

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

Regular Meeting of the Board of Directors

March 2, 2022

7:00 p.m.

Zoom Meeting Details:

<https://us02web.zoom.us/j/84274765514?pwd=UTFhbmpmNEczeUtEclZKaEc3a3pXQT09>

Webinar ID: 842 7476 5514

Passcode: 196592

Dial-in: (669) 900-6833

1. Call to Order/Welcome
2. Roll Call

SAN BRUNO

Community Foundation

Board of Directors

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Leslie Hatamiya, *Executive Director*

- 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 agendaized pursuant to State Law.
- 4. Approval of Minutes:** February 2, 2022, Special Board Meeting, February 2, 2022, Regular Board Meeting, and February 22, 2022, Special 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 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)
- 7. Conduct of Business**
 - a. Receive Report on Tanforan Memorial Project from the Tanforan Assembly Center Memorial Committee
 - b. Receive Report on Other Programs (Community Grants Fund, Crestmoor Neighborhood Memorial Scholarship, and Other Strategic Grants)

SAN BRUNO

Community Foundation

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c. Receive Report from Ad Hoc Committee on Education Initiatives

d. Receive Report from Investment Committee

8. Board Member Comments

9. Adjourn: The next regular meeting of the Board of Directors is scheduled for Wednesday, April 6, 2022, at 7:00 p.m., but if it is canceled at this meeting, there will be a special meeting on Monday, April 4, 2022, at 7:00 p.m.

SAN BRUNO

Community Foundation

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MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Special Meeting of the Board of Directors

February 2, 2022

6:00 p.m.

Meeting Conducted via Zoom

- 1. Call to Order/Welcome:** President Netane-Jones called the meeting to order at 6:01 p.m.
- 2. Roll Call:** Board Members Netane-Jones, Ruane, Gomez, Lin, Moreno, Perry, and Torres, present.
- 3. Public Comment:** None.
- 4. Closed Session:** Public Employee Performance Evaluation Pursuant to Government Code section 54957: Executive Director

There was no reportable action.

- 5. Adjourn:** The meeting was adjourned at 6:47 p.m.

Respectfully submitted for approval at the Regular Board Meeting of March 2, 2022, by Secretary Raul Gomez and President Malissa Netane-Jones.

Raul Gomez, Secretary

Malissa Netane-Jones, President

SAN BRUNO

Community Foundation

Board of Directors

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MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

February 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:** None.
 4. **Approval of Minutes:** January 5, 2022, Regular Board Meeting: Vice President Ruane moved to approve the minutes of the January 5, 2022, Regular Board Meeting, seconded by Board Member Torres, approved unanimously by roll call vote.
 5. **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. Receive and Approve Treasurer's Report (December 2021 Financial Statements)
- Treasurer Lin moved to accept the Consent Calendar as presented, seconded by Board Member Moreno, approved unanimously by roll call vote.
6. **Board Member Comments:** None.
 7. **Adjourn:** Board Member Moreno moved to adjourn the meeting at 7:07 p.m., seconded by Secretary Gomez, approved unanimously.

SAN BRUNO

Community Foundation

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Respectfully submitted for approval at the Regular Board Meeting of March 2, 2022, by Secretary Raul Gomez and President Malissa Netane-Jones.

Raul Gomez, Secretary

Malissa Netane-Jones, President

SAN BRUNO

Community Foundation

Board of Directors

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MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Special Meeting of the Board of Directors

February 22, 2022

6:00 p.m.

Meeting Conducted via Zoom

- 1. Call to Order/Welcome:** President Netane-Jones called the meeting to order at 6:00 p.m.
- 2. Roll Call:** Board Members Netane-Jones, Ruane, Gomez, Lin, Moreno, Perry, and Torres, present.
- 3. Public Comment:** None.
- 4. Closed Session:** Public Employee Performance Evaluation Pursuant to Government Code section 54957: Executive Director

There was no reportable action.

- 5. Adjourn:** Vice President Ruane moved to adjourn the meeting at 6:28 p.m., seconded by Secretary Gomez, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of March 2, 2022, by Secretary Raul Gomez and President Malissa Netane-Jones.

Raul Gomez, Secretary

Malissa Netane-Jones, President

SAN BRUNO

Community Foundation

Memorandum

DATE: February 25, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Executive Director's Report

Since the December 1, 2021, Board meeting, I have continued to focus on administering the Community Grants Fund and Crestmoor Scholarship Program, partnering with the City on strategic projects, overseeing other strategic grants, and supporting the Investment Committee, Ad Hoc Committee on Tanforan Memorial, and Ad Hoc Committee on Education Initiatives, all of which will be covered during the Business and Consent Calendar portions of the March 2, 2022, Regular Board meeting. In addition, I have handled a variety of other matters, including the following:

1. Insurance Policy Renewals

The Consent Calendar includes a resolution authorizing the Executive Director to bind a renewal policy for the Foundation's directors and officers' liability insurance policy, as the current policy expires on March 21, 2022. The Foundation's commercial general liability (CGL), property, cyber-liability, and non-owned hired auto liability insurance policies with the Philadelphia Insurance Companies, which are bundled together, and the workers' compensation insurance policy with AmTrust North America also expire in March. Under my contract authority as Executive Director, I have renewed both policies, which will go into effect on March 21, 2022.

For the commercial bundle, our current insurer offered a renewal package for the exact same total annual premium as last year (\$1,227). Broken down, the premium for CGL is \$684, the premium for property coverage is \$145, the premium for the auto coverage is \$319, and the premium for cyber liability coverage is \$79.

For the workers compensation policy, we are remaining with AmTrust North America. The total estimated annual premium for 2021 is \$1,175, which is a slight increase of \$21 from 2021 (\$1,154).

SAN BRUNO

Community Foundation

Memorandum

2. DEI

At its January 5, 2022, meeting, the Board discussed the value of diversity, equity, and inclusion (DEI) training and agreed to have the new Board members participate in the self-assessment and individual meetings with the DEI consultant in which last year's Board members participated and to have the Board engage in at least one DEI discussion each year. After the meeting, I reached out to Dr. Rona Halualani of Halualani & Associates to request that she re-engage with the Foundation to provide the DEI training to the new Board members and facilitate a Board DEI session later in the year. Unfortunately, Dr. Halualani informed me that she is semi-retired and is not taking on any new projects. President Netane-Jones and I are in the process of seeking out another consultant who can assist the Board with these DEI activities.

3. Presentation to the San Bruno City Council

In January, the San Bruno City Council requested that the Foundation provide the Council with a presentation at an upcoming Council meeting on the results and outcomes of the Foundation's 2021 Community Listening Campaign. We have scheduled this presentation for the Council's April 26, 2022, meeting, and I have re-engaged with Dr. Shawn Spano of the Public Dialogue Consortium, who led Listening Campaign 2.0 and the Board's strategic planning sessions last year, to present the result of the Listening Campaign. President Netane-Jones and I will also share with the Council 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.

4. Program Manager Transition

Jessica Carrillo joined the Foundation staff as our new Program Manager, overseeing the day-to-day administration of the Community Grants Fund and Crestmoor Scholarship, on January 19, 2022. Ms. Carrillo brings to the Foundation experience in property management, real estate, retail, and psychology. Active in our local schools and community, she values and appreciates San Bruno and is excited to contribute to the well-being of its residents and students. Along with her husband and two young sons, Ms. Carrillo has called San Bruno home since 2018.

