

SAN BRUNO

Community Foundation

Board of Directors

Emily Roberts, President • Jim Ruane, Vice President • John P. McGlothlin, Secretary • Tim Ross, Treasurer
Raul Gomez • Nancy A. Kraus • Malissa Netane-Jones
Leslie Hatamiya, Executive Director

GOVERNOR'S EXECUTIVE ORDER N-25-20**
CORONAVIRUS COVID-19
AND SAN MATEO COUNTY HEALTH DIRECTIVE
FROM MARCH 14, 2020**

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 current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, the San Bruno Senior Center is no longer open to the public for meetings of the San Bruno Community Foundation Board of Directors.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email us at info@sbcf.org or at mthurman@sanbruno.ca.gov. 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, 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 Melissa Thurman, City Clerk 48 hours prior to the meeting at (650) 619-7070 or by email at mthurman@sanbruno.ca.gov. Notification in advance of the meeting will enable the San Bruno Community Foundation to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

AGENDA

SAN BRUNO COMMUNITY FOUNDATION

Special Meeting of the Board of Directors

May 6, 2020

5:00 p.m.

Zoom Meeting Details:

<https://zoom.us/j/97911979675?pwd=QUlLeGkvTGlycEtzMUNHKzFBelpXQT09>

Webinar or Meeting ID: 979 1197 9675 (audio only)

Participant ID: #

Webinar or Meeting Password: 813600

Zoom Phone Line: (669) 900-9128 (same webinar ID and password as above)

SAN BRUNO

Community Foundation

Board of Directors

Emily Roberts, *President* • Jim Ruane, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*
Raul Gomez • Nancy A. Kraus • Malissa Netane-Jones
Leslie Hatamiya, *Executive Director*

In compliance with the Americans with Disabilities Act, individuals requiring reasonable accommodations or appropriate alternative formats for notices, agendas, and records for this meeting should notify us 48 hours prior to meeting. Please call the City Clerk's Office at 650-616-7058, or email your request to Melissa Thurman, City Clerk at mthurman@sanbruno.ca.gov.

1. Call to Order/Welcome

2. Roll Call

3. Public Comment: Individuals are allowed three minutes. If you are unable to remain at the meeting, contact the President to request that the Board consider your comments earlier. 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. Conduct of Business

- a. Receive and Approve Treasurer's Report (February and March 2020 Financial Statements)
- b. Receive Report on COVID-19 Relief Initiatives
 - i. Adopt Resolution Approving Strategic Grant to the San Bruno Education Foundation for the San Bruno Park School District Teacher Laptop Initiative to Support Distance Learning in an Amount Not to Exceed \$240,000
 - ii. Adopt Resolution Approving Strategic Grant Supporting San Bruno Small Businesses in the Amount of \$150,000
 - iii. Adopt Resolution Approving Strategic Grant to the San Mateo County Community College District to Support the San Bruno Small Business Recovery Assistance Program of the Bay Area Entrepreneur Center of Skyline College in an Amount Not to Exceed \$100,000
- c. Approve 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
- d. Receive Report on Other Programs (Community Grants Fund, Crestmoor Neighborhood Memorial Scholarship, and Other Strategic Grants)

5. Board Member Comments

6. Adjourn

SAN BRUNO

Community Foundation

Memorandum

DATE: May 4, 2020

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Treasurer's Report

At the May 6, 2020, special Board meeting, Treasurer Tim Ross will give a brief update on the Foundation's financial statements and investment portfolio.

The February and March 2020 financial statements each consist of a Budget Report and Balance Sheet. The Budget Narratives provide a thorough explanation of the financial statements. The Budget Reports include the budget figures approved at the June 5, 2019, Board meeting.

Although the April 2020 monthly financial statements are not yet completed, Treasurer Ross will report on balances in the Foundation's three investment accounts, as of April 30, 2020:

Quasi-Endowment: \$17,429,283.88
Strategic Pool: \$45,064,818.76
Liquidity Pool: \$12,049,977.65
Total: \$74,544,080.29

I recommend that the Board receive and accept the Treasurer's Report.

Attachments:

1. February 2020 Financial Statements
2. March 2020 Financial Statements

SAN BRUNO

Community Foundation

February 2020

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 Expected Amount) and e (Change in Budget), and also be explained. First eight months equal 66.7% of the fiscal year.

INCOME

Line 1 Transfers from Quasi Endowment – \$200,000 transferred for Community Grants is 63% of budget.

Line 2 Transfers from Strategic Pool – Year-to-date transfers of \$2,700,000, are 56.5% of budget.

Line 3 Restricted Donations – \$70,000 unbudgeted amount is Joseph W. Welch Foundation Scholarships donation.

Line 4 Interest Income – \$16,867 is 87.3% of budget. Liquidity Pool – Operating balance is currently \$1,703,648.

Line 5 Miscellaneous Income – \$15,400 unbudgeted amount is: a) scholarship payable write off resulting from the early graduation of a recipient (\$5,000); and b) return of unused 2017-2018 Community Grant (\$10,400).

EXPENSES

Line 7 Crestmoor Scholarships – \$70,000 final projected increase per Restricted Donation and Board approval.

Line 8 Community Grants – \$300,000 is 150% of budget. Total includes \$100,000 increase over budget per Google funding last fiscal year and Board approval.

Line 9 Strategic Grants – \$323,545 is 40% of budget and is: First Responder Mobile Command Unit (\$303,545); and 2020 Community Day (\$20,000).

Line 12 Salaries & Wages – Expense is exactly on budget at 66.7%. Final expected amount increased \$2,402 based on compensation changes approved by the Board at its March meeting.

Line 13 Payroll Taxes & Benefits – Expense (\$13,247) is 58.9% of budget. Retirement (\$6,405) is the largest cost. Other costs include Social Security/Medicare (\$6,155); and workers' compensation (\$473) and life (\$214) insurances. Final expected amount increased \$9,220 based on benefits changes approved by the Board at its March meeting.

Line 15 Occupancy – Only cost is office lease (\$10,057). Amount is 64.1% of budget. Five-year lease extension includes 2.2% rent reduction beginning in April.

Line 16 Insurance – Total (\$12,052) is 66.6% of budget and includes Directors & Officers (\$9,584), crime (\$1,700), and commercial package (\$768) policies.

Line 17 Telecommunications – Cost (\$1,210) is 63% of budget and includes cell phone (\$506), internet (\$468), and landline (\$236) services.

Line 18 Postage & Shipping – Cost (\$1,711) is 85.6% of budget. Annual Report mailing to San Bruno residents (\$1,370) represents 80% of the total.

Line 19 Marketing & Communications - \$10,250 expense is 70% of budget. Design and production of the Annual Report (\$7,147) represents 70% of the total. Additional costs include: \$1,892 for Crestmoor Scholarships flyers and ads; and \$914 for grants & scholarships application software subscription.

Line 20 Office Supplies & Equipment – Total (\$3,762) is 70.6% of budget. Largest costs are: laptop (\$2,019); toner (\$852); and Intuit Quickbooks subscription (\$430).

Line 21 Legal Fees – \$11,785 expense is 30.6% of budget. First two-quarters cost of City attorney (\$9,235) and legal fees for Community Grants (\$1,545), administrative (\$645), and Strategic Grants (\$360) issues are included.

Line 22 Accounting & Payroll Fees – Total (\$23,082) is 67.6% of budget. Cost of Accounting Consultant (\$13,275), financial statement audit and tax preparation (\$9,100), and payroll fees (\$707) make up the total.

Line 23 Other Consultants - Cost (\$30,766) is 60.2% of budget and is for Program (\$24,972) and Administrative (\$560) support and Technology (\$5,145) consultants.

Line 24 Travel, Meetings & Conferences – \$1,992 expense is 46% of budget. \$1,369 used for Board meeting audio recording and \$520 for meeting room rent.

Line 25 Miscellaneous – Cost (\$1,484) equals 64.5% of budget with two organizational memberships (\$850) as the largest cost.

SUMMARY

Excluding the budget and expenses for Scholarships & Grants, total expenses are at 62% of budget, which is below 66.7% benchmark for the first eight months of the year. In terms of dollars, the \$249,502 in year-to-date expense is \$18,925 less than the first eight months budget allocation. Only one line-item is significantly over budget. Postage & Shipping (85.6% of budget) is over budget due to timing of Annual Report related expenses. However, this expense is not expected to remain over budget by year-end.

The Fidelity Liquidity Pool – RAC, was created with a \$10 million July 2018 transfer. The balance as of February 29, 2020 is \$10,450,023, including market value gain of \$28,826 in February.

Total February investment net loss or decrease in value is <\$839,641>. This came from the Strategic Pool <\$143,725> and Quasi Endowment <\$724,742> losses, and Liquidity Pool – RAC (\$28,826) gain. Year-to-date investment gains are \$2,224,789 and come from Strategic Pool (\$1,797,580), Quasi Endowment (\$228,249), and Liquidity Pool – RAC (\$198,960).

Overall organization year to date net income or increase in net assets is \$1,454,009.

