite with building standard flooring and color.
- f. Paint office suite as needed.
- g. Separate burglar alarm for GLA's access to office suite.
- h. Architectural and city fees.

9.2 **Allocation of Tenant Improvement Costs and Reimbursements.** LACOE estimates the cost of the Tenant Improvements to be \$70,000 (TI Cost). Upon the execution of the Lease, LACOE shall obtain an estimate of TI Costs from an architect. LACOE and GLA shall agree upon the TI Cost prior to the commencement of the Tenant Improvements. Upon the completion of the Tenant Improvements, LACOE and GLA shall execute an amendment with the actual TI cost. The responsibility for the payment of the TI cost shall be allocated as follows: LACOE shall provide a tenant improvement allowance (Allowance) of \$20,000 toward the TI cost. GLA shall reimburse LACOE for the TI cost over \$20,000 within thirty (30) days of the Rent Commencement Date. GLA shall have the option of amortizing its share of the TI Cost based on a straight line amortization schedule over the Term of the Lease.

In the event LACOE exercises its Right to Terminate and GLA has paid its full share of the TI cost over the Allowance, LACOE shall reimburse GLA for the unamortized TI Cost based on a straight line amortization schedule within thirty (30) days of the last day of GLA's occupancy of the Premises.

10. **UTILITIES**

LACOE is responsible for, and shall furnish to the Premises, all utilities and services, including without limitation, heating, ventilation, air conditioning (HVAC), electricity and water during normal business hours.

11. **TELEPHONE, DATA AND INTERNET SERVICE**

11.1 **Data and internet service.** GLA shall work with LACOE's Technology Services on access to internet, data and telephone connections as needed. GLA shall provide its route of service for internet access. For a fee, LACOE

can provide a bundle package that includes internet access and equipment or GLA may use LACOE's infrastructure to have a vendor provide it.

11.2 **Telephone.** LACOE currently uses Zoom phones and can provide licenses for a fee. In lieu of desk phones, GLA may opt to use its cell phones.

12. EQUIPMENT/FURNISHINGS

GLA shall provide its own furniture, equipment, printers, computers, monitors and office supplies. All equipment and furnishings must be kept within the Premises. LACOE does not provide locks for the office doors, therefore office door keys are not provided.

13. SIGNAGE

GLA may install signage for the Premises with the prior written consent of LACOE. In the event GLA elects to install signage, GLA shall submit a proposal for signage to LACOE for approval, which approval shall not be unreasonably withheld, conditioned or delayed. If LACOE approves the proposal, GLA shall install signage at its sole cost and expense. Said signage shall not cover or conflict with LACOE signage or signage by other occupants and shall abide by all rules and regulations required by the city and any other governmental agencies having jurisdiction over the Premises. Upon termination of the Lease by any means set forth herein, GLA shall remove the signage and repair any damage to the Premises caused by said removal.

14. ALTERATIONS

GLA shall not make any Alterations or make or permit any roof penetrations and/or install anything on the roof without LACOE's prior written consent. Alterations shall be defined as changes over \$500 that alter the exterior of the Premises, doors, windows, interior walls, flooring, ceiling, and restrooms. Painting of interior or new window blinds are not considered Alterations. LACOE, as a precondition to granting such approval, may require GLA to utilize a contractor approved by LACOE. Any Alterations that GLA shall desire to make shall be presented to LACOE in written form with detailed plans. GLA must acquire all applicable permits and approvals from any other governmental agencies having jurisdiction over the Premises.

15. INSURANCE REQUIREMENTS

15.1 General Insurance Provision. LACOE and GLA's duty to indemnify is not limited by the insurance requirements set forth below, which are a material condition of this Lease. GLA, at its sole expense, for the duration of this Lease injury, damage or loss that may arise from its use of the Premises. GLA shall name LACOE, its officers, agents, employees and contractors as additionally

insured on any and all general liability insurance and shall reference this Lease. GLA shall furnish LACOE with satisfactory evidence of insurance and the additionally insured endorsement prior to commencement of this Lease and same shall be endorsed that coverage shall (i) be purchased in the state of California, (ii) be rated no less than A:IX, according to industry standard accepted insurance guidelines and (iii) not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice to LACOE. LACOE reserves the right to require complete, certified copies of all required insurance policies at any time.

15.2 GLA Liability Insurance. GLA's minimum scope and limits of general liability insurance (which shall be maintained at all times) shall be coverage for injury, damage and loss, including, but not limited to, Premises and operations, contractual liability, independent contractors, broad form legal liability, fire legal liability, and personal injury with a minimum limit of liability of not less than Two Million Dollars (\$2,000,000.00) per occurrence, and aggregate limits of Two Million Dollars (\$2,000,000.00). If coverage is written on a claims made form, such coverage shall be endorsed providing an extended reporting period of not less than one (1) year following termination of this Lease. GLA's liability coverage shall be underwritten by admitted carrier(s) with Best's ratings of A or above and policies must be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced except after thirty (30) days prior written notice.

15.3 LACOE's Property Insurance. LACOE shall maintain a program of insurance against claims for injury, damage or loss that may arise. Said insurance shall be in addition to, and not in lieu of, the insurance required to be maintained by GLA. Such a program of insurance may include primary and excess commercial insurance policies with self-insurance retentions, participation in a joint powers authority for school district insurance coverage, or a self-insurance program approved by LACOE's legal counsel.

15.4 LACOE Liability Insurance. LACOE currently maintains general liability insurance consisting of a commercial primary policy with a self-insured retention and excess coverage purchased through a state-wide joint powers authority. Said insurance shall be in addition to, and not in lieu of, insurance required to be maintained by GLA. At LACOE's option, it may in the future choose to self-insure for general liability.