Stephanie Rutgers has remained on board temporarily to train Ms. Carrillo and transition her into her new role. Jessica is primarily handling the Crestmoor Scholarship right now, and I will eventually hand over administration of the Community Grants Fund to her as well. Ms. Rutgers

SAN BRUNO

Community Foundation

Memorandum

will depart from the Foundation staff in mid-March, once the scholarship applications have been distributed to the Selection Panel.

5. Ethics Requirements

I would like to remind all Board members that they must file Fair Political Practices Commission Form 700 – Statement of Economic Interests annual statements with the San Bruno City Clerk's Office by April 1, 2022. Some Board members are also required to complete AB 1234 ethics training this year, and I ask you to do so and submit the certificate of completion at your earliest convenience. Finally, I request that all Board members who have not yet submitted their 2022 Conflict of Interest Policy Annual Affirmation do so as soon as possible. Thank you to those Board members who have already submitted their necessary ethics paperwork.

6. Email Newsletter and Website Hits

Since the December 1, 2021, Board meeting, I have sent out four email blasts to the Foundation's email distribution list. The first reported on the December Board meeting, highlighted the retirement of four outgoing Board members, and announced the launch of the 2022 cycle of the Crestmoor Scholarship. The second announced the January Board meeting, while the third provided a Crestmoor Scholarship reminder, summarized the January meeting, announced the February 2 Board meetings, and showcased various Community Grants Fund check presentations. The fourth reported on the Tanforan Memorial groundbreaking ceremony, announced the February 22 special meeting, and provided another Crestmoor Scholarship application deadline reminder. The reach of these e-newsletter blasts was fairly consistent for all four blasts. Of the approximately 790 emails sent each time, 41%-47% of the recipients opened the email. The day that this Board meeting packet will be posted, I will send out an additional email blast that will remind potential applicants of the March 1 Crestmoor Scholarship application deadline and provide information about the March 2 Board meeting.

According to Google Analytics, website activity has increased since the beginning of December, which is typical, with the announcement of the Community Grants Fund winners and Crestmoor Scholarship application activity picking up. Since the December Board meeting, about 1,400 users engaged in 1,800 sessions on the Foundation website, for a total of 3,210 page views. The most visited pages are those related to the Crestmoor Scholarship, the Recreation and Aquatic Center project, and the Community Grants Fund.

SAN BRUNO

Community Foundation

Memorandum

DATE: February 25, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Consent Calendar for the March 2, 2022, Regular Board Meeting

For the March 2, 2022, Regular Meeting of the Board of Directors of the San Bruno Community Foundation, the Consent Calendar includes five 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

SAN BRUNO

Community Foundation

Memorandum

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, and February 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 correspondence

SAN BRUNO

Community Foundation

Memorandum

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 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

Directors and officers liability insurance (D&O) provides coverage for damages resulting from the wrongful acts of the directors, officers, managers, and the Foundation as an entity, as well as coverage for employment-related actions.

In March 2021, the Board approved the purchase of a D&O policy from Philadelphia Insurance Companies, which expires on March 21, 2022. This policy included a fiduciary liability rider to provide protection related to the Foundation's 403(b) retirement plan.

Given the recent premium escalation the last few years in the policy with Philadelphia, our insurance broker at CalNonprofits Insurance Services requested quotes from other carriers as well as Philadelphia this year. Philadelphia's quote is \$21,388 (compared with \$19,227 this past year). Travelers Casualty and Surety Company of American offered relatively similar (if not better) coverage for \$14,098. Both policies have \$1,000,000 liability limits each for D&O coverage, employment practices liability, and fiduciary liability coverage. However, Philadelphia's policy has combined limits for D&O, employment practices liability, and fiduciary liability, which means each coverage shares the \$1,000,000 limit. The limits on the Travelers policy are separate, so the Foundation would have up to \$1,000,000 each for D&O, employment practices liability, and fiduciary liability. In addition, Travelers has a lower retention than Philadelphia for D&O (\$5,000 vs. \$25,000) and employment practices liability (\$10,000 vs. \$25,000), while the retention for fiduciary liability is \$0 for both (retention is the portion of any potential damages that the policyholder is required to pay). The final primary difference between the two policies is the Defense Cost Limit, which is the additional amount that the policyholder has for defense costs in addition to the limits of the policy. Philadelphia

SAN BRUNO

Community Foundation

Memorandum

does not limit the defense costs, but the policy has a \$2,000,000 aggregate, which is the most that will be paid out in a policy period for all claims and coverages. Travelers offers an additional \$1,000,000 for defense costs, which is shared for all coverages (D&O, employment practices liability, and fiduciary liability).

Both City Attorney Marc Zafferano and I favor the Travelers policy, with its lower retention, separate liability limits, and its substantially lower premium. Thus, I recommend the Board approve the resolution authorizing Executive Director Leslie Hatamiya to bind a directors and officers liability insurance policy from Travelers Casualty and Surety Company of America for an amount not to exceed \$14,098 as part of the Consent Calendar.

3. Adopt Resolution Adjusting Executive Director's Compensation

In special meetings on February 2, 2022, and February 22, 2022, the Board met in closed session to conduct the Executive Director's annual performance evaluation pursuant to Government Code Section 54957. The Board now recommends a compensation adjustment for the Executive Director, as outlined in the attached resolution and letter to the Executive Director. The adjustment provides that, for the time period beginning February 1, 2021, and ending January 31, 2022, the Foundation's pre-tax employer contribution to the Executive Director's 403(b) plan will be 10% of the Executive Director's salary during that time period (a one-year increase of 5%).

4. Adopt Resolution Requiring the Recording of Virtual Board Meetings and Amending the Document Retention and Destruction Policy

The American Competitiveness and Corporate Accountability Act of 2002, commonly known as the Sarbanes-Oxley Act, was signed into law on July 30, 2002. The Act was passed in response to several corporate scandals and was intended to rebuild public trust in the corporate sector. Although most provisions of Sarbanes-Oxley apply only to public companies, several provisions apply to nonprofit organizations, including provisions prohibiting the destruction, alteration, or concealment of certain documents or the impediment of investigations. Consistent with Sarbanes-Oxley, good nonprofit corporate governance dictates that a nonprofit enact a document retention and destruction policy. In addition to ensuring compliance with the law, such a policy promotes the appropriate retention, maintenance, and destruction of organizational documents and records, regardless of physical form.

In May 2014, the Foundation Board approved a Document Retention Policy that mirrored the City of San Bruno's document retention policy pertaining to documents related to the Crestmoor neighborhood explosion and fire. The City's policy required that documents related to the Crestmoor disaster be retained permanently. Given the nature of the disaster, the City

SAN BRUNO

Community Foundation

Memorandum

sought to retain all records for historical purposes, and that reasoning applied to the Foundation as well. The Policy passed by the Board also set forth that retention of email messages would be 90 days.

