

# SAN BRUNO

## Community Foundation

### *Board of Directors*

Nancy A. Kraus, *President* • Frank Hedley, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*  
Patricia Bohm • Emily Roberts • Regina Stanback Stroud  
Leslie Hatamiya, *Executive Director*

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## AGENDA

### SAN BRUNO COMMUNITY FOUNDATION

### Regular Meeting of the Board of Directors

**May 3, 2017**  
**7:00 p.m.**

#### **Meeting Location:**

**San Bruno Senior Center, 1555 Crystal Springs Road, San Bruno**

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.

#### **1. Call to Order/Welcome**

#### **2. Roll Call**

#### **3. Approval of Minutes:** March 1, 2017, Regular Board Meeting

#### **4. Board Member Comments**

- a. President
- b. Others

#### **5. Executive Director's Report**

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

- a. Adopt Resolution Authorizing President Nancy Kraus to Execute a Contract with Novogradac & Company LLP for Audit and Tax Preparation Services for Fiscal Year 2016-2017 for an Amount Not to Exceed \$9,000
- b. Adopt Resolution Authorizing Executive Director Leslie Hatamiya to Execute an Amendment to the Consulting Agreement with Program Consultant Stephanie Rutgers Dated November 16, 2016

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- c. Receive and Approve Treasurer's Report (February and March 2017 Financial Statements)

## **7. Conduct of Business**

- a. Receive Report from Ad Hoc Committee on Music Education Strategic Initiative and Adopt Resolution Approving Strategic Grants to the San Bruno Education Foundation and the Capuchino High School Alumni Association Totaling \$495,000 to Support Implementation of the Music Education Strategic Initiative
- b. Receive Report from Ad Hoc Committee on Program Strategy Development Regarding Strategic Initiatives in Partnership with the City of San Bruno
- c. Receive Report on Crestmoor Neighborhood Memorial Scholarship
- d. Receive Report on Community Grants Fund

- 8. Public Comment:** Individuals are allowed three minutes, groups in attendance, five 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.

## **9. Adjourn**

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## MINUTES

### SAN BRUNO COMMUNITY FOUNDATION

#### Regular Meeting of the Board of Directors

**March 1, 2017**

**7:00 p.m.**

#### **Meeting Location:**

**San Bruno Senior Center, 1555 Crystal Springs Road, San Bruno**

- 1. Call to Order/Welcome:** President Nancy Kraus called the meeting to order at 7:05 p.m.
- 2. Roll Call:** Board Members Kraus, McGlothlin, Ross, Bohm, Roberts, and Stanback Stroud, present. Board Member Hedley, excused.
- 3. Approval of Minutes:** January 4, 2017, Special Board Meeting and January 4, 2017, Regular Board Meeting: Treasurer Ross moved to approve the minutes of the January 4, 2017, Special Board Meeting and January 4, 2017, Regular Board Meeting, seconded by Board Member Emily Roberts, approved unanimously.
- 4. Board Member Comments**
  - a. President: President Kraus characterized tonight's agenda as a culminating moment of pride accomplished by due diligence, hard work by the staff and volunteer Board, and a positive partnership with the City. With the Board likely to approve a \$50 million grant concept for a new recreation center and swimming pool facility, she suggested that the Board pause for a moment and regroup to evaluate next steps in managing the balance of the restitution funds.
  - b. Others: None.
- 5. Executive Director's Report:** Executive Director Hatamiya reported on several items not covered in the business portion of the agenda. First, she reported that the Foundation has executed grant agreements for 13 of the 14 Community Grants approved in December and then thanked Board Members Kraus, Hedley, McGlothlin, and Roberts, who have represented the Foundation in personally delivering grant checks to various grantees. Second, she reported that she and President Kraus recently met with San Mateo Union High School District Superintendent Kevin Skelly, who inquired about the Foundation's interest in partnering with the

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School District and the City to secure and upgrade the soccer fields at the former Crestmoor High School site in San Bruno. While the school district has made no commitment, she said there appears to be an acknowledgment of the importance of the soccer fields to the San Bruno community and some interest in preserving and upgrading some portion of the fields in future plans for the Crestmoor High School site. Third, she reported that in addition to the directors and officers insurance and workers compensation insurance policies on the Consent Calendar, the Foundation's commercial general liability, property, and non-owned hired auto liability insurance policies with the Philadelphia Insurance Companies, which are bundled together, are also up for renewal in March. She said that she is waiting for a revised quote from the insurance company to include auto coverage for Board Members; assuming the additional premium is reasonable and the total premium for all three policies remains within her contract authority, she said she plans to bind the renewal policies for CGL, property, and auto prior to the March 21, 2017, expiration dates of the current policies. Finally, she reported that after an uptick in December attributable to community interest in the Community Grants announcement, the reach of the Foundation's e-newsletter and website traffic returned to pre-December levels in January and February. She also reported that Program Consultant Stephanie Rutgers has been working on a Foundation Facebook page, which will be ready soon.