Total Net Assets, as of February 29, 2020 are \$70,501,685 with \$18,008,939 in Quasi Endowment; \$52,421,546 in general Unrestricted funds; and \$71,200 in Donor Restricted Net Assets.

SAN BRUNO

Community Foundation

February 2020 2019-2020 Budget Report

	(a)	(b)	(c)	(d)	(e)
	Actual Year to Date	Budget	Actual as % of Budget (a/b)	Final Expected Amount	Change in Budget (d - b)
INCOME & TRANSFERS					
1 Transfers from Quasi Endowment	\$ 200,000	\$ 317,510	63.0%	\$ 317,510	\$ -
2 Transfers from Strategic Pool	2,700,000	4,781,214	56.5%	4,781,214	-
3 Restricted Donations	70,000	-		70,000	70,000
4 Interest Income	16,867	19,329	87.3%	19,329	-
5 Miscellaneous Income	15,400	-		15,400	15,400
6 Total Available for Operations	3,002,267	5,118,053	58.7%	5,203,453	85,400
EXPENSES					
7 Crestmoor Scholarships	-	120,000	0.0%	190,000	70,000
8 Community Grants	300,000	200,000	150.0%	300,000	100,000
9 Strategic Grants	323,545	808,545	40.0%	808,545	-
10 Other Grants	-	10,000	0.0%	10,000	-
11 Subtotal Direct Program Expenses	623,545	1,138,545	54.8%	1,308,545	170,000
12 Salaries & Wages	128,104	192,156	66.7%	194,558	2,402
13 Payroll Taxes & Benefits	13,247	22,485	58.9%	31,705	9,220
14 Subtotal Personnel Expenses	141,351	214,641	65.9%	226,263	11,622
15 Occupancy	10,057	15,690	64.1%	15,037	(653)
16 Insurance	12,052	18,085	66.6%	18,085	-
17 Telecommunications	1,210	1,920	63.0%	1,920	-
18 Postage & Shipping	1,711	2,000	85.6%	2,000	-
19 Marketing & Communications	10,250	14,638	70.0%	14,638	-
20 Office Supplies & Equipment	3,762	5,325	70.6%	5,325	-
21 Legal Fees	11,785	38,471	30.6%	38,471	-
22 Accounting & Payroll Fees	23,082	34,160	67.6%	34,160	-
23 Other Consultants	30,766	51,080	60.2%	51,080	-
24 Travel, Meetings & Conferences	1,992	4,330	46.0%	4,330	-
25 Miscellaneous	1,484	2,300	64.5%	2,300	-
26 Subtotal Non-Personnel	108,151	187,999	57.5%	187,346	(653)
27 Total Expenses	873,047	1,541,185	56.6%	1,722,154	180,969
27 Net Surplus/(Loss)	\$ 2,129,220	\$ 3,576,868		\$ 3,481,299	\$ (95,569)

SAN BRUNO

Community Foundation

Statement of Financial Position as of February 29, 2020

ASSETS

Cash, Wells Fargo General	\$ 42,513.46	
Cash, Wells Fargo Payroll	30,986.82	
Cash, Wells Fargo Savings	140,091.21	
Cash, Fidelity Liquidity Pool - Operating	1,703,647.96	
Total Cash		1,917,239.45
Investments, Fidelity Liquidity Pool - RAC	10,450,023.14	
Investments, Fidelity Strategic Pool	45,884,066.33	
Investments, Fidelity Quasi-Endowment	18,008,938.95	
Total Investments		74,343,028.42
Prepaid Rent	1,265.83	
Prepaid Insurance	1,990.50	
Total Other Current Assets		3,256.33
Deposits	1,253.45	
Total Other Assets		1,253.45
TOTAL ASSETS		<u><u>\$ 76,264,777.65</u></u>

LIABILITIES & NET ASSETS

LIABILITIES

Accounts Payable	10,198.49	
Accrued Grants Payable	5,598,113.78	
Accrued Scholarships Payable	140,000.00	
Accrued Employee PTO	14,780.80	
Total Liabilities		5,763,093.07

NET ASSETS

Unrestricted, Non-QE 7/1/2019 Balance	50,662,240.34	
Transfer from Quasi-Endowment	200,000.00	
Year to Date Net Income from Operations	(437,234.82)	
Year to Date Strategic Investment Income	1,996,540.11	
Total Non-QE Unrestricted Net Assets	52,421,545.63	
Quasi-Endowment 7/1/2019 Balance	17,980,690.19	
Transfer to Liquidity for Operations	(200,000.00)	
Year-to-date QE Investment Income	228,248.76	
Total QE Unrestricted Net Assets	18,008,938.95	
Total Unrestricted Net Assets		70,430,484.58
Donor Restricted Net Assets 7/1/2019 Balance	404,745.54	
Year to Date Donor Restricted Income	(333,545.54)	
Total Donor Restricted Net Assets		71,200.00
Total Net Assets		<u><u>70,501,684.58</u></u>
TOTAL LIABILITIES & NET ASSETS		<u><u>\$ 76,264,777.65</u></u>

SAN BRUNO

Community Foundation

March 2020

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 Expected Amount) and e (Change in Budget), and also be explained. First nine months equal 75% of the fiscal year.

INCOME

Line 1 Transfers from Quasi Endowment – \$200,000 transferred for Community Grants is 63% of budget.

Line 2 Transfers from Strategic Pool – Year-to-date transfers of \$2,700,000, are 56.5% of budget.

Line 3 Restricted Donations – \$70,000 unbudgeted amount is Joseph W. Welch Foundation Scholarships donation.

Line 4 Interest Income – \$19,119 is 98.9% of budget. Liquidity Pool – Operating balance is currently \$1,705,898.

Line 5 Miscellaneous Income – \$15,400 unbudgeted amount is: a) scholarship payable write off resulting from the early graduation of a recipient (\$5,000); and b) return of unused 2017-2018 Community Grant (\$10,400).

EXPENSES

Line 7 Crestmoor Scholarships – \$70,000 final projected increase per Restricted Donation and Board approval.

Line 8 Community Grants – \$300,000 is 150% of budget. Total includes \$100,000 increase over budget per Google funding last fiscal year and Board approval.

Line 9 Strategic Grants – \$323,545 is 40% of budget and is: First Responder Mobile Command Unit (\$303,545); and 2020 Community Day (\$20,000).

Line 12 Salaries & Wages – Expense is 75.5% of budget. Final expected amount increased \$2,402 based on compensation changes approved by the Board at its March meeting.

Line 13 Payroll Taxes & Benefits – Expense (\$25,061) is 111.5% of budget. Budget has been exceeded by \$2,576. Retirement (\$16,861) is the largest cost. Other costs include Social Security/Medicare (\$7,454); and workers' compensation (\$532) and life (\$214) insurances. Final expected amount increased \$9,220 based on benefits changes approved by the Board at its March meeting.

Line 15 Occupancy – Only cost is office lease (\$11,323). Amount is 72.2% of budget. Five-year lease extension includes 2.2% rent reduction beginning in April.

Line 16 Insurance – Total (\$13,558) is exactly on budget (75%) and includes Directors & Officers (\$10,782), crime (\$1,912), and commercial package (\$864) policies.

Line 17 Telecommunications – Cost (\$1,362) is 70.9% of budget and includes cell phone (\$570), internet (\$527), and landline (\$265) services.

Line 18 Postage & Shipping – Cost (\$1,739) is 87% of budget. Annual Report mailing to San Bruno residents (\$1,370) represents 79% of the total.

Line 19 Marketing & Communications - \$10,472 expense is 71.5% of budget. Design and production of the Annual Report (\$7,147) represents 68% of the total. Additional costs include: \$1,892 for Crestmoor Scholarships flyers and ads; and \$1,032 for grants & scholarships application software subscription.

Line 20 Office Supplies & Equipment – Total (\$3,792) is 71.2% of budget. Largest costs are: laptop (\$2,019); toner (\$852); and Intuit Quickbooks subscription (\$430).

Line 21 Legal Fees – \$16,763 expense is 43.6% of budget. First three-quarters cost of City attorney (\$13,853) and legal fees for Community Grants (\$1,635), administrative (\$645), and Strategic Grants (\$630) issues are included.

Line 22 Accounting & Payroll Fees – Total (\$24,281) is 71.1% of budget. Cost of Accounting Consultant (\$14,373), financial statement audit and tax preparation (\$9,100), and payroll fees (\$808) make up the total.

Line 23 Other Consultants - Cost (\$35,474) is 69.4% of budget and is for Program (\$29,680) and Administrative (\$560) support and Technology (\$5,145) consultants.

Line 24 Travel, Meetings & Conferences – \$1,992 expense is 46% of budget. \$1,369 used for Board meeting audio recording and \$520 for meeting room rent.

Line 25 Miscellaneous – Cost (\$1,486) equals 64.6% of budget with two organizational memberships (\$850) as the largest cost.