15.5 GLA Personal Property Insurance. GLA shall be responsible for obtaining and maintaining personal property insurance.

16. INDEMNIFICATION

16.1 GLA's Indemnification. To the full extent permitted by law, GLA shall defend, indemnify and hold harmless LACOE, its officers, agents, employees,

students, and contractors from and against any and all loss, injury or damage, claims, lawsuits, arbitration proceedings, expenses, costs, actual attorneys' fees, court costs, interest, defense costs including expert witness fees, and any other costs or expenses incurred by LACOE and arising out of GLA's use of the Premises.

16.2 LACOE's Indemnification. LACOE shall defend, indemnify and hold harmless GLA its officers, agents, employees, students, and contractors from and against any and all loss, injury or damage, claims, lawsuits, actions, arbitration proceedings, expenses, costs, actual attorney's fees, court costs, interest, defense costs including expert witness fees, and any other costs or expense incurred by GLA arising out of the negligent maintenance of the property by LACOE or the negligent acts or omissions of LACOE, or LACOE's officers, agents, employees or contractors.

16.3 Indemnification Obligations. It is understood and agreed that the indemnification requirements set forth above do not relieve either GLA or LACOE of their respective obligations to maintain the insurance required under provisions of Section 15 above.

17. NOTICES

All notices to be given between the Parties hereto shall be in writing and served personally or by depositing the same in the United States mail, certified, postage prepaid and addressed to the attention of the persons named. Addresses and persons to be notified may be changed by either Party by giving notice thereof to the other Party.

Notices to LACOE shall be addressed as follows:

Los Angeles County Office of Education
9300 Imperial Highway, Downey, CA 90242-2890
Attn: Senior Real Estate Specialist
Phone: (562) 803-8211 or (562) 922-8981
Email: Stephens_Roberta@lacoed.edu

Send payments to LACOE to the following address:

Los Angeles County Office of Education
9300 Imperial Highway, Downey, CA 90242-2890
Attn: Accounts Receivable

Notices to GLA shall be addressed as follows:

18. HAZARDOUS SUBSTANCES

- 18.1. Definition.** For purposes of this Lease, the term “Hazardous Substances” shall be deemed to include any hazardous waste, hazardous substance, hazardous materials or toxic substances as defined, as of the commencement date of this Lease, in any federal, state, or local statute, ordinance, rule, or regulation applicable to the Premises or, if applicable, to the subject property, including, without limitation, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (Title 42 United States Code Sections 9601-9675), the Resource Conservation and Recovery Act (Title 42 United States Code Sections 6901-6992k), the Carpenter-Presley-Tanner Hazardous Substance Account Act (Health and Safety Code Sections 25300-25395), Hazardous Waste Control Law (Health and Safety Code Sections 25100-25250.25); the Hazardous Materials Transportation Act, as amended (Title 49 United States Code Sections 1801-1819); and any substance defined as “hazardous waste” in Health and Safety Code Section 25117 or as “hazardous substance” in Health and Safety Code Section 25316, and in the regulations adopted and publications promulgated under these laws]. “Hazardous Substances” shall also include asbestos or asbestos-containing materials, radon gas, and petroleum or petroleum fractions, whether or not defined as a hazardous waste or hazardous substance in any such statute, ordinance, rule, or regulation as of the commencement date of this Lease.
- 18.2. Representations.** LACOE hereby represents, based upon appropriate and reasonable inspection of the Premises, that during its ownership of the Premises, i) Hazardous Substances have not been released on the Premises, ii) that it has no knowledge of any release of Hazardous Substances on the Premises occurring before its ownership, iii) that it has no knowledge or reason to believe that there are Hazardous Substances on the Premises and iv) that LACOE shall comply with all federal, state and local laws and regulations concerning the use, release, storage and disposal of Hazardous Substances.
- 18.3.** GLA shall not cause or permit any Hazardous Substance to be spilled or released in, on, under, or about the Premises (including through the plumbing or sanitary sewer system) and shall promptly comply with all applicable requirements and take all investigatory and/or remedial action reasonable recommended for the cleanup of any contamination of, and for the maintenance, security and/or monitoring of the Premises, that was caused or materially contributed to by GLA.
- 18.4. Notice.** LACOE and GLA agree to immediately notify the other, both verbally and in writing, within twenty-four (24) hours of when either party learns that Hazardous Substances have been released or discovered on the Premises or Property.

- 18.5. Investigation and Remediation.** LACOE shall retain the responsibility and pay for any investigations or remediation measures required by governmental entities having jurisdiction with respect to the existence of Hazardous Substances on the Premises prior to GLA's occupancy, unless such remediation measure is required as a result of GLA's use. GLA shall cooperate fully in any such activities at the request of LACOE, including allowing LACOE and LACOE's agents to have reasonable access to the Premises at reasonable times in order to carry out LACOE's investigative and remedial responsibilities. GLA shall have no responsibility or liability to LACOE or any third party involving Hazardous Substances on, about, or under the Premises or Property, which were not brought onto the Premises or Property by GLA.
- 18.6. Asbestos Notification.** LACOE has inspected the Premises for asbestos containing materials pursuant to the Asbestos Hazard Emergency Response Act (AHERA) and has no knowledge of any asbestos containing materials in the Premises.