### **6. Consent Calendar**

- a. Approve Resolution Authorizing Executive Director to Execute Three-Year Office Lease Extension for an Amount Not to Exceed \$43,567
- b. Adopt Resolution Authorizing Executive Director to Bind Directors and Officers Liability Insurance Policy from Philadelphia Insurance Companies for an Amount Not to Exceed \$13,444
- c. Adopt Resolution Authorizing Executive Director to Bind Workers Compensation Insurance Policy from State Compensation Insurance Fund for an Amount Not to Exceed \$2,000
- d. Approve Resolution Adjusting Executive Director's Compensation
- e. Receive and Approve Treasurer's Report (December 2016 and January 2017 Financial Statements)

The Board considered items a, b, c, and e in a single motion without discussion. Secretary McGlothlin moved to accept those items as presented, seconded by Treasurer Ross, approved unanimously.

### **7. Conduct of Business**

President Nancy Kraus requested that item d be pulled from the Consent Calendar to comply with the requirements of a new state law. She introduced the resolution adjusting the Executive Director's compensation, explaining that it would provide the Executive Director with a cost-of-living salary increase of 3.5% (to a new base salary of \$181,125) effective February 1, 2017,

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and a one-time additional 5% contribution to the Executive Director's 403(b) retirement plan for the previous year. She stated that this would be the first adjustment to the Executive Director's compensation since she began working for the Foundation two years ago and that Vice President Hedley asked that she convey his enthusiastic support for the adjustments.

Board Member Roberts moved to approve the resolution adjusting the Executive Director's compensation, seconded by Secretary McGlothlin, approved unanimously.

- a. Receive Report from Ad Hoc Committee on Program Strategy Development Regarding Strategic Initiatives in Partnership with the City of San Bruno and Adopt Resolution Supporting Strategic Grant to the City of San Bruno for the Design and Construction of a New Recreation Center-Swimming Pool Joint Facility in an Amount Not to Exceed \$50 Million and Directing the Executive Director to Proceed with Negotiating Such Grant Arrangement with the City of San Bruno

President Kraus introduced the agenda item and then turned the podium over to San Bruno Mayor Jim Ruane. Mayor Ruane addressed the Board, commending the Board on the process that has led to tonight's agenda item. He said he was happy to report that at its February 14 meeting, the City Council selected a new recreation center/swimming pool facility as the City's top community facility priority, resulting from the community's expressed preference in the recently completed Community Facilities Vision Process.

As Chair of the Ad Hoc Committee on Program Strategy Development, President Kraus provided a brief update on the status of the four projects on which the Foundation is partnering with the City of San Bruno. First, she reported that the effort to fund pedestrian safety improvements in San Bruno is moving forward with conversations at the school district level, where several crossings near schools have been identified for flashing beacon installations and are anticipated to go before the Traffic Safety and Parking Committee before going to the City Council. Flashing beacon installations at crosswalks on San Mateo Avenue in the downtown area have also been vetted through TSPC.

Second, she reported that this year's Community Day, scheduled for June 4, received publicity in the San Bruno Park School District's recent "Report to the Community" with a save-the-date story.

Third, she reported that the City completed its Community Facilities Vision Planning and Prioritization Process, concluding with a February 14 presentation by consultants from Anderson Brule Architects to the City Council. The process led the City Council to select by consensus a new recreation center/swimming pool facility as the highest priority community facility for an upgrade and to request funding from the Foundation.

Finally, she asked City Manager Connie Jackson to give an update on the design and construction of the new park development at 324 Florida Avenue. Ms. Jackson reported that the project is on schedule and shared with the Board the design drawings that were recently presented to the Parks and Recreation Commission.

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Community Members Barry Marquardt and Carolyn Livengood expressed disappointment that the park design was unable to include swings. Ms. Jackson explained that the design was not able to incorporate a swing set due to the space requirements for that play equipment, which would have eliminated the ability to include nearly all other playground equipment.

In response to questions from Board Member Bohm, Ms. Jackson said there would be an effort to retain as many existing trees as possible on the site but many will need to be removed to accomplish the park design, and that the City considered but declined to seek a Kaboom! grant for the playground equipment.

In response to a question from Board Member Roberts, Ms. Jackson explained that interpretive signage in the park would serve an educational tool as well as incorporate the heart theme for the park, as the park is located in the neighborhood nicknamed the “Heart of San Bruno.” She said she would check into whether the signage would be multi-lingual.