SUMMARY

Excluding the budget and expenses for Scholarships & Grants, total expenses are at 72.6% of budget, which is below 75% benchmark for the first three quarters of the year. In terms of dollars, the \$292,380 in year-to-date expense is \$9,600 less than the first three quarters budget allocation. Only two line-items are significantly over budget. Payroll Taxes & Benefits (111.5% of budget) will exceed the annual budget by \$9,220. Postage & Shipping (87% of budget) is over budget due to timing of Annual Report related expenses, but this expense is not expected to remain over budget by year-end.

The Fidelity Liquidity Pool – RAC, was created with a \$10 million July 2018 transfer. The balance as of March 31, 2020 is \$10,168,914, including market value loss of \$281,049 in March.

Total March investment net loss or decrease in value is <\$4,561,571>. This came from the Strategic Pool <\$2,436,149>, Quasi Endowment <\$1,844,373>, and Liquidity Pool – RAC <\$281,049>. Year-to-date investment losses are <\$2,336,782> and come from Strategic Pool <\$638,569>, Quasi Endowment <\$1,616,124>, and Liquidity Pool – RAC <\$82,089>.

Overall organization year to date net loss or decrease in net assets is \$3,148,188. Of that, \$333,546 is from use of Donor Restricted Net Assets.

Total Net Assets, as of March 31, 2020 are \$65,899,488 with \$16,164,566 in Quasi Endowment; \$49,663,722 in general Unrestricted funds; and \$71,200 in Donor Restricted Net Assets.

SAN BRUNO

Community Foundation

March 2020 2019-2020 Budget Report

	(a)	(b)	(c)	(d)	(e)
	Actual Year to Date	Budget	Actual as % of Budget (a/b)	Final Expected Amount	Change in Budget (d - b)
INCOME & TRANSFERS					
1 Transfers from Quasi Endowment	\$ 200,000	\$ 317,510	63.0%	\$ 317,510	\$ -
2 Transfers from Strategic Pool	2,700,000	4,781,214	56.5%	4,781,214	-
3 Restricted Donations	70,000	-		70,000	70,000
4 Interest Income	19,119	19,329	98.9%	19,329	-
5 Miscellaneous Income	15,400	-		15,400	15,400
6 Total Available for Operations	3,004,519	5,118,053	58.7%	5,203,453	85,400
EXPENSES					
7 Crestmoor Scholarships	-	120,000	0.0%	190,000	70,000
8 Community Grants	300,000	200,000	150.0%	300,000	100,000
9 Strategic Grants	323,545	808,545	40.0%	808,545	-
10 Other Grants	-	10,000	0.0%	10,000	-
11 Subtotal Direct Program Expenses	623,545	1,138,545	54.8%	1,308,545	170,000
12 Salaries & Wages	145,077	192,156	75.5%	194,558	2,402
13 Payroll Taxes & Benefits	25,061	22,485	111.5%	31,705	9,220
14 Subtotal Personnel Expenses	170,138	214,641	79.3%	226,263	11,622
15 Occupancy	11,323	15,690	72.2%	15,037	(653)
16 Insurance	13,558	18,085	75.0%	18,085	-
17 Telecommunications	1,362	1,920	70.9%	1,920	-
18 Postage & Shipping	1,739	2,000	87.0%	2,000	-
19 Marketing & Communications	10,472	14,638	71.5%	14,638	-
20 Office Supplies & Equipment	3,792	5,325	71.2%	5,325	-
21 Legal Fees	16,763	38,471	43.6%	38,471	-
22 Accounting & Payroll Fees	24,281	34,160	71.1%	34,160	-
23 Other Consultants	35,474	51,080	69.4%	51,080	-
24 Travel, Meetings & Conferences	1,992	4,330	46.0%	4,330	-
25 Miscellaneous	1,486	2,300	64.6%	2,300	-
26 Subtotal Non-Personnel	122,242	187,999	65.0%	187,346	(653)
27 Total Expenses	915,925	1,541,185	59.4%	1,722,154	180,969
27 Net Surplus/(Loss)	\$ 2,088,594	\$ 3,576,868		\$ 3,481,299	\$ (95,569)

SAN BRUNO

Community Foundation

Statement of Financial Position as of March 31, 2020

ASSETS

Cash, Wells Fargo General	\$ 19,237.46	
Cash, Wells Fargo Payroll	2,375.18	
Cash, Wells Fargo Savings	140,093.94	
Cash, Fidelity Liquidity Pool - Operating	1,705,898.11	
Total Cash		1,867,604.69
Investments, Fidelity Liquidity Pool - RAC	10,168,974.14	
Investments, Fidelity Strategic Pool	43,447,917.02	
Investments, Fidelity Quasi-Endowment	16,164,565.90	
Total Investments		69,781,457.06
Prepaid Rent	1,238.00	
Prepaid Insurance	2,410.00	
Total Other Current Assets		3,648.00
Deposits	1,253.45	
Total Other Assets		1,253.45
TOTAL ASSETS		\$ 71,653,963.20

LIABILITIES & NET ASSETS

LIABILITIES

Accounts Payable	16,580.32	
Accrued Grants Payable	5,583,113.78	
Accrued Scholarships Payable	140,000.00	
Accrued Employee PTO	14,780.80	
Total Liabilities		5,754,474.90

NET ASSETS

Unrestricted, Non-QE 7/1/2019 Balance	50,662,240.34	
Transfer from Quasi-Endowment	200,000.00	
Year to Date Net Income from Operations	(477,859.74)	
Year to Date Strategic Investment Income	(720,658.20)	
Total Non-QE Unrestricted Net Assets		49,663,722.40
Quasi-Endowment 7/1/2019 Balance	17,980,690.19	
Transfer to Liquidity for Operations	(200,000.00)	
Year-to-date QE Investment Income	(1,616,124.29)	
Total QE Unrestricted Net Assets		16,164,565.90
Total Unrestricted Net Assets		65,828,288.30
Donor Restricted Net Assets 7/1/2019 Balance	404,745.54	
Year to Date Donor Restricted Income	(333,545.54)	
Total Donor Restricted Net Assets		71,200.00
Total Net Assets		65,899,488.30
TOTAL LIABILITIES & NET ASSETS		\$ 71,653,963.20

SAN BRUNO

Community Foundation

Memorandum

DATE: May 4, 2020

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: COVID-19 Strategic Initiatives

At the May 6, 2020, Board meeting, the Board will consider a package of three grants addressing significant needs in the San Bruno community in the wake of the COVID-19 pandemic, totaling nearly a half million dollars. These COVID-19 relief proposals have been developed with community partners to provide meaningful benefit to two key segments of our community: San Bruno's public schools and the small business community. In doing so, they address two of the Foundation's identified focus areas, education and economic vitality.

In evaluating these proposals, it is valuable to review the Foundation's Guiding Principles, as set forth in the SBCF Program Strategy Framework adopted in 2015:

- A. The Foundation focuses on projects, programs, and initiatives that promote a healthy, vibrant, and equitable San Bruno community, especially where it can serve as a catalyst for significant enhancements in the quality of life for those who live and work in San Bruno.
- B. Through the collective impact of all of its programs, the Foundation seeks to address the needs of the various and diverse components of the San Bruno community.
- C. The San Bruno Community Foundation is committed to open and transparent communication with the community and maintaining the highest ethical standards in all areas of its operations.
- D. To maximize the impact of its work, the Foundation collaborates with the City of San Bruno and other appropriate organizations to enhance and/or leverage projects, programs, and initiatives being undertaken or considered by the City or other organizations, thereby pooling resources and avoiding duplication of effort on projects of common interest.
- E. The Foundation strives to use its resources effectively and prudently in all its activities.

SAN BRUNO

Community Foundation

Memorandum

- F. The Foundation recognizes its role as a partner, convener, and facilitator toward the goal of enhancing the quality of life in San Bruno.
- G. The Foundation encourages giving from other sources and has a stake in encouraging and developing philanthropy generally.
- H. The Foundation wishes to remain flexible, maintaining the ability to respond to unforeseen circumstances, the evolving needs of the community, and emerging opportunities in a timely fashion.

These Guiding Principles are particularly relevant as the San Bruno community grapples with the unexpected and devastating effects of COVID-19 on our schools, local economy, and public health and safety. In particular, the Foundation’s ability to respond quickly and flexibly to address the critical needs of the community, in partnership with key community stakeholders, is critical in the face of a global pandemic that has brought tremendous hardship and uncertainty to our current circumstance.

SBCF was created in the aftermath of a horrific tragedy that our community endured – the gas pipeline explosion that destroyed the Crestmoor neighborhood and killed eight community members – nearly ten years ago. At this challenging time, it seems most appropriate for SBCF to utilize a portion of the funds that arose out of that disaster to address some of the significant needs that the community now faces in the wake of another disaster, COVID-19.

