

SAN BRUNO

Community Foundation

Board of Directors

Malissa Netane-Jones, President • Jim Ruane, Vice President • Raul Gomez, Secretary • Pak Lin, Treasurer
Melissa Moreno • Supriya S. Perry • Irving Torres
Leslie Hatamiya, Executive Director

GOVERNOR'S EXECUTIVE ORDER N-25-20** CORONAVIRUS COVID-19**

On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the CDC's social distancing guidelines which discourage large public gatherings, the Board of Directors of the San Bruno Community Foundation is now holding meetings via Zoom.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, you may address the Council orally during the meeting, or you may email us at info@sbcf.org. The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Foundation Board of Directors, posted on the Foundation's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Foundation Board of Directors and filed with the agenda packet becoming part of the public record for that meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Leslie Hatamiya, Executive Director, 48 hours prior to the meeting at (650) 763-0775 or by email at info@sbcf.org. Notification in advance of the meeting will enable the San Bruno Community Foundation to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

AGENDA

SAN BRUNO COMMUNITY FOUNDATION

Special Meeting of the Board of Directors

April 4, 2022

7:00 p.m.

Zoom Meeting Details:

<https://us02web.zoom.us/j/84610441569?pwd=WEEd5bHUya21jUzBIWxhHTEhFZ1VmUT09>

Webinar ID: 846 1044 1569

Passcode: 985999

Dial-in: (669) 900-6833

- 1. Call to Order/Welcome**
- 2. Roll Call**

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3. Public Comment: Individuals are allowed three minutes. It is the Board's policy to refer matters raised in this forum to staff for research and/or action where appropriate. The Brown Act prohibits the Board from discussing or acting upon any matter not agendized pursuant to State Law.

4. Approval of Minutes: March 2, 2022, Regular Board Meeting

5. Executive Director's Report

6. Consent Calendar: All items are considered routine or implement an earlier Board action and may be enacted by one motion; there will be no separate discussion unless requested by a Board Member or staff.

a. Adopt Resolution Declaring the Continued State of Local Emergency and Need for the San Bruno Community Foundation Board of Directors and Other Foundation Legislative Bodies Subject to the Ralph M. Brown Act to Continue to Teleconference in Order to Ensure the Health and Safety of the Public Pursuant to AB 361

b. Adopt Resolution Authorizing President Malissa Netane-Jones to Execute a Contract with Novogradac & Company LLP for Audit and Tax Preparation Services for Fiscal Year 2021-2022 for an Amount Not to Exceed \$10,100

c. Receive and Approve Treasurer's Report (February 2022 Financial Statements)

7. Conduct of Business

a. Receive Report on the San Bruno Recreation and Aquatic Center from the City of San Bruno

b. Receive Report from Ad Hoc Committee on Program Development and Adopt Resolution Approving Strategic Grant to the City of San Bruno Supporting the 2022 Community Day in the Amount of \$30,000

c. Receive Report from the Ad Hoc Committee on Education Initiatives and Adopt Resolution Approving Strategic Grants to the San Bruno Education Foundation and the Capuchino High School Alumni Association Totaling \$290,000 to Support Continued Implementation of the Music Education Strategic Initiative

d. Receive Report on Tanforan Memorial Project from the Ad Hoc Committee on Tanforan Memorial and Adopt Resolution Increasing Strategic Grant Funding to the Tanforan

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Assembly Center Memorial Committee in Support of Construction of the Tanforan Memorial by the Amount of \$50,000

- e. Receive Report on Other Programs (Community Grants Fund and Crestmoor Neighborhood Memorial Scholarship)

8. Board Member Comments

- 9. Adjourn:** The next regular meeting of the Board of Directors is scheduled for Wednesday, May 4, 2022, at 7:00 p.m.

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MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

March 2, 2022

7:00 p.m.

Meeting Conducted via Zoom

- 1. Call to Order/Welcome:** President Netane-Jones called the meeting to order at 7:00 p.m.
- 2. Roll Call:** Board Members Netane-Jones, Ruane, Gomez, Lin, Moreno, Perry, and Torres, present.
- 3. Public Comment:** Jim Evangelist expressed concern regarding the direction of the Foundation, grants it has made, and the Executive Director's compensation.
- 4. Approval of Minutes:** February 2, 2022, Special Board Meeting, February 2, 2022, Regular Board Meeting, and February 22, 2022, Special Board Meeting: Board Member Moreno moved to approve the minutes of the February 2, 2022, Special Board Meeting, February 2, 2022, Regular Board Meeting, and February 22, 2022, Special Board Meeting, seconded by Vice President Ruane, approved unanimously by roll call vote.

5. Executive Director's Report

Executive Director Hatamiya gave a brief report on several items not covered in the business portion of the agenda. She reported that, under her contract authority as Executive Director, she renewed the Foundation's commercial general liability, property, non-owned hired auto liability, and cyber liability insurance policies with Philadelphia Insurance Companies (total combined premium of \$1,227) and the workers compensation insurance policy with AmTrust North America (\$1,175). These policies are up for renewal on March 21, 2022.

Ms. Hatamiya noted that Jessica Carrillo started as the new Program Manager on January 19 and that Stephanie Rutgers has been training her and will phase out of her interim position by mid-March.

Ms. Hatamiya reminded Board members to submit their FPPC Form 700s by the April 1 deadline as well as complete their Conflict of Interest Policy Annual Affirmation Statements at their earliest convenience.

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6. Consent Calendar

- a. Adopt Resolution Declaring the Continued State of Local Emergency and Need for the San Bruno Community Foundation Board of Directors and Other Foundation Legislative Bodies Subject to the Ralph M. Brown Act to Continue to Teleconference in Order to Ensure the Health and Safety of the Public Pursuant to AB 361
- b. Adopt Resolution Authorizing Executive Director to Bind Directors and Officers Liability Insurance Policy from Travelers Casualty and Surety Company of America for an Amount Not to Exceed \$14,098
- c. Adopt Resolution Adjusting Executive Director's Compensation
- d. Adopt Resolution Requiring the Recording of Virtual Board Meetings and Amending the Document Retention and Destruction Policy
- e. Adopt Resolution Canceling the April 6, 2022, Regular Meeting of the Board of Directors and Scheduling a Special Board Meeting on April 4, 2022
- f. Receive and Approve Treasurer's Report (January 2022 Financial Statements)

Board Member Torres commented on item 6.d., saying he appreciated that the Foundation will be posting recordings of Board meetings on its website.

Board Member Perry moved to accept the Consent Calendar as presented, seconded by Treasurer Lin, approved unanimously by roll call vote.

7. Conduct of Business

- a. Receive Report on Tanforan Memorial Project from the Tanforan Assembly Center Memorial Committee

Tanforan Assembly Center Memorial Committee (TACMC) President Doug Yamamoto and Project Manager David Fielder gave an update on construction of the Tanforan Memorial. They noted that the groundbreaking ceremony took place on February 11 and that construction began the following Monday. They said that an issue regarding an underground water line has caused a delay in construction and that BART is requiring them to install an ADA-compliant walkway from the BART station to the memorial, both of which may increase construction costs. Several Board members acknowledged the work of TACMC in leading the memorial project.

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b. Receive Report on Other Programs (Community Grants Fund, Crestmoor Neighborhood Memorial Scholarship, and Other Strategic Grants)

Executive Director Hatamiya reported on the Foundation's other programs and initiatives. She first reported on the Crestmoor Neighborhood Memorial Scholarship, whose application deadline was March 1. She said that staff was in the process of going through the applications to check for eligibility and completeness and that it appears that the total number of applications submitted will be about the same as last year, although the distribution among the three categories has shifted, with a greater number of applications in the high school to community college category and fewer applications in the community college to four-year college category. She said the decrease in the latter category may be a result of the pandemic and staff is examining ways to increase outreach to community college applicants in future cycles. She said the 2022 Crestmoor Scholars will be recognized at the Foundation's June 1 Board meeting and that the Foundation will distribute scholarships totaling \$190,000.

With regard to the Community Grants Fund, Ms. Hatamiya reported that grant agreements were executed for all of the 2021-2022 Community Grants Fund awards and that nearly all grant checks have been delivered. She thanked the entire Board for assisting with virtual grant presentations. She announced that the 2022-2023 grant cycle will launch in July and follow the same schedule as the past five years.

Ms. Hatamiya then reviewed two strategic grants. She said that the City of San Bruno would provide a quarterly update to the Board on the Recreation and Aquatic Center (RAC) project at the April Board meeting. She also reported that the City submitted its latest set of grant reports in January and February and that the Foundation made six RAC grant payments totaling \$1.4 million.

She also reported that the Foundation received the final grant report from the Bay Area Entrepreneur Center regarding the second Small Business Recovery and Assistance Program grant, which benefited 31 San Bruno small businesses struggling to deal with pandemic impacts.

c. Receive Report from Ad Hoc Committee on Education Initiatives

As Committee chair, Secretary Gomez provided a report from the Ad Hoc Committee on Education Initiatives. He reported that the Committee has met twice since January to discuss possible initiatives supporting San Bruno's public schools, he and Executive Director Hatamiya met with San Bruno Park School District Interim Superintendent Michael Milliken, and Ms. Hatamiya met with Capuchino High School Principal Jesse Boise to discuss needs at the schools. Out of those discussions, he said the Committee is bringing the idea of extending the Music Education Strategic Initiative for two additional years to the Board's attention.

Chair Gomez reported that Dr. Milliken expressed interest in the Foundation's support to revitalize the music program at Parkside Intermediate School by offering music to all sixth graders, which would require finding funding for an additional music teacher and other startup costs. The district seeks seed

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funding for the position for the 2022-2023 and 2023-2024 school years, which would give the district time to adjust its staffing structure to be able to fully fund the sixth grade music teacher position.

Because the Music Education Initiative has been a K-12 effort, he said staff reached out to Principal Boise to inquire about music program needs at Capuchino High School. While he noted the program has funding needs for transportation to competitions and performances and purchasing certain instruments, he ultimately said that the best investment for Capuchino is an investment in the SBPSD elementary and middle school music programs, as a thriving music program at Parkside is what feeds students into Capuchino's music program, and that is a significant issue for Capuchino right now.

Chair Gomez then asked for feedback from the full Board to the Music Education extension idea. Several Board members expressed strong support for the proposal and a desire to support San Bruno's youth through creative expression at a time that many are struggling with their mental health during the pandemic. Others raised questions about the school district's ongoing commitment to the sixth grade music program and about programs to support the elementary schools as well as Parkside.

Chair Gomez also noted that the Committee is exploring other possible education-related areas for investment, such as underwriting the Outdoor Education program for San Bruno fifth graders, creating a teacher grants program, and creating a field trip/transportation fund for San Bruno public schools. He said that these ideas are still in the preliminary stages of development, and the Committee may bring them to the full Board for discussion at a future date.

San Bruno Education Foundation President Bryan Vander Lugt expressed support for the possibility of SBCF funding the sixth grade music program and reinforced that SBEF, which would be the grantee, would be excited to continue the partnership with SBCF. He also said that SBCF is in the unique position to make transformational change and encouraged the Board to think long-term and not experimentally and to make sure it has done the appropriate outreach on the proposed initiatives.

d. Receive Report from Investment Committee

Treasurer Lin, who serves as Investment Committee chair, gave a brief report on the Committee's February 16 quarterly meeting, at which Sand Hill Global Advisors reported on the performance of the Foundation's investment portfolio in the fourth quarter of 2021. She noted that rising inflation and the war in Ukraine have contributed to market volatility and reminded the Board that the Investment Policy Statement takes the long-term (quasi-endowment) and mid-term (strategic pool) view. She also reported that the Committee reviewed the Foundation's cash flow needs related to the Recreation and Aquatic Center grants, deciding against recommending any additional transfers from the Strategic Pool to the Liquidity pool at this time and agreeing to revisit the question again at its May meeting.

8. Board Member Comments: President Netane-Jones said she was happy the Board was able to acknowledge Executive Director Hatamiya's work publicly.

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9. Adjourn: Treasurer Lin moved to adjourn the meeting at 8:22 p.m., seconded by Secretary Gomez, approved unanimously.

Respectfully submitted for approval at the Special Board Meeting of April 4, 2022, by Secretary Raul Gomez and President Malissa Netane-Jones.

Raul Gomez, Secretary

Malissa Netane-Jones, President

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Memorandum

DATE: March 31, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Executive Director's Report

Since the March 2, 2022, Board meeting, I have continued to focus on administering the Community Grants Fund and Crestmoor Scholarship programs, monitoring and attending to various strategic grant initiatives, and supporting the Audit Committee, all of which will be covered during the business portions of the April 4, 2022, special Board meeting. In addition, I have handled a variety of other matters, including the following:

1. Insurance Policy Renewals

Renewals of the Foundation's workers compensation, directors and officers liability, and commercial general liability, cyber liability, property, and non-owned hired auto liability insurance policies became effective on March 21, 2022.

In addition, the Foundation's crime insurance policy with Travelers Casualty and Surety Company of America started will expire on May 27, 2022. I am working with our broker at CalNonprofits Insurance Services on a renewal policy.

2. Presentation to the San Bruno City Council

At the San Bruno City Council's request, President Netane-Jones and Dr. Shawn Spano, the consultant from the Public Dialogue Consortium who guided Community Listening Campaign 2.0 and the Board's 2021 strategic planning discussions, will give a presentation to the Council at its April 26, 2022, meeting. They will present the results of the Listening Campaign, the Board's adoption of Strategic Plan 2.0, the creation of the Ad Hoc Committee on Program Development, and upon that Committee's recommendation, the Board's identification of strategic grantmaking priorities and program concepts to explore, as well as the creation of the Ad Hoc Committee on Education Initiatives.

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3. Program Manager Transition

Interim Program Manager Stephanie Rutgers' last day with the Foundation was March 16, 2022. Program Manager Jessica Carrillo is handling the day-to-day administration of the Crestmoor Scholarship and the Community Grants Fund.

4. Website Hits

According to Google Analytics, between March 2 and March 27, 324 users engaged in 373 sessions on the Foundation website, for a total of 616 page views. The most visited pages were the home page and Recreation and Aquatic Center strategic grant page.

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Memorandum

DATE: March 31, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Consent Calendar for the April 4, 2022, Special Board Meeting

For the April 4, 2022, Special Meeting of the Board of Directors of the San Bruno Community Foundation, the Consent Calendar includes three items related to administrative, programmatic, and operational functions of the Foundation.

1. Adopt Resolution Declaring the Continued State of Local Emergency and Need for the San Bruno Community Foundation Board of Directors and Other Foundation Legislative Bodies Subject to the Ralph M. Brown Act to Continue to Teleconference in Order to Ensure the Health and Safety of the Public Pursuant to AB 361

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of COVID-19.

On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow local legislative bodies to conduct meetings telephonically or by other means. The State also implemented a shelter-in-place order, requiring all non-essential personnel to work from home.

In response to the Executive Order and following the lead of the San Bruno City Council and the City's commissions, boards, and committees, the Foundation's Board of Directors and standing committees (Investment Committee and Audit Committee) have been conducting virtual meetings since April 2020. The usage of Zoom for public meetings has allowed the Foundation to ensure the public's continued access to its meetings while also ensuring the public's safety.

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021, for agencies to transition back to public meetings held in full compliance with the Ralph M. Brown Act. Since Executive Order N-08-21 was enacted, the Delta and Omicron variants of the COVID-19 virus have emerged, resulting in more than 80 times the seven-day average daily case rate for San Mateo County in

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mid-January 2022 compared with mid-June 2021. San Mateo County Health Department issued Health Order C19-12 on August 2, 2021, which re-implemented mask guidelines regardless of vaccination status. Taking these factors into account, the Foundation, like the City of San Bruno, has continued its public meetings in the virtual setting and wishes to maintain this format to preserve the health and safety of its staff, volunteers, and the public.

AB 361 was signed into law by the Governor on September 16, 2021, went into effect immediately as urgency legislation (codified under Government Code § 54953), allowing local legislative bodies to continue to meet remotely beyond the current executive order's expiration of September 30, 2021, in any of the following circumstances:

- The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
- The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees (Government Code § 54953(e)(1)(A)-(C)).

Staff has determined the following findings can be made to meet the above provisions of AB 361:

- The state of California remains under the COVID-19 state of emergency proclaimed by the Governor pursuant to the California Emergency Services Act.
- The emergency continues to directly impact the ability of members to meet safely in person.
- State or local officials continue to impose or recommend measures to promote social distancing (Government Code § 54953(e)(3)(B)(i)-(ii)).

On November 3, 2021, December 1, 2021, January 5, 2022, February 2, 2022, and March 2, 2022, the Foundation Board adopted resolutions making necessary findings so that the Foundation could continue to teleconference public meetings without adhering to all of the Brown Act's teleconferencing requirements, in order to ensure the health and safety of the public. The public can attend public meetings by teleconference accessibility via call-in option or an internet-based service option (via the Zoom Webinar platform). Meeting details including the Zoom link and accessible phone numbers are listed on the published agenda for each meeting. The Foundation monitors attendance via teleconference as well as email

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correspondence received throughout each public meeting and provides access for public comment opportunities in real time both verbally and in writing.

Under AB 361, which will sunset on January 1, 2024, the Foundation Board may continue to teleconference public meetings if the Board makes findings every 30 days during the proclaimed state of emergency. Thus, I recommend that the Board once again adopt the resolution declaring the continued state of local emergency and need for the Foundation Board of Directors and other legislative bodies subject to the Ralph M. Brown Act to continue to teleconference in order to ensure the health and safety of the public pursuant to AB 361, as part of the Consent Calendar. If the Board chooses not to adopt the resolution or declare staff's findings, the Foundation may not be subject to the Brown Act exemptions that would be allowed under AB 361.

2. Adopt Resolution Authorizing President Malissa Netane-Jones to Execute a Contract with Novogradac & Company LLP for Audit and Tax Preparation Services for Fiscal Year 2021-2022 for an Amount Not to Exceed \$10,100

Article XIII, Section 4, of the Foundation's Bylaws states that the Foundation "shall retain an independent auditor and conduct annual independent audits (commencing with Section 12586(d) of the California Government Code)." As a tax-exempt 501(c)(3) public charity, the Foundation is required to submit federal (IRS Form 990) and state (California Form 199) information tax returns as well as the annual registration renewal fee report with the California Attorney General's Office (RRF-1). Since fiscal year 2014-2015, the Foundation has used Novogradac & Company LLP, with a team headed by partner Lance Smith, to conduct the audit of the Foundation's financial statements and to prepare the Foundation's annual federal and state tax returns.