19. DAMAGE OR DESTRUCTION

19.1 Damage Generally. If any part of the Premises is damaged by fire or other casualty and the damage affects GLA's use or occupancy of the Premises, GLA shall give prompt notice to LACOE. To the extent that LACOE is obligated to carry insurance in connection with such casualty pursuant to Section 10 of this Lease, LACOE shall repair any damage to the Premises with reasonable diligence. If any substantial part of the Premises is rendered untenable by reason of damage not caused by the negligence or willful misconduct of GLA its officers, employees, invitees and/or contractors, for more than 10 consecutive days, then the rent shall thereafter abate in proportion to the rentable area of the Premises rendered untenable until the date when such part of the Premises shall have been delivered to GLA with LACOE having completed its obligations hereunder. LACOE shall not be liable for any inconvenience or annoyance to GLA or injury to the business of GLA resulting from such damage or repair, construction or restoration. LACOE and GLA each waive the provisions of California Civil Code Sections 1932(2) and 1933(4) and the provisions of any other applicable law allowing GLA to make repairs and deduct the cost thereof from any Rent. Except as provided herein, LACOE shall restore or repair the Premises diligently and to its condition immediately prior to the damage.

19.2 Exceptions to Obligation to Rebuild. Notwithstanding Section 19.1, the Lease may be terminated by LACOE or GLA in any of the following situations: (a) if substantial alteration or reconstruction of more than fifty percent (50%) of the Premises shall, in the reasonable opinion of LACOE, be required as a result of damage by fire or other casualty; (b) if the damage to the Premises is caused by the grossly negligent or willful act or omission of

LACOE or GLA or any of LACOE's or GLA's officers, agents, employees, contractors or invitees; or (c) if applicable laws in effect do not permit the Premises to be restored to substantially the same condition as they were in immediately before the destruction. Any such election to terminate the Lease shall be exercised by notice from either Party to the other served within sixty (60) days after the date of the damage. The notice shall specify the date of termination, which shall be at least thirty (30) days after such notice is given. In the event that LACOE or GLA gives such notice of termination, this Lease shall terminate as of the date specified, and all Rent and additional rent, fees, and charges (to the extent not otherwise abated) shall be prorated to the later of the date of termination or GLA's vacating of the Premises.

19.3 Near End of Term. Notwithstanding anything to the contrary contained in Section 19, LACOE shall not have any obligation of any nature to repair, reconstruct or restore the Premises when the damage resulting from any casualty occurs during the last twelve (12) months of the initial Term (or the Additional Term) and LACOE reasonably determines that such damage will take more than six (6) months to repair. In such event, LACOE shall have the right to cancel the Lease within sixty (60) days after the occurrence of such damage or destruction.

20. ASSIGNMENT AND SUBLETTING

GLA shall not assign or sublet the Premises without the prior written consent of LACOE, which consent shall not be unreasonably withheld, conditioned or delayed. Notwithstanding the foregoing, LACOE's prior written consent shall not be required for space sharing with, or assigning or subletting to, an affiliate of GLA or a parent company; provided, however, that no assignment or sublease shall relieve GLA of its obligations under this Lease.

21. GENERAL PROVISIONS

21.1 Waiver. The waiver by LACOE or GLA of any term, covenant, termination or condition herein contained shall not be deemed to be a waiver of such term, covenant, termination or condition on any subsequent breach of the same or any other term, covenant, termination or condition herein contained.

21.2 Marginal Headings. The paragraph titles and table of contents in this Lease are not a part of this Lease and shall have no effect upon the construction or interpretation of any part hereof, and any reference to a

paragraph contained herein shall include reference to any and all subparagraphs contained within said referenced paragraph.

- 21.3 **Time.** Time is of the essence with this Lease and each and all of its provisions in which performance is a factor.
- 21.4 **Quiet Possession.** Upon GLA paying rent hereunder, GLA shall have quiet possession of the Premises for the entire term hereof subject to all the provisions in this Lease.
- 21.5 **Prior Agreements.** This Lease contains all of the agreements of the parties hereto with respect to any matter covered or mentioned in this Lease and no prior agreements or understanding pertaining to any such matter shall be effective for any purpose. No provision of this Lease may be amended or added to except by an agreement in writing signed by the Parties hereto or their respective successors-in-interest. This Lease shall not be effective or binding on any party until fully executed by both Parties hereto.
- 21.6 **Force Majeure.** In the event that either Party is delayed or hindered from the performance of any act required hereunder by reason of strikes, lock-outs, labor troubles, inability to procure materials not related to the price thereof, failure of power, restrictive governmental laws and regulations, riots, insurrection, terrorist attacks, pandemics, war or other reasons of a like nature beyond the control of such Party, then performance of such acts shall be excused for the period of the delay, and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay.
- 21.7 **Attorney's Fees.** If either Party brings an action or proceeding involving the Premises or to enforce the terms of this Lease or to declare rights hereunder, the prevailing Party shall be entitled to recover its attorney's fees and costs.
- 21.8 **Severability.** Any provision of this Lease which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any other provision hereof and such other provisions shall remain in full force and effect.
- 21.9 **Cumulative Remedies.** No remedy or election hereunder shall be deemed exclusive, but shall wherever possible be cumulative with all other remedies at law or in equity.
- 21.10 **Certified Access Specialist (CASp) Inspection.** The Premises has not been inspected by a Certified Access Specialist.

22. WORKPLACE AND MARIJUANA-FREE SCHOOLS AND FACILITIES

When at LACOE-owned or LACOE-leased buildings, both parties hereby agree to comply with the Los Angeles County Board of Education's Policy 3513.3 which states: The County Board recognizes the health hazards associated with smoking and the use of tobacco and/or marijuana products including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco and/or marijuana

products at any time in LACOE-owned or leased buildings, on LACOE property and in LACOE vehicles. This includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. When at LACOE-owned or leased buildings, both Parties hereby agree to comply with the Los Angeles County Board of Education's Policy 3513.3 which states: The County Board recognizes the health hazards associated with smoking and the use of tobacco products including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco products at any time in LACOE-owned or leased buildings, on LACOE property and in LACOE vehicles.