1. Strategic Grant to the San Bruno Education Foundation for the San Bruno Park School District Teacher Laptop Initiative to Support Distance Learning in an Amount not to Exceed \$240,000

Since the initial order of the San Mateo County Health Officer on March 16, 2020, requiring all residents to shelter in their homes as part of a regional effort to slow the spread of COVID-19 in the San Francisco Bay Area, local school districts – including the San Bruno Park School District (SBPSD) – have had to close their school campuses and provide instruction to students through various online and other distance learning vehicles. One significant challenge to online distance learning is that some students, most of whom are low-income, do not have devices such as computers or Chromebooks and/or access to the Internet in their homes. The lack of technology puts these students at a considerable disadvantage in keeping up with their schoolwork during this challenging time. A collaboration of community partners quickly activated to provide technology support for San Bruno students. YouTube donated \$60,000 to support the purchase of new and replacement Chromebooks for students and professional development, including training for teachers in the Google Classroom platform, in the SBPSD. With a \$10,000 grant, SBCF is supporting efforts to provide free home internet access to PreK-

SAN BRUNO

Community Foundation

Memorandum

12 San Bruno students who need - but currently do not have - such access. The City of San Bruno, through CityNet Services, is offering internet services to those in need. In addition to the City and the Foundation, the San Bruno Education Foundation, San Bruno Rotary, and the San Bruno Police Association are supporting the home internet program.

While the SBPSD has been able to meet the short-term technology needs of its students, it quickly discovered that its teachers do not have sufficient technology tools to properly utilize the online teaching tools that they had been asked to master and use. District administrators soon realized that teachers are having difficulty with their district-issued laptops, some of which lack sufficient RAM or memory, while others need repair and assistance from IT staff. Some teachers whose laptops stopped working have been forced to use student Chromebooks as teaching devices. When I asked what her highest priority immediate need that SBCF could help address, Interim Superintendent Sharon Kamberg quickly identified new laptops for all 115 K-8 teachers in the district.

As Dr. Kamberg outlines in the attached proposal, the district's teachers have been asked to make a difficult and sudden shift in their teaching methods to accommodate distance learning, and while the dedicated teachers have done their best to adapt to their new circumstance, their uneven and in many cases outdated technology has made the situation that much more difficult for them. New laptops would ensure that all teachers have the same, up-to-date computers to utilize the online teaching tools they now need to reach their students. Although the district is hoping to return to on-site, in-person instruction in the fall, administrators are planning for various scenarios including the continuation of at least partial distance learning and, in the event of a resurgence of COVID-19 in the Bay Area, the possibility of another round of school closures and complete reliance on distance learning. Enhanced technology tools would allow teachers to be better prepared to handle further reliance on online teaching tools.

In addition, Dr. Kamberg believes that providing all district teachers – and not just those with the oldest, most malfunctioning computers – with new laptops would be a huge boost to teacher morale. Over the last decade, the district's teachers have often felt underappreciated and undercompensated by a district that has struggled financially. This investment in San Bruno's teachers – during national Teacher Appreciation Week – would be a much-deserved salute to them and demonstrate the community's appreciation for all they do for their students.

Dr. Kamberg's proposal clearly spells out the need for the Teacher Laptop Initiative, along with the district's plan to purchase 115 MacBooks and the Jamf mobile device deployment and management software system, which will enable the district's IT staff to properly and efficiently manage and support the new laptops.

SAN BRUNO

Community Foundation

Memorandum

The proposed budget for this initiative totals \$240,000 – \$230,000 for the purchase of 115 MacBooks and \$10,000 for the Jamf mobile device management system.

Like other SBCF grants supporting SBPSD, this grant would be made to the San Bruno Education Foundation, which provides fundraising support to the district. 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.

Dr. Kamberg will present the Teacher Laptop Initiative to the SBCF Board on May 6. Both she and SBEF Vice President Bryan Vander Lugt will be able to answer any questions the Board may have regarding implementation of this project.

Please note that I also reached out to Capuchino High School Principal Jesse Boise to inquire about any immediate needs the high school may have as a result of the COVID-19 situation. Mr. Boise replied that Capuchino, which is part of the San Mateo Union High School District, has been able to address its immediate needs, as it had a sufficient supply of Chromebooks and was able to obtain a number of mobile hotspots to provide to those students needing them. He also said that Capuchino is the school next in line in the district's rotation to receive new teacher laptops. As they approach the new school year, he said they may identify some additional needs resulting from COVID-19 to support students and teachers and approach the Foundation for assistance at that time. With true community spirit, he also said he viewed SBCF assistance to SBPSD as benefiting Capuchino as well, as SBPSD students will soon become Capuchino students.

I recommend that the Board approve the attached resolution awarding a strategic grant to the San Bruno Education Foundation for the San Bruno Park School District Teacher Laptop Initiative to Support Distance Learning in an amount not to exceed \$240,000.

2. Strategic Grant Supporting San Bruno Small Businesses Through San Mateo Country Strong in the Amount of \$150,000

Like their counterparts all over the United States, many of San Bruno's businesses are suffering devastating hardships as a result of COVID-19. With shelter-in-place mandates, some businesses have been able to continue operations remotely, with employees working from home, while many businesses have had to shut down completely. Even those "essential businesses" permitted to continue operations have had to dramatically adjust their operations to be in compliance with social distancing requirements. Restaurants, for example, have had to transition to a takeout and delivery only model, with on-site dining prohibited. There is uncertainty regarding when businesses can reopen and how long economic activity will be on lock down, taking a serious toll on jobs and small business viability.

SAN BRUNO

Community Foundation

Memorandum

There are approximately 3,000 businesses that have a current business license to conduct activities in San Bruno. About 85% of those businesses reported gross receipts of under \$1 million in their last fiscal year. Small, locally and family owned establishments form the backbone of San Bruno's business community. A drive along San Mateo Avenue quickly shows that San Bruno's previously active downtown, with many businesses shuttered and minimal foot traffic, is quiet and suffering.

I am recommending that SBCF take a two-pronged approach in assisting San Bruno small businesses as they attempt to survive the disastrous impacts of COVID-19. The first prong is to support small businesses in San Bruno through the San Mateo County Strong Small Business Grants Program. On March 24, 2020, the County Board of Supervisors earmarked \$3 million in Measure K funds as seed money to launch a fund – named San Mateo County Strong – to provide emergency relief to local individuals, families, nonprofit organizations, and small businesses. The County has also solicited donations for San Mateo County Strong from corporations, municipalities, and community members that can be directed to one of the three areas of assistance.

Of the County's \$3 million, \$1 million is being distributed as grants to small businesses throughout the County through the San Mateo County Strong Small Business Grant Program. Grants of up to \$10,000 are being awarded to eligible businesses in order of receipt. Grants can pay for payroll, operations, ongoing expenses, or other costs associated with COVID-19 impacts. To be eligible for the program, businesses must meet the following requirements:

- Be a for-profit company with at least two employees (owner counts as one employee)
- Have a current business license as required by the jurisdiction
- Have an office, storefront, or business space that is open to the public in San Mateo County
- Have equivalent of 10 or fewer FTEs as of February 15, 2020, *OR* less than \$2.5 million in annual gross revenue over the past year
- Have been open at least a year
- Demonstrate a 25% reduction in gross annual revenue due to COVID-19

The program began accepting applications through its online portal on Monday, April 27, 2020. Within the first four hours, 2,530 applications were started, and many users faced technical difficulties as the portal struggled to handle the high volume of traffic. That first day, 659 applications were completed and submitted. The program allowed the remaining 1,871 applicants to finish their applications, but given that funding needs to cover the initial set of applications exceed \$25 million, the program closed the portal to any additional applicants. More than 40 San Bruno small businesses submitted applications.

SAN BRUNO

Community Foundation

Memorandum

The County's \$1 million in Measure K funds is being distributed to all cities and unincorporated area based on population. Because San Bruno makes up 5.644% of the County's population, San Bruno small businesses are receiving 5.644% of \$1 million, or \$56,440. That means six San Bruno businesses will receive these grants. Other contributors to the fund are able to direct their donations to a specific group of small businesses; for example, the City of Burlingame has committed \$500,000, which will be distributed to eligible small businesses in Burlingame. Other municipalities that have made donations to the Small Business Grant Program include San Mateo (\$400,000), Redwood City (\$300,000), San Carlos (\$112,000), Millbrae (\$100,000), Woodside (\$80,000), Daly City (\$75,000), and Colma (\$15,000).

The San Mateo Credit Union has created a new nonprofit, SMCU Community Fund, to operate the San Mateo County Strong Small Business Grant Program. SMCU Community Fund has applied to the Internal Revenue Service for tax-exempt status as a 501(c)(3) public charity, and its application is pending. SMCU Community Fund is not charging any fees to administer the program; 100% of donations to the SMCU Community Fund for the San Mateo County Strong Small Business Grant Program are going to direct payments to the small business grantees.

I am recommending that SBCF contribute \$150,000 targeted specifically for San Bruno businesses through the San Mateo County Strong Small Business Grant Program. This contribution would enable 15 additional businesses to receive \$10,000 grants, more than tripling the number of San Bruno businesses to benefit from the program. Although the City of San Bruno is not in a position to provide a substantial contribution to San Mateo County Strong – the City was facing a \$4.2 million revenue shortfall that was mostly addressed through the delaying of capital projects and various cost saving measures prior to the shelter-in-place orders, and the economic effects of the COVID-19 pandemic will substantially stress the City's budget further – the Foundation does have the financial resources to aid local small businesses.