In 2016, once the Foundation transitioned to a fully operating nonprofit with a wide range of financial, program, and administrative records, the Board adopted the current Document Retention and Destruction Policy, which is more typical for nonprofit. Holding on to documents that are no longer required to be kept by law and that no longer have practical use for the organization can be an unnecessary expense and an administrative burden. The current policy is based on a template for nonprofits provided by the NEO Law Group. The Policy sets forth a schedule for the retention and, where appropriate, destruction of various categories of records that the Foundation maintains or is likely to maintain.

The current policy makes no reference to the recording of Board meetings. Prior to the COVID-19 pandemic, the Foundation Board and its standing committees held their meetings in person, the meetings were not videotaped, and to the extent that the meetings were audiotaped, it was solely for the purpose of ensuring the accuracy of the meeting minutes. Pursuant to a series of government actions to address the COVID-19 pandemic and in accordance with Executive Order N-29-20 issued by Governor Gavin Newsom 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, in April 2020 the Foundation's Board of Directors and standing committees began meeting virtually via Zoom.

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. However, after Executive Order N-08-21 was enacted, the Delta and Omicron variants of the COVID-19 virus emerged, resulting in the San Mateo County Health Department and the State of California re-implementing mask guidelines regardless of vaccination status, and Governor Newsom signed AB 361 into law on September 16, 2021, immediately taking effect as urgency legislation (codified under Government Code § 54953) and 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.

SAN BRUNO

Community Foundation

Memorandum

- 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)).

Since November 2021, the Foundation Board has each month passed a resolution, in compliance with AB 361, 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 conduct meetings virtually on Zoom in order to ensure the health and safety of the public. The Foundation typically records the Board meetings on Zoom (for minute-taking purposes, similar to the audiorecording of meetings prior to the pandemic), and it has made such recordings available to the public upon request for up to 30 days, as required by law.

Over the past two years of meetings being held on Zoom, the public's expectations with regard to the accessibility of videorecordings of public meetings have evolved. President Netane-Jones, Vice President Ruane, and I believe that the Foundation should update its policies regarding the videorecording of such meetings. The attached resolution would do so by (1) requiring all SBCF Board meetings held via Zoom or other videoconferencing platforms to be recorded and made accessible for public viewing via the Foundation's website or other appropriate online platform linked to the Foundation's website for one year, and (2) revising the Document Retention and Destruction Policy to require that recordings of Board meetings held via Zoom or other videoconferencing platforms be retained for one year. I am evaluating the Foundation's options, but the most likely platform for posting the Board meeting recordings is the Foundation's YouTube page, with a link from the Foundation's website. This revised policy would allow public access to SBCF Board meeting recordings for a reasonable amount of time, without creating an unreasonable administrative burden.

I recommend the Board approve the resolution requiring the recording of virtual Board meetings and amending the Document Retention and Destruction Policy as part of the Consent Calendar.

5. Adopt Resolution Canceling the April 6, 2022, Regular Meeting of the Board of Directors and Scheduling a Special Board Meeting on April 4, 2022

The Foundation Board is scheduled to have its next regular monthly meeting on April 6, 2022 (the first Wednesday of the month). Due to scheduling conflicts, the Board desires to cancel the April 6, 2022, regular meeting, and instead hold a special meeting on April 4, 2022, at 7:00 p.m. on Zoom, at which the Board will conduct its business for the month.

SAN BRUNO

Community Foundation

Memorandum

I recommend the Board approve the attached resolution canceling the April 6, 2022, regular meeting of the Board of Directors and scheduling a special Board meeting on April 4, 2022.

6. Receive and Approve Treasurer's Report (January 2022 Financial Statements)

The January 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 March 2, 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 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
3. Resolution Adjusting Executive Director's Compensation
4. Letter to the Executive Director, dated March 2, 2022
5. Resolution Requiring the Recording of Virtual Board Meetings and Amending the Document Retention and Destruction Policy
6. Exhibit A: Proposed Amended Document Retention and Destruction Policy
7. Proposed Amended Document and Retention Policy – redlined version
8. Canceling the April 6, 2022, Regular Meeting of the Board of Directors and Scheduling a Special Board Meeting on April 4, 2022
9. January 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: March 2, 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 2nd day of March, 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 EXECUTIVE DIRECTOR TO BIND DIRECTOR AND OFFICERS LIABILITY INSURANCE POLICY FROM TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA FOR AN AMOUNT NOT TO EXCEED \$14,098

WHEREAS, directors and officers liability insurance provides coverage for damages resulting from the wrongful acts of the directors, officers, managers, and the Foundation as an entity, as well as coverage for employment-related actions;

WHEREAS, on March 3, 2021, the Board of Directors of The San Bruno Community Foundation authorized the purchase of a directors and officers liability insurance policy, which includes fiduciary liability coverage for the management of the Foundation's Retirement Savings Plan, from Philadelphia Insurance Companies, which expires on March 21, 2022; and

WHEREAS, Travelers Casualty and Surety Company of America offered the Foundation a comparable and competitively priced directors and officers liability insurance policy, with a quoted annual premium of \$14,098.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors authorizes Executive Director Leslie Hatamiya to bind the directors and officers liability insurance policy for the period of March 21, 2022, to March 21, 2023, from Travelers Casualty and Surety Company of America for an amount not to exceed \$14,098.

Dated: March 2, 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 2nd day of March, 2022, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

RESOLUTION NO. 2022-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
ADJUSTING EXECUTIVE DIRECTOR'S COMPENSATION**

WHEREAS, on January 15, 2015, the Board of Directors of The San Bruno Community Foundation approved a resolution appointing Leslie Hatamiya as the Foundation's Executive Director, subject to the terms and conditions of the offer letter the Board sent to Ms. Hatamiya on December 22, 2014, and which Ms. Hatamiya signed on December 23, 2014, and the compensation package in such offer letter included participation in a qualified employer-sponsored 403(b) plan or equivalent, with a pre-tax employer contribution of 5% with no employee contribution required;

WHEREAS, the Board desires to increase retroactively to 10% the Foundation's pre-tax employer contribution to the Executive Director's 403(b) plan for the period of February 1, 2021, to January 31, 2022 (a one-year adjustment of 5%).

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby authorizes President Malissa Netane-Jones to send on behalf of the Foundation the attached letter which restates, as amended, the Executive Director's compensation and benefits.

Dated: March 2, 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 2nd day of March, 2022, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

SAN BRUNO

Community Foundation

March 2, 2022

Leslie Hatamiya
Executive Director
San Bruno Community Foundation
901 Sneath Lane, Suite 209
San Bruno, CA 94066

Dear Leslie:

On behalf of the Board of Directors of The San Bruno Community Foundation, I am pleased to acknowledge with considerable appreciation your outstanding service as Executive Director. Accordingly, in recognition of and subject to Board approval on March 2, 2022, your compensation and benefits will be adjusted as follows:

- For the time period beginning February 1, 2021, and ending January 31, 2022, the Foundation's pre-tax employer contribution to your 403(b) plan will be 10% of your salary during that time period (a one-year increase of 5%). Beginning February 1, 2022, the Foundation's contribution to your 403(b) plan will be 5% of your current salary.