The Foundation's Fiscal Policies and Procedures require the Foundation to issue a Request for Proposal (RFP) for audit and tax preparation services at least every five years, and the Foundation did so last year for fiscal year 2019-2020. The Foundation received six proposals from certified public accounting firms, and after a thorough review process, the Audit Committee recommended and the Board ultimately approved continuing its relationship with Novogradac to provide audit and tax preparation services. The Board's selection of Novogradac was contingent on the firm's willingness to assign new staff accountants under Mr. Smith to the Foundation's auditing team. Novogradac agreed to the rotation of staff accountants starting with the fiscal year 2019-2020 audit.

Mr. Smith has presented the Foundation with an engagement letter for audit and tax preparation services for fiscal year 2021-2022, setting forth the total fees at \$10,100 (\$7,750 for the audit and \$2,350 for the tax returns). The fees for tax preparation services are \$250

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more than those for the previous fiscal year, and the fees for audit services are \$100 more than last year's fees (total increase of \$350).

Both Novogradac and the Foundation have agreed to a professional services contract that is substantially the same as the agreement signed the last five years. Because the Board of Directors, as part of its fiduciary duties, is responsible for oversight of the Foundation's accounting functions and the performance of the independent auditor, the contract with the CPA firm will be executed by the President, as the Board's representative, and not the Executive Director.

I recommend that the Board approve the resolution authorizing President Malissa Netane-Jones to execute a contract with Novogradac & Company LLP for audit and tax preparation services for fiscal year 2021-2022 for an amount not to exceed \$10,100 as part of the Consent Calendar.

3. Receive and Approve Treasurer's Report (February 2022 Financial Statements)

The February 2022 financial statements consist of a Budget Report and Balance Sheet. The attached Budget Narrative provides a thorough explanation of the financial statements. The Budget Report includes the budget figures approved at the June 2, 2021, Board meeting.

I recommend that the Board approve the five attached resolutions and the Treasurer's Report, as outlined above, as part of the Consent Calendar on April 4, 2022.

Attachments:

1. Resolution Declaring the Continued State of Local Emergency and Need for the San Bruno Community Foundation Board of Directors and Other Foundation Legislative Bodies Subject to the Ralph M. Brown Act to Continue to Teleconference in Order to Ensure the Health and Safety of the Public Pursuant to AB 361
2. Resolution Authorizing President Malissa Netane-Jones to Execute a Contract with Novogradac & Company LLP for Audit and Tax Preparation Services for Fiscal Year 2021-2022 for an Amount Not to Exceed \$10,100
3. February 2022 Financial Statements

RESOLUTION NO. 2022-__

RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION DECLARING THE CONTINUED STATE OF LOCAL EMERGENCY AND NEED FOR THE SAN BRUNO COMMUNITY FOUNDATION BOARD OF DIRECTORS AND OTHER FOUNDATION LEGISLATIVE BODIES SUBJECT TO THE RALPH M. BROWN ACT TO CONTINUE TO TELECONFERENCE IN ORDER TO ENSURE THE HEALTH AND SAFETY OF THE PUBLIC PURSUANT TO AB 361

WHEREAS, on March 4, 2020, the Governor of California proclaimed a State of Emergency to exist in California as a result of the threat of novel coronavirus disease 2019 (COVID-19);

WHEREAS, on March 17, 2020, the Governor of California executed Executive Order N-29-20, which suspended and modified specified provisions in the Ralph M. Brown Act (Government Code Section § 54950 *et seq.*) and authorized local legislative bodies to hold public meetings via teleconferencing and to make public meeting accessible telephonically or otherwise electronically to all members of the public seeking to observe and address the local legislative body;

WHEREAS, on June 11, 2021, the Governor of California executed Executive Order N-08-21, which extended the provisions of Executive Order N-29-20 concerning teleconference accommodations for public meetings through September 30, 2021;

WHEREAS, the San Bruno Community Foundation, including its Board of Directors and all other legislative bodies subject to the Ralph M. Brown Act (“Brown Act Bodies”), has been holding meetings using teleconferencing and virtual meeting technology in an effort to help protect Foundation officials, staff, volunteers, and the public from COVID-19;

WHEREAS, on August 2, 2021, in response to the Delta variant, the San Mateo County Health Department issued Order C19-12, which requires all individuals to wear face coverings when indoors in workplaces and public settings;

WHEREAS, because of the rise in COVID-19 cases due to the Delta variant and now the Omicron variant, the Foundation is concerned about the health and safety of all individuals who intend to attend public meetings of the Foundation in person;

WHEREAS, on September 16, 2021, the Governor of California signed into law Assembly Bill 361 (AB 361, Rivas) into law as an urgency measure that went into effect immediately;

WHEREAS, AB 361 authorizes local legislative bodies to continue to conduct meetings using teleconferencing without complying with the Ralph M. Brown Act’s standard teleconferencing requirements if certain conditions are met;

WHEREAS, AB 361 requires local findings that meeting in person would present an imminent risk to the health and safety of attendees; and

WHEREAS, the Foundation desires to continue conducting public meetings of its Brown Act Bodies using teleconferencing as authorized by AB 361.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Foundation Board of Directors hereby finds and determines that the foregoing recitals are true and correct; the recitals are hereby incorporated by reference into each of the findings as though fully set forth therein.
2. In compliance with AB 361, the Foundation Board of Directors makes the following findings:
 - a. The Foundation Board of Directors has reconsidered the circumstances of the state of emergency, and the state of emergency remains active;
 - b. The state of emergency continues to directly impact the ability of the Foundation's Brown Act Bodies, as well as staff and members of the public, to meet safely in person; and
 - c. State or local officials continue to impose or recommend measures to promote social distancing.
3. Meetings of the Foundation's Brown Act Bodies will continue to be conducted via teleconference, pursuant to AB 361.

This resolution will be effective upon adoption.

Dated: April 4, 2022

ATTEST:

Raul Gomez, Secretary

I, Raul Gomez, Secretary, do hereby certify that the foregoing Resolution No. 2022-__ was duly and regularly passed and adopted by the Board of Directors of

the San Bruno Community Foundation on this 4th day of April, 2022, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

RESOLUTION NO. 2022-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
AUTHORIZING PRESIDENT MALISSA NETANE-JONES TO EXECUTE A CONTRACT WITH
NOVOGRADAC & COMPANY LLP FOR AUDIT AND TAX PREPARATION SERVICES FOR FISCAL
YEAR 2021-2022 FOR AN AMOUNT NOT TO EXCEED \$10,100**

WHEREAS, Article XIII, Section 4, of the Bylaws calls for the retention of an independent auditor to conduct an annual audit of The San Bruno Community Foundation's financial statements and records;

WHEREAS, Article VII, Section 4, of the Bylaws establishes an Audit Committee consisting of at least two directors to assist the Board in selecting an independent auditor, negotiate the auditor's compensation, confer with the auditor regarding the Foundation's financial affairs, and review and accept or reject the annual audit;

WHEREAS, Novogradac & Company LLP successfully provided audit and tax preparation services to the Foundation for each fiscal year since fiscal year 2014-2015;

WHEREAS, Novogradac & Company LLP has presented the Foundation Board of Directors with a proposal to provide audit and tax preparation services to the Foundation for fiscal year 2021-2022, with fees totaling \$10,100 (\$7,750 for audit services and \$2,350 for tax preparation services).

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby authorizes President Malissa Netane-Jones to execute a contract with Novogradac & Company LLP for audit and tax preparation services for fiscal year 2021-2022 for an amount not to exceed \$10,100.

Dated: April 4, 2022

ATTEST:

Raul Gomez, Secretary

I, Raul Gomez, Secretary, do hereby certify that the foregoing Resolution No. 2022-__ was duly and regularly passed and adopted by the Board of Directors of The San Bruno Community Foundation on this 4th day of April, 2022, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

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February 2022

Budget Narrative

This report primarily describes amounts in column a (Actual Year to Date) of the monthly Budget Report. When projections vary from Budget (column b), the changes will be reflected in columns d (Final Projected Amount) and e (Change in Budget) and be explained. First eight months equal 66.7% of the fiscal year.

INCOME

Line 1 Transfers from Quasi Endowment – \$200,000 transfer in December related to Community Grants distribution is 63.9% of budget.

Line 2 Transfers from Strategic Pool – Initial transfer of \$500,000 in September is 1.9% of budget.

Line 3 Transfers from Liquidity RAC – Transfer planned for later in the year.

Line 4 Donations - \$71,000 unbudgeted amount is restricted for Scholarships. The majority (\$70,000) is from the Joseph W. Welch Jr. Foundation.

Line 5 Interest Income – \$17,572 is 44.9% of budget. Liquidity Pool – Operating balance is currently \$4,675,683. This balance has been and will continue to decline as RAC Construction grant payments are made.

EXPENSES

Line 9 Community Grants – \$300,000 expense incurred is 100% of budget. All grants for the year have been expensed.

Line 10 Strategic Grants – \$40,464,454 RAC Construction Grant awarded in September is 88% of budget.

Line 11 Other Grants – \$10,000 is 100% of budget. Total is for Sbfd Covid 19 tests grant.

Line 13 Salaries & Wages – Expense is exactly on budget at 66.7%.

Line 14 Payroll Taxes & Benefits – Expense (\$15,565) is 63.2% of budget. Social Security/Medicare tax (\$7,986) and retirement (\$6,597) are the largest costs. Other costs include workers' compensation (\$768) and life (\$214) insurance.

Line 16 Occupancy – Only cost is office lease (\$10,363). Amount is 65.8% of budget.

Line 17 Insurance – Total (\$15,495) is 63.9% of budget and includes Directors & Officers (\$12,815), crime (\$1,862), and commercial liability (\$818) policies.

Line 18 Telecommunications – Cost (\$1,781) is 62.5% of budget, with cell phones (\$861), internet (\$685), and land-line services (\$235) making up the total.

Line 19 Postage & Shipping – Cost (\$1,923) is 54.9% of budget. 80% of the total or \$1,537 is for Annual Report mailing.

Line 20 Marketing & Communications - \$11,072 expense is 64.4% of budget. \$8,278 or 75% of the total has been for Annual Report design and printing. \$1,077 has been for Scholarship flyers and promotions. \$1,431 has been for Grant & Scholarship application software.

Line 21 Office Supplies & Equipment – Cost (\$2,961) is 48.5% of budget. Laptop for Program Manager (\$2,184) accounts for 74% of the total.

Line 22 Legal Fees – \$15,216 expense is 36.6% of budget. Costs include \$9,278 for San Bruno City Attorney, \$4,708 related to Strategic Grants, and \$1,050 for Community Grants.

Line 23 Accounting & Payroll Fees – Total (\$25,952) is 73.5% of budget with \$14,877 for Accounting Consultant, \$9,750 for annual audit and tax preparation fees, \$752 for payroll processing fees, and \$540 for accounting software.

Line 24 Other Consultants – \$2,789 is 13.4% of budget and has been for IT consultant.

Line 25 Travel, Meetings & Conferences – \$22 expense is 0.5% of budget.

Line 26 Miscellaneous – Cost (\$1,754) equals 57.3% of budget. \$950 incurred for organizational membership and \$423 for Board recognition expenses.

SUMMARY

Excluding the budget for Scholarships & Grants, total expenses are at 60% of budget, which is well below the 66.7% benchmark for the first eight months of the year. In terms of dollars, the \$253,963 in year-to-date expense is \$27,993 less than the first eight months budget allocation.

The Fidelity Liquidity Pool – RAC, was created with a \$10 million July 2018 transfer. The balance as of February 28, 2022 is \$10,531,286, including market value loss of \$43,209 in February.

Total February investment net loss or decrease in value is \$927,748. This came from the Strategic Pool (\$458,939), Quasi Endowment (\$425,600), and Liquidity Pool (\$43,209) losses. Year-to-date investment net loss or decrease in value is \$1,225,232.

Overall organization year to date net loss or decrease in net assets is \$42,165,077. Most of this is the RAC 8 Construction grant (\$40,464,454) investment.

Total Net Assets, as of February 28, 2022 are \$32,698,319 with \$22,239,820 in Quasi Endowment; \$10,386,299 in general Unrestricted funds; and \$72,200 in Donor Restricted Net Assets.

SAN BRUNO

Community Foundation

February 2022 2021-2022 Budget Report

	(a)	(b)	(c)	(d)	(e)
	Actual Year to Date	Budget	Actual as % of Budget (a/b)	Final Projected Amount	Change in Budget (d - b)
INCOME & TRANSFERS					
1 Transfers from Quasi Endowment	\$ 200,000	\$ 312,932	63.9%	\$ 312,932	\$ -
2 Transfers from Strategic Pool	500,000	26,456,233	1.9%	26,456,233	-
3 Transfers from Liquidity RAC	-	10,631,501	0.0%	10,631,501	-
4 Donations	71,000	-	-	71,000	71,000
5 Interest Income	17,572	39,173	44.9%	39,173	-
6 Miscellaneous Income	-	-	-	-	-
7 Total Available for Operations	788,572	37,439,839	2.1%	37,510,839	71,000
EXPENSES					
8 Crestmoor Scholarships	-	160,000	0.0%	190,000	30,000
9 Community Grants	300,000	300,000	100.0%	300,000	-
10 Strategic Grants	40,464,454	45,964,454	88.0%	45,964,454	-
11 Other Grants	10,000	10,000	100.0%	10,000	-
12 Subtotal Direct Program Expenses	40,774,454	46,434,454	87.8%	46,464,454	30,000
13 Salaries & Wages	149,070	223,600	66.7%	223,600	-
14 Payroll Taxes & Benefits	15,565	24,636	63.2%	24,636	-
15 Subtotal Personnel Expenses	164,635	248,236	66.3%	248,236	-
16 Occupancy	10,363	15,758	65.8%	15,758	-
17 Insurance	15,495	24,248	63.9%	24,248	-
18 Telecommunications	1,781	2,851	62.5%	2,851	-
19 Postage & Shipping	1,923	3,500	54.9%	3,500	-
20 Marketing & Communications	11,072	17,200	64.4%	17,200	-
21 Office Supplies & Equipment	2,961	6,100	48.5%	6,100	-
22 Legal Fees	15,216	41,556	36.6%	41,556	-
23 Accounting & Payroll Fees	25,952	35,332	73.5%	35,332	-
24 Other Consultants	2,789	20,870	13.4%	20,870	-
25 Travel, Meetings & Conferences	22	4,220	0.5%	4,220	-
26 Miscellaneous	1,754	3,063	57.3%	3,063	-
27 Subtotal Non-Personnel	89,328	174,698	51.1%	174,698	-
28 Total Expenses	41,028,417	46,857,388	87.6%	46,887,388	30,000
29 Net Surplus/(Loss)	\$ (40,239,845)	\$ (9,417,549)		\$ (9,376,549)	\$ 41,000

SAN BRUNO

Community Foundation

Statement of Financial Position as of February 28, 2022

ASSETS

Cash, Wells Fargo General	\$ 190,155.53		
Cash, Wells Fargo Payroll	19,465.86		
Cash, Fidelity Liquidity Pool - Operating	4,675,682.80		
Total Cash		4,885,304.19	
Investments, Fidelity Liquidity Pool - RAC	10,531,285.81		43,209.19
Investments, Fidelity Strategic Pool	30,748,422.66		
Investments, Fidelity Quasi-Endowment	22,239,820.52		
Total Investments		63,519,528.99	
Prepaid Rent	1,306.96		
Prepaid Insurance	3,674.25		
Total Other Current Assets		4,981.21	
Deposits	909.45		
Total Other Assets		909.45	
TOTAL ASSETS			\$ 68,410,723.84

LIABILITIES & NET ASSETS

LIABILITIES

Accounts Payable	19,757.76		
Accrued Grants Payable	35,439,922.67		
Accrued Scholarships Payable	237,500.00		
Accrued Employee PTO	15,224.00		
Total Liabilities		35,712,404.43	

NET ASSETS

Unrestricted, Non-QE 7/1/2021 Balance	51,853,495.41		
Transfer from Quasi-Endowment	200,000.00		
Year to Date Net Income from Operations	(40,910,845.10)		
Year to Date Strategic Investment Income	(756,351.42)		
Total Non-QE Unrestricted Net Assets		10,386,298.89	
Quasi-Endowment 7/1/2021 Balance	22,908,700.87		
Transfer to Liquidity for Operations	(200,000.00)		
Year-to-date QE Investment Income	(468,880.35)		
Total QE Unrestricted Net Assets		22,239,820.52	
Total Unrestricted Net Assets		32,626,119.41	
Donor Restricted Net Assets 7/1/2021 Balance	101,200.00		
Year to Date Donor Restricted Net Income	(29,000.00)		
Total Donor Restricted Net Assets		72,200.00	
Total Net Assets		32,698,319.41	
TOTAL LIABILITIES & NET ASSETS			\$ 68,410,723.84

SAN BRUNO

Community Foundation

Memorandum

DATE: March 31, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report on the San Bruno Recreation and Aquatic Center from the City of San Bruno

At the April 4, 2022, special meeting, the Board of Directors will receive its quarterly update on the San Bruno Recreation and Aquatic Center (RAC) project from the City of San Bruno. As you know, the City has begun the construction process, as the San Bruno Pool and the Veterans Memorial Recreation Center structures in San Bruno City Park have been demolished. A team from the City, including Project Manager Rod Macaraeg, City Manager Jovan Grogan, Public Works Director Matt Lee, and Community Services Director Ann Mottola will give the presentation.

In addition, on behalf of the Foundation's Ad Hoc Committee on Recreation and Aquatic Center Project, President Malissa Netane-Jones will give a brief update on the eight grants totaling \$50 million that the Foundation has awarded to the City in conjunction with the RAC project. In January and February 2022, the Foundation made quarterly RAC grant payments totaling \$4,091,466.16. As shown in the table below, as of March 15, 2022, the Foundation has paid out a total of \$14,710,077.33 in RAC grant payments and has a balance of \$35,289,922.67 left to pay. The City will be submitting its next set of RAC grant reports in April, after which the Foundation will make payments on RAC Grants 2, 3, 4, 5, 7, and 8.