Ms. Jackson then transitioned to the recreation center/pool project. She remarked that this is an exciting moment for San Bruno, as it has been decades since the City has built a new community facility. She then walked the Board through the three stages of the project: conceptual design development, design and construction drawing development, and construction. She stressed the importance of the conceptual design phase, as during that phase the programming for the building will be determined. She said that an architectural firm would be selected to guide the process of engaging the community to develop the conceptual design and that this stage would likely take six to nine months to complete.

She then explained that the second phase, design and construction drawing development, would also take a number of months and that the full design stage could take up to 10% of the total project cost. With regard to the construction phase, she explained that state law requires that the City put construction contracts out to public bid and that the City select the lowest responsible bid. She said the construction phase would take at least 18 months and probably longer.

Board Member Roberts asked what would happen if, after a change in City Council leadership, the City changed its mind on the project. Ms. Jackson explained that while she cannot guarantee that a future City Council wouldn’t change its mind, she couldn’t think of a project currently before the Council that has more committed interest than the recreation center/pool. City Attorney Marc Zafferano added that while no one can bind a future City Council, there is a significant legal risk to changing course on such long-term, complex projects, especially when significant contracts have been signed. President Kraus reminded the Board that tonight’s resolution is not to approve writing a check to the City immediately, but directs the Executive Director to negotiate the grant agreement with the City.

Secretary McGlothlin commented that how successful this project is perceived will affect people’s judgment on the City’s ability to accomplish other projects in the future; if this project is perceived as successful, it will likely attract interest in other projects. He said this is important because the visioning process identified other needed projects, and a success here would make

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it easier to go to the electorate to fund them. He also encouraged the City to build on the information gathered in the visioning process to develop a comprehensive facilities plan.

Community member Barry Marquardt acknowledged that it is impossible to please everyone but that the recreation center/pool facility would address many community needs.

San Bruno resident Rich Fern complimented the Foundation's and the City's efforts to engage the community and suggested that the City consider purchasing some portion of the land at the Crestmoor High School site and retrofitting the existing buildings there for the recreation center and pool. Mentioning his own construction background, he offered to do cost-analysis of retrofitting the Crestmoor facilities for free. President Kraus noted that throughout the Foundation's listening campaign and the City's visioning campaign, the community voiced support for new community facilities.

Community member Jose Iniguez asked about land acquisition and operational costs. Ms. Jackson explained that the new recreation center/pool will be located on their current site in City Park and that there would have been land acquisition issues if the Council had chosen to move forward on a new library.

In response to a question from Board Member Roberts about ongoing maintenance costs, Ms. Jackson said the City wants to build a new facility that meets community needs and that the City can run and maintain on an ongoing basis.

Board Member Stanback Stroud moved to approve the resolution supporting a strategic grant to the City of San Bruno for the design and construction of a new recreation center-swimming pool joint facility in an amount not to exceed \$50 million and directing the Executive Director to proceed with negotiating such grant arrangement with the City of San Bruno, seconded by Secretary McGlothlin, approved 6-0 by a roll call vote.

#### b. Receive Report from Ad Hoc Committee on Music Education Strategic Initiative

President Kraus recused herself from discussion of this agenda item due to her professional association with the San Bruno Park School District. Secretary McGlothlin presided over this agenda item.

Committee Chair Roberts reported that the Music Education Strategic Initiative Working Group, which includes representative from SBCF, Capuchino High School, San Bruno Park School District, Capuchino High School Alumni Association, and San Bruno Education Foundation, is developing a proposal for a multi-year investment in music education to bring to the Board later this spring. She said the goal of the initiative is to outline a comprehensive, sustainable K-12 vision for music education in San Bruno's public schools, beginning with singing and rhythms in the elementary schools, beginning instrumental instruction at the end of elementary school, with a variety of band, orchestra, and possibly choir options in middle and high school. She said the group is currently researching costs of the various program enhancements in order to develop an overall budget for the initiative. She reported that the Committee is looking at proposing a three-year grant in the \$300,000-\$400,000 range.

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The Board took a brief break to allow President Kraus to rejoin the meeting.

c. Receive Report on Crestmoor Neighborhood Memorial Scholarship

Executive Director Hatamiya and Program Consultant Stephanie Rutgers reported on the 2017 cycle of the Crestmoor Neighborhood Memorial Scholarship, which is proceeding on schedule toward the March 15 application deadline. They expressed excitement at the increased interest in the program in its second year and reported on scholarship workshops they conducted at Capuchino High School and Skyline College. Ms. Rutgers also reported on the updates she has received from the 2016 Crestmoor Scholars.