In addition, your annual salary will remain at \$197,920, as enumerated in our letter to you dated March 4, 2020, and the other benefits enumerated in your original offer letter dated December 22, 2014, and amended and restated in our letters to you dated March 1, 2017, March 7, 2018, March 6, 2019, and March 4, 2020, will continue:

- Immediate accrual of paid time off at the annual rate of 160 hours. This takes the place of separate accruals for vacation and sick leave. Maximum accrual of paid time off will be 160 hours.
- The Foundation observes twelve (12) holidays (the eleven (11) scheduled holidays in the City of San Bruno's holiday schedule as well as New Year's Eve on December 31 (or, if December 31 falls on a weekend, the closest weekday to December 31), and you will receive annually twelve (12) paid vacation days as per this schedule.
- Life insurance at 1X base salary with option to purchase additional coverage at employee expense (employee is responsible for taxability of the life insurance benefit).
- Eighty (80) hours paid leave for jury duty, as required.

- Reimbursement of reasonable and necessary expenses related to the performance of the job; payment for conferences, training, publications, professional associations, and professional development at the discretion of the Board and as approved in advance.
- Workers' Compensation coverage, State Disability Insurance, and other benefits if required by California laws.
- Health (medical, dental, vision) insurance, but at the time of your hiring, you indicated that you currently had, and will continue to maintain, such health insurance from other sources and therefore that you declined such insurance from the Foundation.

We look forward to your continued service as Executive Director of the Foundation.

Sincerely,

Malissa Netane-Jones
President

RESOLUTION NO. 2022-__

RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION REQUIRING THE RECORDING OF VIRTUAL BOARD MEETINGS AND AMENDING ITS DOCUMENT RETENTION AND DESTRUCTION POLICY

WHEREAS, on May 15, 2014, the San Bruno City Council approved the San Bruno Community Foundation's original Document Retention Policy, which mirrored the City of San Bruno's policy of retaining all records related to the 2010 Crestmoor neighborhood explosion and fire;

WHEREAS, in 2016, the Foundation Board created the Ad Hoc Committee on Bylaws and Corporate Governance Policy Revisions to review corporate governance policies including the Document Retention Policy;

WHEREAS, based on guidance from staff and nonprofit counsel, on April 6, 2016, the Foundation Board adopted a wholly revised Document Retention and Destruction Policy outlining retention and, as applicable, destruction schedules for various categories of records that the Foundation maintains or is likely to retain;

WHEREAS, prior to the COVID-19 pandemic, the Foundation Board and its standing committees held their meetings in person, the meetings were not videotaped, and to the extent that the meetings were audiotaped, it was solely for the purpose of ensuring the accuracy of the meeting minutes;

WHEREAS, pursuant to a series of government actions to address the COVID-19 pandemic – including the Shelter-In-Place Order issued by the San Mateo County Health Officer that became effective on March 17, 2020, and was updated and extended on April 29, 2020, the statewide Shelter-In-Place Order issued by California Governor Gavin Newsom in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines discouraging large public gatherings – and in accordance with Executive Order N-29-20 issued by Governor Newsom 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, in April 2020 the Foundation's Board of Directors and standing committees began meeting virtually via Zoom;

WHEREAS, 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;

WHEREAS, after Executive Order N-08-21 was enacted, the Delta and Omicron variants of the COVID-19 virus emerged, resulting in the San Mateo County Health Department and the State of California re-implementing mask guidelines regardless of vaccination status, and

Governor Newsom signed AB 361 into law on September 16, 2021, immediately taking effect as urgency legislation (codified under Government Code § 54953) and 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)).

WHEREAS, since November 2021, the Foundation Board has monthly passed a resolution, in compliance with AB 361, 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 conduct meetings virtually on Zoom in order to ensure the health and safety of the public; and

WHEREAS, recognizing public's evolving expectations with regard to the accessibility of videorecordings of public meetings after two years of meetings being held on Zoom, the Foundation Board now seeks to update its policies regarding the videorecording of such meetings.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors requires all meetings of the Board of Directors held via Zoom or other videoconferencing platforms to be recorded and made accessible for public viewing via the Foundation's website or another appropriate online platform linked to the Foundation's website for one year.

RESOLVED FURTHER, that the Board of Directors adopts the revised version of the San Bruno Community Foundation Document Retention and Destruction Policy attached as Exhibit A, requiring that recordings of meetings of the Board of Directors held via Zoom or other videoconferencing platforms be retained for one year.

Dated: March 2, 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 2nd day of March, 2022, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

Exhibit A

**SAN BRUNO COMMUNITY FOUNDATION
DOCUMENT RETENTION AND DESTRUCTION POLICY**

Adopted April 6, 2016
Amended March __, 2022

I. PURPOSE

The purposes of this Document Retention and Destruction Policy of The San Bruno Community Foundation (the “Foundation”) are to: (1) facilitate compliance with applicable laws, and (2) promote the appropriate retention, maintenance, and destruction of organizational documents and records. This Policy covers all records and documents, regardless of physical form.

II. GENERAL GUIDELINES

The law requires the Foundation to maintain certain types of corporate records, usually for a specified period of time. Failure to retain those records for those minimum periods of time could subject employees, consultants, and the Foundation to penalties, fines, and/or sanctions, and otherwise seriously disadvantage or harm the Foundation.

Records should not be kept if they are no longer required to be kept by law and are no longer of practical advantage or use to the Foundation, and such records should be eliminated from the files in a timely manner. Questions regarding the retention or destruction of records or documents should be directed to the Executive Director.

III. DOCUMENT RETENTION

The Foundation follows the document retention procedures outlined below. Documents that are not listed but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

While the schedule stated below establishes minimum retention periods, the retention of the records identified and of records in general should be based primarily on consideration of the general guidelines affecting document retention identified above, as well on as the exception for documents relevant to any pending, threatened, or otherwise reasonably foreseeable litigation, audit, or investigation and any other pertinent factors. The following policies and guidelines set forth below may not contain all of the records the Organization may be required to retain in the future.

Corporate Documents

Governing documents, including the Foundation’s articles of incorporation, bylaws, and conflict of interest policy	Permanent
Jurisdictional (e.g., state) charity registrations and registration renewals	10 years

Board Minutes and Materials

Minutes (including resolutions passed), agendas, and packets for meetings of the Board of Directors	Permanent
Recordings of meetings of the Board of Directors held via Zoom or other videoconferencing platforms	1 year
Minutes, agendas, and packets for meetings of Committees subject to the Brown Act	Permanent

Corporate Tax Records

Applications for tax exemption (e.g., Form 1023, Form 3500) and determination letters from the Internal Revenue Service and Franchise Tax Board	Permanent
Federal, state, and local tax returns (non-payroll)	Permanent
Form 1099s	7 years

Employment/Personnel Records

Employment applications	3 years
Retirement and pension records	Permanent
Other employment and personnel records	7 years after termination of relevant employee

Payroll and Employment Tax Records

Payroll registers and tax returns	Permanent
W-2 statements	Permanent

Accounting and Bank Records

Annual financial statements and audits	Permanent
General ledger and journal	Permanent
A/P documentation and vendor files	10 years
Cash receipts	10 years
Bank statements and reconciliation	10 years

Fixed Asset Records

Land and buildings documentation	Permanent
Equipment documentation	7 years after equipment no longer in use

Program Records

Scholarships and Community Grants Programs: Program applications for non-recipients	4 years after funding period ended
Scholarships and Community Grants Programs: Program recipient documentation and files	10 years after funding period ended
Strategic Grants: Program recipient documentation and files	Permanent
List of all program recipients	Permanent

List of all program applications	Permanent
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Marketing Documents/Press Releases

Press releases and publicly filed documents	Permanent
Final copies of marketing documents	3 years

Legal, Insurance, and Safety Records

Insurance policies, records, claims, accident reports	Permanent
Litigation files	5 years following close of case
Copyright, trademark, and patent registrations	Permanent
Contracts	Permanent

IV. ELECTRONIC DOCUMENTS AND RECORDS

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time.