23. ALCOHOL AND DRUG FREE WORKPLACE

GLA hereby certifies under penalty or perjury under the laws of the State of California that GLA will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.), and the Los Angeles County Board of Education's Alcohol and Drug-Free Workplace Policy 4020.

24. DEFAULT

24.1 Default by GLA. The occurrence of any one or more of the following events shall constitute a material default of the Lease by GLA:

The vacation or abandonment of the Premises by GLA. Vacation of the Premises shall include the failure to occupy the Premises for a continuous period of sixty (60) days or more, and rent has not been paid.

The failure by GLA to make any payment of rent, or any other payment required to be made by GLA hereunder, as and when due, where such failure shall continue for a period of five (5) days after written notice thereof from LACOE. The acceptance of a partial payment of rent or security deposit shall not constitute a waiver of any of LACOE's rights, including the right to recover possession of the Premises.

The failure by GLA to observe or perform any of the covenants, conditions or provisions of this Lease to be observed or performed by GLA, excluding the payment of rent, where such failure shall continue for a period of fifteen (15) days after written notice thereof from LACOE to GLA; provided, however, that if the nature of GLA's noncompliance is such that more than fifteen (15) days are reasonably required for its cure, then GLA shall not be deemed to be in default if GLA commenced such cure within said fifteen (15) day period and thereafter diligently pursues such cure to completion. To the extent permitted

by law, such fifteen (15) day notice shall constitute the sole and exclusive notice required to be given to GLA under applicable Unlawful Detainer statutes.

24.2 Remedies. In the event of any material default or breach of this Lease by GLA, LACOE may exercise any and all rights of entry and re-entry upon the Premises, and also, at its option, with or without such entry, may terminate this Lease; provided, that no such termination shall be effected either by operation of law or acts of the parties hereto, except only in the manner herein expressly provided. In the event of such default and notwithstanding any re-entry by LACOE, GLA shall, as herein expressly provided, continue to remain liable for the payment of the rental payments and/or damages for breach of this Lease and the performance of all conditions herein contained and, in any event such rent and/or damages shall be payable to LACOE up until the time LACOE has taken possession of the Premises. The foregoing shall be subject to LACOE's duty to mitigate its damages.

24.3 Default by LACOE. It shall be default by LACOE under this Lease if LACOE shall default in the observance or performance of any provision of this Lease, and such default shall continue for thirty (30) days after GLA shall have given notice to LACOE specifying such default and demanding that the same be cured, unless such default cannot be cured by the payment of money and cannot, with due diligence, be wholly cured within such period of thirty (30) days, in which case LACOE shall have such longer period as shall be necessary to cure the default, so long as LACOE proceeds promptly to cure the same within such thirty (30) day period, prosecutes the cure to completion with due diligence and advises GLA from time to time, upon GLA's request, of the actions which LACOE is taking and the progress being made.

25. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this Lease, GLA certifies to the best of its knowledge and belief that it and its officers, employees, contractors, agents:

25.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;

25.2 Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (Federal, State or Local) or contract under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

25.3 Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section 19.2 above, of this certification; and,

25.4 Have not, within a three-year period preceding the execution of this Lease, had one or more public transactions (Federal, State or Local) terminated for cause of default.

26. EXECUTION REQUIREMENTS

Proper signatures required for execution of this instrument may be by original signature; photocopy; fax/facsimile copy; valid, encrypted, electronic transmission/signature; and/or other commonly accepted, widely used, commercially acceptable signature methods. This instrument may be executed in counter-parts by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy. The Parties represent and warrant that those persons signing this Agreement are authorized to execute this Agreement.

THIS LEASE, WHEN PROPERLY EXECUTED, IS A BINDING LEGAL DOCUMENT. NO REPRESENTATION OR RECOMMENDATION IS MADE BY LACOE AS TO THE LEGAL SUFFICIENCY OR LEGAL EFFECT OF THIS LEASE OR THE TRANSACTION TO WHICH IT RELATES. THE PARTIES ARE URGED TO SEEK ADVICE OF COUNSEL AS TO THE LEGAL CONSEQUENCES OF THIS LEASE.

IN WITNESS WHEREOF, the Parties have executed this Lease as of the dates stated below.

**LOS ANGELES COUNTY
OFFICE OF EDUCATION:**

**GREATER LOS ANGELES
FOUNDATION:**

By: _____
Karen Kimmel
Chief Financial Officer

By: _____



Date: _____

Date: _____

EXHIBIT A

See Exhibit A.1 & A.2 attached below.

DRAFT

EXHIBIT B

MEMORANDUM OF COMMENCEMENT DATE

THIS MEMORANDUM OF COMMENCEMENT DATE, made this ____ day of _____, 20____, by and between Los Angeles County Office of Education, a California Educational Agency as set forth in the State Constitution (“LACOE”), and Greater Los Angeles Foundation (“GLA”).

WITNESSETH:

WHEREAS, LACOE and GLA have entered into that certain Lease Agreement dated _____ (“Lease”) for that certain Premises of a built out office suite located within the Education Center Annex, 9300 Imperial Highway, Downey, CA 90242 consisting of 985 square feet and as more particularly described in the Lease, and

WHEREAS, LACOE and GLA now wish to document their agreement as to the commencement, rent commencement and expiration of the Term of the Lease.