RAC Grant #	For	Total Grant Amount	Total Grant Payments Made as of 3/15/2022	Balance to Pay
1	Conceptual Design	\$416,108.85	\$416,108.85	\$0.00
2	Architectural Services	\$5,420,388.00	\$4,775,238.16	\$645,149.84
3	Project & Construction Management Services	\$1,079,000.00	\$566,316.66	\$512,683.34
4	City Compliance Review	\$1,061,611.00	\$519,030.29	\$542,580.71
5	Temporary Facilities	\$375,000.00	\$82,768.08	\$292,231.92
6	Business Plan	\$60,000.00	\$60,000.00	\$0.00
7	Tom Lara Field Parking Lot	\$1,123,438.00	\$870,908.46	\$252,529.54
8	Construction	\$40,464,454.15	\$7,419,706.83	\$33,044,747.32
	TOTAL	\$50,000,000.00	\$14,710,077.33	\$35,289,922.67

SAN BRUNO

Community Foundation

Memorandum

DATE: March 31, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report from the Ad Hoc Committee on Program Development and Resolution Approving Strategic Grant to the City of San Bruno Supporting the 2022 Community Day in the Amount of \$30,000

The April 4, 2022, special meeting will include a report from the Ad Hoc Committee on Program Development and consideration of a request from the City of San Bruno for strategic grant funding totaling \$30,000 to support the 2022 Community Day. Vice President Jim Ruane chairs the Committee, on which Secretary Raul Gomez and Board Member Melissa Moreno also serve.

In September 2021, the Board created the Ad Hoc Committee on Program Development as one of the key action items arising out of Strategic Plan 2.0. The Committee is charged with reviewing the community needs and program ideas identified in Community Listening Campaign 2.0, recommending to the Board priority areas for strategic grants, and assessing proposals and opportunities for strategic grants in the near- and mid-term.

1. Background on the Foundation's Support of Community Day

Pre-pandemic, Community Day consisted of thousands of community members convening at San Bruno City Park to enjoy carnival rides, games, music, food booths, information tables, baseball games, and community spirit.

In the 2015 Community Listening Campaign, the Foundation consistently heard San Bruno residents express a desire for more community events and activities that would create a stronger, more engaged sense of community in our city. In particular, the Foundation heard support for making the 2014 Centennial Celebration's Community Day in the Park into an annual event. The City also held a Community Day event in the fall of 2015 to mixed reviews, and the Foundation urged the City to continue holding the event, with some adjustments made to format and timing, with SBCF financial support.

In 2016, the Foundation agreed to serve as the primary underwriter of Community Day with a \$30,000 strategic grant. The event was moved to the first Sunday of June to coincide with the San Bruno Lions Club's annual Posy Parade, which benefited both events, and the two events

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have been jointly held since then. In 2017 and 2018, the Board approved a strategic grant of up to \$30,000 to the City of San Bruno to sponsor Community Day and also authorized staff to receive restricted donations earmarked for Community Day and to grant those restricted donations to the City in support of Community Day. In 2017 and 2018, the Foundation's eventual contribution ended up being slightly less than \$30,000 due to funding from other sources. For Community Day 2017, the Foundation disbursed a grant of \$43,000 to the City – \$28,000 of the Foundation's funds and \$15,000 from community partners (YouTube and Walmart). In addition, the City directly received one additional Foundation-solicited sponsorship of \$5,000 (Skyline College) for the event and had ride wristband revenues of \$12,550. Total expenses for the event were \$60,550.

For Community Day 2018, the Foundation disbursed a grant of \$49,225 to the City – \$28,225 of the Foundation's funds and \$21,000 from community partners (Sammut Family Foundation, YouTube, PG&E, and Recology San Bruno). In addition, the City directly received Foundation-solicited sponsorships totaling \$5,250 (Skyline College and Jack's Restaurant and Bar) and had ride wristband revenues of \$9,330. Total expenses for the event were \$63,805.

For Community Day 2019, the Foundation disbursed a grant of \$47,500 to the City - \$30,000 from the Foundation and \$17,500 from community partners (Sammut Family Foundation, YouTube, Recology San Bruno, and OMARSHALL Realty). In addition, the City began actively participating in the solicitation process and directly received sponsorships totaling \$14,000 (Skyline College, San Bruno Police Officers Association, Donor in Memory of Carolyn Livengood, Watson-Marshall Realty, San Francisco Police Credit Union, Camp St. Andrews, San Bruno Lions Club, San Bruno Fire Association, San Bruno Rotary Club, and San Bruno Youth Baseball). Total expenses for the event were \$72,299, an increase of nearly \$9,000 over 2018 expenses. The reason for the increase, which was primarily in staffing costs, was two-fold: First, some of the staff time involved in hosting the event, including comp time for different departments like Recreation/Library, Parks and Facilities, Police, and Public Works, had not been previously tracked but was included in the 2019 compilation of expenses as a more accurate accounting of costs. Second, the Police Department significantly increased its staffing model for the event, in light of large community event incidents that had recently occurred in other communities.

In 2020, the Foundation approved a \$20,000 grant for Community Day and again agreed to help secure additional sponsorships from community partners. In a change since the Foundation began serving as the main sponsor for Community Day in 2016, the City committed \$35,000 toward the event and planned to take over the main responsibility for soliciting additional sponsorships (with the goal of raising at least \$8,800). The smaller grant from the Foundation was consistent with the Foundation's decision to fund the event for the first time in 2016 with a \$30,000 grant (no additional fundraising involved), with the intention of scaling back its support over time (perhaps to the \$15,000 or \$20,000 level) as the City ramped up its ability to secure

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sponsorships from other partners. The 2020 Community Day was ultimately canceled due to the COVID-19 pandemic, and the City and Foundation formally canceled the grant agreement for the 2022 grant. The pandemic also prevented the City from holding the event in 2021.

2. 2022 Community Day Grant Request and Committee Recommendation

As COVID nears the endemic stage, the City plans to relaunch Community Day this June. The event will take on a different form, as construction of the new San Bruno Recreation and Aquatic Center necessitates moving the event from its prior location in San Bruno City Park to San Mateo Avenue. The event hopes to showcase downtown San Bruno and the diverse array of stores and restaurants along The Avenue. The attached document details the City's plans for the event this year, and Community Services Director Ann Mottola and City Manager Jovan Grogan will give an overview of the planned event at the April 4 meeting.

The City is requesting a \$30,000 grant from the Foundation, which is an increase from the \$20,000 grant awarded in 2020. The City has estimated the event budget to total \$73,600 and intends to fund the balance through the General Fund, the City Art Fund, and wristband sales for the Kid's Zone attractions. The City does not plan to actively seek sponsorships from local businesses this year, as many are still suffering from the pandemic and the event will be following a new concept. The City also notes that due to the new event location and arrangements, City staff time is needed to focus on event logistics, and with Recreation staff levels reduced since 2020, the department does not have the staff to dedicate to sponsorship solicitation.

Based on the Foundation's experience working with the City on Community Day since 2016, the Committee believes that the City's proposal is a reasonable request and plan for 2022, with the hope that if this new concept is successful, the City would be able to ramp up its sponsorship activities and rely less heavily on SBCF funding in 2023. The Committee particularly appreciates the City's efforts to highlight San Bruno's cultural diversity and its alignment with the Foundation's diversity, equity, and inclusion focus and encourages the City to incorporate as much cultural programming into the event as possible. The Committee recommends that the Board adopt the attached resolution approving a strategic grant to the City of San Bruno supporting the 2022 Community Grant in the amount of \$30,000.

Attachments:

1. 2022 Community Day Proposal from the City of San Bruno
2. Resolution Approving Strategic Grant to the City of San Bruno Supporting the 2022 Community Day in the Amount of \$30,000



March 20, 2022

San Bruno Community Foundation
901 Sneath Lane, Suite 209
San Bruno, CA 94066

Dear President Netane-Jones and Board of Directors,

It is with gratitude for the amazing partnership we have with the San Bruno Community Foundation that the City of San Bruno is submitting this grant proposal for the **2022 COMMUNITY DAY** celebration, scheduled for Sunday, June 5, 2022.

The impact from construction of the new Recreation and Aquatic Center has presented an opportunity to transform the event into a street fair celebration located in San Bruno's downtown – so the event format will change substantially this year as the location moves from City Park to San Mateo Avenue! By relocating to San Mateo Avenue, we hope to encourage a rediscovery of our downtown. We also hope that the relocation of the event will be beneficial in bringing new visitors to the area.

The event has been reimagined to celebrate the rich diversity of the City. The event will showcase a colorful lineup of cultural performers representative of our community. Highlighting the diversity of global cuisine on the Avenue through an event food map will also connect event patrons to the many cultures that reside here. The event will continue to provide opportunities for participation, volunteering, and encourage involvement by providing activities that will engage patrons of all ages.

Community events have a significant influence on creating a sense of unity *within* and belonging *to* a community. This year's **COMMUNITY DAY** is particularly significant in that it will provide a place for the community to come together, reconnect, and build bonds and relationships after a two year pause of this event due to the COVID-19 pandemic.

The City estimates the cost to produce the 2022 **COMMUNITY DAY** celebration at approximately \$73,600 and is asking for a grant of \$30,000. The remainder is covered by the General Fund and City Art Fund. We hope to offset the impact to the General Fund with a more passive sponsor outreach and day-of-event wristband sales for Kid's Zone attractions. While the City has proactively solicited sponsorships in the past to support this event, we are sensitive to the impact that the COVID-19 pandemic has had on local businesses, so a proactive sponsorship program this year has been deferred.

A full grant proposal for the **COMMUNITY DAY** event including timeline and budget is attached for your consideration.

Sincerely,

Ann Mottola
Community Services Director

SBCF Strategic Grant Proposal
for
SAN BRUNO COMMUNITY DAY 2022

1. **Program Description and Implementation Plan:** What is the initiative for which the organization seeks funding? What is its purpose? How will it be implemented? What is its end result? We need a detailed description of what the program is and how it will be implemented (e.g., stages of program, key staff involved, technology/equipment needed, goals, deliverables).

The City of San Bruno is seeking funding for its **2022 COMMUNITY DAY** celebration. The event will be produced and implemented by the Community Services Department with support from the Police, Fire, and Public Works Departments.

The event format will change substantially this year as the location moves from City Park to San Mateo Avenue! The impact from construction of the new Recreation and Aquatic Center has presented an opportunity to transform the event into a street fair celebration located in San Bruno's downtown.



Please see the following attachments:

- **Attachment 1 – 2022 Community Day Program Description.pdf** – This document is a detailed narrative description of the event program.
 - **Attachment 2 – 2022 Community Day Map DRAFT 032022.pdf** – This event map is a draft in content and design but provides a good visual on the distribution of activities on San Mateo Avenue. This will change over the next month as we confirm attractions and participation.
2. **Value Proposition/Community Impact:** Why is the initiative needed? What is its value to the organization? To the broader San Bruno community? Identify the needs, problems, and/or opportunities to be addressed. Explain how the initiative contributes to and/or impacts the San Bruno community specifically, using both quantitative and qualitative measures when possible, and how you will measure the initiative's success.

Community events have a significant influence on creating a sense of unity *within* and belonging *to* a community. This year's **COMMUNITY DAY** is particularly significant in that it will provide a place for the community to come together, reconnect, and build bonds and relationships after a two year pause due to the COVID-19 pandemic. In addition to providing a social outlet for event patrons, this event will provide opportunities for participation, volunteering, and encourage involvement by providing activities that will engage patrons of all ages. The event will also invite participation from community-based volunteer groups such as the Boy Scouts, Rotary, and Lions Club Interact and Leos to provide service within their community.

By relocating to San Mateo Avenue, we also hope to encourage a rediscovery of our downtown. Highlighting the diversity of food will connect event patrons to the many cultures that reside here. We also hope that the relocation of the event will be beneficial in bringing new visitors to the area.

In order to measure event attendance and reach, since this a free event, our measurement will be a combination of measured data, through wrist band sales and surveys – and will also be empirically based through feedback from San Mateo Avenue businesses.

We will survey our downtown patrons about their experience and ask about their overall business at COMMUNITY DAY compared to other Sundays. We will also ask for a more subjective assessment of the COMMUNITY DAY patrons. For instance, did they seem to be a local crowd, out of towners, visiting San Mateo Avenue for the first time?

Some of the same questions we ask of the San Mateo Avenue businesses will be developed into a survey for a more measured approach to data collection at our Information Booth locations. A survey will include questions asking what zip code the patron lives in, how many years they have been attending COMMUNITY DAY, and if this was the first time they visited San Mateo Avenue. The survey will also have a comment area for feedback or suggestions.

3. **Timeline:** Provide a time schedule for implementing the initiative.

Please see attached: **ATTACHMENT 3 – 2022 Community Day Task Timeline.pdf**

4. **Budget:** Provide an overall budget for the initiative. Show anticipated costs by category (e.g., personnel, consultants, supplies/materials, technology/equipment, and marketing/outreach).

Please see attached: **ATTACHMENT 4 – 2022 Community Day ESTIMATE Budget.pdf**

5. **Why are SBCF funds needed?** And what other sources of funding are possibly available for this initiative?

There are several reasons the City is seeking funding from the San Bruno Community Foundation. The first is that, with this being a new concept, it is not the same event that historic partners have invested in in past year. Staff believes the ability to provide this year's event in partnership with the San Bruno Community Foundation would be a way to launch a new concept and demonstrate a success that others will want to partner in for future years.

There is also a sensitivity to asking businesses for funding since many are still recovering from the impacts of COVID. The relocation to San Mateo Avenue is intended to prop up our "mom and pop" businesses in our downtown. For this reason, we are showcasing restaurants without asking for a fee to be identified on a food map. This may change in future years, but we wanted to demonstrate the impact of the event to draw future partners.

The last reason is related to staffing. Relocating the event to San Mateo Avenue has a level of complexity that is different from the production in City Park. Staff has been focusing on logistical tasks

related to designing an event in this setting. Recreation staff levels are reduced since the last time COMMUNITY DAY was presented by the City; we do not have any one staff who can manage sponsor solicitations in the robust manner it was addressed in the past. Community Services is in the process of adding two new team members that will round out the capability to take on this task in future years.

6. **Collaboration:** If the initiative is a collaboration with other organizations, identify the collaborating organizations and explain their roles in the collaboration.

There is coordination with the Lions Club as the Posy Parade also takes place on the same date. The parade site is the same as the event site – San Mateo Avenue. Given this, there is coordination with timing, staging, and other logistics that are being developed collaboratively.

There is an “Art Block” that will host an activity sponsored by the Culture and Arts Commission and funded by the City Art Fund. We will be partnering with the artists from Tanforan to facilitate a street chalk art activity so participants of all ages can engage with artists to create temporary works on chalk art on the Avenue.

We will also be reaching out to local non-profits and community groups such as the Crime Prevention Committee and Community Preparedness Committee to be on hand to provide information to the community. City Departments such as the Community Services, Community Development, Police, and Fire will also be on hand to make connections to the community we serve.

7. **Sustainability:** How will the organization support the initiative once SBCF funding has concluded?

We hope the San Bruno Community Foundation will consider this grant proposal as a request for seed money to relaunch COMMUNITY DAY in its new location. This idea of a downtown event is new to San Bruno. Once the event is produced and documented, the City believes it will be able to attract sponsors through the event’s demonstrated success. Additionally, we are in the process of hiring two new team members to the Community Services Department and so we will have the staffing resources to manage a sponsorship program for the event in future years.

2022 COMMUNITY DAY PROGRAM DESCRIPTION

Sunday, June 5, 2022 • Noon – 5:00 PM • San Mateo Avenue

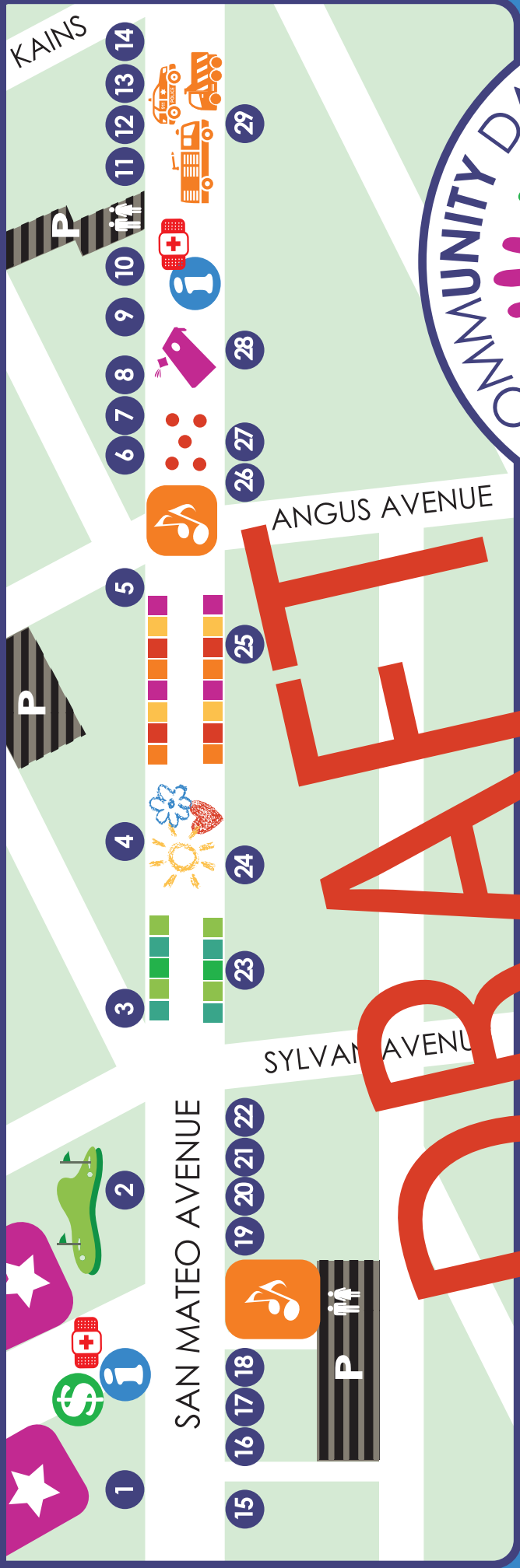
After taking a two-year hiatus, the Community Services Department is planning for COMMUNITY DAY 2022! The event returns to San Bruno with a new location – San Mateo Avenue! The impact from construction of the new Recreation and Aquatic Facility has presented an opportunity to transform the event into a street fair celebration located in San Bruno’s downtown. Taking a note from its new location, the event has been reimagined to reflect the vibrant diversity of cultures that comprise the San Bruno community. The event concept plan includes:

- **GLOBAL CUISINE:** Rather than invite tented food vendors, a food map of the global cuisine offered by the many restaurants located on San Mateo Avenue will allow event attendees a selection of flavors from around the world.
- **CULTURALLY DIVERSE ENTERTAINMENT:** Entertainment will include a main stage showcasing a tapestry of cultural dance performances: – Polynesian dance and music, ballet folklorico, taiko drummers. A smaller stage will offer acoustic artists for those who want a more mellow experience.
- **ART BLOCK:** Local creatives will host street chalk drawing throughout the day. A group of artists from Tanforan, will be facilitating this activity so participants of all ages can engage with artists to create temporary works of chalk art on the Avenue.
- **KID’S ZONE:** We’re assembling a variety of inflatable obstacles, slides, and climbing wall – creating an activity area for kids big and small!
- **TOUCH A TRUCK:** We will have a group of awesome trucks from Public Works, Police, and Fire that will be on display and ready exploration!
- **THIS & THAT:** As you wander through the site you might also come across Cornhole or Minigolf or some other interactive activity!
- **COMMUNITY GROUP EXHIBITS:** Local non-profits and community groups like Crime Prevention Committee and Community Preparedness Committee will be on hand to provide information to the community. City Departments such as the Community Services, Community Development, Police, and Fire will also be on hand to make connections to the community we serve.