If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. All other email messages shall follow a retention schedule of 90 days.

Such electronic documents and records will be backed up at least once a month, and backup files will be maintained offsite. Backup and recovery methods will be tested on a regular basis.

V. EMERGENCY PLANNING

The Foundation’s records will be stored in a safe, secure and accessible manner. Documents and financial files, including archived email messages, that are essential to keeping the Foundation operating in an emergency will be duplicated, or, in the case of electronic documents and records, backed up electronically, at least once a month and maintained off site.

VI. DOCUMENT DESTRUCTION

The Foundation’s Executive Director is responsible for the ongoing process of identifying records that have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

VII. LITIGATION, AUDIT, AND INVESTIGATION EXCEPTION

If an employee or consultant believes, or the Foundation informs an employee or consultant, that any of the Foundation’s records are relevant to any pending, threatened, or otherwise reasonably foreseeable litigation, audit, or investigation, then the employee or consultant must preserve those records until it is determined and the employee or consultant is informed by the Foundation

that it is no longer necessary to preserve such records. This exception supersedes any previously or subsequently established destruction schedule for such records.

VIII. COMPLIANCE

Failure on the part of employees and appropriate consultants to follow this policy can result in possible civil and criminal sanctions against the Foundation and its employees and possible disciplinary action against responsible individuals. The Executive Director will periodically review these procedures with legal counsel and/or the Foundation's certified public accountant to ensure that they are in compliance with new or revised regulations.

All employees and any program, accounting, and information technology consultants shall receive a copy of this Policy.

**SAN BRUNO COMMUNITY FOUNDATION
DOCUMENT RETENTION AND DESTRUCTION POLICY**

Adopted April 6, 2016

Amended March __, 2022

I. PURPOSE

The purposes of this Document Retention and Destruction Policy of The San Bruno Community Foundation (the “Foundation”) are to: (1) facilitate compliance with applicable laws, and (2) promote the appropriate retention, maintenance, and destruction of organizational documents and records. This Policy covers all records and documents, regardless of physical form.

II. GENERAL GUIDELINES

The law requires the Foundation to maintain certain types of corporate records, usually for a specified period of time. Failure to retain those records for those minimum periods of time could subject employees, consultants, and the Foundation to penalties, fines, and/or sanctions, and otherwise seriously disadvantage or harm the Foundation.

Records should not be kept if they are no longer required to be kept by law and are no longer of practical advantage or use to the Foundation, and such records should be eliminated from the files in a timely manner. Questions regarding the retention or destruction of records or documents should be directed to the Executive Director.

III. DOCUMENT RETENTION

The Foundation follows the document retention procedures outlined below. Documents that are not listed but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

While the schedule stated below establishes minimum retention periods, the retention of the records identified and of records in general should be based primarily on consideration of the general guidelines affecting document retention identified above, as well on as the exception for documents relevant to any pending, threatened, or otherwise reasonably foreseeable litigation, audit, or investigation and any other pertinent factors. The following policies and guidelines set forth below may not contain all of the records the Organization may be required to retain in the future.

Corporate Documents

Governing documents, including the Foundation’s articles of incorporation, bylaws, and conflict of interest policy	Permanent
Jurisdictional (e.g., state) charity registrations and registration renewals	10 years

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Minutes (including resolutions passed), agendas, and packets for meetings of the Board of Directors	Permanent
<u>Recordings of meetings of the Board of Directors held via Zoom or other videoconferencing platforms</u>	<u>1 year</u>
Minutes, agendas, and packets for meetings of Committees subject to the Brown Act	Permanent

Corporate Tax Records

Applications for tax exemption (e.g., Form 1023, Form 3500) and determination letters from the Internal Revenue Service and Franchise Tax Board	Permanent
Federal, state, and local tax returns (non-payroll)	Permanent
Form 1099s	7 years

Employment/Personnel Records

Employment applications	3 years
Retirement and pension records	Permanent
Other employment and personnel records	7 years after termination of relevant employee

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Payroll registers and tax returns	Permanent
W-2 statements	Permanent

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Annual financial statements and audits	Permanent
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Contracts	Permanent

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If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. All other email messages shall follow a retention schedule of 90 days.

Such electronic documents and records will be backed up at least once a month, and backup files will be maintained offsite. Backup and recovery methods will be tested on a regular basis.

V. EMERGENCY PLANNING

The Foundation’s records will be stored in a safe, secure and accessible manner. Documents and financial files, including archived email messages, that are essential to keeping the Foundation operating in an emergency will be duplicated, or, in the case of electronic documents and records, backed up electronically, at least once a month and maintained off site.

VI. DOCUMENT DESTRUCTION

The Foundation’s Executive Director is responsible for the ongoing process of identifying records that have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

VII. LITIGATION, AUDIT, AND INVESTIGATION EXCEPTION

If an employee or consultant believes, or the Foundation informs an employee or consultant, that any of the Foundation’s records are relevant to any pending, threatened, or otherwise reasonably foreseeable litigation, audit, or investigation, then the employee or consultant must preserve those records until it is determined and the employee or consultant is informed by the Foundation

that it is no longer necessary to preserve such records. This exception supersedes any previously or subsequently established destruction schedule for such records.

VIII. COMPLIANCE

Failure on the part of employees and appropriate consultants to follow this policy can result in possible civil and criminal sanctions against the Foundation and its employees and possible disciplinary action against responsible individuals. The Executive Director will periodically review these procedures with legal counsel and/or the Foundation's certified public accountant to ensure that they are in compliance with new or revised regulations.

All employees and any program, accounting, and information technology consultants shall receive a copy of this Policy.

RESOLUTION NO. 2022-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
CANCELING THE APRIL 6, 2022, REGULAR MEETING OF THE BOARD OF DIRECTORS AND
SCHEDULING A SPECIAL BOARD MEETING ON APRIL 4, 2022**

WHEREAS, the April Regular Meeting of the San Bruno Community Foundation’s Board of Directors is scheduled for April 6, 2022; and

WHEREAS, due to scheduling conflicts, the Board seeks to cancel the April 6, 2022, regular Board meeting and hold a special meeting to conduct the Board’s business on April 4, 2022.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors cancels its Regular Board Meeting of April 6, 2022.

RESOLVED FURTHER that the Board of Directors schedules a Special Board Meeting at 7:00 p.m. on April 4, 2022, via Zoom.