The County has partnered with the San Mateo County Economic Development Association (SAMCEDA) to oversee the small business grant program. Don Cecil, a consultant for SAMCEDA, will attend the May 6 Board meeting to give a brief presentation on San Mateo County Strong and answer questions.

Should the Board approve a grant to this program, I am in the process of working out the details for the donation. I am investigating our options with the assistance of our nonprofit counsel at NEO Law Group and City Attorney Marc Zafferano. Ideally, SBCF would give the grant to the SMCU Community Fund, but it is problematic that its application for tax-exempt status is pending and has not yet been formally approved. SBCF was granted 501(c)(3) status as a public charity as a supporting organization. As a result, and as articulated in its Articles of Incorporation, it can provide support only to organizations that benefit the San Bruno

SAN BRUNO

Community Foundation

Memorandum

community and are either 501(c)(3) and 509(a)(1) or (2) organizations or that are 501(c)(4), (5), or (6) organizations that would meet the 509(a)(2) public support test if they were 501(c)(3)s. Because SMCU Community Fund is not yet recognized as exempt under Section 501(c)(3), it is not yet a member of the class of supported organizations that SBCF is legally allowed to support.

In the event that SMCU Community Fund does not receive its 501(c)(3) status in the near future, the alternative option is for SBCF to donate the funds to the Silicon Valley Community Foundation (SVCF), a 501(c)(3) and 509(a)(1) organization. The County partnered with SVCF to receive donations made to all three areas of focus (individuals and families, nonprofits, and small businesses). Under the arrangement with the County, SVCF is distributing the funds for the individuals and families and nonprofit programs. Donations to SVCF that are passed on to the San Mateo County Small Business Grant Program are subject to a 1% administrative fee, which would be \$1,500 for SBCF's \$150,000 donation.

Because we are still working out the logistics of making the grant, the attached resolution gives me discretion to determine the best option for directing the funds. I am hopeful that SMCU Community Fund will receive its 501(c)(3) determination in the near future so that SBCF can grant the funds directly to it, but I believe donating to SVCF, with a nominal administrative fee, is an acceptable alternative option.

3. Strategic Grant to the San Mateo County Community College District to Support the San Bruno Small Business Recovery Assistance Program Through the Bay Area Entrepreneur Center of Skyline College in an Amount Not to Exceed \$100,000

The second prong of SBCF's approach in assisting San Bruno small businesses in the wake of COVID-19 is to fund a program run through the Bay Area Entrepreneur Center (BAEC) that would provide free technical business and financial assistance to San Bruno small businesses seeking such assistance. Leveraging the BAEC's partnerships with the San Bruno Chamber of Commerce, Skyline College's Accounting Department, SCORE, and the Small Business Development Center (SBDC), this program would provide valuable assistance to broad pool of San Bruno small businesses to help them develop business plans for recovery from COVID-19 damage they have experienced.

A recent survey of more than 100 San Bruno small businesses conducted by the BAEC and the San Bruno Chamber of Commerce found that many business owners did not understand how to access the federal (Paycheck Protection Program, Economic Injury Disaster Relief Loan Program) and other funding opportunities that available to small businesses, while others faced language barriers and were unsure whether the funding would actually help their business. Based on those survey results, the BAEC determined that many local businesses lack access to

SAN BRUNO

Community Foundation

Memorandum

skilled and experienced business advisors and that such access would greatly enhance their ability to successfully emerge from the economic struggles these businesses are facing as a result of the pandemic.

As the attached proposal from Pcyeta Stroud, Director of the BAEC, explains, “This program will offer no-cost financial advising, business consulting, tax preparation, translation services, valuable business tools, and a host of virtual workshops, to assist small businesses with navigating funding programs, managing their new financial picture and with exploring and understanding their options going forward and in the long run.” In addition to consulting services, the program plans to offer businesses use of Intuit Quickbooks small business accounting tools and other products, including tax preparation, accounting, and financial experts. An additional element of the program is to host, in the fall of 2020, a small business recovery symposium that would bring together program participants to share best practices, lessons learned, and tips and tools for future success. Such a symposium would likely have the added benefit of introducing San Bruno’s small business owners to one another, promoting collaboration among businesses, and consequently building a stronger business community in San Bruno. The program aims to support up to 180 businesses over the next six months.

The proposal outlines the program in detail, including its budget and timeline. The total cost of the program, which would run through October, would be \$100,000. More than three-quarters of the funds would directly underwrite the consultants, business experts, and software tools supporting the small businesses. Administrative costs, including two part-time staff members to manage the program, are relatively lean.

Ms. Stroud will attend the May 6 Board meeting to present the proposal and answer any questions.

Hosted by Skyline College and funded by the San Mateo County Community College District, the BAEC is an off-campus resource for start-up businesses designed to support aspiring entrepreneurs and nurture the development of small businesses in the local community. A business accelerator and innovative resource center, the BAEC provides business management guidance, technical and targeted business assistance, networking opportunities, one-on-one consulting, business workshops, and facilities. An SBCF grant to fund this program would be directed to the San Mateo County Community College District (similar to the Community Grant made several years ago to support the Skyline College’s Music Department).

I recommend that the Board adopt the attached resolution approving a strategic grant to the San Mateo County Community College District to support the San Bruno Small Business Recovery Assistance Program of the Bay Area Entrepreneur Center of Skyline College in an amount not to exceed \$100,000.

SAN BRUNO

Community Foundation

Memorandum

* * *

In sum, these three strategic grants – for the SBPSD Teacher Laptop Initiative for Distance Learning, San Mateo County Strong Small Business Grant Program, and the San Bruno Small Business Recovery Assistance Program – would provide significant and meaningful relief to key segments of the San Bruno community, our public schools and our small businesses. Combined with the \$10,000 grant the Foundation already made to assist students needing home internet access for distance learning, these grants would total \$500,000 for COVID-19 relief efforts in San Bruno. SBCF is fortunate to be in the position to be able to make these investments to address pressing community needs. The three programs and SBCF’s investment in them reflect the community spirit that helped San Bruno recover from the devastation of the Crestmoor neighborhood gas pipeline explosion ten years ago, and it is that same community spirit that will help San Bruno emerge from the devastation of COVID-19.

Attachments:

1. Resolution Approving Strategic Grant to the San Bruno Education Foundation for the San Bruno Park School District Teacher Laptop Initiative to Support Distance Learning in an Amount not to Exceed \$240,000
2. Proposal for San Bruno Park School District Teacher Laptop Initiative to Support Distance Learning
3. Resolution Approving Strategic Grant Supporting San Bruno Small Businesses in the Amount of \$150,000
4. Resolution Approving Strategic Grant to the San Mateo County Community College District to Support the San Bruno Small Business Recovery Assistance Program of the Bay Area Entrepreneur Center of Skyline College in an Amount Not to Exceed \$100,000
5. Proposal for Small Business Recovery Assistance Program

RESOLUTION NO. 2020-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
APPROVING STRATEGIC GRANT TO THE SAN BRUNO EDUCATION FOUNDATION FOR THE SAN
BRUNO PARK SCHOOL DISTRICT TEACHER LAPTOP INITIATIVE TO SUPPORT DISTANCE
LEARNING IN AN AMOUNT NOT TO EXCEED \$240,000**

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

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

WHEREAS, in compliance with the initial order of the San Mateo County Health Officer on March 16, 2020, requiring all residents to shelter in their homes as part of a regional effort to slow the spread of COVID-19 in the San Francisco Bay Area, local school districts – including the San Bruno Park School District (SBPSD) – have had to close their school campuses and provide instruction to students through various online and other distance learning vehicles;

WHEREAS, as SBPSD transitioned to the distance learning format, the district quickly discovered that its teachers do not have the sufficient technology tools, including up-to-date laptop computers to properly utilize the online teaching tools that they had been asked to master and use;

WHEREAS, new laptops would ensure that all teachers have the same, up-to-date computing devices to utilize the online teaching tools they now need to reach their students and allow teachers to be better prepared to handle further reliance on online teaching tools in the 2020-2021 academic year;

WHEREAS, SBPSD Interim Superintendent Sharon Kamberg has identified new teacher laptops as a top priority as the district addresses the challenges brought on by the COVID-19 pandemic and has requested \$240,000 in grant funding from the San Bruno Community Foundation to the San Bruno Education Foundation to enable the purchase of 115 new laptops for the district’s teachers and a mobile device software management system to enable the district’s information technology staff to efficiently deploy and manage the laptops; and

WHEREAS, the SBCF Board seeks to address pressing community needs resulting from impacts of the COVID-19 pandemic through its strategic grantmaking.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves a strategic grant in an amount not to exceed \$240,000 to the San Bruno Education Foundation for the purchase of laptops for SBPSD teachers and related mobile device management software to support instruction through online distance learning as a result of the COVID-19 pandemic.