The event will be held on Sunday, June 5, 2022. Entertainment and Kid’s Zone activities will begin at noon. Street vendors and all other attractions located on the Avenue will also begin immediately following the conclusion of the Posy Parade.



WELCOME!



MAP KEY

- Information
- First Aid
- Ticket Sales
- Stages
- Inflatable Attractions
- Portable Rest Rooms
- Cornhole!
- Touch a Truck
- Global Arts
- Non-Profit...
- Art Block | Chalk Art

Global Cuisine on the Avenue

1 Restaurant	11 Restaurant	20 Restaurant
2 Restaurant	12 Restaurant	21 Restaurant
3 Restaurant	13 Restaurant	22 Restaurant
4 Restaurant	14 Restaurant	23 Restaurant
5 Restaurant	15 Restaurant	24 Restaurant
6 Restaurant	16 Restaurant	25 Restaurant
7 Restaurant	17 Restaurant	26 Restaurant
8 Restaurant	18 Restaurant	27 Restaurant
9 Restaurant	19 Restaurant	28 Restaurant
		29 Restaurant

2022 COMMUNITY DAY | Implementation Timeline

Category	Sub-Category	Task	Target
Administration	Budget	Develop 2022 Budget	02/14/22
Entertainment	Entertainment	Identify Booking Agent	02/14/22
City Council	Council Communication	Preliminary Event Schedule to CM for Council	03/18/22
Entertainment	Stages	Develop Stage Schedule	03/22/22
Logistics	Logistics	Confirm use of Bank Parking Lots	03/22/22
Entertainment	Kids Area	Call/Email to Confirm Attractions Vendor(s)	03/29/22
Entertainment	Stages	Call/Email to Confirm Entertainment	03/29/22
Entertainment	Stages	Call/Email to Confirm Stage & Sound Vendor	03/30/22
Participants	Arts	Secure Contract with Vendor Coordinator	03/31/22
Logistics	Logistics	Coordinate with Fire for Review of Festival Layout	04/01/22
Logistics	Logistics	Coordinate with Police for Street Closure	04/01/22
Logistics	Equipment/Supplies	Order: Porta Potties	04/01/22
Logistics	Equipment/Supplies	Order: Radios	04/01/22
Participants	Non-Profits	Finalize Non-Profit Participation Application	04/01/22
Participants	Vendors	Finalize Vendor Participation Application	04/01/22
Participants	Non-Profits	Letter of Invitation to Non-Profit Organizations to Exhibit	04/01/22
Participants	San Mateo Avenue	Letter of Invitation to San Mateo Avenue Restaurants	04/01/22
Participants	San Mateo Avenue	Letter of Invitation to San Mateo Avenue Restaurants	04/01/22
Promotions	Web Page	Monitor and Update	04/01/22
Participants	ALL	Mail all participant Invites	04/04/22
Entertainment	Kids Area	Review/Select Attractions Vendor(s)	04/08/22
Entertainment	Main Stage	Select/Contract Stage & Sound Vendor	04/08/22
Logistics	Event Layout	Review Event Layout/Changes	04/08/22
Promotions	Miscellaneous	Select Novelty Items for Sale	04/08/22
Graphics	Signage	Festival Signage Plan Finalized	04/15/22
Graphics	Logistics	Finalize Event Layout/Map	04/15/22
Graphics	Miscellaneous	Graphics for Novelty Items	04/15/22
Participants	San Mateo Avenue	Walk San Mateo Avenue to Engage Restaurants	04/15/22
Administration	Contract	Contract Executed with Attractions Vendor(s)	04/22/22
Administration	Contract	Contract Executed with Entertainment	04/22/22
Administration	Contract	Contract Executed with Stage & Sound Vendor	04/22/22
Entertainment	ALL	Entertainment Line-Up Confirmed	04/22/22
Entertainment	Main Stage	Entertainment Line-Up Confirmed	04/22/22
Logistics	Logistics	Order Tables & Chairs	04/22/22
Logistics	Procurement	Order: Dumpsters	04/22/22
Graphics	Signage	Event Signs	04/29/22
Graphics	Signage	Information	04/29/22
Graphics	Signage	Parking Lots	04/29/22
Graphics	T-shirt	Staff/VIP Shirts Delivered	04/29/22
Graphics	T-shirt	Staff/VIP Shirts Designed	04/29/22
Graphics	T-shirt	Staff/VIP Shirts to Printer	04/29/22
Graphics	Signage	Stage Banner	04/29/22

Category	Sub-Category	Task	Target
Graphics	Signage	Stage Schedule	04/29/22
Graphics	Signage	Wayfinding	04/29/22
Participants	Food (If Applicable)	Coordinate Health Permit Application	04/29/22
Participants	San Mateo Avenue	Finalize Restaurant Participation List	04/29/22
Staffing	Staffing	Staffing Plan	04/29/22
Promotions	Social Media	Event Feature Highlight	05/02/22
Logistics	Staffing	Confirm 'Day of' Event Staff	05/06/22
Logistics	Staffing	Review Cash Collection Process/Need for Escort	05/06/22
Logistics	Signage	Supplies for Signage Posts Purchased	05/06/22
Promotions	SBTV	Coordinate Filming w/SBTV	05/06/22
Promotions	Social Media	Event Feature Highlight	05/09/22
Promotions	Social Media	Sponsor Shout Out	05/09/22
Graphics	Signage	Signs to Print	05/13/22
Logistics	Logistics	Coordinate with Fire for Festival Inspection	05/13/22
Participants	Non Profit	Letters to Non-Profits with Number/Space Assignment	05/13/22
Procurement	Procurement	Contact and Reserve Rental Equipment	05/13/22
Promotions	Social Media	Parade Shout Out	05/15/22
Administration	Budget	Check Requests/Payments	05/16/22
Administration	Budget	On-Site Box Office Set Up	05/16/22
Entertainment	Administration	Process Invoices for Vendor Payment	05/16/22
Promotions	Social Media	Event Feature Highlight	05/16/22
Graphics	Signage	Signage Delivered to City	05/20/22
Logistics	Equipment/Supplies	Compile List of Items & Supplies for Info Booths	05/20/22
Logistics	Logistics	Develop Detailed "Week of" Task Schedule	05/20/22
Logistics	Logistics	Develop Load-In/Load-Out Sequence	05/20/22
Logistics	Equipment/Supplies	Develop Radio Distribution Plan	05/20/22
Logistics	Signage	Signage Posts Assembled	05/20/22
City Council	Council Communication	Final Event Schedule to CM for Council	05/22/22
Promotions	Social Media	Event Feature Highlight	05/23/22
Promotions	Social Media	Sponsor Shout Out	05/23/22
Logistics	Equipment/Supplies	Put Together Info Booth Totes	05/27/22
Logistics	Signage	Signage Staged on Posts	05/27/22
Staffing	Staffing	Staff Training & Walkthrough	05/27/22
City Council	Council Communication	Mayor's Script to CM	05/30/22
Entertainment	Sound	Entertainment Schedule to Sound Tech	05/30/22
Logistics	Equipment/Supplies	Confirm Delivery of Porta Potties	05/30/22
Logistics	Equipment/Supplies	Confirm Delivery of Radios	05/30/22
Promotions	Social Media	Event Feature Highlight	05/30/22
Logistics	Load-In	Stage Supplies & Equipment for Loading	06/03/22
Logistics	Load-In	Mark Street for Set Up	06/04/22

2022 CommUNITY Day Estimated Budget

EXPENSE		
Entertainment		
Rahiti Polynesian Dance & Music	1,500.00	
Ballet Folklorico Mexico Vivo	800.00	
Emmeryville Taiko	500.00	
Fresh Crew & DJ Qbert	1,600.00	
Marcus Cappellazzo Soloist	350.00	
Ukulenny Solo	650.00	
Jason Movrich Soloist	350.00	
The Lizard Lady	650.00	
Art Block Artists	1,250.00	
Stage Management	400.00	
Subtotal		8,050.00
Stage, Sound & Sound Tech		
Stage Backdrop	675.00	
Stage, Sound & Sound Tech	5,000.00	
Subtotal		5,675.00
Inflatables & Games		
Jumbo Slide with Mini Jump	280.00	
Alcatraz Obstacle Course	1,275.00	
Rainforest Triple Slide with 2 Bouncers	1,600.00	
Three Person Rock Wall	1,300.00	
Wisper Generator	500.00	
Mini Golf	1,200.00	
Subtotal		6,155.00
Promotions		
Postcard Printing	1,900.00	
Postcard Mailing	3,300.00	
Subtotal		5,200.00
Logistics Supply		
Vendor Coordination Services	2,500.00	
Two Way Radio Rental	650.00	
Porta Poties and Sinks	1,500.00	
Health Inspection Permit	1,100.00	
Table & Chair Rental	500.00	
Canopy Rental	750.00	
Staff Shirt	500.00	
Art Block Supplies	1,250.00	
Wayfinding and Event Signage	2,500.00	
Event Supplies (wrstbands, small tools)	1,000.00	
Subtotal		12,250.00
Staffing		
Pre-Planning	20,528.00	
Event Day		
Part Time	1,904.00	
Parks (OT)	3,310.00	
Recreation (OT)	1,740.00	
Police (OT)	5,060.00	
Public Services (OT)	3,720.00	
Subtotal		36,262.00
TOTAL		73,592.00

REVENUE		
Wrist Band Sales	5,000.00	
City Art Fund	2,500.00	
General Fund	36,000.00	
TOTAL		43,500.00

RESOLUTION NO. 2022-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
APPROVING STRATEGIC GRANT TO THE CITY OF SAN BRUNO SUPPORTING THE 2022
COMMUNITY DAY IN THE AMOUNT OF \$30,000**

WHEREAS, prior to a two-year hiatus necessitated by the COVID-19 pandemic, Community Day was a successful, well-attended event in San Bruno City Park that helped build community relationships, thanked San Bruno community members for their many contributions to the City, fostered community spirit, and provided opportunities for community-based volunteer groups to provide services and promote educational resources and information to the San Bruno community;

WHEREAS, building upon the success of the past Community Day events, the City of San Bruno intends to host Community Day in June 2022;

WHEREAS, the City seeks to relaunch Community Day in a new location and format, as the construction of the new Recreation and Aquatic Center in San Bruno City Park requires a relocation to downtown San Bruno and the event is being reimagined to celebrate the City's diversity by showcasing cultural performances and highlighting the variety of cuisines offered on San Mateo Avenue;

WHEREAS, the City has requested \$30,000 in grant funding from the San Bruno Community Foundation to support Community Day 2022;

WHEREAS, supporting the City's Community Day is consistent with the Foundation's strategic priority of community-building; and

WHEREAS, the Foundation supported Community Day with strategic grants to the City in 2016, 2017, 2018, and 2019.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves a strategic grant in the amount of \$30,000 to the City of San Bruno to help underwrite the costs of holding Community Day in 2022.

BE IT RESOLVED FURTHER that the Board hereby authorizes Executive Director Leslie Hatamiya to finalize, and execute on behalf of the Foundation, a Grant Agreement setting forth the specific terms and conditions, including the specific grant purposes, for such a grant to the City of San Bruno in an amount totaling \$30,000.

Dated: April 4, 2022

ATTEST:

Raul Gomez, Secretary

I, Raul Gomez, Secretary, do hereby certify that the foregoing Resolution No. 2022-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 4th day of April, 2022, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

SAN BRUNO

Community Foundation

Memorandum

DATE: March 31, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report from the Ad Hoc Committee on Education Initiatives and Resolution Approving Strategic Grants to the San Bruno Education Foundation and the Capuchino High School Alumni Association Totaling \$290,000 to Support Continued Implementation of the Music Education Strategic Initiative

At its April 4, 2022, special meeting, the Foundation Board will receive a report from the Ad Hoc Committee on Education Initiatives and consider a resolution approving strategic grants to the San Bruno Education Foundation and the Capuchino High School Alumni Association totaling \$290,000 to support the continued implementation of the Music Education Strategic Initiative. The Committee was created in January 2022 to investigate ways in which the Foundation can support San Bruno's K-12 public schools. Secretary Raul Gomez chairs the Committee, and Treasurer Pak Lin and Board Member Supriya Perry serve as Committee members.

At the March 2, 2022, regular Board meeting, the Committee reported on its discussions with San Bruno Park School District Interim Superintendent Michael Milliken and Capuchino High School Principal Jesse Boise about the music programs at Parkside Intermediate and Capuchino High School, respectively, and sought Board feedback on a proposal to extend the Music Education Strategic Initiative for two more years with seed funding for the sixth grade music program and additional financial support for the Capuchino music program. Several Board members expressed strong support for the proposal and a desire to support San Bruno's youth through creative expression at a time that many are struggling with their mental health during the pandemic. Others asked questions about the school district's ongoing commitment to the sixth grade music program and about programs to support the elementary schools as well as Parkside. The Committee now brings to the Board for consideration a proposal for additional funding for the Music Education Strategic Initiative based on needs identified by the schools and informed by feedback from the Board.

1. Background: Music Education Strategic Initiative

A partnership between SBCF, the San Bruno Education Foundation (SBEF), the San Bruno Park School District (SBPSD), Capuchino High School, and the Capuchino High School Alumni Association (CHSAA), the Music Education Strategic Initiative the goal of the initiative is to make

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music education a hallmark of San Bruno's public schools. The original grant was for \$495,000 to be spent over three school years from 2017 to 2020, and then the initiative was extended an additional year with \$68,000 in funding. Capuchino High School's funds were used up on schedule in the 2020-2021 school year, but due to the challenges of delivering the elementary school music program via distance learning during the pandemic, we extended the grant period to the current school year for the SBEF/SBPSD grant.

Music program activities funded through the initiative have included:

- New uniforms for the Capuchino High School Marching Band
- Transportation for Capuchino music groups to attend performances and competitions
- Instruments and supplies for the Parkside Intermediate School music program
- Elementary music education for all SBPSD elementary schools through Music for Minors
- Fund development activities to ensure that SBEF and CHSAA are able to sustain the music programs once SBCF funding sunsets

Attached as background information are the original Music Education Strategic Initiative proposal from 2017 and the staff memo explaining the extension.

Historically, the music programs at Parkside and Capuchino High School have been a point of community pride and an opportunity to celebrate the accomplishments of San Bruno's youth. The San Bruno Park School District has suffered tremendously throughout the pandemic, with its program primarily remote during 2020-2021. In the current school year, staffing challenges and the Omicron surge have continued to impact the district's instructional program and its music program in particular. The fourth and fifth grade music program continues to be taught remotely by the vendor Music for Minors. Coupled with the 2020-2021 remote school program, where very little music was taught in these grades, the district's rising fifth and sixth grade students have been deprived of quality music instruction over the past two years. Enrollment in Parkside's elective music classes have declined since the beginning of the pandemic, which has been a cause for concern both at Parkside and at Capuchino High School, as Parkside is the primary feeder school into Capuchino. This past fall, very few ninth graders enrolled in music as a result of the weakening and decreased enrollment of the Parkside music program during the pandemic. The Capuchino administration is concerned that this trend of decreasing interest in high school band will continue without a boost to the Parkside music program.

2. Proposal to Extend the Music Education Strategic Initiative

The San Bruno Park School District has requested a two-year extension of the Music Education Strategic Initiative to provide seed funding to "jump start" the Parkside music program to

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remedy COVID's impact on music instruction. The revamped program would require all Parkside sixth graders to take a music class for the year, such as instrumental music, chorus/vocal music, and music exploration, with the goal of igniting a passion for further music instruction in many of the students. The district proposes to hire an additional, dedicated sixth grade music teacher at Parkside to offer high-quality music instruction. Currently, Parkside has only one music teacher across grades six, seven, and eight, and that teacher, who is supportive of this proposal to add a sixth grade music program and teacher, is trying to teach the full range of beginning to advanced classes. By enabling the district to hire an additional music teacher who would focus on the sixth grade program, this grant would both strengthen Parkside's introductory music program and take the pressure off the current teacher, allowing him to focus on the intermediate and advanced music courses.

As part of the Music Education Initiative's extension, the district seeks seed funding for the teacher position for the 2022-2023 and 2023-2024 school years, which would give the district time to adjust its staffing structure to be able to fully fund the sixth grade music teacher position. The budget for the proposed program to cover the salary for the new teacher would total \$226,000 over two years (\$110,000 for 2022-2023 and \$116,000 for 2023-2024). These figures cover the teacher's salary, mandatory pension contribution, health benefits, mandatory state unemployment insurance, workers compensation insurance, and Medicare expenses. As the district explains, theoretically, it could hire this teacher from its general fund, but economic pressures require it to use all of its existing teachers before hiring additional ones. If it can get by with its existing staff and existing elective offerings, then for efficiency purposes it must stay with that more basic elective model. The district is in the bottom quartile of San Mateo County's public school districts for teacher compensation, and if it hires more teachers than it absolutely needs, that would continue to suppress teacher compensation. SBCF's infusion of capital would boost the middle school music program in ways that the district would not be able to do on its own. The district also contends that with a more robust music staff, program, and set of elective offerings for the next two years, this grant would allow the district time to shift its staffing so that the district could fund the second music teacher itself beginning in 2024-2025.

The district also seeks additional funding for related program expenses, including purchasing and repairing instruments, sheet music, and other supplies for the sixth grade music courses. The district's estimate for instruments, repairs, and other supplies is \$66,640 over the first two years of the program launch.

Because the Music Education Initiative has been a K-12 effort, the Committee has included funding for the Capuchino music program in its proposal. While Principal Boise and Music Director Johnathan Hsu emphasized that the best investment for Capuchino's music program is an investment in the SBPSD elementary and middle school music programs, which feed

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students into Capuchino’s program, they also identified covering transportation and other costs related to performances and competitions, the costs of replenishing the instrument supply, and funding for instrumental/vocal sectional coaching as top needs for the program. Fundraising organized by the Music Boosters typically covers these expenses, but such fundraising efforts have lagged during the pandemic. To ensure that the Capuchino music program continues to thrive, the Committee recommends providing modest grant funding for each of the two years of the proposed extension to the high school program.