Board Member Stanback Stroud said she is aware of other scholarships in similar amounts that may be available to Crestmoor Scholarship applicants and would like to make them aware of those opportunities.

Community member Carolyn Livengood asked whether the scholarship can be used for vocational education and trade schools. Executive Director Hatamiya explained the three categories of scholarship applicants (high school seniors planning to attend four-year colleges, high school seniors planning to attend community college, and community college students transferring to four-year colleges) and said that the scholarship could be used for vocational programs offered by community colleges. She said that the Foundation would re-examine the scholarship program each year and could consider adding a vocational education category in future years.

d. Receive Report from Investment Committee

Investment Committee Chair Ross reported on the Committee's February 15 quarterly meeting, at which Sand Hill Global Advisors, LLC, reported on the performance of the Foundation's investment portfolio in the fourth quarter of 2016. He reported that the Committee discussed interest rate considerations and their impact on the Foundation's portfolio. As of December 31, 2016, the Foundation's investment account balances totaled \$70.4 million, increasing to \$71.6 million by February 28, 2017.

With the Board's decision to develop a \$50 million grant arrangement with the City to fund the building of a new recreation center/pool facility, Chair Ross said that the Committee will work with Sand Hill Global Advisors to manage the portfolio to ensure that the necessary funds are available when the City needs them to finance the construction project.

Board Member Bohm asked if the Foundation will be asked to give the City the entire \$50 million at one time. City Attorney Marc Zafferano explained that the details of the grant have yet to be worked out, but it is likely that the City would be able to seek reimbursement for the two design stages of the project, but that once the construction stage begins, the City would need quick access to the funds.



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**8. Public Comment:** None.

President Kraus said the Board may not hold its April meeting.

**9. Adjourn:** Board Member Stanback Stroud moved to adjourn the meeting at 9:00 p.m., seconded by Board Member Bohm, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of May 3, 2017, by Secretary John McGlothlin and President Nancy Kraus.

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John McGlothlin, Secretary

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Nancy Kraus, President

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## Community Foundation

### Memorandum

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**DATE:** April 28, 2017

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Executive Director's Report

Since the March 1, 2017, Board meeting, I have continued to focus on supporting the committees charged with partnering with the City on strategic projects, developing a strategic initiative to bolster music education in San Bruno's public schools, and overseeing the audit process, as well as on administering the Crestmoor Neighborhood Memorial Scholarship Program and preparing for the second cycle of the Community Grants Fund – all topics that will be covered during the business and consent calendar segments of the May 3, 2017, regular Board meeting.

In addition, I have handled a variety of other matters, including the following:

#### **1. Insurance Policy Renewals**

On March 21, 2017, the Foundation's directors and officers insurance, workers compensation insurance, and bundled commercial general liability, property, and non-owned hired auto liability insurance policies were up for renewal. At the March Board meeting, the Board approved resolutions authorizing the Executive Director to bind renewal policies for the Foundation's directors and officers insurance and workers compensation insurance policies, and the renewal policies took effect, as scheduled, on March 21, 2017.

As recommended by the City Attorney, President Nancy Kraus, and me, the Board's resolution approved adding coverage for Board members to the workers compensation policy. However, as I pursued further discussions with our insurance broker at CalNonprofits Insurance Services and our insurance carrier, State Compensation Insurance Fund, we ultimately decided not to add coverage for Board members, and I renewed the workers compensation policy in its existing form, covering employees only. The carrier required a new resolution designating Board members as statutory employees and would have charged a much higher premium than originally anticipated. Given these circumstances, we decided against seeking the additional coverage. We realized that given the small size of the Foundation's operations (one employee and a fairly low premium), the insurance company was not willing to negotiate a more reasonable deal to add Board members to the coverage. The workers compensation policy that I bound was for a one-year premium of \$1,226 (a decrease from last year's policy, which cost \$1,880).

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In March, I also reported on the Foundation's commercial general liability, property, and non-owned hired auto liability insurance policies with the Philadelphia Insurance Companies, which are bundled together and were up for renewal in March. Although I had expressed an intent to broaden the auto coverage to include Board members, we ran into similar hurdles to overcome as with the workers compensation policy. To reduce risk to the Foundation, Board members are advised to maintain auto insurance limits of at least \$100,000/\$300,000 for the autos they use while engaging in Foundation business. I bound the commercial general liability, property, and non-owned hired auto liability insurance policies, whose bundled premium totaled \$1,003, and the renewal became effective on March 21, 2017.