Dated: May 6, 2020

ATTEST:

John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2020-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 6th day of May, 2020, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:



April 28, 2020

To: San Bruno Community Foundation
From: San Bruno Park School District
Re: Proposal to Support COVID 19 Needs – Teacher Laptop Initiative to Support Distance Learning

When the COVID-19 pandemic resulted in the dismissal of students and a shift to remote learning, San Bruno Park School District was not prepared to fully execute distance learning. The lack of readiness was two-fold, in terms of teacher capacity and adequate technology. As a matter of fact, San Bruno Park educators had not engaged consistently in professional development to ensure adequate knowledge of digital tools to set up distance learning.

All SBPSD educators do have district issued laptops. These laptops range in age from two to five years old. Some teachers used their laptops frequently in their planning and instruction prior to COVID 19, however, the majority of teachers rarely used them for school purposes other than to check email and take attendance.

This lack of preparedness became evident when negotiating with the San Bruno Park Educators Association (SBEA) regarding distance learning (later called At-Home Learning). As a result of this situation, the District asked teachers to prepare four weeks of paper packets to send home with students for At-Home Learning (no online learning required).

Quickly, district administration began strategic planning on how to prepare for online learning should the pandemic continue. The first step was to negotiate with SBEA for all teachers to complete the Google Certified Educator (GCE) Level 1 training and examination. The District then began assessing the students' access to devices and the internet. Through the gift of a giving community, including financial support from the San Bruno Community Foundation, for which we are very grateful, we were able to take care of our short term needs in this area.

Looking forward, we realized that teachers were having difficulty with their district issued laptops not having enough RAM or speed as well as devices needing repair and assistance from our IT department. Some of our teachers' devices were so outdated that they could not access the examination platform for GCE!

As we develop our 2020-21 budget, we realize that there is absolutely no money to spare in purchasing new devices for our teachers. It has been a struggle, emotionally and professionally, for our teachers to step out of their comfort zone to utilize current technology tools for online

BOARD OF TRUSTEES:

Jennifer M. Blanco • Teri L. Chavez • Kevin J. Martinez • Andrew T. Mason • Henry Sanchez, M.D.
Sharon Kamberg, Ed.D., *Superintendent*



instruction. It is imperative that educators have up to date devices to conduct the business of distance learning without interruption of their teaching. Although our teachers are admirably making do with the technology we currently have, this situation is not sustainable, especially as we are forced to prepare for the possibility that at least partial at-home learning will continue into the fall, as well as the possibility, even if schools reopen in the next school year, that a second wave of COVID-19 could require complete school site closures again in the future. Additionally, it would boost morale for teachers to be honored for their new learning and implementation of distance learning with new devices.

San Bruno Park School District is in the process of developing a technology plan to purchase, maintain and replace devices for students and teachers. There are no monies allocated for either at this point. The COVID-19 pandemic has brought much uncertainty for our budget with no end in sight. For the short term, with the help of our community, we believe we are situated with student devices and internet access. This expenditure for educator laptops was not anticipated nor budgeted. As a basic aid funded district, the threat of a recession and the impact on assessed value of property could drastically reduce available funds for day to day operating costs.

San Bruno Park School District respectfully seeks the Foundation's support in this unexpected, but much needed purchase. As the technology plan is developed and funded through future budget development (maintenance, repair and replacement), the district believes that they will be able to sustain this purchase over the next five years and beyond.

Our goal is to provide every teacher in the district with a new MacBook laptop configured to enable each teacher to fully utilize the Google online platform and tools for distance learning instruction. Rather than replacing just the oldest computers, we believe it is critical to have all of our teachers equipped with the same, updated technology needed to support at-home online learning. Ensuring that all teachers have the same laptop capabilities will also foster collaboration among teachers, boost teacher morale, as well as enable district IT staff to more efficiently support the teachers. The newer laptops currently being used by teachers that are still in usable condition will be distributed to non-classroom personnel, including counselors, psychologists, and administrative staff, to ensure productive use of existing devices.

We seek to continue providing our teachers Apple laptops, which are the preferred devices of many educational institutions, with their user-friendly interface, and the devices the district has offered its teachers for years. At a time when we are asking our teachers to cope with significant

BOARD OF TRUSTEES:

Jennifer M. Blanco • Teri L. Chavez • Kevin J. Martinez • Andrew T. Mason • Henry Sanchez, M.D.
Sharon Kamberg, Ed.D., *Superintendent*



changes and stretch beyond their usual teaching methods to support at-home learning, we believe it is critical that we upgrade their computers while also maintaining continuity and familiarity with the devices they use. The district has also invested in the Apple ecosystem with the use of Apple TVs, which link seamlessly with MacBooks, and the district IT staff is well trained and accustomed to supporting Apple devices.

Our proposal also includes funding for the district to utilize the Jamf mobile device deployment and management system. This software tool will enable the district's IT staff to properly and efficiently manage and support the new teacher laptops by alleviating security risks, streamlining device deployment, and conducting ongoing management, without impacting user productivity.

San Bruno Park School District has a strong relationship with the San Bruno Education Foundation. The foundation has supported the district with many endeavors and acted as a partner in distributing other grant monies. It is the desire of the district, should this proposal be funded, that the grant be distributed through the SBEF if at all possible. This partnership allows the district to continue a close relationship with SBEF while supporting their own fund raising efforts.

Our proposed budget is as follows:

115 MacBook laptops	115 teachers x \$2,000 per MacBook	\$230,000
Jamf Pro	Includes licenses, JumpStart remote training, support	\$10,000
TOTAL REQUESTED		\$240,000

One may say the changes in San Bruno Park School District may be the silver lining in this pandemic. Teachers stuck in the “that’s the way we have always done it” mentality, seeing no need to accept the changing technology around their very community, are now realizing that they need to catch up in order to provide instruction to their students. We celebrate this paradigm shift and want to provide the best tools possible in an effort to “not go back to the old normal” but embrace our “new normal” with excitement and eagerness to learn more and more.

I thank you for the opportunity to have San Bruno Community Foundation consider this proposal.

Sharon Kamberg
Superintendent

BOARD OF TRUSTEES:

Jennifer M. Blanco • Teri L. Chavez • Kevin J. Martinez • Andrew T. Mason • Henry Sanchez, M.D.
Sharon Kamberg, Ed.D., *Superintendent*

RESOLUTION NO. 2020-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
APPROVING STRATEGIC GRANT SUPPORTING SAN BRUNO SMALL BUSINESSES IN THE
AMOUNT OF \$150,000**

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

WHEREAS, the Board identified economic vitality as one of its programmatic focus areas;

WHEREAS, many of San Bruno’s small businesses are suffering devastating hardships as a result of the COVID-19 pandemic, with many businesses having to drastically alter their operations and others forced to shut down completely in order to comply with state and county shelter-in-place mandates;

WHEREAS, in March 2020, the County Board of Supervisors earmarked \$3 million in Measure K funds as seed money to launch a fund – named San Mateo County Strong – to provide emergency relief to local individuals, families, nonprofit organizations, and small businesses;

WHEREAS, as part of San Mateo County Strong, the County created the San Mateo County Strong Small Business Grant Program as a vehicle to provide direct financial assistance to small businesses with at least two employees and no more than 10 full-time equivalents that have suffered significantly as a result of COVID-19;

WHEREAS, the San Mateo Credit Union has created a new nonprofit, SMCU Community Fund, to operate the San Mateo County Strong Small Business Grant Program;

WHEREAS, SMCU Community Fund has informed the Foundation that it applied to the Internal Revenue Service for recognition of its tax-exempt status as a 501(c)(3) public charity, and its application is pending;

WHEREAS, the Board seeks to address pressing community needs resulting from impacts of the COVID-19 pandemic through its strategic grantmaking; and

WHEREAS, the Board seeks to support small businesses in San Bruno through a targeted \$150,000 grant for the purpose of supporting the San Mateo County Strong Small Business Grant Program.

NOW, THEREFORE, BE IT RESOLVED that the Board approves the making of a strategic grant in the amount of \$150,000 to support San Bruno small businesses negatively impacted by COVID-19 through the San Mateo Country Strong fund program.

RESOLVED FURTHER, that the grant shall be made to SMCU Community Fund to support the San Mateo Country Strong Small Business Grant Program, provided that SMCU Community Fund has received a letter from the IRS recognizing it as exempt under IRC Section 501(c)(3) and classified as a public charity under IRC Section 509(a)(1) or Section 509(a)(2) prior to the grant being made; or, if SMCU Community Fund has not received such a determination letter by the time that San Bruno Community Foundation wishes to make the grant, to Silicon Valley Community Foundation for the purpose of providing support to small businesses in San Bruno that have been negatively impacted by COVID-19 through the San Mateo County Strong fund program.

RESOLVED FURTHER, that Executive Director Leslie Hatamiya be and hereby is authorized and directed to finalize the terms of and make the grant authorized by these resolutions, including selecting the ultimate grantee and the time of distribution of the grant, and to otherwise take such actions as are necessary and appropriate to carry out the purposes of these resolutions.