Please see the attached program summaries from the San Bruno Park School District and Capuchino High School for further details about the funding being sought. At the April 4 meeting, a team from the San Bruno Park School District (Interim Superintendent Milliken, Director of Educational Services Anjelica Zermeno, and Parkside Principal Stacy Russell) and Capuchino Principal Boise will give an overview of the use of the funds at Parkside and Capuchino, respectively. SBEF President Bryan Vander Lugt and Renee Callantine of CHSAA will also be present at the meeting to provide input.

The Committee is recommending that the Foundation provide two additional years of funding for the Music Education Strategic Initiative as follows:

	2022-2023	2023-2024	TOTAL
Parkside 6 th Grade Music Program Launch: Seed Funding for Music Teacher + Startup Instrument and Supply Costs	\$150,000	\$120,000	\$270,000
Capuchino Transportation, Coaching, and Instrument Costs	\$10,000	\$10,000	\$20,000
TOTAL	\$160,000	\$130,000	\$290,000

As with our past music education grants, the funds for the Parkside sixth grade music program would be allocated as a grant to the San Bruno Education Foundation, and the funds for Capuchino’s music program would be allocated as a grant to the Capuchino High School Alumni Association.

The Committee strongly supports the additional two years of music education funding as proposed and recommends that the Board approve the attached resolution. The funding builds on the investments the Foundation has already made through the Music Education Strategic Initiative and acknowledges the toll that the pandemic has taken on the schools’ music programs as well as the creative outlet that music can provide for students dealing with the mental health stresses of the past two years. In particular, the funding enables Parkside to get

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the revamped sixth grade music program off the ground and provides the time needed to adjust its staffing arrangement so that the district can cover the costs associated with the additional music teacher starting in the 2024-2025 school year. Finally, the Committee appreciates that this funding will benefit students at San Bruno's sole public intermediate and high schools and therefore have a broad impact throughout the community.

If the Board approves, as recommended, the attached resolution, on April 4, the San Bruno Park School District will immediately begin the recruitment process for the additional music teacher in order to have the new teacher on board for the beginning of the 2022-2023 school year.

Attachments:

1. Proposal for Music Education Strategic Initiative, dated April 28, 2017
2. Staff Report Regarding Strategic Grants to the San Bruno Education Foundation and the Capuchino High School Alumni Association Totaling \$68,000 to Support Continued Implementation of the Music Education Strategic Initiative, dated May 4, 2020
3. Parkside Sixth Grade Music Program Renewal Proposal, dated March 22, 2022
4. Capuchino High School Music Program Grant Proposal, dated March 23, 2022
5. Resolution Approving Strategic Grants to the San Bruno Education Foundation and the Capuchino High School Alumni Association Totaling \$290,000 to Support Continued Implementation of the Music Education Strategic Initiative

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Proposal for Music Education Strategic Initiative:

A Collaboration of The San Bruno Community Foundation, San Bruno Park School District, Capuchino High School, San Bruno Education Foundation, and Capuchino High School Alumni Association

April 28, 2017

I. Background

In November 2015, the Board of Directors of the San Bruno Community Foundation identified a list of strategic grantmaking priorities and directed staff to begin working with the relevant community partners to research and, as appropriate, develop concrete funding proposals to address these priorities. Based primarily on feedback received through the Foundation's spring 2015 Community Listening Campaign, the list of priorities includes, among others, education and community building. The inclusion of education reflects a broad community desire to improve San Bruno's public schools, and the inclusion of community building reflects the strong sense of community that exists in San Bruno and the desire to foster more community-building activities and places for people to gather. These two priorities form the roots of this proposal for a Music Education Strategic Initiative.

Numerous studies document the profound benefits of music education on children. When initiated at the elementary and high school levels, music is an integral part of community building, promotes high levels of academic achievement, and is a part of lifelong personal and community growth. Music nurtures the human spirit, promotes personal development, and is central to learning and the creative process. Research reveals that students engaged in arts education have significantly higher attendance and graduation rates and succeed at higher levels than students without it, regardless of the socioeconomic level of the school or district. When students are making music together they are learning the spirit of team work, discipline, and most important, self-discovery, which promotes physical well-being and social understanding.

Music education benefits not just the students participating in the programs and their families, but also the community at large. The broader community benefits include advancement of the cultural arts in the local area, community performances by student musicians, a sense of pride in accomplished musical groups, and a strengthening of the public schools that can help attract families to the San Bruno.

San Bruno public schools, particularly Capuchino High School, have long had a tradition of excellence in music education with award-winning bands and notable community performances. Unfortunately, budget cuts have caused the Capuchino music program to diminish over the past decade. In recent years, while also facing budgetary constraints, instrumental music education has experienced a renaissance at Parkside Intermediate School. Today approximately 350 Parkside students, or more than 40% of the student body, participate in the school's music program, benefiting from musical learning opportunities through daily band and orchestra classes and ukulele ensembles. Both schools struggle financially to support their music programs – Capuchino to rebuild its program, now headed by a new music director who has the expertise and enthusiasm to return Capuchino's music program to its glory days, and Parkside to build upon its recent success undertaken by two dynamic music

instructors to develop a sustainable program to support all students who seek accessible and affordable music instruction. In fact, Capuchino leaders feel that it is critical that the school provide a quality music program to attract Parkside musicians to the school, or else risk losing these students to other high schools in the San Mateo Union High School District (SMUHSD) and elsewhere with strong music programs.

Music education in San Bruno Park School District (SBPSD) elementary schools has been inconsistent and uneven and, as the district has faced financial challenges in recent years, is dependent on support from school parent teacher associations (PTA). In 2016, to prepare older elementary school students for the instrumental music program at Parkside Intermediate School, the San Bruno Education Foundation (SBEF) began funding after-school instrumental group instruction for fourth and fifth grade students. This program was so successful that SBEF added a summer program for grades 4-8 last summer.

The leadership at both SBPSD and Capuchino High School has identified music education as a desired and valuable program, but both entities lack the necessary financial resources to support the programs at the optimal level. Both recognize that a not insignificant portion of the funding that is needed to support music education must come from outside the limited resources available from school districts.

In fact, the Capuchino High School Alumni Association (CHSAA) applied to SBCF for a Community Grant to support the high school's music program, seeking funds to cover the costs of sheet music, instrument materials and repairs, uniform/costume entry fees for festivals and competitions, performance lighting and sound, transportation to events, and field trips to observe performances. SBEF applied for two Community Grants – one to support the instrumental music program at Parkside, and another to bring an age-appropriate music program to second and third graders at three SBPSD schools where the PTAs are unable to underwrite the cost of offering such a program. In December 2016, the SBCF Board approved one Community Grant to CHSAA for \$19,180 and two Community Grants to SBEF totaling \$25,000 (\$14,000 for the Parkside music program and \$11,000 for the elementary school program). Because space constraints at Parkside have postponed the launch of the specialty performance groups what were to be funded by the Community Grant until next year, when a new building will be completed on campus, SBEF requested – and SBCF approved – a modification of the Parkside grant. The \$14,000 is now being used to fund the summer instrumental program that SBEF offers to 4th-8th graders and performance venue enhancements, such as stage curtains or acoustic baffles, at Parkside. The elementary school program ended up costing \$1,650 less than the \$11,000 grant funding provided, so the balance is being applied as a deposit on the program in 2017-2018 and has been taken into consideration in the funding of the elementary school program enhancements in this proposal.

With the strong educational and community benefits of music education in mind, in November 2016 the SBCF Board created an ad hoc committee consisting of Board Members Emily Roberts (chair) and Patricia Bohm to investigate the creation of a strategic initiative to significantly bolster music education in San Bruno's public schools. The Committee's charge is to develop a proposal laying the foundation for music education to become a hallmark or distinguishing feature of San Bruno's public schools, through a meaningful capital investment by SBCF and the development of a long-term plan to make the programs sustainable once SBCF funding sunsets, including the identification and cultivation of other funding sources and the development of productive fundraising operations of SBEF and CHSAA.

II. Strategic Initiative Working Group

The Ad Hoc Committee on Music Education Strategic Initiative assembled a group of representatives of key stakeholders to assist in the development of an Initiative proposal. The Working Group eventually grew to 15 people, including:

- Emily Roberts, Chair, SBCF Ad Hoc Committee on Music Education Strategic Initiative

- Pat Bohm, Member, SBCF Ad Hoc Committee on Music Education Strategic Initiative
- Leslie Hatamiya, Executive Director, SBCF
- Shamar Shanks, Principal, Capuchino High School
- Scott Souza, Music Director, Capuchino High School
- Cheryl Olson, Superintendent, San Bruno Park School District
- Leigh Schwartz, Director of Student Services/Special Education, San Bruno Park School District
- Kerry Dees, Principal, Parkside Intermediate School
- Michael Case, Vice Principal, Parkside Intermediate School
- Elyse Mahfouz, Music Teacher, Parkside Intermediate School
- Ciana Whitfield, Music Teacher, Parkside Intermediate School
- Colleen Hennessy, Principal, Rollingwood Elementary School
- Judy Puccini, Vice President, Capuchino High School Alumni Association
- Renee Callantine, Treasurer, San Bruno Education Foundation
- Paul Linden, Board Member, San Bruno Education Foundation

The Working Group met five times from early December 2016 to late March 2017, and its deliberations formed the basis of this strategic initiative proposal.

III. Goals

The Working Group identified the following goals for the Music Education Strategic Initiative and its efforts to develop an enhanced music education program in San Bruno’s public schools:

- To provide equal access to music education opportunities in San Bruno public schools
- To retain students in and attract families to San Bruno public schools
- To bolster community pride, particularly in San Bruno public schools
- To develop accomplished musicians
- To nurture a love of and appreciation for music in San Bruno public school students
- To improve academic achievement in San Bruno public schools
- To develop teamwork, self-confidence, self-esteem, time management, and other life skills for San Bruno public school students
- To educate parents on the value of music education

IV. Intended Outcomes

As both an investment and a collaboration, the Music Education Strategic Initiative aims to result in the following outcomes:

- Retention of students in San Bruno public schools at all levels
- Increased student, school, and community pride and appreciation
- Increased number of community performances
- Increased student participation in music education programs
- Providing music education opportunities on an articulated continuum across different levels
- Accomplished musicians and performance groups
- Improved student academic achievement, attendance, and connections to school
- Achievement at music competitions
- Stronger community for students in the programs and stronger student connections to alumni
- Better integration of music with the broader arts curriculum
- Coordination and collaboration between Capuchino High School and the San Bruno Park School District

V. Vision Statement

A vision statement is an aspirational description of what an organization or effort would like to achieve or accomplish over the long term and serves as a clear guide for choosing current and future courses of action. The vision for the Music Education Strategic Initiative is:

San Bruno public schools provide equitable access to music education for all children through a continuum of superior music opportunities, from elementary through high school, that inspire, build self-confidence, and develop life skills in students, with our community sharing in the value, pride, and appreciation of their contributions.

VI. Strategic Initiative Framework

If approved, an SBCF grant of \$495,000, distributed over a three-year time frame starting with the 2017-2018 school year, will provide the foundation for a vibrant, equitable music program from transitional kindergarten through high school in San Bruno's public schools. Grant support will be greatest in Year 1, when a district-wide elementary school music program is launched and significant one-time capital investments are made at the middle and high school levels to cover major gaps that the cash-strapped schools have been unable to fill in recent years. Once these investments are made, the annual recurring expenses reach a manageable level that should be sustainable with moderate fundraising.

Table 1. SBCF Funding, 2017-2020

Earmarked For	Year 1 2017-2018	Year 2 2018-2019	Year 3 2019-2020	Total Years 1-3 2017-2020
<i>1. Elementary School: Music for Minors</i>	\$70,350	\$74,880	\$58,491	\$203,721
<i>2. Middle School: Priority 1 Expenses (Instruments, Mouthpiece Supplies, Music Ed Supplies, Music Office, Repair, Supplies)</i>	\$89,768	\$2,600	\$1,300	\$93,668
<i>3. Middle School: Specialty Groups</i>	\$14,000	\$0	\$0	\$14,000
<i>4. High School: Priority 1 Expenses (Uniforms, Music, Transportation, Instrument Repair/Replacements, SmartMusic)</i>	\$90,820	\$16,860	\$8,430	\$116,110
<i>5. Program Sustainability: Fundraising Strategy Consultant</i>	\$7,500	\$0	\$0	\$7,500
<i>6. Program Sustainability: Fund Development/Program Coordination</i>	\$20,000	\$20,000	\$20,000	\$60,000
TOTAL SBCF	\$292,438	\$114,340	\$88,221	\$495,000

The funds will be disbursed from SBCF to two grant recipients: (1) SBEF will receive funding for lines 1-3 and 5-6, to support programs offered by SBPSD and the program sustainability measures, and (2) CHSAA will receive funding for line 4 to support programs at Capuchino High School.

The SBCF grant funds assume other sources of funding to support the identified needs of the music programs, including:

- Elementary School PTAs: Annual contribution of \$13,000-\$14,000 to support Music for Minors
- San Bruno Education Foundation: Annual funding of more than \$13,000 to support the after-school instrumental program for grades 4-5 and additional music program needs for grades TK-8
- Parkside School Budget: Annual funding of \$10,000 to support additional Parkside music program needs
- Parkside Music Boosters/PTO: Annual net contribution of \$10,000 to support additional Parkside music program needs
- Capuchino School Budget: Annual funding of \$3,000 to support additional Capuchino music program needs
- San Mateo Union High School District Budget: Annual funding of \$5,200 to support additional Capuchino music program needs
- Capuchino Music Boosters/High School Alumni Association: Annual net contribution of \$10,000 to support additional Capuchino music program needs

A Music Education Steering Committee will oversee the Initiative. The Steering Committee will consist of representatives of:

- San Bruno Education Foundation
- San Bruno Park School District administration
- Parkside Intermediate School
- Parkside Music Boosters/PTO
- SBPSD Elementary Schools and PTAs
- Capuchino High School
- Capuchino Music Boosters/High School Alumni Association
- San Bruno Community Foundation

SBEF will provide a program coordination function for the Initiative, and a portion of the funds granted to SBEF will be designated for efforts to support the sustainability of the Initiative. In this role, SBEF will:

- Support implementation of the Initiative
- Facilitate communication and collaboration among the various entities
- Coordinate Music Education Strategic Initiative Steering Committee
- Hire consultants needed for the sustainability component of the initiative; funds included in the grant are to underwrite hiring of fundraising consultant (\$7,500 in Year 1) and fund development and program coordination support (combined total of \$20,000 each of the three years)
- Oversee/coordinate new fundraising efforts to ensure sustainability of the initiative's programs
- Fulfill all reporting requirements for the grant

A critical part of the Initiative is assisting SBEF, CHSAA, and other stakeholders in acquiring the fund development capacity to raise the funds necessary to sustain the programs that make up the Initiative once SBCF funding sunsets.

VII. Program Enhancements

The Music Education Strategic Initiative seeks to support program enhancements at the elementary school, middle school, and high school levels. In addition, the Initiative includes efforts to bolster the sustainability of the program enhancements once SBCF funding sunsets.

A. Elementary School

Founded in 1906, the San Bruno Park School District serves the overwhelming majority of San Bruno public school students from transitional kindergarten through the eighth grade. (The district's three preschool programs are not a part of this proposal.) SBPSD includes six elementary schools throughout San Bruno – Allen, Belle Air, El Crystal, John Muir, Portola, and Rollingwood – with a total enrollment of approximately 1,900.

Particularly since the Great Recession of the late 2000s and early 2010s, the district has struggled financially, resulting in increased class sizes, the closure of one school, and tension with the teachers' and classified staff unions. The district continues to grapple with a structural deficit.

1. Current Program Offerings

In this context, it is not surprising that the district has not offered a comprehensive music program at its elementary schools. Music education at the elementary school level has been dependent on funding from individual school parent teacher associations (PTAs), with decisions on programming made at the school level. Prior to the 2016-2017 school year, three schools – El Crystal, John Muir, and Portola – offered PTA-funded, singing and rhythm-based music programs. El Crystal and Portola have contracted with Rhythm and Moves, the entity that the district hires to provide physical education at all of the elementary schools, for their music programs, while John Muir provides music education through music specialist Susan Bell. With the previously mentioned SBCF Community Grant to SBEF, the district has been able to offer for the second half of the current school year music programming through Music for Minors for second and third graders at the other three schools (Allen, Belle Air, and Rollingwood). Rollingwood is also now offering the Music for Minors program to its other grade levels with funding from its PTA.

As mentioned above, beginning in the 2015-2016 school year, SBEF has offered an optional, after-school instrumental program for district fourth and fifth graders in preparation for the band and orchestra offerings at Parkside. The program is offered at one school in the district, and participants are responsible for their transportation to the instruction site and for obtaining their own instruments. Participants receive two one-hour sessions of instruction per week. SBEF funds the program through its fundraising efforts and a nominal program fee that is waived for participants with financial need.

2. Strategic Initiative Enhancements

With the Strategic Initiative, SBPSD will offer consistent, high-quality music program to all six elementary schools through Music for Minors (<http://mfm.org/>). Founded in 1976 and based in San Carlos, Music for Minors partners with school districts to provide sequential, California standards-based music education programs at an affordable rate. Its programs offer students at the elementary school level hands-on participation in many facets of music, such as singing, movement, theory, dance, musical games, and the use of rhythm instruments. The playing of recorders is introduced at the third grade. Music for Minors assumes responsibility for hiring and managing the instructors, scheduling, and developing curricula across the grades. The response from staff at the three schools now engaged with Music for Minors has been very positive in terms of the well-developed curriculum and the quality of the music teachers, including their classroom management.

Music for Minors' rates are based on the number of classes at each school that receive the weekly instruction (30 minutes per class per week). Music for Minors offers a slightly discounted rate for under-resourced schools, defined by the percentage of students qualifying for the free and reduced-price lunch program. Allen and Belle are the SBPSD schools that currently qualify for the discounted rate. As a 501(c)(3) nonprofit organization, Music for Minors has a dedicated fundraising operation that enables it to subsidize its program offerings to participating schools based on need.