The Foundation's insurance broker has agreed to solicit policies that include Board member coverage for both the workers compensation and auto policies from other carriers for next year's renewal but is not confident that we will not face similar premium increases or bureaucratic hurdles given the small size of our policies.

The Foundation's crime insurance policy expires on May 27, 2017. I have submitted the paperwork for a renewal quote with no changes in coverage and am waiting to receive the quote from the carrier, Travelers Casualty and Surety Company of America. Assuming the quote is reasonable given last year's premium (\$2,822), I will renew the policy under my contract authority as Executive Director.

## **2. Office Lease**

At the March Board meeting, the Board passed a resolution authorizing me to execute a three-year extension of the Foundation's office lease (901 Sneath Lane, Suite 209, San Bruno) for an amount not to exceed \$43,567. After the Board meeting, I executed an amendment to the Foundation's lease with San Bruno Office Associates, and the lease renewal took effect on April 1, 2017.

## **3. Discussion with San Mateo Union High School District**

In March, I reported that President Nancy Kraus and I had met with San Mateo Union High School District Superintendent Kevin Skelly, who inquired about the Foundation's interest in partnering with the School District and the City to secure and upgrade the soccer fields at the former Crestmoor High School site in San Bruno. Unfortunately, since the school district is having trouble locating an alternative site for Peninsula High School in the southern part of the district, discussions of plans for the Crestmoor site including the soccer fields have been tabled.

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#### **4. Email Newsletter and Website Hits**

The reach of our e-newsletter remained steady since the beginning of 2017. For the e-newsletter that was sent on March 9, featuring an announcement of the Board's support for the \$50 million recreation center/pool project, a summary of the March 1 Board meeting, a reminder of the Crestmoor Scholarship application deadline, and photos of Community Grant check presentations, of the 562 emails sent, 41% of the recipients opened the email, and the e-newsletter was viewed, either in email or as posted on the web, 587 times. We did not send a mid-April e-newsletter since we did not hold an April Board meeting, but for the email that was sent on March 31, which included a save-the-date notice for Community Day and announced the cancelation of the April 5 Board meeting, of the 561 emails sent, 46% of the recipients opened the email, and the email was viewed 517 times.

According to Google Analytics, activity on the sbcf.org website spiked in the first half of March, most likely due to the Crestmoor Scholarship application deadline on March 15, and then dipped to lower-than-average levels since then. Since March 1, 463 users engaged in 759 sessions on the Foundation website, for a total of 1,555 page views.

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### Memorandum

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**DATE:** April 28, 2017

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Consent Calendar for the May 3, 2017, Regular Board Meeting

For the May 3, 2017, Regular Meeting of the Board of Directors of The San Bruno Community Foundation, the Consent Calendar includes three items related to administrative and operational functions of the Foundation:

**1. Adopt Resolution Authorizing President Nancy Kraus to Execute a Contract with Novogradac & Company LLP for Audit and Tax Preparation Services for Fiscal Year 2016-2017 for an Amount Not to Exceed \$9,000**

Article XIII, Section 4, of the San Bruno Community Foundation's Bylaws states that the Foundation "shall retain an independent auditor and conduct annual independent audits (commencing with Section 12586(d) of the California Government Code)." For the fiscal year 2014-2015 audit, the Foundation's Board of Directors, at the recommendation of the Audit Committee, selected Novogradac & Company LLP, a national certified public accounting firm, to conduct an audit of the Foundation's financial statements and prepare the Foundation's annual federal and state tax returns. A team from Novogradac headed by engagement partner Lance Smith presented the audited financial statements to the Board in early November 2015. In May 2016, the Board again decided to retain Novogradac to conduct an audit of the Foundation's fiscal year 2015-2016 financial statements and prepare its tax returns. Mr. Smith presented the 2015-2016 audited financial statements to the Board in November 2016.

Mr. Smith has presented the Foundation with an engagement letter for audit and tax preparation services for fiscal year 2016-2017, setting forth the total fees at \$9,000 – \$7,000 for the audit (compared with the \$6,500 paid in 2016) and \$2,000 for the tax returns (same as 2016). The increase in fees for audit services appears to be reasonable due to Foundation's increased financial activity this fiscal year, with a full year of three investment accounts and the launch of the Community Grants Fund.

Both Novogradac and the Foundation have agreed to a professional services contract that is substantially the same as the agreement signed the last two years for the 2015 and 2016 audits. Because the Board of Directors, as part of its fiduciary duties, is responsible for oversight of the Foundation's accounting functions and the performance

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of the independent auditor, the contract with the CPA firm will be executed by the President, as the Board's representative, and not the Executive Director.