Dated: May 6, 2020

ATTEST:

John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2020-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 6th day of May, 2020, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

RESOLUTION NO. 2020-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
APPROVING STRATEGIC GRANT TO THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
TO SUPPORT THE SAN BRUNO SMALL BUSINESS RECOVERY ASSISTANCE PROGRAM THROUGH
THE BAY AREA ENTREPRENEUR CENTER OF SKYLINE COLLEGE IN AN AMOUNT NOT TO EXCEED
\$100,000**

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

WHEREAS, the Board identified economic vitality as one of its programmatic focus areas;

WHEREAS, San Bruno’s small businesses are suffering devastating hardships as a result of the COVID-19 pandemic, with many businesses having to drastically alter their operations and others forced to shut down completely in order to comply with state and county shelter-in-place mandates;

WHEREAS, the Bay Area Entrepreneur Center of Skyline College (BAEC) and the San Bruno Chamber of Commerce recently surveyed approximately 100 small businesses in San Bruno;

WHEREAS, from such survey, the BAEC determined that many local businesses lack access to skilled and experienced business advisors and that such access would greatly enhance the businesses’ ability to successfully emerge from the economic struggles they are facing as a result of the pandemic;

WHEREAS, the BAEC seeks to launch the San Bruno Small Business Recovery Assistance Program, which would offer no-cost financial advising, business consulting, tax preparation, translation services, valuable business tools, and a host of virtual workshops, to assist up to 180 small businesses with navigating funding programs, managing their new financial picture and with exploring and understanding their options going forward and in the long run;

WHEREAS, the BAEC has requested a \$100,000 grant from SBCF to underwrite the cost of running the San Bruno Small Business Recovery Assistance Program;

WHEREAS, the Board seeks to address pressing community needs, including those of the local small business community, resulting from impacts of the COVID-19 pandemic through its strategic grantmaking.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves a strategic grant to the San Mateo County Community College District to support the San Bruno Small

Business Recovery Assistance Program, as proposed and to be administered by the Bay Area Entrepreneur Center of Skyline College to address the needs of San Bruno small businesses in the wake of the COVID-19 pandemic, in an amount not to exceed \$100,000.

Dated: May 6, 2020

ATTEST:

John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2020-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 6th day of May, 2020, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

Title of Proposal: San Bruno Small Businesses Recovery Assistance Program	Requested by: Pcyeta Stroud, BAEC Director
Grantor: San Bruno Community Foundation	Grantee: SMCCD/Skyline College
Requested Amount: \$100,000	

Draft Proposal

Background

Small Business communities in towns across the United States have felt the effects of the economic costs of the COVID-19 pandemic. This impact is felt right here in San Bruno, where the City’s business community boasts a large number of small, locally and family owned establishments. Many of them have had to adapt their businesses and services to remain open and continue serving the community. Some businesses have closed their doors temporarily, due to being non-essential, and others have had to close indefinitely. Because of this pandemic and the necessary social distancing guidelines, small businesses have had to make the difficult decision to reduce their workforce and many have seen a drastic reduction in revenue. As our communities begin the careful transition to reopening certain areas, and as more emergency relief funding opportunities become available for small businesses, these businesses will need guidance and assistance in navigating this delicate and important recovery period and will need support in the long run. In order to assist our business community in weathering this storm, The Bay Area Entrepreneur Center of Skyline College (BAEC), with funding support from the San Bruno Community Foundation, will work closely with Skyline College faculty, industry partners and regional organizations to create a recovery assistance program for San Bruno businesses. This program will provide resources, specifically to small businesses in San Bruno that have been impacted by the COVID-19 pandemic.

The BAEC is a local workforce, business and economic development resource center located in San Bruno’s Downtown business district, it serves as the off-site business hub for Skyline College, and as such, is uniquely poised to give the small business community the assistance it will need during this time. The BAEC has a long-standing relationship with the San Bruno Chamber of Commerce, and serves the Chamber by building capacity to promote and provide resources to small and local businesses.

The BAEC, in partnership with the San Bruno Chamber, conducted a recent survey of over one hundred small businesses in San Bruno (currently operating as essential businesses) and collected preliminary data to determine initial priority areas for business assistance. The survey found that many business owners did not fully understand how to access the funding opportunities that were available, and as a result, missed their chance to apply. Some were “locked-out” as sole proprietors and freelance entrepreneurs. We also found that some business owners faced language barriers and some were unsure of how the funding would actually help their business in the long term.

San Bruno Small Businesses Recovery Assistance Program

Funding support from the San Bruno Community Foundation will allow the BAEC, in partnership with the San Bruno Chamber of Commerce, Skyline College programs, and other vetted regional organizations and industry partners, to launch the Small Business Recovery Assistance Program. Over the course of several months, the BAEC in partnership with the aforementioned areas, will plan and execute an assistance program to serve the small businesses in San Bruno as they work to recover from the economic impacts of the COVID-19 pandemic. This program will provide technical assistance and tangible resources and tools at no-cost to the business owners. This assistance includes, financial advising, business consulting and coaching, tax preparation, translation services, valuable business tools, and a host of virtual workshops, to assist small businesses with navigating funding programs, managing their new financial picture and with exploring and understanding their options going forward and in the long run. This program will lean on the expertise of faculty in the Skyline College Accounting Department. Accounting and financial forecasting will be fundamental to businesses making the best decisions during these uncertain times, and Skyline College is the perfect partner, as faculty are on-hand and prepared to do the initial consulting and advising needed to start this process. In order to scale this program to serve as many small businesses as possible, it will require teams of consultants, experts and access to packages of software tools. In addition to expertise from the College, this program will work to bring together community based organizations, local and regional economic development organizations, local government and private sector and industry partners. SCORE has a national network of business coaches and experts, which are available to

provide assistance, remotely to businesses in need. The Small Business Development Center (SBDC) serves as the local/regional presence for the Small Business Administration and would likely be a key partner in providing the business coaches and other metrics for success in such a program. Bringing in established networks in both organizations, their programmatic expertise, will be valuable in ensuring this a robust program for the small businesses in San Bruno. This project will need industry and private sector partnership. Local, freelance consultants are at the ready to lend their expertise and Intuit QuickBooks, has small business accounting tools and other products, including tax preparation guides, accounting and financial experts. Being able to provide our small business community with these tools will allow them to assess their current financial picture and plan for the road ahead. This project has the capacity to scale up to serving 180 small businesses, including our freelancers and sole proprietors, two groups that unfortunately, are sometimes left out of such funding and assistance programs. Funding will also enable the BAEC to support businesses, as the program comes to a close, by hosting a small business recovery symposium, where consultants and program participants alike, share best practices, lessons learned and tips and tools for future success. The BAEC is requesting \$100,000 from the San Bruno Community Foundation to manage, promote and deliver this program to the small business community in San Bruno.

The BAEC will use the funding to do the following:

1. Contract with faculty, consultants, organizations and companies for-
 - Creation of business profiles
 - Business strategy/coaching
 - Tax advisors and preparation
 - Financial advisors/strategists
 - Software tools and products
 - Development of program metrics
 - Initial assessment and continued data collection
2. Intentional outreach to businesses and promote program-
 - Paid Online platforms and publications
 - Surveys/evaluations to assess program effectiveness
3. Run day to day operations of program-
 - (2) Part-time Program Coordinators
 - Establish contact with business owners
 - Consult with coaches/experts/project lead on priorities
 - Conduct outreach/marketing for program

- Manage program activities
- Work with experts and businesses to collect data
- Establish, track and report on outcomes and businesses served
- Plan symposium activities

4. Small Business Recovery & Best Practices Symposium

- Planning/implementation of post-program symposium
- Socially distant recordings of consultants and business owners
- Prepared toolkit for continued recovery assistance

5. Materials, tools and supplies for Small Businesses

- Paid access to Canva licenses
 - Cloud based marketing collateral software

Program Budget (non-detail) and breakdown of the program expenses.

Expense	Budget	Explanation
Consultants & Services	\$ 76,923.08	Skyline College accounting faculty Quickbooks tools (\$20/month/business) SBDC (business counselors) SCORE (business counselors) Program consulting
Ads/Marketing	\$ 480.77	Paid Social Media Ads Paid survey platform Outreach and initial data collection
Supplies	\$ 1,442.31	Materials, tools, supplies Canva licenses (\$13/business/month)
Program Support	\$ 15,384.62	Program Coordinators (2) Part-time PSC positions 6 months of program support \$25.05/hour coordinator rate
Small Business Recovery Best Practices Symposium	\$ 3,846.15	Video recording costs Toolkit for businesses Entrepreneurship/Small Business Support
Subtotal	\$ 98,076.93	
SMCCD Indirect Cost (4%)	\$ 3,923.08	SMCCD Indirect Program Costs
Small Business Recovery Best Practices Symposium	\$ (2,000.00)	BAEC/Skyline College Match funding
Total Expenses	\$ 100,000.00	

General timeline of activities for roll-out of small business assistance program:

Quarter	Month	Activities
Q4 19/20	May	<ul style="list-style-type: none"> -Leverage BAEC staff to create initial interest survey for small businesses - Leverage BAEC staff, community volunteers and City personnel to issue surveys to over 180 small business in three phases (online, phone, in-person) -Outreach and marketing for program -Meet and confer with faculty/consultants to assess needs/set priorities and create business profiles based on survey results -Determine areas of need for outreach and market to community -Establish metrics for success in program -Finalize agreements with partner organizations/companies for services and products -Plan/host orientation for consultants and on boarded staff -Kick-off for program (online launch event) -Begin preliminary coaching sessions -Consultant review of funding applications -Issue technology/licensed tools -Collect initial data and feedback
	June	<ul style="list-style-type: none"> -Further outreach and marketing -Begin financial strategy workshops -Consultant review of funding applications -Schedule weekly 1:1 sessions w/consultants and business owners (finance, accounting, pivot, marketing) -Program check-in meeting -Capture and review data -Refine metrics
Q1 20/21	July	<ul style="list-style-type: none"> -Continued outreach and marketing -Host special topic workshops -Continue coaching services -Continued scheduled weekly 1:1 sessions w/consultants and business -Program check-in meeting -Capture and review data
	August	<ul style="list-style-type: none"> -Continued outreach and marketing of program -Continue special topic workshops -Continue coaching services -Continued scheduled weekly 1:1 sessions w/consultants and business -Program check-in meeting -Capture and review data -Begin peer meetups for program participants
	September	<ul style="list-style-type: none"> -Continued outreach and marketing

		<ul style="list-style-type: none"> -Plan recovery symposium -Application follow-up -Continue coaching services -Continued scheduled weekly 1:1 sessions -Continue special topic workshops -Program check-in meeting -Capture and review data -Reporting out on program outcomes -Review business profiles -Assess need for program to continue -Search for additional funding to sustain program -Compile exit resource toolkit
Q2 20/21	October	<ul style="list-style-type: none"> -Continued outreach and marketing -Continued coaching -Further assessment of program effectiveness -Continued search for additional funding -Host Small Business Recovery & Best Practices Symposium

An investment in this program will directly benefit business in San Bruno and the communities and families they represent. The goal is to improve the condition of the business community through technical assistance, tools and applied best practices, in the long run. The BAEC, backed by Skyline College and along with support from the Chamber, is committed to serving the community through this economic recovery period and beyond.

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

SAN BRUNO

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

SAN BRUNO

Community Foundation

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

RESOLUTION NO. 2020-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
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**

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

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

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

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

WHEREAS, the Board acknowledges the challenges facing the joint efforts of the San Bruno Education Foundation and the Capuchino High School Alumni Association to raise funds to sustain the programs supported by the three-year Music Education Strategic Initiative grants, resulting from a change in executive leadership in the San Bruno Park School District, embezzlement scandals at volunteer parent organizations supporting two local schools, and, most important, the COVID-19 pandemic, which has severely impacted the local economy;

WHEREAS, given these unexpected and extraordinary circumstances, the Board believes a fourth year of funding for 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.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves strategic grants totaling \$68,000 to support continued Implementation of the Music Education Strategic Initiative in the 2020-2021 academic year: \$60,000 to the San Bruno Education Foundation for music education programs supporting the San Bruno Park School District and the Initiative’s program coordination and sustainability efforts (\$50,000 for elementary school music

education and \$10,000 for program sustainability activities), and \$8,000 to the Capuchino High School Alumni Association to support music education programs at Capuchino High School.

Dated: May 6, 2020

ATTEST:

John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2020-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 6th day of May, 2020, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

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

At the May 6, 2020, Board meeting, I will give an update on the Crestmoor Neighborhood Memorial Scholarship, Community Grants Fund, and the Foundation's other strategic grants.

1. Crestmoor Neighborhood Memorial Scholarship

a. 2020 Program

The 2020 Crestmoor Neighborhood Memorial Scholarship launched in early December 2019, when the online application became accessible and we began distributing updated marketing materials to local schools and throughout the community. The application deadline was March 3, 2020, and we received 55 completed applications.

The Selection Panel of 18 community volunteers evaluated the applications and ultimately awarded 13 scholarships totaling \$190,000 from a competitive applicant pool as follows: seven high school to four-year college awards, two high school to community college awards, and four community college to four-year college awards.

Staff has notified all applicants of the results of the selection process, and we plan to publicly announce the 2020 Crestmoor Scholars in a press release to be issued in mid-May. The Board will recognize the Scholars at the June 3 Board meeting, but because the meeting will be held on Zoom, we will not be able to hold our annual Scholarship Reception before the meeting this year.

We want to again thank the Joseph W Welch Jr Foundation for its \$70,000 donation to the Crestmoor Scholarship, which enabled SBCF to increase total scholarships awarded from \$120,000 to \$190,000 this year.

SAN BRUNO

Community Foundation

Memorandum

b. 2021 Program

I am currently working on the fiscal year 2020-2021 budget. In November 2019, prior to the Welch family's \$70,000 donation to the Crestmoor Scholarship this year, the Board had decided to increase the program disbursement budget for the program from \$120,000 (the amount awarded in each of 2017, 2018, and 2019) to \$160,000. The \$40,000 increase was to enable the awarding of two additional scholarships in the highly competitive high school to four-year college category and was to be funded by an increase in Quasi-Endowment payout.

At this time, I am not aware of any potential donations to the Crestmoor Scholarship program for 2021. As a result, consistent with the Board's thinking last fall, I plan to budget \$160,000 in program disbursements for the program, to be funded by an increase in Quasi-Endowment payout.

2. Community Grants Fund

a. 2019-2020 Grant Cycle

In December, the Board approved 29 grants totaling \$300,000 (of which \$100,000 was donated by YouTube/Google.org). By mid-March, we had executed grant agreements for all grants and distributed all 29 grant checks.

As you know, once COVID-19 created a global health and economic crisis with severe and unanticipated shocks for nonprofits of all shapes and sizes, many of whom are on the front lines of fighting the pandemic and supporting those individuals who are most struggling, SBCF followed the lead of the Council on Foundations and offered flexibility to our current grantees. We did so in a way that is fully consistent with our obligation to ensure that any of our funds are used for a purpose that is consistent with SBCF's purposes as stated in our Articles of Incorporation and Bylaws, which, of course, are to benefit the San Bruno community through enduring and significant contributions to, and investments in, charitable and community programs and publicly owned facilities. Acknowledging the particularly challenging financial and programmatic circumstances in which nonprofits are finding themselves as a result of the COVID-19 pandemic, we offered to each grantee to extend the grant period (currently concluding on December 31, 2020) or consider making other minor adjustments to its grant agreement to enable it to successfully carry out the program we agreed to fund. For those that could no longer carry out their program as originally proposed, we also offered to shift the funding to another program benefiting the San Bruno community that the organization is able to continue providing or amend the grant purposes to general support for any program of the grantee that supports or benefits the San Bruno community in any way as the grantee deems appropriate.

SAN BRUNO

Community Foundation

Memorandum

Many grantees responded and expressed appreciation for the offer of flexibility. Several have said they will likely need an extension of the grant period, as their programs have been put on hold during the shelter in place and they intend to resume the programs once the restrictions are eased. We are waiting until later in the year to formally amend their grant agreements to extend the grant period, to give the organizations time to adjust their plans as COVID-19 restrictions are loosened. Other grantees are in a wait-and-see mode and, depending on the length of the shelter-in-place period, may request adjustments to their grant agreements later in the year. One grantee (Parents Helping Parents) informed us of a change in format of its program offerings (switching from in-person parent workshops for parents of special needs children to the creation of an online training in English and Spanish to assist parents in understanding the changes in the delivery of special education services as a result of the COVID-19 crisis), but the change was consistent with the articulated grant purpose and no amendment was required for the accommodation. I will keep the Board updated as we make formal adjustments to any grant agreements as the year progresses.

b. 2020-2021 Grant Cycle

Following our usual schedule, we plan to launch the 2020-2021 cycle of the Community Grants Fund at the beginning of July. At this time, we do not anticipate making any significant changes to the program or shifting its focus to a COVID-19 relief program. We anticipate that some applications may reflect changes in the way organizations do their programming as a result of COVID-19, but because the grants are to fund programs taking place in calendar year 2021, we believe that organizations will be looking for funding to resume programming at that time.

In creating the fiscal year 2020-2021 budget, I am planning to set the Community Grants Fund program disbursement level at \$200,000, with that amount funded by Quasi-Endowment payout. I am waiting to see if Google.org will again provide financial support to the program, and if so, I will increase the program disbursement budget by the amount of the donation.

3. Other Strategic Grants

a. Community Day 2020

As you know, in December 2019, the Board approved a resolution committing to a strategic grant of up to \$20,000 to the City to help fund Community Day 2020 and authorizing staff to again receive donations earmarked for Community Day from corporate and other donors. The City Manager and I executed the grant agreement for this strategic grant later in December.

SAN BRUNO

Community Foundation

Memorandum

Community Day 2020 was scheduled for the afternoon of Sunday, June 7, but due to the current shelter-in-place order, which runs through the end of May, the City canceled Community Day. Even if the shelter-in-place restrictions are relaxed by the beginning of June, the chance that events like Community Day that involve large gatherings of people will be permitted or advised is slim to none.