Dated: March 2, 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 2nd day of March, 2022, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

SAN BRUNO

Community Foundation

January 202

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 seven months equal 58.3% 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 \$5,856,683. This balance has been and will continue to decline as RAC Construction grant payments are made.

EXPENSES

Line 9 Community Grants – \$290,000 expense incurred is 96.7% of budget. Only one grant of \$10,000 is pending a fully executed agreement as of January 31, 2022.

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

Line 13 Salaries & Wages – Expense is slightly under budget at 57.2%. There has been turnover in the Program Manager position.

Line 14 Payroll Taxes & Benefits – Expense (\$13,033) is 52.9% of budget. Social Security/Medicare tax (\$6,374) and retirement (\$5,773) are the largest costs. Other costs include workers' compensation (\$672) and life (\$214) insurance.

Line 16 Occupancy – Only cost is office lease (\$9,056). Amount is 57.5% of budget.

Line 17 Insurance – Total (\$13,558) is 55.9% of budget and includes Directors & Officers (\$11,213), crime (\$1,629), and commercial liability (\$716) policies.

Line 18 Telecommunications – Cost (\$1,585) is 55.6% of budget, with cell phones (\$773), internet (\$606), and land-line services (\$206) making up the total.

Line 19 Postage & Shipping – Cost (\$1,906) is 54.5% of budget. 81% of the total or \$1,537 is for Annual Report mailing.

Line 20 Marketing & Communications - \$10,140 expense is 59% of budget. \$8,278 or 82% of the total has been for Annual Report design and printing. \$1,077 has been for Scholarship flyers and promotions. \$499 has been for Grant & Scholarship application software.

Line 21 Office Supplies & Equipment – Cost (\$2,682) is 44% of budget. Laptop for Program Manager (\$2,184) accounts for 81% of the total.

Line 22 Legal Fees – \$15,126 expense is 36.4% 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 (\$24,467) is 69.2% of budget with \$13,491 for Accounting Consultant, \$9,750 for annual audit and tax preparation fees, \$653 for payroll processing fees, and \$540 for accounting software.

Line 24 Other Consultants – \$2,788 is 13.4% of budget and has been for IT consultant.

Line 25 Travel, Meetings & Conferences – \$15 expense is 0.4% of budget.

Line 26 Miscellaneous – Cost (\$1,752) equals 57.2% of budget. \$950 incurred for organizational membership and \$423 for Board recognition expenses.

SUMMARY

Excluding the budget for Scholarships & Grants, total expenses are at 53% of budget, which is well below the 58.3% benchmark for the first seven months of the year. In terms of dollars, the \$224,105 in year-to-date expense is \$22,607 less than the first seven months budget allocation.

The Fidelity Liquidity Pool – RAC, was created with a \$10 million July 2018 transfer. The balance as of January 31, 2022 is \$10,574,495, including market value loss of \$8,937 in January.

Total January investment net loss or decrease in value is \$1,661,076. This came from the Strategic Pool (\$739,413), Quasi Endowment (\$912,725), and Liquidity Pool (\$8,937) losses. Year-to-date investment net loss or decrease in value is \$297,483.

Overall organization year to date net loss or decrease in net assets is \$41,216,471. Most of this is the RAC 8 Construction grant (\$40,464,454) investment.

Total Net Assets, as of January 31, 2022 are \$33,646,926 with \$22,665,421 in Quasi Endowment; \$10,909,305 in general Unrestricted funds; and \$72,200 in Donor Restricted Net Assets.

SAN BRUNO

Community Foundation

January 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	290,000	300,000	96.7%	300,000	-
10 Strategic Grants	40,464,454	45,964,454	88.0%	45,964,454	-
11 Other Grants	-	10,000	0.0%	10,000	-
12 Subtotal Direct Program Expenses	40,754,454	46,434,454	87.8%	46,464,454	30,000
13 Salaries & Wages	127,997	223,600	57.2%	223,600	-
14 Payroll Taxes & Benefits	13,033	24,636	52.9%	24,636	-
15 Subtotal Personnel Expenses	141,030	248,236	56.8%	248,236	-
16 Occupancy	9,056	15,758	57.5%	15,758	-
17 Insurance	13,558	24,248	55.9%	24,248	-
18 Telecommunications	1,585	2,851	55.6%	2,851	-
19 Postage & Shipping	1,906	3,500	54.5%	3,500	-
20 Marketing & Communications	10,140	17,200	59.0%	17,200	-
21 Office Supplies & Equipment	2,682	6,100	44.0%	6,100	-
22 Legal Fees	15,126	41,556	36.4%	41,556	-
23 Accounting & Payroll Fees	24,467	35,332	69.2%	35,332	-
24 Other Consultants	2,788	20,870	13.4%	20,870	-
25 Travel, Meetings & Conferences	15	4,220	0.4%	4,220	-
26 Miscellaneous	1,752	3,063	57.2%	3,063	-
27 Subtotal Non-Personnel	83,075	174,698	47.6%	174,698	-
28 Total Expenses	40,978,559	46,857,388	87.5%	46,887,388	30,000
29 Net Surplus/(Loss)	\$ (40,189,987)	\$ (9,417,549)		\$ (9,376,549)	\$ 41,000

SAN BRUNO

Community Foundation

Statement of Financial Position as of January 31, 2022

ASSETS

Cash, Wells Fargo General	\$ 146,102.49	
Cash, Wells Fargo Payroll	41,937.67	
Cash, Fidelity Liquidity Pool - Operating	5,856,682.80	
Total Cash		6,044,722.96
Investments, Fidelity Liquidity Pool - RAC	10,574,494.55	
Investments, Fidelity Strategic Pool	31,178,361.93	
Investments, Fidelity Quasi-Endowment	22,665,420.91	
Total Investments		64,418,277.39
Prepaid Rent	1,306.96	
Prepaid Insurance	4,532.50	
Total Other Current Assets		5,839.46
Deposits	909.45	
Total Other Assets		909.45
TOTAL ASSETS		\$ 70,469,749.26

LIABILITIES & NET ASSETS

LIABILITIES

Accounts Payable	31,646.56	
Accrued Grants Payable	36,538,453.18	
Accrued Scholarships Payable	237,500.00	
Accrued Employee PTO	15,224.00	
Total Liabilities		36,822,823.74

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	(40,889,987.39)	
Year to Date Strategic Investment Income	(254,203.41)	
Total Non-QE Unrestricted Net Assets		10,909,304.61
Quasi-Endowment 7/1/2021 Balance	22,908,700.87	
Transfer to Liquidity for Operations	(200,000.00)	
Year-to-date QE Investment Income	(43,279.96)	
Total QE Unrestricted Net Assets		22,665,420.91
Total Unrestricted Net Assets		33,574,725.52
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		33,646,925.52

TOTAL LIABILITIES & NET ASSETS \$ 70,469,749.26

SAN BRUNO

Community Foundation

Memorandum

DATE: February 25, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report on the Tanforan Memorial Project from the Tanforan Assembly Center Memorial Committee

At its March 2, 2022, meeting, the Foundation Board will receive an update on the Tanforan Memorial project from Doug Yamamoto, president of the Tanforan Assembly Center Memorial Committee (TACMC).