AGREEMENT:

NOW, THEREFORE, in consideration of the Premises as described in the Lease and the covenants set forth therein, LACOE and GLA agree as follows:

- (a) The commencement of the Lease term is _____.
- (b) The Rent commencement date of the Lease is _____.
- (c) The expiration date of this Lease is _____.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

**LOS ANGELES COUNTY
OFFICE OF EDUCATION:**

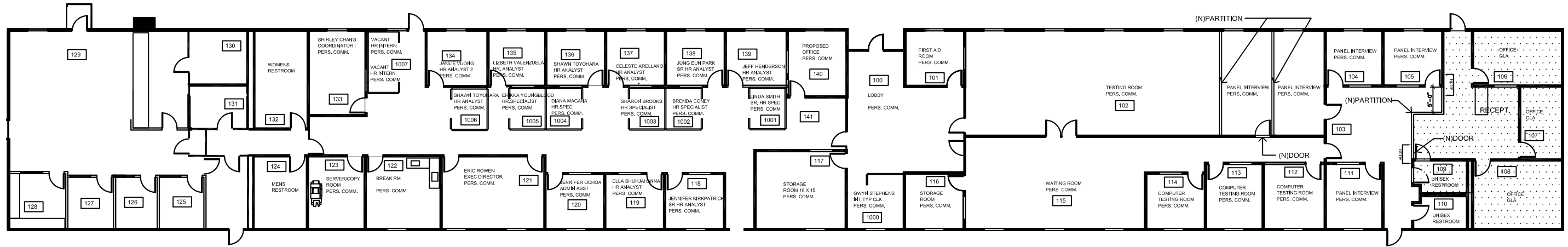
By: _____

Date: _____

**GREATER LOS ANGELES
FOUNDATION:**

By: _____

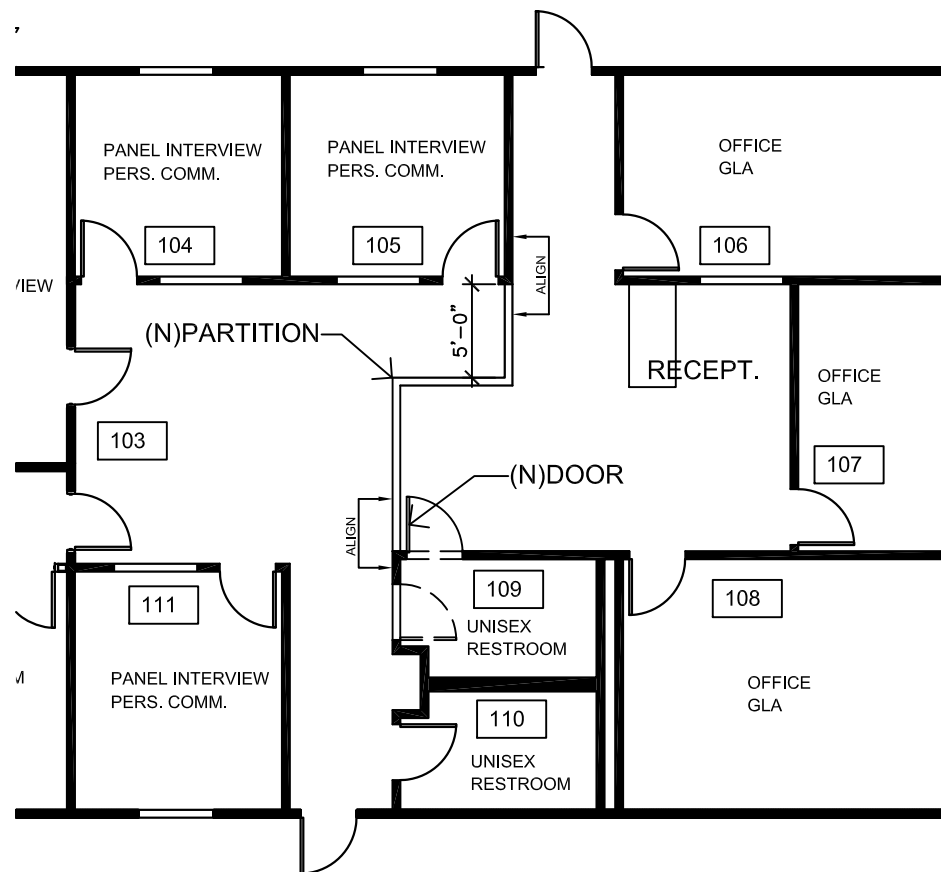
Date: _____



CALIFORNIA CREDIT UNION
EC Annex - Floor Plan
 9300 IMPERIAL HIGHWAY, DOWNEY CA 90242

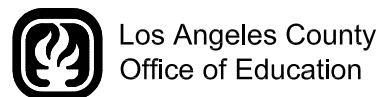
PERSONNEL COMMISSION

OVERALL PLAN

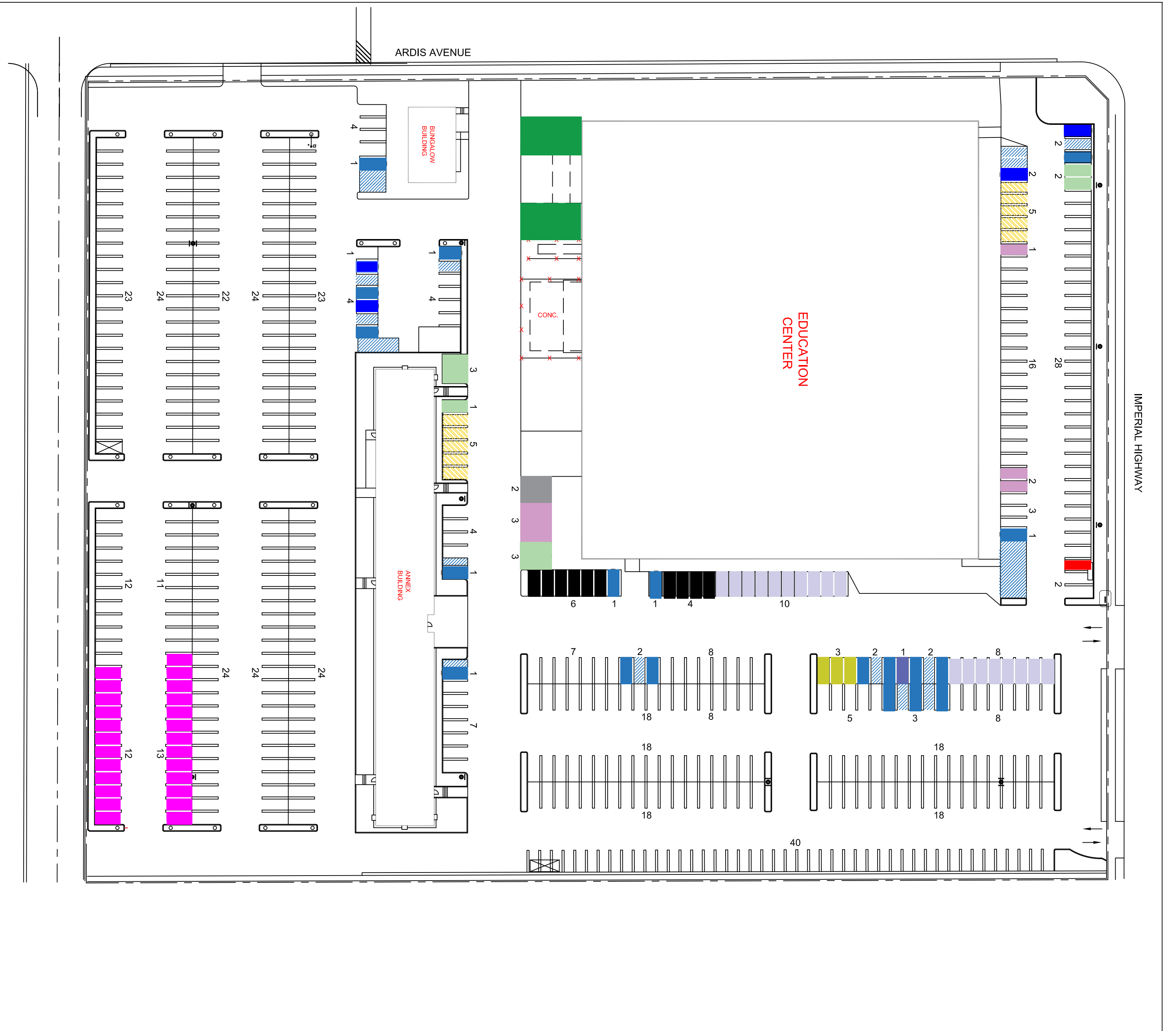


ENLARGED PLAN

EC Annex- GLA
 EAST WING
 06/1/2023
 985 SQ. FT.



OPTION 3



- ADA Parking
- HC/Van Accessible Parking
- Reserved Parking
- EV/Max 4 hr Parking
- 20 Minutes Parking
- Jet Delivery Parking
- Motorcycle parking
- Carpool/Vanpool Parking
- LACOE Security Parking
- Blank
- Service vehicle Parking
- Fire Sprinkler Connections
- Container Storage
- Kaiser Warehouse Parking (25 Parking Spaces)

Branding, Messaging, and Communications Services
Proposals Received

[GLA RFP](#)

Contractor/Or ganization	Cost	Timeline	Deliverables	Does it meet our needs?
Wright One Media Group	Monthly Retainer: \$10,000 - \$12,500 (negotiable)	One year (September 11, 2023 – September 30, 2024)	<ul style="list-style-type: none"> • Strategic communication analysis and plan <ul style="list-style-type: none"> ○ Brand assessment and refinement ○ Social media refresh, calendar, and content creation ○ Public relations strategy ○ Digital marketing recommendations ○ Strategic alliance recommendations • Development and design <ul style="list-style-type: none"> ○ Website refresh ○ Email marketing calendar ○ Press releases and media relations ○ Social media posting and management ○ Video content ○ Monthly blog posts 	<input checked="" type="checkbox"/> Brand strategy development <input type="checkbox"/> Brand collateral design <input checked="" type="checkbox"/> Website refresh <input checked="" type="checkbox"/> Digital marketing <input checked="" type="checkbox"/> Messaging framework <input type="checkbox"/> Donor/partner engagement strategy