Given how smoothly the past two audits by Novogradac have gone, the Audit Committee, which consists of Chair John McGlothlin and Member Pat Bohm, decided not to meet and asked me to bring the attached resolution directly to the Board for consideration.

I recommend that the Board approve the resolution authorizing President Nancy Kraus to execute a contract with Novogradac & Company LLP for audit and tax preparation services for fiscal year 2016-2017 for an amount not to exceed \$9,000 as part of the Consent Calendar.

#### **2. Adopt Resolution Authorizing Executive Director Leslie Hatamiya to Execute an Amendment to the Consulting Agreement with Program Consultant Stephanie Rutgers Dated November 16, 2016**

As I reported in December 2016, under my authority as Executive Director I executed a consulting agreement with Stephanie Rutgers to handle the day-to-day management of the Crestmoor Neighborhood Memorial Scholarship, including administering the application and selection processes, preparing marketing materials, doing outreach to local high schools and community colleges to solicit applications, organizing a reception to honor the winners at the June Board meeting, overseeing receipt of annual reports from prior scholarship winners, and handling administration of payments to new and prior winners. The term of the agreement is November 16, 2016, to June 30, 2017, with an hourly rate of \$70 for Ms. Rutgers' services for an average of 40 hours per month (with total fees capped at \$21,000).

In December, I explained that I hoped to extend Ms. Rutgers' engagement with the Foundation this spring, adding the day-to-day administration of the Community Grants Fund to her list of contracted responsibilities, if her management of the Crestmoor Scholarship program went well and she desired to continue working with the Foundation. Ms. Rutgers has competently and attentively fulfilled her duties with the Crestmoor Scholarship and has agreed to manage the Community Grants Fund as well. The schedule for the two programs easily enables one person to manage both at roughly the same monthly time commitment, with the bulk of the work for the Community Grants Program running June through January and the bulk of the work for the Crestmoor Scholarship running November through June.

The attached resolution would authorize me to execute an amendment to Ms. Rutgers' consulting agreement that extends the term of the agreement by one full year to June 30, 2018, and maintains the same hourly rate and expected monthly time commitment. The amendment would also expand Ms. Rutgers' duties to include day-to-day

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management of the Community Grants Fund, including administering the application and review processes, preparing marketing materials, doing outreach to community groups to solicit applications, conducting grant workshops, overseeing receipt of grant reports from grantees, executing grant agreements with grantees, and handling administration of payments to grantees, including organizing grant check presentations. Under the amendment, the Foundation's maximum liability for all services performed during the term of the agreement will not exceed \$54,600 (\$21,000 for the original term of November 16, 2016-June 30, 2017 and \$33,600 for the additional 12 months of July 1, 2017-June 30, 2018).

I recommend the Board approve the resolution authorizing Executive Director Leslie Hatamiya to execute an amendment to the consulting agreement with Program Consultant Stephanie Rutgers dated November 16, 2016, that captures these changes.

### **3. Receive and Approve Treasurer's Report (February and March 2017 Financial Statements)**

The February and March 2017 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 1, 2016, Board meeting.

I recommend that the Board approve the Treasurer's Report as part of the Consent Calendar.

#### Attachments:

1. Resolution Authorizing President Nancy Kraus to Execute a Contract with Novogradac & Company LLP for Audit and Tax Preparation Services for Fiscal Year 2016-2017 for an Amount Not to Exceed \$9,000
2. Resolution Authorizing Executive Director Leslie Hatamiya to Execute an Amendment to the Consulting Agreement with Program Consultant Stephanie Rutgers Dated November 16, 2016
3. February 2017 Financial Statements
4. March 2017 Financial Statements

**RESOLUTION NO. 2017-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
AUTHORIZING PRESIDENT NANCY KRAUS TO EXECUTE A CONTRACT WITH  
NOVOGRADAC & COMPANY LLP FOR AUDIT AND TAX PREPARATION  
SERVICES FOR FISCAL YEAR 2016-2017 FOR AN AMOUNT NOT TO EXCEED  
\$9,000**

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

**WHEREAS**, Article VII, Section 5, of the Bylaws establishes an Audit Committee consisting of at least two directors to assist the Board in selecting an independent auditor, negotiate the auditor's compensation, confer with the auditor regarding the Foundation's financial affairs, and review and accept or reject the annual audit;

**WHEREAS**, Novogradac & Company LLP successfully provided audit and tax preparation services to the Foundation for fiscal years 2014-2015 and 2015-2016; and

**WHEREAS**, Novogradac & Company has presented the Foundation Board of Directors with a proposal to provide audit and tax preparation services to the Foundation for fiscal year 2016-2017, with fees totaling \$9,000 (\$7,000 for audit services and \$2,000 for tax preparation services).