Under current projections for the number of grade TK-5 classes in SBPSD in the 2017-2018 school year, the cost to offer Music for Minors to all classes districtwide will be \$85,000. Music for Minors’ rates increase by 3%-5% each year. Under the proposal, SBCF will fund 100% of the discounted rate for all schools for Years 1 (\$70,350 in new funds plus a rollover of \$1,650 from the Community Grant, for a total of \$72,000) and 2 (\$74,880). The proposal asks the PTAs at the schools that do not qualify for the under-resourced school rate to cover the difference between the discounted rate and the full rate (which comes to \$2,800-\$4,400 per school, depending on number of classes at each school, which is less than what the PTAs are currently spending to fully fund music programs at their schools). The Working Group has reached out to the elementary school PTAs regarding this partnership, and all of the PTAs at the schools that do not qualify for the discounted rate have already expressed their willingness to cover the difference between the discounted rate and the full rate at their schools for the 2017-2018 school year. To the extent that some PTAs are unable or willing to participate in this effort in a particular year, new fundraising will be required to cover the gap.

In Year 3, SBCF’s subsidy will be reduced to \$58,491 (22% decrease), with new fundraising necessary to cover the remaining expense. Once SBCF’s funding for the program sunsets at the end of Year 3, SBEF, SBPSD, and the PTAs will be responsible for ensuring the continuation of the districtwide program.

SBEF will continue to fund the after-school instrumental program for fourth and fifth graders, and no SBCF funds will be dedicated to that program.

Table 2. SBCF Funding for the Elementary School Level, 2017-2020

Earmarked For	Year 1 2017-2018	Year 2 2018-2019	Year 3 2019-2020	Total Years 1-3 2017-2020
<i>1. Elementary School: Music for Minors</i>	\$70,350	\$74,880	\$58,491	\$203,721

B. Middle School

SBPSD has one middle school – Parkside Intermediate – which the vast majority of San Bruno middle schoolers attend. Since 2009, Parkside has been in Program Improvement (a designation under state and federal law for low-performing schools), which initially led to the elimination of most elective courses. Several years ago, Parkside was able to focus again on band and strings electives, and under the leadership of current music instructors Elyse Mahfouz and Ciana Whitfield, the Parkside music program has flourished, developing into one of the school’s strengths.

1. Current Program Offerings

More than 40% of Parkside’s student body (355 students) are currently enrolled in a music course. Parkside offers beginning, intermediate, and advanced band and strings courses, as well as courses in ukulele. All groups participate in concert performances at the school, with the more advanced groups also participating in competitions and community performances. The school does not currently have any choir offerings. With growing enthusiasm for the program, bolstered by the institution of the instrumental program for fourth and fifth graders in 2015-2016, the school expects enrollment in music courses to exceed 400 in 2017-2018, with more modest increases of about 6% per year in subsequent years.

The school budget has been able to provide about \$10,000 annually in addition to covering the salary and benefits of the two music teachers. As part of the Parkside PTO, the Parkside Music Boosters raise funds through concert ticket sales and other fundraising efforts to support the music program. This proposal assumes

an annual net contribution of \$10,000 from the Parkside Music Boosters to support the program’s needs. The school district superintendent has committed to earmarking \$10,000 per year for the Parkside music program, and the Parkside Music Boosters believe that their annual fundraising efforts will be able to contribute approximately \$10,000 to the program.

2. Strategic Initiative Enhancements

The Parkside music teachers have developed an extensive “program needs list” of equipment, supplies, programming, and other items that they feel are necessary for the program to effectively serve their students and to compete on relatively equal footing with music programs at other Bay Area middle schools. The list includes instruments and accessories, music instruction supplies (including music books and music stands), music program office equipment and supplies (including a sound system for the music room and copiers), and instrument maintenance and repairs. The vast majority of these expenses are one-time investments, while a small number are recurring expenses. The teachers prioritized the items on the list (Priority 1, 2, and 3).

Under the Initiative, SBCF will fund 100% of the Priority 1 items on the program needs list for Years 1 (\$89,768) and Year 2 (\$2,600) and 50% in Year 3 (\$1,300). The Year 1 total includes nearly \$55,000 for instruments, \$25,000 on music books, music stands, and related supplies, and \$5,700 for music office equipment including copiers, a sound system, and speakers. SBCF will also seed the launch of specialty performance ensembles in Year 1 (\$14,000). The specialty groups were to be funded by the Community Grant SBCF awarded to SBEF, but due to space constraints at Parkside, the specialty groups will not launch until the next school year when a new building is completed on campus.

The school budget, Parkside Music Boosters, and new fundraising efforts will support Priority 2 and 3 items, 50% of Priority 1 items in Year 3, and the specialty performance ensembles starting in Year 2.

Table 3. SBCF Funding for the Middle School Level, 2017-2020

Earmarked For	Year 1 2017-2018	Year 2 2018-2019	Year 3 2019-2020	Total Years 1-3 2017-2020
<i>2. Middle School: Priority 1 Program Needs (Instruments, Mouthpiece Supplies, Music Ed Supplies, Music Office, Repair, Other Supplies)</i>	\$89,768	\$2,600	\$1,300	\$93,668
<i>3. Middle School: Specialty Groups</i>	\$14,000	\$0	\$0	\$14,000
TOTAL	\$103,768	\$2,600	\$1,300	\$107,668

C. High School

Capuchino High School is San Bruno’s main public high school. Part of the San Mateo Union High School District, Capuchino has about 1,150 students, most of whom attended Parkside for middle school.

As early as the 1950s, Capuchino developed a distinguished music program, winning numerous competitions and performing in the Tournament of Roses Parade and the Inauguration Parade for President John F. Kennedy. Over the past decade, the music program has faced significant budget cuts, largely the result of the economic downturn beginning in 2008, and enrollment in music classes has dwindled. However, with the growth of the Parkside music program, student demand for music instruction has increased and will continue to increase in the foreseeable future. In addition, in the 2016-2017 school year a new music director, Scott Souza, with the vision, experience, and energy to revive the music program joined the Capuchino faculty.

1. Current Program Offerings

Capuchino currently offers band, orchestra, and choir courses. In total, about 110 students participate in the music program, including a color guard and drumline. A steady increase in the number of students enrolled in music courses is expected as students who participated in Parkside’s music program matriculate at Capuchino. Mr. Souza is scheduled to receive the necessary training to offer music courses as part of the school’s International Baccalaureate program. The groups perform both at school events and in the community and also participate in musical competitions and parades.

In 2016-2017, \$1,000 in school discretionary funds support the music program. Going forward, the principal is committed to funding the music program at the \$3,000 level. The music program also receives \$5,200 annually from the school district. In addition, the Capuchino Music Boosters, which operates under the CHSAA umbrella, raises funds through the selling of concert tickets and other fundraising efforts to support the Capuchino music program. This proposal assumes a net contribution of \$10,000 from the Capuchino Music Boosters to support the music program’s needs, and the Capuchino Music Boosters organization has committed to providing this level of funding. In addition, the proposal acknowledges that SMUHSD provided in 2016-2017 on a one-time basis substantial funding to the Capuchino music program to increase an aging and dwindling inventory of instruments.

2. Strategic Initiative Enhancements

Since Mr. Souza arrived at Capuchino in the summer of 2016, he has identified a long list of program needs to get the program back on track. In particular, aware that an increasing number of dedicated musicians will be coming to Capuchino from Parkside, he is concerned that the program does not have sufficient equipment and materials to accommodate the expected enrollment growth. SBCF’s Community Grant of \$19,180 has allowed him to begin to address those needs, but additional funds are needed to put the program on solid footing. One major expense he has identified as a top priority is new marching band uniforms for nearly 100 students, which cost approximately \$700 each (total cost with tax and shipping estimated at \$73,000). The current uniforms are more than 20 years old, in poor shape, and sized too small for many of today’s teenagers.

Mr. Souza has also identified about \$35,000 in annual recurring costs needed to keep the program prospering. He prioritized the items on the list (priority 1, 2, and 3). SBCF will fund 100% of the Priority 1 items in Year 1 (uniforms plus \$17,820 in recurring costs), 95% of the Priority 1 recurring costs in Year 2 (nearly \$16,860), and 47% in Year 3 (\$8,430). The Priority 1 recurring costs include music books/sheet music, instrument repair/replacement, SmartMusic software license, and transportation for competitions and performances (which can exceed \$1,500 per trip). Funds from the school budget, SMUHSD budget, the Capuchino Music Boosters, and new fundraising efforts will support Priority 2 and 3 items and a small but increasing portion of Priority 1 items starting in Year 2.

Table 4. SBCF Funding for the High School Level, 2017-2020

Earmarked For	Year 1 2017-2018	Year 2 2018-2019	Year 3 2019-2020	Total Years 1-3 2017-2020
<i>4. High School: Priority 1 Program Needs (Uniforms, Music, Transportation, Instrument Repair/Replacements, SmartMusic)</i>	\$90,820	\$16,860	\$8,430	\$116,110

D. Program Sustainability Measures

SBCF support for the Initiative totaling \$495,000 will extend for three years from the 2017-2018 school year to the 2019-2020 school year. This strategic grant is a significant investment of SBCF funds, and it is critical that the funds be used cost-effectively for the purposes for which they are intended and that they be accounted for in reports back to SBCF in an accurate and timely fashion. In addition, the success of the Initiative depends in large part on communication and collaboration between the various stakeholders, so the vision for a comprehensive TK-12 music education program in San Bruno’s public schools is realized.

Moreover, once SBCF funding sunsets, it will be the responsibility of the existing key stakeholders – SBPSD, elementary school PTAs, Parkside Music Boosters/PTO, Capuchino High School, SMUHSD, and CHSAA/Capuchino Music Boosters to sustain and, ideally, grow the programs fostered under the Initiative. SBCF acknowledges that the nonprofit fundraising arms for the school entities are all volunteer-driven organizations without paid staff, which limits the fundraising capacity of these organizations.

As a result, a key component of the Initiative is an investment in program sustainability measures. These measures include the creation of a Steering Committee, funding to support program coordination of the Initiative, and funding to expand the fundraising capacity of the participating organizations.

SBCF hopes this Initiative will result in a strong working relationship between SBPSD and Capuchino High School (and their support organizations), which will extend beyond the schools’ music programs. Because San Bruno does not have a unified school district, communication and collaboration between these entities can be challenging, and ideally this Initiative will be the launching pad for a lasting and meaningful partnership. Moreover, interest by both CHSAA and SBEF to partner in their fundraising efforts on behalf of K-12 education in San Bruno is encouraging, and SBCF is supportive of this Initiative leading to additional opportunities for collaboration.

Table 5. SBCF Funding for Program Sustainability Measures, 2017-2020

Earmarked For	Year 1 2017-2018	Year 2 2018-2019	Year 3 2019-2020	Total Years 1-3 2017-2020
<i>5. Program Sustainability: Fundraising Strategy Consultant</i>	\$7,500	\$0	\$0	\$7,500
<i>6. Program Sustainability: Fund Development/Program Coordination</i>	\$20,000	\$20,000	\$20,000	\$60,000
TOTAL	\$27,500	\$20,000	\$20,000	\$67,500

1. Steering Committee

The Steering Committee will provide oversight of implementation of the Initiative and ensure communication and cooperation among the various entities. As mentioned above, the Steering Committee will consist of representatives of:

- San Bruno Education Foundation
- San Bruno Park School District administration
- Parkside Intermediate School
- Parkside Music Boosters/PTO
- SBPSD Elementary Schools and PTAs
- Capuchino High School

- Capuchino Music Boosters/High School Alumni Association
- San Bruno Community Foundation

Each entity will identify its representative and an alternate. SBEF’s representative will serve as the Committee’s chair.

2. Program Coordination Function

SBEF will be responsible for the program coordination function, and SBCF has budgeted funds for all three years of the grant to allow SBEF to bolster its capacity to fulfill this function (staff or consultant). As part of this role, SBEF will:

- Support implementation of the Initiative
- Facilitate communication and collaboration among the various entities
- Coordinate the Steering Committee
- Fulfill all reporting requirements for the grant

3. Increasing Fundraising Capacity

SBEF will also be the key point organization to enlist paid fundraising support, although the benefits of such capacity-building are to be shared with the other nonprofit organizations involved, including CHSAA/Capuchino Music Boosters, Parkside Music Boosters/PTO, and the elementary school PTAs. SBCF has budgeted funds for (1) a fundraising consultant to develop a comprehensive fundraising strategy and (2) fund development support, which could take the form of a grant writer, event planner, and/or fundraising assistant, to implement that strategy. SBCF also encourages SBEF to enlist pro bono fundraising assistance as available.

It is roughly estimated that an additional \$78,000 will need to be raised – beyond the contributions of the PTAs, SBEF, Parkside Music Boosters, and Capuchino Music Boosters that are already assumed in this proposal – over the three years of the Initiative to cover the identified program needs. Once SBCF funding sunsets at the end of Year 3, it is expected that new fundraising of at least \$135,000 per year will be required to sustain the programs on an ongoing basis.

SBCF has budgeted \$7,500 in Year 1 for the fundraising strategy consultant as well as \$20,000 in each of the three years for program coordination support and fund development support combined. SBCF acknowledges that it is asking SBEF, which is a volunteer-led organization, to undertake significant responsibility under this Initiative. SBCF is committed to providing SBEF assistance in identifying the necessary personnel or consultant(s) needed to fulfill its program coordination and fund development roles under the Initiative. The funding for the program coordination and fund development functions are combined in order to give SBEF flexibility in seeking the assistance it determines it needs. If SBEF were to determine that funding above the budgeted level is needed to secure the necessary services, SBCF would be willing to consider redirecting other funds for this purpose, so long as the overall grant amount of \$495,000 is not increased. Such a scenario would likely require additional fundraising to cover the reallocated funds.

Over the long term, the hope is that SBPSD and Capuchino High School will be able to integrate the program enhancements supported by the Initiative into their normal operations. For SBPSD (a district whose funding is primarily based on average daily attendance) in particular, increased enrollment resulting from a strengthened music program launched by this Initiative would lead to increased funding, some portion of which could be used to fund the music program enhancements on an ongoing basis. Bolstered by additional fundraising opportunities identified through the Initiative, the overall goal, as stated on the second page of this proposal, is

to make music education a distinguishing feature of San Bruno's public schools that is fully incorporated into the schools' curriculum, operations, and budget for years to come.

SAN BRUNO

Community Foundation

Memorandum

DATE: May 4, 2020

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Strategic Grants to the San Bruno Education Foundation and the Capuchino High School Alumni Association Totaling \$68,000 to Support Continued Implementation of the Music Education Strategic Initiative

At the May 6, 2020, Board meeting, the Board will consider a resolution awarding a fourth year of funding to the San Bruno Education Foundation and the Capuchino High School Alumni Association under the Music Education Strategic Initiative. The proposal being put forth is the same as what the Board discussed at its March 3, 2020, meeting.

Background on the Music Education Strategic Initiative

In May 2017, the Board approved strategic grants to SBEF and CHSAA totaling \$495,000 over three years to support implementation of the Music Education Strategic Initiative, with the goal of making music education a hallmark of San Bruno's public schools.

Per the terms of the two grant agreements, the Foundation made the following payments to the two organizations:

	Year 1 Payment made June 2017	Year 2 Payment Made June 2018	Year 3 Payment Made June 2019	TOTAL
SBEF	\$201,618	\$97,480	\$79,792	\$378,890
CHSAA	\$90,820	\$16,860	\$8,430	\$116,110
TOTAL	\$292,438	\$114,340	\$88,222	\$495,000

SBEF and CHSAA submit written grant reports each year. The Foundation Board last received an oral report on the Initiative from representatives of both organizations in September 2019. I also periodically check in with SBEF and CHSAA to monitor the Initiative's progress.

For the past three school years, Foundation grants have enabled SBPSD to offer high-quality, age-appropriate music curriculum to all 1,600 elementary school students in partnership with

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Memorandum

the nonprofit Music for Minors, including nearly 700 students at the district's Title 1 schools that would not otherwise have had access to music education. The grants to SBEF have also supported the music program at Parkside Intermediate School, primarily funding the purchase of key equipment and supplies. At Capuchino High School, Foundation grants to CHSAA have funded the purchase of new marching band uniforms and other necessary equipment and supplies as well as transportation expenses that enable the high school music groups to participate in off-campus performances and competitions. The music programs at both Parkside and Capuchino have experienced increased enrollment over the three years of the Initiative, and Capuchino music groups, in particular, have won numerous awards at various competitions.

From the beginning, a key component of the Initiative has been to ensure that the progress made in the music education programs in the San Bruno Park School District and at Capuchino High School will be sustainable once SBCF funding sunsets. At that time, it will be the responsibility of the existing key stakeholders – SBPSD, elementary school PTAs, Parkside Music Boosters/PTO, Capuchino High School, San Mateo Union High School District, and CHSAA/Capuchino Music Boosters to sustain and, ideally, grow the programs fostered under the Initiative. In the original Initiative proposal, SBCF acknowledged that the nonprofit fundraising arms for the school entities are all volunteer-driven organizations without paid staff, which limits the fundraising capacity of these organizations.

As a result, all three years of the Initiative included funding for program sustainability measures (\$27,500 in Year 1, \$20,000 in each of Years 2 and 3), such as the creation of a Steering Committee, program coordination of the Initiative, and an expansion of the fundraising capacity of the participating organizations. SBEF Vice President Bryan Vander Lugt, in particular, has emphasized the importance of the sustainability funding in supporting the organizations' ability to fundraise and develop "Music in the Air" as a community showcase for music in San Bruno's public schools and a fundraising vehicle for the music programs. The first "Music in the Air," held in November 2018, raised about \$80,000.

The Need for a Fourth Year of Funding

As discussed in March, over the past year, the San Bruno Park School District has faced a number of significant obstacles that have made for an extremely challenging fundraising environment for the schools and their fundraising arms. Former Superintendent Stella Kemp, who had provided strong, visionary leadership for the district – including passage of a \$79 million bond measure to repair and replace the district's aging school facilities and transform them into "schools with tomorrow inside" – unexpectedly announced her resignation at the end of the 2018-2019 school year. The Chief Business Officer and the Director of Student Services and Special Education resigned soon after. Since last summer, Interim Superintendent

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Sharon Kamberg has been leading the district, and a permanent superintendent is expected to be announced in the near future. In addition, parent organizations at two of the district's schools suffered embezzlement incidents.

In the wake of these developments, which has created a public perception that "this is not an ideal time for public investment" in San Bruno's schools, SBEF has, unsurprisingly, found its fundraising efforts stymied. Prior to COVID-19, SBEF reported that donations received have decreased 70% this school year and donations from school families were down 50%.