Momentum Solutions	Estimated total: \$20,000 - \$30,000	3-5 months	<ul style="list-style-type: none"> • Brand audit • Graphic design <ul style="list-style-type: none"> ○ Update brand guide ○ Update templates for social media marketing, one-pager, swag/promo items • Website refresh <ul style="list-style-type: none"> ○ Update key pages ○ Review and update backend ○ Training for staff • Messaging framework <ul style="list-style-type: none"> ○ Interviews with staff and stakeholders ○ Update messaging to reflect new goals and programs ○ Training for staff and board 	<input checked="" type="checkbox"/> Brand strategy development <input checked="" type="checkbox"/> Brand collateral design <input checked="" type="checkbox"/> Website refresh <input type="checkbox"/> Digital marketing <input checked="" type="checkbox"/> Messaging framework

Branding, Messaging, and Communications Services
Proposals Received

[GLA RFP](#)

			<ul style="list-style-type: none"> • Engagement strategy <ul style="list-style-type: none"> ○ Strategy document and calendar 	<input checked="" type="checkbox"/> Donor/partner engagement strategy
VPE Communications	<p>Estimated total: \$75,000</p> <ul style="list-style-type: none"> • \$5K monthly retainer • \$10k website refresh and collateral design 	12 months	<ul style="list-style-type: none"> • Brand awareness and social media <ul style="list-style-type: none"> ○ Brand strategy ○ Strategies to enhance social media channels and website • Media relations <ul style="list-style-type: none"> ○ Messaging, training, and evaluation ○ Media management • Website refresh • Digital marketing • Messaging framework • Engagement strategy 	<input checked="" type="checkbox"/> Brand strategy development <input type="checkbox"/> Brand collateral design <input checked="" type="checkbox"/> Website refresh <input checked="" type="checkbox"/> Digital marketing <input checked="" type="checkbox"/> Messaging framework <input checked="" type="checkbox"/> Donor/partner engagement strategy