As you will recall, in June 2021 the Board approved a strategic grant to TACMC in the amount of \$150,000 to support the construction of the Tanforan Memorial at the San Bruno BART station. The memorial will honor the nearly 8,000 Americans of Japanese ancestry, most of whom were U.S. citizens, who were forcibly removed from their homes and interned at the Tanforan Assembly Center during World War II. Key features of the memorial will include a bronze statue of two young girls (the Mochida sisters) modeled after a Dorthea 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.

On February 11, 2022, TACMC held a groundbreaking ceremony to mark the start of construction. Speakers included Representative Jackie Speier, Supervisor Dave Pine, Mayor Rico Medina, and Doug Yamamoto and Steve Okamoto of TACMC. A large crowd, including Assemblymember Kevin Mullin, State Senator Josh Becker, most of the San Bruno City Council, former Tanforan internees/relatives, and other community members, attended the event, which also attracted quite a bit of media attention.

Construction is currently expected to be finished in late May, and TACMC hopes to hold a ribbon-cutting event in June to coincide with the 80th anniversary of the opening of the Tanforan Assembly Center in 1942.

SAN BRUNO

Community Foundation

Memorandum

DATE: February 25, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

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

At the March 2, 2022, Board meeting, I will give an update on the Community Grants Fund, the Crestmoor Neighborhood Memorial Scholarship, and the Foundation's other strategic grants.

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 mentioned at previous meetings since then, we acknowledged the particularly challenging financial and programmatic circumstances in which nonprofits found themselves in 2020 as a result of the COVID-19 pandemic and offered each current grantee some flexibility in carrying out their grants. These adjustments included extending the grant period (originally concluding on December 31, 2020) when program interruptions prevented the grantee from expending the grant funds on time or making other minor adjustments to its grant agreement to enable it to successfully carry out the program we agreed to fund. We ultimately amended grant agreements for ten of the cycle's Community Grants, and we approved second one-year extensions to four grantees because they were still unable to successfully implement their programs in 2021 due to COVID:

- American Association of University Women North Peninsula Chapter (Trek Tech Summer Camp Scholarships): Extended end of grant period to December 31, 2022. The camp was virtual in 2021, so AAUW requested to extend the grant period a second year.
- City of San Bruno (Narita Sister City Exchange Program): Extended end of grant period to December 31, 2022, with the hope that the City is able to resume the middle school exchange program with Narita in 2022.
- Regents of the University of California (San Bruno/South San Francisco 4-H Club): Extended end of grant period to December 31, 2022, as the 4-H Club continued to hold

SAN BRUNO

Community Foundation

Memorandum

nearly all of its activities virtually throughout 2021 and was unable to expend the full grant amount on program activities.

- Society of West-Coast Artists (Skyline College & Beyond Art Exhibit): Extended end of grant period to December 31, 2022, as many of Skyline College's classes remained online in the fall of 2021 and Skyline Art Department could not commit to providing the artwork for a student exhibit until 2022.

b. 2020-2021 Grant Cycle

In December 2020, the Board approved 23 Community Grants totaling \$300,000 for the 2020-2019 cycle. Staff is in the process of receiving final grant reports from these grantees. We extended the grant period for one grantee, the Capuchino High School Alumni Association, to August 31, 2022, as the school was not able to hold the in-person Equity Summit (diversity, equity, and inclusion training for Capuchino High School faculty) as originally planned in August 2021 due to COVID and is now planning to provide the training in the summer of 2022.

c. 2021-2022 Grant Cycle

In December 2021, the Board approved 23 grants totaling \$300,000 (of which \$100,000 was donated by YouTube/Google.org). We have executed 22 grant agreements and nearly completed delivery of the grant checks.

Thank you to all Board members, who are helping deliver the grant checks through virtual check presentations with the grantee organizations. The feedback we have received from the grantees regarding the check presentations has been very positive, as the organizations appreciate our efforts to connect with their programs, staff, and boards of directors.

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 2022 Crestmoor Neighborhood Memorial Scholarship launched in early December 2020, when the online application became accessible and we began distributing updated marketing materials to local high schools and community colleges and at businesses and other gathering places around San Bruno. The online application is available on the Foundation website, sbcf.org, and the application deadline is March 1, 2022. Interim Program Manager Stephanie

SAN BRUNO

Community Foundation

Memorandum

Rutgers helped launch the program, and with Ms. Rutgers' assistance, new Program Manager Jessica Carrillo is now handling the day-to-day management of the program.

Over the past two months, Ms. Carrillo and Ms. Rutgers conducted five scholarship workshops (one in person and the rest virtually) – three for potential high school applicants, including one that specifically targeted high school seniors planning to attend community college in the fall, and two for potential community college applicants. Attendance at the workshops was lighter than we had hoped, but according to Capuchino High School and Skyline College staff, it is difficult to get students to participate in any optional virtual activities due to Zoom fatigue.

Online registration for the scholarship application has been steady, but it is difficult to predict how many applications will be submitted by the deadline, as most applications are completed the day before or the day of the deadline.

We are in the process of preparing materials for the volunteer selection panel, which will follow a similar schedule as last year. 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.

3. San Bruno Recreation and Aquatic Center Project

The City of San Bruno submitted its latest set of grant reports related to the San Bruno Recreation and Aquatic Center (RAC) project in January, and in January and February, the Foundation made six RAC grant payments totaling \$4,091,466.16. The City will submit its next set of quarterly RAC grant reports in April. As of today, the Foundation has paid out RAC grant payments totaling \$14,710,077.33, leaving a balance of \$35,289,922.67 still to pay.

As the Foundation's representatives, President Malissa Netane-Jones and Vice President Jim Ruane attended RAC Advisory Committee meetings on January 19 and 31. The City's presentations at these meetings are posted at <https://www.sanbruno.ca.gov/832/Recreation-and-Aquatics-Center-Advisory->.

As a reminder, the City has a RAC page on its website with construction updates and other information (<https://www.sanbruno.ca.gov/305/Recreation-Aquatic-Center-Project>). The page includes a link to an EarthCam, which provides live video coverage of the construction site in San Bruno City Park (<https://www.sanbruno.ca.gov/831/Watch-LIVE>).

The SBCF Board will receive its quarterly update from the City on the RAC project at the April Board meeting.

SAN BRUNO

Community Foundation

Memorandum

4. Other Strategic Grants and Off-Cycle Responsive Grants

In February, in accordance with SBCF's Off-Cycle Responsive Grantmaking Process, I approved a \$10,000 grant to the City of San Bruno for the purchase of COVID-19 rapid antigen test kits to support San Bruno Fire Department personnel in their response to calls in the community. SBCF and the City executed the grant agreement on February 8, and last week I delivered the grant check to the City.

We expect to receive a grant report for one COVID-19 relief grant – the second Small Business Recovery and Assistance Program – from the Bay Area Entrepreneur Center by March 1, and I will share with the Board on March 2 any noteworthy updates.

SAN BRUNO

Community Foundation

Memorandum

DATE: February 25, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report from the Ad Hoc Committee on Education Initiatives

At its March 2, 2022, meeting, the Foundation Board will receive a report from the Ad Hoc Committee on Education Initiatives. 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.