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby authorizes President Nancy Kraus to execute a contract with Novogradac & Company LLP for audit and tax preparation services for fiscal year 2016-2017 for an amount not to exceed \$9,000.

Dated: May 3, 2017

ATTEST:

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John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2017-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 3<sup>rd</sup> day of May, 2017, by the following vote:



AYES: Board members:

NOES: Board members:

ABSENT: Board members:

**RESOLUTION NO. 2017-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
AUTHORIZING EXECUTIVE DIRECTOR LESLIE HATAMIYA TO EXECUTE AN  
AMENDMENT TO THE CONSULTING AGREEMENT WITH PROGRAM  
CONSULTANT STEPHANIE RUTGERS DATED NOVEMBER 16, 2016**

**WHEREAS**, on November 16, 2016, under her authority to execute contracts on behalf of the San Bruno Community Foundation under Article XIII, Section 2, of the Foundation's Bylaws, Executive Director Leslie Hatamiya executed a consulting agreement with Stephanie Rutgers under which Ms. Rutgers is responsible for the day-to-day program management of the Crestmoor Neighborhood Memorial Scholarship;

**WHEREAS**, Ms. Rutgers has effectively handled her duties managing the Crestmoor Scholarship;

**WHEREAS**, the consulting agreement with Ms. Rutgers terminates on June 30, 2017; and

**WHEREAS**, Executive Director Hatamiya and Ms. Rutgers have reached agreement on extending Ms. Rutgers' contract to June 30, 2018, so that Ms. Rutgers will handle the day-to-day management of the 2017 Community Grants Fund and of the 2018 Crestmoor Scholarship.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors authorizes Executive Director Leslie Hatamiya to execute an amendment to the consulting agreement with Program Consultant Stephanie Rutgers dated November 16, 2016, that broadens Ms. Rutgers' responsibilities to include administration of the Community Grants Fund and extends the term of the agreement to June 30, 2018, for an amount not to exceed a total of \$54,600.

Dated: May 3, 2017

ATTEST:

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John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2017-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 3<sup>rd</sup> day of May, 2017, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

# SAN BRUNO

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## Community Foundation

February 2017

### 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 of the year is 67% of the fiscal year.

### INCOME

**Line 1 Transfers from Quasi Endowment** – None planned for this fiscal year.

**Line 2 Transfers from Strategic Pool** – Entire budget amount, \$1,341,290 has been transferred to the Liquidity Pool to cover 2016-17 fiscal year expenses.

**Line 3 Interest Income** – \$6,050 is 151.3% of budget. High balance has been maintained in Liquidity Pool as less than a third of the amount allocated for the year has been transferred to operating accounts. Final Expected Amount has been increased by \$4,050 based on a projection of \$500 per month for the final four months. The monthly average has been \$756 for the first eight months.

**Line 4 Restricted Donations** - \$10,000 received; nothing budgeted. Additional \$5,000 expected. These donations are restricted to use in support of San Bruno Community Day and corresponding increases in Strategic Grants have also been accrued and projected.

### EXPENSES

**Line 6 Crestmoor Scholarships** – Final Expected Amount increased \$20,000 based on Board action in January.

**Line 7 Community Grants** – \$198,500 is 99.3% of budget. \$123,500 has been paid out for eight grants and five other grants totaling \$75,000 have been accrued based on execution of grant agreements. Final grant for \$1,500 is pending signature.

**Line 8 Strategic Grants** - \$434,500 is 64.4% of budget and has been accrued for the Florida Avenue Park (\$200,000); Community Facilities Vision Plan (\$194,500); and 2017 Community Day (\$40,000). Final Expected Amount increased \$15,000 based on Restricted Donations supporting Community Day.

**Line 10 Salaries & Wages** – Expense is exactly on budget at 66.7%. Final Expected Amount increased \$2,552 based on Board authorized adjustment effective February 1.

**Line 11 Payroll Taxes & Benefits** – \$13,861 is 55.4% of budget. Costs include retirement (\$5,833), Social Security/Medicare (\$5,422), accrued vacation (\$1,570), and workers' compensation insurance (\$860). Final Expected Amount increased \$5,806 based on increased projection for one time retirement contribution less reduced projection for vacation expense and workers' compensation insurance.

**Line 13 Occupancy** – Only cost is office lease (\$8,607). Amount is 64.6% of budget. Final Expected Amount reduced \$148 based on new lease effective April 1.

**Line 14 Insurance** – \$11,120 is 66.6% of budget and includes Directors & Officers (\$8,585), crime (\$1,888), and commercial liability (\$647) policies. Final Expected Amount increased \$132 based on D&O and liability policies renewing March 21.