Program Updates

UPCOMING EVENTS

- September 22: LA County Teachers of the Year Awards Banquet
- October-April: Dual Enrollment Toolkit Webinar Series
- October 27: LA County Superintendents' Collaborative Conference
- Spring 2024: Philanthropy Summit
- Summer 2024: State of Education

GLA FOCUS AREAS & INITIATIVES

Expanded Learning, Enrichment, and District Partnerships

Summer Passport

- GLA partnered with the office of Supervisor Kathryn Barger to provide the opportunity for school districts throughout Supervisorial District 5 to apply for two buses for a summer field trip. In addition to providing transportation, GLA provided a list of curated field trip locations and aided in field trip coordination.
 - Impact:
 - We provided this opportunity to all school districts throughout the Fifth District
 - 535 students participated in the Summer Passport.
 - Four districts participated: Eastside School District, Newhall School District, Lancaster School district and Alma Fuerte Public Charter School.
 - Two districts received subsidized transportation.
 - Locations selected by districts: La Brea Tar Pits, The Huntington Library and Botanical Gardens, The Getty Museum, Discovery Cube Sylmar.

LA Enrichment Hub – Local CBO engagement

- The LA Enrichment Hub (Beta), la-stem-web-portal.web.app, is a comprehensive database showcasing many out-of-school time opportunities in Los Angeles County. It is a searchable database that profiles youth-serving organizations allowing users to apply a variety of filters to find options that meet their unique needs. The current beta version of the portal features more than 250 organizations operating across Los Angeles County. Over the summer of 2023, GLA and our partners, have convened dozens of stakeholders including district expanded learning and enrichment leads, LACOE's Expanded Learning Technical Assistance Unit, diverse non-profit partners and service providers, and parent groups for feedback. Information is being integrated into a second iteration of the Hub, which will be launched in the Winter of 2023.

Proposition 28 Implementation Support

- LACOE, GLA and Los Angeles County Department of Arts and Culture (LADAC) have developed a holistic plan to ensure the successful implementation of Proposition 28 in the 80 districts and



dozens of charter school LEAs in Los Angeles County. Beginning in the fall of 2023, these partners will provide technical assistance and professional development, coaching, facilitate district collaboration, develop new resources, and provide strategic communication. LACOE's Art Education CoP launched on September 12th, and it will conclude with an end of the year celebration at the Getty in May.

Advancing Digital Equity

LA Community Impact Hub

- CBOs in each district were selected to host Teen Tech Centers, dynamic learning and creative spaces in after school programs that are equipped with technology to provide students with training to enter the creative economy. Sites are funded with ARP dollars and are in various stages of opening.
 - Antelope Valley Boys and Girls Club (District 5): AVBGC are in the final stages of construction, and are slated to be done by the end of September. They have hired staff, ordered furniture and technology for the space, and plan to have a soft opening in November, with a grand opening in January 2024. They had free fiber internet installed through Frontier's Broadband for Good program.
 - Weingart YMCA (District 1): They are running a fundraising campaign to raise additional funding before they begin construction. The site finished construction and had a Grand Opening of their main building in July, which will allow them to focus on fundraising for the Tech Center. The Board will host a gala in October to raise capital dollars. Their goal is to have funding by the end of 2023 and start construction in early 2024.
 - North Valley Caring Services (District 3): Construction began on their space in July, and will wrap up by the end of September. They have purchased technology and furniture for the space, and hired a staff member. They plan to have a soft opening and bring students in the fall, with a grand opening in January. They have been recruiting students and meeting with community members to create excitement in the meantime.
 - Metro LA Boys and Girls Club (District 2): They will open a Teen Tech Center in their Watts/Willowbrook clubhouse. They have contracted with a design firm, who is doing their design and architecture pro-bono, and have already begun this process. They plan to do all construction on the space during the winter, when there aren't any students or programming taking place in the building. They will have a soft opening when students return in January, and a Grand Opening in the spring.
 - Long Beach YMCA (District 4): Long Beach YMCA will open the Teen Tech Center at their satellite campus in the Carmelitos Housing Development. LA County Development Authority will oversee the construction project, which is slated to begin this fall. YMCA LB will oversee the programmatic portion of the Tech Center. They are projected to open in the spring of 2024.

Young Innovators Accelerator



- Over the summer of 2023, GLA (in partnership with Annenberg Tech, Annenberg Learner, and Best Buy Foundation) hosted a pilot program called Young Innovators Accelerator, an 8-week intensive entrepreneurship course at three Teen Tech Centers (Bresee Foundation in Koreatown, Legacy LA in Ramona Gardens, Vermont Slauson Economic Development Corporation in South LA). 40 students participated in the program, and met twice a week to learn business concepts, develop a business idea/plan, and create a pitch for that business using curriculum adapted from NFTE (Network for Teaching Entrepreneurship). Volunteer “mentors”, or CEOs and industry experts, spent time with the students to help them work on their ideas and pitches. On August 10, students pitched their business ideas to a panel of guest judges at the Final Pitch Competition at the Spotify Headquarters in DTLA. The winning project came from the Bresee Foundation; the team of Founders presented an app called Strood that maps and connects LA street vendors to hungry patrons. All the students who pitched were surprised with a \$500 award, with additional cash prizes for the 1st, 2nd, and 3rd place ideas. Using feedback from staff and students, we will continue to adapt the program to be hosted at other Teen Tech Centers as they open (there will be 12 Teen Tech Centers across LA County in total).