These developments made me concerned about SBEF and SBPSD being able to sustain the music programs – particularly at the elementary school level, where they are outsourced to the Music for Minors program and funded entirely from donations – in the next school year, negating the significant gains made over the past three years with the Music Education Strategic Initiative. Upon my suggestion, earlier this year Dr. Vander Lugt proposed an extension of the Initiative's funding to ensure that SBEF and the district weathers the current storm and can continue to build up its fundraising capacity to be able to support the elementary school music program on an ongoing basis. On behalf of SBEF, he proposed an additional \$60,000 for each of the next two school years. Of that amount, \$50,000 would cover a significant portion of the \$90,000 budget for Music for Minors. This would be a decrease from our support for this program (elementary music received \$70,350 in Year 1, \$74,880 in Year 2, and \$58,491 in Year 3) and is consistent with our original philosophy of gradually weaning SBEF off SBCF funding. SBEF has also requested \$10,000 per year in sustainability funds, as it anticipates the need for increased marketing and community-building efforts to stimulate philanthropic support for the music programs in the current environment.

I also reached out to CHSAA to inquire about funding needs of the music programs at Capuchino High School. While Capuchino's music programs do receive financial support from the better-funded San Mateo Union High School District, the growth in the school's music programs have led to increased costs, including transportation costs related to performances and competitions, which are typically covered by donations. This year, SBCF's grant of \$8,430 has been entirely designated to cover transportation expenses, which will likely exceed \$17,000 this school year.

As a result, in March I proposed that the Foundation consider funding an additional year of support (2020-2021 school year) under the Music Education Strategic Initiative: \$60,000 to SBEF (\$50,000 for elementary school music programming and \$10,000 for program sustainability activities) and \$8,000 to CHSAA (for transportation and other music program expenses at Capuchino High School). Board members responded positively to this proposal.

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Developments Since March

Since the Board last discussed the Music Education Strategic Initiative in March, there have been several developments impacting the music programs in the San Bruno Park School District and at Capuchino High School. As you know, the COVID-19 pandemic forced local schools to cease on-site instruction and transition to a primarily online-based distance learning format. The schools are anticipating reopening in the fall, but continued social distancing requirements may require staggered start and end times, reduced numbers of students on campus at one time, and some continuation of distance learning. At Parkside Intermediate School and Capuchino High School, the music teachers will continue to teach their classes in both the on-site and distance learning formats. The elementary school music program, however, where outside music teachers typically visit classrooms on a weekly basis, may need to be tweaked to accommodate social distancing and/or distance learning. The school district is currently negotiating next year's contract with Music for Minors to include contingency plans that will accommodate various teaching scenarios that could be implemented due to the ongoing COVID-19 situation.

The economic downturn resulting from the COVID-19 pandemic will also likely have a significant effect on SBEF and CHSAA's ability to raise funds for the music programs. These organizations were already anticipating a challenging fundraising environment, and as the local economy suffers, COVID-19 will make fundraising even more difficult. Due to the current shelter-in-place order, the Music Initiative Steering Committee canceled the second annual Music in the Air community concert and fundraiser that was scheduled for April 25.

Finally, the music director at Capuchino High School decided to step down from his position at the end of the current school year, and Principal Jesse Boise is in the process of hiring a new music director. While Scott Souza's departure from Capuchino is a great loss for the music program, as he energetically and passionately grew the program over the recent past, Principal Boise is confident that the next music director will be able to carry on Capuchino's proud and decorated music tradition.

Proposal for Approval

When the Board discussed providing a fourth year of music education funding in March, Board members enthusiastically embraced the idea. Since then, I have touched base with both SBEF and Capuchino, and despite some uncertainty about what the fall term will look like due to COVID-19, both entities have requested that the Foundation consider the year four funding levels proposed in March. Although the Music for Minors program might realize some program cost reductions if extended distance learning is implemented again in the upcoming school year, SBEF anticipates decreased fundraising revenue to support the music program. At

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Capuchino High School, COVID-19 may result in fewer out-of-town performances and competitions and therefore lower transportation costs, but the modest additional year of funding would provide much appreciated support for program equipment and supplies as a new music director assumes leadership of the program.

Although there is uncertainty about what the next school year will look like, the schools are making plans to continue their music programs and would benefit from knowing a secured level of funding. Moreover, fundraising will be a challenge this next year, and under these unexpected circumstances caused by a global pandemic, I believe an additional investment in the Music Education Strategic Initiative is warranted to ensure that the music programs continue to thrive and the San Bruno community continues to reap the benefits of the Foundation's original \$495,000 investment.

As a result, I recommend that the Board to adopt the attached resolution providing for a one-year extension of the Music Education Strategic Initiative for at the levels discussed in March:

Year 4 Grant to SBEF:

Elementary School Music Education	\$50,000
<u>Program Sustainability</u>	<u>\$10,000</u>
TOTAL	\$60,000

Year 4 Grant to CHSAA

<u>Music Program Transportation</u>	<u>\$8,000</u>
TOTAL	\$8,000

If the school community anticipates continued fundraising challenges in 2021-2022, the Foundation could consider an additional extension a year from now.

Representatives of the San Bruno Education Foundation (Vice President Bryan Vander Lugt) and Capuchino High School (Principal Jesse Boise, CHSAA Vice President Judy Puccini) will be present at the May 6 Board meeting to answer any questions you may have about this proposal. I have attached a copy of the original Music Education Strategic Initiative Proposal that the Board approved in May 2017 for your reference.

Board Member Nancy Kraus will recuse herself from consideration of this action item, due to her professional consulting arrangement with the San Bruno Park School District.

Upon approval of the resolution, I would work with our nonprofit counsel at NEO Law Group to determine the best method for documenting the additional funding – either as amendments to

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our original Music Education grant agreements with SBEF and CHSAA or as new grant agreements.

Attachments:

1. Resolution Approving Strategic Grants to the San Bruno Education Foundation and the Capuchino High School Alumni Association Totaling \$68,000 to Support Continued Implementation of the Music Education Strategic Initiative
2. Proposal for Music Education Strategic Initiative, dated April 28, 2017

Music Education Strategic Initiative Parkside Sixth Grade Music Renewal

Program Description and Implementation Plan

Historically, the San Bruno Park School District (SBPSD) has prided itself on the music program. Moreover, students who practice music with others accrue benefits to their brain, coordination, memory, concentration, math, and teamwork skills.¹ Unfortunately, the last two years of covid have taken a dramatic toll on our music program, which begins in grades 4 and 5. In response, SBPSD looks to jump start our music program and initiate a “music for all” program in 6th grade at Parkside Intermediate School. This new music program would require all 6th grade students to take some form of music class, differentiated for student background knowledge and skills: instrumental music, chorus/vocal music, and music exploration (e.g., unit on drums, unit on ukelele, unit on singing, etc). To implement this new program, SBPSD needs to purchase additional sheet music and instruments as well as hire an additional, dedicated sixth grade music teacher at Parkside Intermediate School. Currently, Parkside has only one music teacher who is trying to teach the full range of beginning to advanced classes in grades 6, 7, and 8. By hiring an additional music teacher who would focus on providing a range of beginning music classes to sixth graders, we would add the necessary staff to create a more robust music program across grades 6-8 and also compensate for the short-term loss of 4th and 5th grade music over the last two years. After year one, we would evaluate the mandatory aspect of the program and revise it if there is a group of reluctant 6th grade music students that negatively affects the experience of everyone. Our goal is to keep all 6th grade students taking music as a requirement into the foreseeable future.

Value Proposition/Community Impact

SBPSD has suffered from the covid pandemic as much or more than other public institutions. At-home education for children four to thirteen years of age is far less effective than in-person schooling, and SBPSD had its entire program remote for the 2020-21 school year. In 2021-22, staffing challenges and the omicron surge have continued to impact our instructional program, and our music program in particular. Our fourth and fifth grade music program continues to be taught remotely by the vendor Music for Minors. Coupled with the 2020-21 remote school program, where very little music was taught in these grades, our rising sixth grade students have been deprived of quality music instruction. Historically, San Bruno’s public school music programs in middle and high school have been a point of community pride and an opportunity

¹ See this webpage by the Australian government: <https://www.learningpotential.gov.au/articles/musical-benefits>

to celebrate the accomplishments of San Bruno's youth. Parkside Intermediate School's music program needs a jumpstart to help remedy covid's impact on music instruction, which has been especially acute for fourth and fifth grade students.

Timeline

The first week of school is expected to start on August 22, 2022. We propose to purchase the sheet music and instruments in May and early June for delivery in July. We propose hiring the additional Parkside music teacher as soon as possible for the 2022-23 school year. Typically, teachers are hired in March, April, or May for the upcoming school year. Given the regional teacher shortage, the sooner that we could begin recruitment and selection for this position, the better.

Budget

The estimated cost of instruments, sheet music and repairs for two years is \$66,480. Please see the table provided at the end of this document. The average total cost of a SBPSD teacher for 2022-23 is expected to be \$110,000 (up from \$104,000 this year, a number about which we are confident). Total cost for the average teacher in 2023-24 is estimated at \$116,000. So, SBPSD is requesting a commitment of \$171,000 for 2022-23 (\$61,000 in supplies and repairs and \$110,000 in staff) and \$121,000 for 2023-24 (\$5,000 for repairs and \$116,000 in staff).

Why are SBCF funds needed?

Theoretically, SBPSD could purchase these supplies and hire this teacher from its general fund. However, we pay our staff in the bottom quartile of San Mateo County², and we're committed to putting our discretionary funds towards staff raises to pay more competitively and invest in a quality teaching and workforce. In 2022-23, our staff will receive a 5.5% raise, which will require a significant allocation of general fund expenditures. Moreover, our economic pressures require us to use all of our existing teachers before hiring additional ones. If we can get by with our existing staff and our existing elective offerings, then for efficiency purposes we have to stay with that more basic elective model. If we hire more teachers than we absolutely need, that would continue to suppress teacher compensation in SBPSD. We are committed to paying more competitively, and as such, we need to staff our schools from the District's general fund as efficiently as possible. SBCF's infusion of capital will jump start our middle school music program in ways that SBPSD would not be able to do on its own.

² Per the California Department of Education's December 2021 "Form J-90" report of certificated salaries for 2020-21, 20 school districts in San Mateo County reported their salaries to the State. San Bruno Park School District ranked 19th out of 20 in average teacher salary and 17th out of 20 for a teacher with 10 years' experience and 60 units of education beyond a bachelor's degree, which is considered a standard mid-point of teacher salary schedules.

Sustainability

Currently, we offer a “wheel” elective to our sixth grade students so that they sample a range of electives as sixth graders. This is difficult to staff, because it’s very challenging to get the sum of the 6th, 7th, and 8th grade classes in each elective discipline to equal the exact amount of classes that our teachers on staff can teach. Simplifying the elective offerings will allow us over time to revive Parkside’s music program and improve the quality of the 7th and 8th grade electives both in and out of the music department. However, shifting the 6th grade electives from a staffing standpoint takes time. We cannot simply reduce teachers’ employment, as many of them are tenured. As such, we need to find other assignments (e.g., teaching English rather than 6th grade creative writing or introductory drama) and take advantage of teacher turnover to realign our staffing to our new programmatic offerings. This two-year grant would allow us time to shift Parkside’s staffing profile so that the SBPSD could fund the two music teachers beginning in 2024-25. Most importantly, we will have compensated for the music learning loss suffered from covid and have created a robust music program and set of elective offerings that the District can then fund independently.

Musical Instruments, supplies, sheet music, and repairs

Item	Average cost	Quantity	Estimate	In Inventory	Repairs
Music stands	\$30.00	0	\$0.00	123	14
quads	\$600.00	3	\$1,800.00		
drums	\$600.00	10	\$6,000.00		
cymbals	\$300.00	2	\$600.00		
saxophones	\$500.00	15	\$7,500.00		
trumpets	\$400.00	15	\$6,000.00		
trombones	\$400.00	5	\$2,000.00		
reeds	\$26.00	10	\$260.00		
flutes	\$300.00	15	\$4,500.00		
clarinets	\$300.00	15	\$4,500.00		
bells	\$25.00	4	\$100.00		
piano keyboard	\$3,000.00	1	\$3,000.00		
zylaphone	\$3,000.00	2	\$6,000.00		
Marching zylaphone	\$200.00	3	\$600.00		
tuba	\$5,000.00	2	\$10,000.00		
sheet music	\$20.00	50	\$1,000.00		
Curriculum exploration (includes, music, choir, appreciation)	\$2,600.00	1	\$2,600.00		
Repairs budget/year	\$5,000.00	2	\$10,000.00		
		152	\$66,460.00		

CHSAA SBCF Music Grant Write-Up (2022)

Summary of Previous Fund Use:

The original SBCF Strategic Music Grant allowed the CHS Music Department to re-establish itself as a robust band and music program. The comprehensive K-12 funding has helped generate more interest within the music community and across San Bruno. Unfortunately, the pandemic has had an impact on the recent public nature of that work, but we expect more normal activities to return this Spring. We are grateful for the support of the SBCF and the strategic initiative as students who engage with music early on are more likely to select this as their elective in high school. In addition, they arrive with background knowledge and skill, allowing them to perform at much higher levels during their high school year.

In addition to the increased size of the program, travel has been an incredibly important factor. This does come with a significant set of costs (buses, registration fees, and food). When we provide our students with these experiences, we find that it grows their love for music, strengthens existing community, and offers them competitive/showcase opportunities to demonstrate their talents.

Finally, instrumentation has been critical to the recent re-birth of our music program. Our increased enrollment has demanded that we both grow the quantity and variety of our instruments. It was also incredibly helpful in recruiting a new music instructor (Mr. Hsu), who entered the music room and was able to quickly observe the commitment our community has made to the music program.

Future Needs:

As we've returned to campus after the isolation of the 2020-21 school year, one of the programs we want to begin in the 2022-23 school year is the utilization of specific instrument/voice sectional coaches. We've had major success with piloting the position of our Percussion coach who oversees the entire Percussion program as well as the specific Winter Percussion ensemble. The goal would be to bring in professional coaches for the band and orchestra classes once a month. Funds for these coaches will be crucial to the development of instrument-specific skills and will deepen the knowledge of our ensembles as a whole.

As outlined above, the three areas of need include 1) offsetting transportation cost, 2) bringing in professional instrument-specific coaches 10 times a year (once a month), and 3) updating the supply of specialty wind/brass/string/percussion instruments. Specific numbers are below.

Budget for these items for 2022-2023 and 2023-2024:

(\$20,000)

Transportation:

7 bus trips per year (rough estimate of a little over \$1000 per bus trip) - \$8000

Coaches:

9 different coaches for 1 band class (1.5 hour classes) @ \$50/hour = \$675 a month

4 different coaches for 2 orchestra classes (1.5 hour classes) @ \$50/hour = \$600 a month

\$12750 a year (10 months)

Instruments:

Misc. Percussion equipment - \$2000

- 2-3 snare drum stands
- New snare drum head for concert snare drum
- Sticks & Mallets
- Cymbal felts/tops

5 octave concert marimba - \$13,000 (\$6,500) - We would want to utilize the SBCF funds to host a matching fundraiser to raise half of the funds from the community on our end.

Explanation of why SBCF funds would make a difference:

An extension of the SBCF strategic grant will help to offset the challenges we have faced in fundraising emerging from the pandemic. We have observed that parents/guardians, along with other organizations, are much more likely to donate when students are engaged in more public performance. We expect that next year will be a year filled with performances, but the contributions and donations may lag behind for a period of time, while families recoup from the pandemic.

In addition, our aspiration is to continue growing our music program at CHS. Investments within our K-8 neighborhood schools are critical to the success of the CHS program. We are grateful to see considerations are being made in this area.

Finally, other fundraising efforts include our own Expected Family Contribution (EFC), pledge drive, ticket sales from concerts, dinner-night-out events from local San Bruno businesses, as well as other smaller fundraising opportunities (See's Candy, Singing Valentine Grams, Mattress Fundraiser, etc.). A few numbers based on previous estimates and actual funds collected include:

EFC 2021-22 - \$12,000 budgeted, \$13,000 collected

Winter Concert 2021 - \$5,000

Singing Valentine Grams - \$500

Pops Concert 2022 - \$1,000

Spring Concert 2022 - \$5,000 (estimated)

3/23/2022

RESOLUTION NO. 2022-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
APPROVING STRATEGIC GRANTS TO THE SAN BRUNO EDUCATION FOUNDATION AND THE
CAPUCHINO HIGH SCHOOL ALUMNI ASSOCIATION TOTALING \$290,000 TO SUPPORT
CONTINUED IMPLEMENTATION OF THE MUSIC EDUCATION STRATEGIC INITIATIVE**

WHEREAS, the San Bruno Community Foundation’s Program Strategy Framework establishes strategic grantmaking as one of the Foundation’s core program activities;

WHEREAS, the Board identified education as one of its strategic grantmaking priorities;

WHEREAS, the Board recognizes the rich tradition of music education in San Bruno’s public schools, the strong community support for and benefit from music education in the public schools, the extensive academic research establishing the value of music education for K-12 students, and the financial circumstances that leave San Bruno’s public education music programs underfunded and struggling to meet demand;

WHEREAS, in May 2017 the Board approved three-year strategic grants totaling \$495,000 to support Implementation of the Music Education Strategic Initiative (\$378,890 to the San Bruno Education Foundation for music education programs supporting the San Bruno Park School District and the Initiative’s program coordination and sustainability efforts, and \$116,110 to the Capuchino High School Alumni Association to support music education programs at Capuchino High School);

WHEREAS, acknowledging the challenges facing the joint efforts of the San Bruno Education Foundation and the Capuchino High School Alumni Association to raise funds to sustain the programs supported by the three-year Music Education Strategic Initiative grants, resulting from a change in executive leadership in the San Bruno Park School District, financial mis-management issues at volunteer parent organizations supporting two local schools, and, most important, the COVID-19 pandemic, which severely impacted the local economy, in May 2020 the Board approved additional strategic grant funding totaling \$68,000 to the Board (\$60,000 to the San Bruno Education Foundation and \$8,000 to the Capuchino High School Alumni Association) to extend the initiative for a fourth year;

WHEREAS, the music programs at both Parkside Intermediate and Capuchino High School have faced significant challenges over the past two years as a result of the COVID-19 pandemic, and music education can provide a creative outlet for many San Bruno students who have struggled mentally and emotionally throughout the pandemic;

WHEREAS, Parkside Intermediate School seeks to relaunch its music program by offering a new high-quality music program to all sixth graders, and Capuchino High School

wishes to enrich its music program by participating in music performances and competitions, increasing coaching for instrumental and vocal sections, and bolstering its supply of instruments; and

WHEREAS, the Foundation seeks to further the original goals of the Music Education Strategic Initiative by provide two additional years of grant funding to the San Bruno Education Foundation and the Capuchino High School Alumni Association.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves strategic grants totaling \$290,000 to support continued Implementation of the Music Education Strategic Initiative in the 2022-2023 and 2023-2024 academic years, as outlined in Attachment A: \$270,000 to the San Bruno Education Foundation to launch a sixth grade music program at Parkside Intermediate School, and \$20,000 to the Capuchino High School Alumni Association to support music education programs at Capuchino High School.