Since January, the Committee has met twice to discuss possible initiatives supporting San Bruno's public schools. In addition, Chair Gomez and I met with San Bruno Park School District Interim Superintendent Michael Milliken, and I met with Capuchino High School Principal Jesse Boise to discuss needs at the schools. Out of those discussions, one possible grantmaking opportunity has surfaced that the Committee would like to bring to the Board's attention for feedback on March 2: a second extension of the Music Education Strategic Initiative.

1. Background

In both of SBCF's Community Listening Campaigns, the community has identified assistance to San Bruno's public schools as a top need, and the Foundation has responded by making education one of its strategic grantmaking priorities. Over the years, the Foundation has funded a number of grants supporting the schools – strategic initiatives like the Music Education Strategic Initiative, the SBPSD School Transformation Grant, and the Teacher Laptop COVID-19 Relief Grant, as well as a wide variety of Community Grants. The Foundation would like to continue to find avenues for supporting the schools, but the instability at the San Bruno Park School District has made identifying new strategic initiatives in partnership with the district challenging. The district is going through another leadership transition, as former Superintendent Jose Espinoza departed in December and Interim Superintendent Milliken is on a six-month assignment and will depart at the end of June. The Committee has specifically been looking for education-related grantmaking opportunities that do not necessarily rely on the vision of a specific superintendent.

SAN BRUNO

Community Foundation

Memorandum

2. Music Education Strategic Initiative Extension

A partnership between SBCF, the San Bruno Education Foundation, the San Bruno Park School District, Capuchino High School, and the Capuchino High School Alumni Association, the Music Education Strategic Initiative the goal of the initiative is to make music education a hallmark of San Bruno's public schools. The original grant was for \$495,000 to be spent over the 2017-2020 time period, 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.

In our recent discussion with Dr. Milliken, he expressed interest in possibly continuing the initiative for two additional academic years. To revitalize the music program at Parkside Intermediate School, the new Parkside principal has proposed offering music to all sixth graders, which would require finding funding for an additional music teacher. The district seeks seed 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.

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, 2021-2022, 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.

The district now seeks to "jump start" Parkside's music program to help remedy COVID's impact on music instruction. The district proposes to hire an additional, dedicated sixth grade music teacher at Parkside to offer high-quality music instruction to every sixth grade student at the school. All sixth graders will be required to take a music class for the year, such as instrumental music, chorus/vocal music, and music exploration. The curriculum will depend in part on the new teacher's experience and skill set. 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 hiring an additional music teacher who would focus on the sixth grade program, this

SAN BRUNO

Community Foundation

Memorandum

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.

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 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 would also welcome additional funding for related program expenses, including purchasing additional instruments and sheet music for the sixth grade music courses. The district does have access to some other sources of funding for these related program expenses, and the cost of the teacher is the critical expense it needs help covering. If the Foundation were to provide some funding for related program expenses, that funding would be in addition to the \$226,000 program budget mentioned above.

Because the Music Education Initiative has been a K-12 effort, I also spoke with Capuchino High School Principal Jesse Boise to inquire about music program needs at the high school. While he noted the music program's greatest need is covering transportation and other costs related to out-of-town performances and competitions, he ultimately said that the best investment for Capuchino is an investment in the SBPSD elementary and middle school music programs. As he said, a thriving music program at Parkside is what feeds students into Capuchino's music program, and that is a significant issue for Cap right now. 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. At the same time, the Committee values the Capuchino music program, and if the Board were supportive of funding the Parkside proposal, the Committee would also ask the Board to consider providing a modest amount, perhaps in the \$10,000 per year range, to fund transportation expenses of the Capuchino music program.

SAN BRUNO

Community Foundation

Memorandum

This proposal is still in the development stage, and at the March 2 meeting, the Committee would like to hear feedback from the full Board – for example, if Board members are interested in the general program concept and what questions or concerns Board members have about the proposal. The district is on a relatively tight timeline for this program, as teachers are hired in March, April, or May for the upcoming school year. If the Committee ultimately decides to bring a formal proposal to the Board for consideration, it would want to do so by the April SBCF Board meeting, so that the school district could begin the recruitment process in April.

I have attached the original Music Education Strategic Initiative proposal from 2017 and the staff memo explaining the extension approved in 2020 as background information.

3. Other Education-Related Strategic Grantmaking Ideas

The Committee is exploring other possible education-related areas for investment, such as underwriting the Outdoor Education program for SBPSD fifth graders, creating a teacher grants program, and creating a field trip/transportation fund for San Bruno public schools. 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.

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

SAN BRUNO

Community Foundation

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

SAN BRUNO

Community Foundation

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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Community Foundation

Memorandum

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.

SAN BRUNO

Community Foundation

Memorandum

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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Memorandum

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

SAN BRUNO

Community Foundation

Memorandum

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

SAN BRUNO

Community Foundation

Memorandum

DATE: February 25, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report from Investment Committee

The March 2, 2022, Board meeting will include a report from the Investment Committee regarding its recent quarterly meeting, which was held on February 16, 2022. Treasurer Pak Lin chairs the Committee, on which Board Member Supriya Perry and community members Tony Clifford, Mark Hayes, and Frank Hedley also serve.

On February 16, a team representing Sand Hill Global Advisors LLC (SHGA), the Foundation's investment adviser – including Chief Executive Officer Brian Dombkowski, Senior Portfolio Manager Meghan DeGroot Daters, and Senior Wealth Manager Kristin Sun – made its quarterly presentation to the Committee. Mr. Dombkowski gave an overview of the firm's investment outlook, including the evolving effects of the coronavirus pandemic on the market, inflation, consumer spending, and possible interest rate increases by the Federal Reserve, as well as a summary of the firm's current economic forecast for the first quarter of 2022, commenting on economic growth, interest rates, inflation, commodity markets, the employment market, corporate earnings, international developed markets, emerging markets, the housing market, and valuation.

Ms. DeGroot Daters then reviewed the Foundation's Investment Dashboard for the fourth quarter of 2022, including December 31, 2021, balances of \$23,587,258 for the Quasi-Endowment, \$31,970,373 for the Strategic Pool, and \$19,688,073 for the Liquidity Pool (total balance of \$75,245,703), and fourth quarter withdrawals of \$4,928,000. Mr. Dombkowski and Ms. DeGroot Daters also discussed the performance of the underlying funds in the Foundation's Quasi-Endowment, Strategic, and Liquidity pools. Ms. DeGroot noted that the portfolio maintained an overweight to risk assets during the quarter.

I provided an update to the Committee on cash flow needs based on grants funding the San Bruno Recreation and Aquatic Center from the Executive Director. The Committee supported my plan to hold off for the time being on any further transfers from the Strategic Pool to the Liquidity Pool this fiscal year, as it is likely that the funds in the two Liquidity Pools subaccounts (Liquidity-Operating and Liquidity-RAC) are likely sufficient to cover all remaining non-Quasi-Endowment-funded cash needs through the end of the fiscal year. The Committee agreed to

SAN BRUNO

Community Foundation

Memorandum

revisit at its May meeting the issue of recommending transfers from the Strategic Pool later this fiscal year or in the next fiscal year.

The Committee's next quarterly meeting will be held on Wednesday, May 18, 2022, at 4:30 p.m.