College and Career Pathways

Los Angeles College Accelerator Network (LA-CAN)

- GLA released the Dual Enrollment Toolkit, “Los Angeles County Toolkit to Equity-Centered Dual Enrollment Partnerships.” Beginning in October, we will host a series of webinars to introduce the pillars of the Toolkit and help district partners utilize the Toolkit to expand DE programming and create best practices.

LACOE’s Community Schools

- GLA is working with LACOE as a Regional Technical Assistance lead for Community Schools. Together we are developing catalytic grants designed to elevate and propel districts’ planning and implantation processes. GLA is also supporting their regional convenings, including one upcoming in October.

Teachers of the Year Grants

- GLA is seeking funding to provide direct-to-teacher grants between \$1,000 and \$3,000 for educators to implement new programs and curriculum at their schools. Grants will be available to educators across all 80 LA County school districts, for all grade levels and disciplines. Projects can address everything from social-emotional wellness for students and teachers, STEAM projects, arts integration, field trips, professional development and beyond. We are hoping to partner with the Supervisors’ offices to support the grant program.

Educator Mandated Supporter Capacity Building

- GLA, LACOE and representatives from county agencies including DCFS, DSS, DMH the Los Angeles County Commission for Children and Families have partnered with Inglewood Unified



School District to develop a comprehensive strategy to evolve the mandated supporter requirement for educators, to community supporters. Our team has conducted an analysis of national trainings developed for educators and have convened focus groups with dozens of educators, police officers, and community members – centering those with proximate lived experience to the child welfare system. Over the coming months we will develop a new training protocol for local educators, which we hope to pilot in in Inglewood elsewhere in LA County in the fall.



Board of Directors Meeting and Topic Calendar

MEETING	DAY	DATE	TIME	LOCATION
FINANCE COMMITTEE	Thursday	Aug. 31, 2023	10 am - 11 am	Virtual
	TOPICS: <ul style="list-style-type: none"> • Introduction meeting • Goal setting- staff compensation landscape scan and foundation investment policy 			
EXECUTIVE COMMITTEE	Thursday	Sept. 7, 2023	1:30 pm - 2:30 pm	Virtual
	TOPICS: <ul style="list-style-type: none"> • Office space proposal • Fundraising Plan • Marketing and Communication Proposal • Calendar Review 			
AUDIT COMMITTEE	Monday	Sept. 18, 2023	2:30 pm - 3:30 pm	LACOE EC-11, 9300 Imperial Hwy, Downey 90242
	TOPICS: <ul style="list-style-type: none"> • Introduction meeting • Goal setting- TBD 			
BOARD OF DIRECTORS	Wednesday	Sept. 20, 2023	2:30 pm - 4:30 pm	LACOE Board Room, 9300 Imperial Hwy, Downey 90242
	TOPICS: <ul style="list-style-type: none"> • Board Committee Updates • Investment policy discussion (review) • Office space discussion (review/action item) • Fundraising Plans • Marketing and Communication Proposal (action item) • Call for board member recommendations 			
GOVERNANCE COMMITTEE	Wednesday	Oct. 25, 2023	2:30 pm - 3:30 pm	LACOE Board Room, 9300 Imperial Hwy, Downey 90242
	TOPICS: <ul style="list-style-type: none"> • Introduction meeting • Goal setting- board member recruitment and by-law changes 			
EXECUTIVE COMMITTEE	Monday	Nov. 27, 2023	1:30 pm - 2:30 pm	LACOE Board Room, 9300 Imperial Hwy, Downey 90242



	TOPICS:			
BOARD OF DIRECTORS	Wednesday	Dec. 20, 2023	1:30 pm – 3:30 pm	LACOE Board Room, 9300 Imperial Hwy, Downey 90242
	TOPICS: <ul style="list-style-type: none"> • Committee Updates • Board member elections • Investment policy (action item) • Holiday Reception 			
GOVERNANCE COMMITTEE	Wednesday	Jan. 17, 2024	2:30 pm - 3:30 pm	LACOE Board Room, 9300 Imperial Hwy, Downey 90242
	TOPICS: <ul style="list-style-type: none"> • By-law changes 			
EXECUTIVE COMMITTEE	Wednesday	Feb. 14, 2024	2:30 pm – 3:30 pm	LACOE Board Room, 9300 Imperial Hwy, Downey 90242
	TOPICS: <ul style="list-style-type: none"> • GLA Employee Handbook- policy recommendations 			
ANNUAL MEETING	Thursday	Feb. 29, 2024	Full Day	TBD
	TOPICS: <ul style="list-style-type: none"> • Board orientation • Strategic planning session • Fundraising report • By-laws changes discussion (review) • GLA Employee Handbook discussion (review) 			
GOVERNANCE COMMITTEE	Wednesday	Mar. 20, 2024	2:30 pm - 3:30 pm	LACOE Board Room, 9300 Imperial Hwy, Downey 90242
	TOPICS:			
EXECUTIVE COMMITTEE	Wednesday	June 5, 2024	2:30 pm – 3:30 pm	LACOE Board Room, 9300 Imperial Hwy, Downey 90242
	TOPICS:			



BOARD OF DIRECTORS	Wednesday	June 20, 2024	2:30 pm – 4:30 pm	LACOE Board Room, 9300 Imperial Hwy, Downey 90242
	TOPICS: <ul style="list-style-type: none"> • Budget (action item) • By-law changes (action item) • GLA Staff Handbook (action item) • FY25 calendar approval (action item) 			