BE IT RESOLVED FURTHER that the Board hereby authorizes Executive Director Leslie Hatamiya to finalize, and execute on behalf of the Foundation, Grant Agreements setting forth the specific terms and conditions, including the specific grant purposes, for such grants to the San Bruno Education Foundation and the Capuchino High School Alumni Association in amounts totaling \$270,000 and \$20,000, respectively.

Dated: April 4, 2022

ATTEST:

Raul Gomez, Secretary

I, Raul Gomez, Secretary, do hereby certify that the foregoing Resolution No. 2022-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 4th day of April, 2022, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

ATTACHMENT A

Distribution of Grant Funds to the San Bruno Education Foundation
and the Capuchino High School Alumni Association, by School Year

	2022-2023	2023-2024	TOTAL
<i>Funding to the San Bruno Education Foundation to Support the Parkside Sixth Grade Music Program Launch: Seed Funding for Music Teacher and Startup Instrument and Supply Costs</i>	\$150,000	\$120,000	\$270,000
<i>Funding to the Capuchino High School Alumni Association to Support the Capuchino Music Program: Transportation, Coaching, and Instrument Costs</i>	\$10,000	\$10,000	\$20,000
TOTAL	\$160,000	\$130,000	\$290,000

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Community Foundation

Memorandum

DATE: March 31, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report from Ad Hoc Committee on Tanforan Memorial and Resolution
Resolution Increasing Strategic Grant Funding to the Tanforan Assembly Center
Memorial Committee in Support of Construction of the Tanforan Memorial by
the Amount of \$50,000

At the April 4, 2022, special meeting, the Board will receive a report from the Ad Hoc Committee on Tanforan Memorial and consider a resolution increasing strategic grants funding for the Tanforan Memorial by \$50,000, from \$150,000 to \$200,000. The Ad Hoc Committee, which the Board created in September 2020, consists of Chair Malissa Netane-Jones and Members Jim Ruane and Irving Torres and is charged with researching and making a recommendation to the Board regarding support for the Tanforan Memorial being built at the San Bruno BART station.

1. Historical Background

From 1899 to 1964, the site of the current Shops at Tanforan in San Bruno was the location of the Tanforan Racetrack, a thoroughbred horse racing facility most famously known for housing Seabiscuit.

Immediately prior to the 1941 bombing of Pearl Harbor, a portion of the property was used by the U.S. Navy as a special advance personnel depot for the Western Division Naval Facilities Engineering Command. After Pearl Harbor, the U.S. Army took control of the site and, in the spring of 1941, converted the 118-acre Tanforan Racetrack into one of 17 temporary detention camps established to hold Japanese Americans forcibly removed from the West Coast until more permanent internment camps could be constructed during World War II. The Tanforan Assembly Center included 180 barracks, with about half of them built in the racetrack in-field. Out of the 180, 26 were converted horse stalls. From April 28 to October 13, 1942, the Tanforan Assembly Center held nearly 8,000 Bay Area Japanese Americans, most of whom were U.S. citizens, until they were shipped to more permanent internment camps, the majority being sent to Topaz in Utah. This was done without charges being filed and without the due process guaranteed under the U.S. Constitution. The bulk of the population of the Tanforan Assembly

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Center came from the San Francisco Bay Area, including Alameda, Contra Costa, San Mateo, San Francisco, and Santa Clara counties.

2. Tanforan Memorial Project

The Tanforan Assembly Center Memorial Committee (TACMC) has spearheaded two projects located at the Bay Area Rapid Transit (BART) train station in San Bruno. The first project is a photographic exhibition of the works of Dorothea Lange and Paul Kitagaki, Jr., displayed inside the BART station. The photos include ones taken by Lange in 1942 of families destined for the Tanforan Assembly Center and, eventually, the Topaz internment camp, and others taken 60 years later by Kitagaki, whose parents and grandparents were subjects of some of the original Lange photos, of many of the same people documented in the wartime Lange photos. The photos have been on display since April 2012 inside the San Bruno BART station.

TACMC's second project is the creation and installation of a permanent memorial outside the San Bruno BART station ("Tanforan Memorial"). Key features of the memorial will include a bronze statue of two young girls (the Mochida sisters) modeled after a Lange photo of a family headed off to be interned, a replica horse stall (similar to what the internees lived in), and signs listing the names of the 8,000 people interned there. The location of the memorial is outside the pay gates on the west side of the BART station, just south of the path to the food court at the Shops at Tanforan and next to the Target parking structure (behind the San Bruno police station).

In June 2021, the Board approved a \$150,000 strategic grant to TACMC to support construction of the Tanforan Memorial.

Since then, the project experienced several delays in securing the construction permit, which BART finally granted in late November 2021. Site work began on February 7, 2022, and TACMC held a well-attended groundbreaking ceremony on February 11, with construction beginning several days later. As TACMC President Doug Yamamoto reported to the Board as part of his project update at the March Board meeting, the project experienced another delay when BART requested that TACMC move an existing water line that runs through the center of the site because the cherry tree's roots in future years could possibly damage it and then it was discovered that the water line is actually a supply line for an underground fire hydrant and supplies water to the police station, two garages, and the shopping center. Moving the water line would have further delayed construction and added approximately \$40,000 in costs to the project budget. Fortunately, TACMC was able to work out an alternative solution with BART and instead will build a concrete covering over part of the line located closest to the proposed cherry tree, with no added cost to the budget. If, in the future, due to age-related failure or some other cause, BART has to remove/replace the water line, that cost would become BART's

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responsibility, and TACMC would assume responsibility for the cost of moving or replacing the cherry tree, granite pavers, and signage, if needed to restore the memorial to its previous state. Although the alternative will not impact the project budget, it has delayed construction for most of March. As a result, the new timeline for completing construction and holding a ribbon-cutting ceremony has shifted to the summer, most likely July.

The project budget is now approximately \$1.5 million. TACMC is currently looking to raise at least an additional \$58,000 to cover the remaining construction costs and another \$43,000 to cover ongoing administrative and maintenance costs. The attached project update from TACMC outlines its current funding needs.

TACMC is actively soliciting donations for the project and is currently working on four donations in the \$5,000-\$10,000 range, plus smaller donations. These donations would be in addition to two \$50,000 donations that were recently secured for the project, one from the City of San Bruno's Art Fund and one from Alexandria, the new owner of the Shops at Tanforan. TACMC believes that an additional \$50,000 in donations would ensure that TACMC has the funds needed to complete construction this summer.

3. Committee Recommendation

After receiving TACMC's report at the March Board meeting, the Committee met to discuss increasing the Foundation's grant to TACMC supporting construction of the Tanforan Memorial to ensure that the project is completed this summer. After deliberation, the Committee is now recommending that the Board adopt the attached resolution increasing SBCF's grant funding to TACMC in support of construction of the Tanforan Memorial by \$50,000, for a total grant amount of \$200,000. If the resolution is approved, we would amend the current grant agreement to increase the grant amount from \$150,000 to \$200,000.

As you may recall, TACMC originally hoped to complete construction in the spring, so that it could hold the ribbon-cutting ceremony on or near April 28, to coincide with the 80th anniversary of the opening of Tanforan as a wartime detention center. With most surviving Tanforan internees in their eighties and nineties, there is a strong desire to ensure that the memorial is completed this summer and is not delayed any further. The Committee continues to feel strongly that this is an important part of San Bruno and American history that should not be forgotten and that a significant grant to the project is appropriate. The Committee also feels that this grant is consistent with the DEI principles the Board discussed last year and that the project has meaningful historical and cultural significance for the San Bruno community.

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On April 4, the Committee will present its recommendation to the Board. Doug Yamamoto and David Fielder – TACMC President and Project Manager, respectively – will attend the meeting and answer any questions that the Board may have about the project’s current status.

Attachments:

1. Tanforan Memorial Project Update from the Tanforan Assembly Center Memorial Committee, dated March 25, 2022
2. Resolution Increasing Strategic Grant Funding to the Tanforan Assembly Center Memorial Committee in Support of Construction of the Tanforan Memorial by the Amount of \$50,000

TANFORAN MEMORIAL PROJECT UPDATE

From the Tanforan Assembly Center Memorial Committee

March 25, 2022

TIMELINE:

February 7, 2022 was the first day of construction when perimeter fencing was installed and a jobsite trailer was brought in.

February 11, 2022 was the official groundbreaking ceremony. Demolition in the site began the following Monday.

Late February construction halted because of the emergency water supply line supplying the fire hydrants for the BART station, two garages, San Bruno police building and the shopping mall. This line runs through the center of the memorial site and BART required the committee to remove and relocate the line because of possible future tree root damage from the cherry tree. Our plans included this removal and relocation.

After some preliminary demolition, the contractor discovered the line was a 12" supply line buried 6' deep underground. His estimates on moving the line were based on a 2" water supply line not buried at 6'. A rough estimate on the removal and replacement of the 12" line was \$30- \$50K. Moving the line would have also required the involvement, inspection and approval of the San Bruno Fire Marshall. It would have meant new submittals to BART Engineering and coordination about the temporary blocking of the line with BART, San Bruno Police and the shopping mall. This would have meant weeks of delay, if not months, before construction could begin again.

The committee and RHAA met with BART over this issue and expressed our concern about the added cost and the extended time delay. After discussion, BART suggested a less costly plan to address the possible future root damage to the pipeline. BART would prefer that we remove/replace the water line but they would accept a plan to encase the relevant section of existing pipe in a concrete covering. This would protect the pipe from tree root damage. This approach would also not have to involve the Fire Marshall, new permits and detailed drawings and an extended delay. The cost would remain neutral to the original bid.

The committee decided to go with this approach and encase the pipe in concrete. One risk to this approach is the possibility of the need to replace/repair the existing water line due to age, cracking, leaking etc. in the next 10-30 years. If the pipe needed to be repaired/replaced in the future, that repair/replacement would become BART's responsibility. However, if the cherry tree needed to be uprooted, paver stones removed and other parts of the memorial removed to accomplish the repair/replacement, BART will not take responsibility for replacing them and returning the memorial to its original state. Those costs would become the responsibility of the committee.

Because of our concern over increasing costs of the memorial as well as a need to get it built as soon as possible, the committee decided to accept this risk.

Even with the expedited choice of encasing the pipe in concrete, there are some necessary steps to get construction back on track. As of this date, March 25, we have not yet restarted construction. We look forward to restart construction next week.

FUNDING NEEDS:

Given our starting point ten years ago, we are close to our goal of raising enough funds to complete construction. Steve Okamoto has been busy making presentations and meeting with possible donors in an effort to close our fundraising gap. Our remaining funding needs are as follows:

CASH IN HAND MID-APRIL 2022	\$730,000.00	EXPECTED
REMAINING CONSTRUCTION COSTS		
BLACH	\$877,559.00	ORIGINAL CONTRACT
	<u>- \$225,044.53</u>	JULY 2021 PAYMENT
	\$652,514.47	ORIGINAL CONTRACT BALANCE
	<u>+ \$60,000.00</u>	ADA RAMP, PAVERS, ESTIMATE
	\$712,514.47	<i>BLACH REMAINING BALANCE ESTIMATE</i>
LANDSCAPEFORMS	\$247,187.35	ORIGINAL CONTRACT
	- \$161,370.69	JULY 2021 PAYMENT
	<u>- \$16,629.27</u>	MARCH 2022 PAYMENT
	\$76,110.37	<i>LANDSCAPEFORMS REMAINING BALANCE ESTIMATE</i>
SUMMARY - CONSTRUCTION		
	\$712,514.47	BLACH
	<u>+ \$76,110.37</u>	LANDSCAPE FORMS
	\$788,524.84	TOTAL REMAINING CONSTRUCTION COSTS
	<u>- \$730,000.00</u>	CASH IN HAND
	\$58,524.84	FUNDS NEEDED TO FINISH CONSTRUCTION

Note: This estimate of construction costs does not include other unexpected costs that may arise during construction.

REMAINING ADMINISTRATIVE & OTHER NON-CONSTRUCTION COSTS:

MAQUETTES	\$5,000.00	
RIBBON CUTTING	\$10,000.00	
MAILINGS	\$3,000.00	
WEBSITE FEES	\$1,000.00	
INSURANCE	\$4,000.00	
MAINTENANCE	<u>\$25,000.00</u>	
TOTAL	\$48,000.00	FUNDS NEEDED FOR OTHER COSTS

Note: Some of these costs, including the maquettes, some website fees, and insurance, will be paid in the next few months before construction is completed. This will drop our cash balance.

To meet the needs of the non-construction costs, we expect at least three donations of \$5,000 each and one at \$10,000 to come in soon. We expect another large donation from another donor but do not know the amount yet. We continue to receive smaller donations after the very favorable publicity of the groundbreaking event. We are confident that with the San Bruno Community Fund's support and our recent fundraising efforts, we will address all the fundraising needs of building the Tanforan Memorial. We also anticipate that after the ribbon cutting ceremony, people will want to donate to the ongoing maintenance of the memorial.

RESOLUTION NO. 2022-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
RESOLUTION INCREASING STRATEGIC GRANT FUNDING TO THE TANFORAN ASSEMBLY
CENTER MEMORIAL COMMITTEE IN SUPPORT OF CONSTRUCTION OF THE TANFORAN
MEMORIAL BY THE AMOUNT OF \$50,000**

WHEREAS, the San Bruno Community Foundation's Program Strategy Framework establishes strategic grantmaking as one of the Foundation's core program activities;

WHEREAS, the Board identified education and community-building as strategic grantmaking priorities;

WHEREAS, the Board recognizes that the Tanforan Assembly Center, which during World War II served as one of 17 temporary detention camps established by the U.S. Army to hold Japanese Americans forcibly removed from the West Coast, without due process of law, until more permanent internment camps could be constructed, is a notable part of San Bruno's history;

WHEREAS, the Tanforan Assembly Center Memorial Committee is spearheading the creation and installation of a permanent memorial and plaza outside the San Bruno BART station to honor the memory of those Japanese Americans who were incarcerated at Tanforan and to educate community members about this infamous chapter in San Bruno and American history;

WHEREAS, the Board seeks to support efforts to remember this part of San Bruno history, particularly in light of an increase in violence against Asian Pacific Americans in the Bay Area, and to embrace diversity, equity, and inclusion in the San Bruno community;

WHEREAS, on June 2, 2021, the Board approved a strategic grant in the amount of \$150,000 to the Tanforan Assembly Center Memorial Committee to support the construction of the Tanforan Memorial at the San Bruno BART Station recognizing the 8,000 Americans of Japanese ancestry who were interned at the Tanforan Assembly Center during World War II; and

WHEREAS, the Board now wishes to increase, by \$50,000, the amount of the strategic grant to the Tanforan Assembly Center Memorial Committee to support the construction of the Tanforan Memorial in order to ensure completion of the project in the summer of 2022, according to the current construction schedule.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves an increase in strategic grant funding to the Tanforan Assembly Center Memorial Committee in support of

construction of the Tanforan Memorial at the San Bruno BART Station by the amount of \$50,000, for a total grant amount of \$200,000.

BE IT RESOLVED FURTHER that the Board hereby authorizes Executive Director Leslie Hatamiya to finalize, and execute on behalf of the Foundation, an Amendment to the Grant Agreement executed by the Foundation and the Tanforan Assembly Center Memorial Committee on June 18, 2021, and amended on December 14, 2021, increasing the grant amount by \$50,000, to \$200,000.

Dated: April 4, 2022

ATTEST:

Raul Gomez, Secretary

I, Raul Gomez, Secretary, do hereby certify that the foregoing Resolution No. 2022-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 4th day of April, 2022, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

SAN BRUNO

Community Foundation

Memorandum

DATE: March 31, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report on Other Programs (Community Grants Fund and Crestmoor Neighborhood Memorial Scholarship)

At the April 4, 2022, special meeting, I will give an update on the Community Grants Fund and the Crestmoor Neighborhood Memorial Scholarship.

1. Community Grants Fund

a. 2019-2020 Grant Cycle

In December 2019, the Board approved 29 Community Grants totaling \$300,000 for the 2019-2020 cycle. As previously noted, we have amended a number of grant agreements for this grant cycle due to COVID-19 pandemic impacts. The American Association of University Women North Peninsula Chapter received a \$4,000 grant to support scholarships to San Bruno middle school girls selected to participate in the Trek Tech Summer Camp. The grant period for this grant has been extended twice, as the in-person camp was not held at Stanford in 2020 and 2021 as a result of the pandemic. The AAUW North Peninsula Chapter recently learned that the in-person camp will not be held in 2022 and requested another one-year extension. Staff is in the process of amending the grant agreement to extend the grant period through December 21, 2023.

b. 2020-2021 Grant Cycle

In December 2020, the Board approved 23 Community Grants totaling \$300,000 for the 2020-2021 cycle. The Foundation recently received final grant reports from most of these grantees. In March, the Marine Science Institute, the recipient of a \$5,000 grant to support marine science programming in San Bruno schools, requested a six-month extension of the grant period. Due to the pandemic and a shift to a virtual format for much of MSI's programming, MSI requested additional time to expend the grant funds in support of San Bruno schools through the rest of the 2021-2022 school year. I amended the grant agreement, extending the end of the grant period to June 30, 2022.

SAN BRUNO

Community Foundation

Memorandum

c. 2021-2022 Grant Cycle

In December 2021, the Board approved 23 Community Grants totaling \$300,000 for the 2021-2022 cycle. In March, we completed the last two grant check presentations.

d. 2022-2023 Grant Cycle

Following our usual schedule, we plan to launch the 2022-2023 cycle of the Community Grants Fund at the beginning of July. We do not anticipate making any significant changes to the program.

2. Crestmoor Neighborhood Memorial Scholarship

The Foundation received 54 applications for the 2022 Crestmoor Scholarship by the March 1 deadline. The volunteer selection panel is currently in the process of reviewing the applications. We expect to notify applicants of the results of the selection process before the end of April, and the scholarship recipients will be recognized at the June 1, 2022, Board meeting. We plan to distribute scholarships totaling \$190,000 this year.