**Line 15 Telecommunications** – \$1,229 is 71.1% of budget and includes cellular (\$565), internet (\$433), and land line (\$231).

**Line 16 Postage & Shipping** – \$1,714 is 40.9% of budget. Most of the cost (\$1,349) incurred in August to distribute annual report to community.

**Line 17 Marketing & Communications** - \$8,911 is 55.8% of budget. 77% of total is for graphic design and printing of annual report (\$6,865).

**Line 18 Office Supplies** – \$1,065 is 37.6% of budget. Largest costs are toner (\$404) and accounting software (\$228).

**Line 19 Office Equipment & Furniture** – \$198 is 19.8% of budget.

**Line 20 Legal Fees** – \$17,420 is 53.1% of budget and is for San Bruno City Attorney (\$8,630) and advice regarding Grants (\$5,520) and administrative issues (\$3,270).

**Line 21 Auditor & Payroll Fees** – \$9,679 is 88.5% of budget. Auditor fees (\$8,500) have been paid in full and represent 88% of the total.

**Line 22 Other Consultants** - \$19,805 is 32.4% of budget and includes Accounting consultant (\$10,884), Program support (\$5,931), and Technology (\$2,990).

**Line 23 Travel, Meetings & Conferences** – \$2,108 is 29.2% of budget. 95% of the total has been for Board meetings.

**Line 24 Miscellaneous** – \$1,270 equals 50.8% of budget. Organizational memberships (\$800) and Attorney General filing fee (\$300) represent most of the cost.

## **SUMMARY**

Total expenses are at 62.9% of budget, which is well below 66.7% benchmark for the first eight months of the year. In terms of dollars, the \$846,654 in expenses is \$50,206 less than 66.7% of the budget. The only line items significantly over budget: Community Grants; and Auditor & Payroll Fees are that way due to timing only and neither should exceed budget for the fiscal year. Final expected expenses have been increased \$43,430 and final expected income is increased \$19,050. This projected net loss of \$24,380 could be offset by year end from savings in other line items such as Other Consultants and Travel, Meetings & Conferences, which are well below budget.

February investment gain or increase in market value was \$844,607 bringing year-to-date net investment gain to \$1,806,366. The February gain came from the Strategic Pool - \$521,790; and Quasi Endowment - \$322,817, resulting in year-to-date amounts of \$662,481 (Strategic) and \$1,143,885 (QE).

Total Net Assets, as of February 28, 2017 are \$71,173,378 with \$16,262,005 in Quasi Endowment and \$54,911,373 in general Unrestricted funds.

# SAN BRUNO

## Community Foundation

### February 2017 2016-2017 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)
<b>INCOME &amp; TRANSFERS</b>					
1 Transfers from Quasi Endowment	\$ -	\$ -		\$ -	\$ -
2 Transfers from Strategic Pool	1,341,290	1,341,290	100.0%	1,341,290	-
3 Interest Income	6,050	4,000	151.3%	8,050	4,050
4 Restricted Donations	10,000	-		15,000	15,000
5 <b>Total Available for Operations</b>	1,357,340	1,345,290	100.9%	1,364,340	19,050
<b>EXPENSES</b>					
6 Crestmoor Scholarships		100,000	0.0%	120,000	20,000
7 Community Grants	198,500	200,000	99.3%	200,000	-
8 Strategic Grants	434,500	675,000	64.4%	690,000	15,000
9 <b>Subtotal Direct Program Expenses</b>	633,000	975,000	64.9%	1,010,000	35,000
10 Salaries & Wages	116,667	175,000	66.7%	177,552	2,552
11 Payroll Taxes & Benefits	13,861	25,022	55.4%	30,828	5,806
12 <b>Subtotal Personnel Expenses</b>	130,528	200,022	65.3%	208,380	8,358
13 Occupancy	8,607	13,314	64.6%	13,166	(148)
14 Insurance	11,120	16,698	66.6%	16,830	132
15 Telecommunications	1,229	1,728	71.1%	1,816	88
16 Postage & Shipping	1,714	4,187	40.9%	4,187	-
17 Marketing & Communications	8,911	15,978	55.8%	15,978	-
18 Office Supplies	1,065	2,832	37.6%	2,832	-
19 Office Equipment & Furniture	198	1,000	19.8%	1,000	-
20 Legal Fees	17,420	32,781	53.1%	32,781	-
21 Auditor & Payroll Fees	9,679	10,940	88.5%	10,940	-
22 Other Consultants	19,805	61,100	32.4%	61,100	-
23 Travel, Meetings & Conferences	2,108	7,210	29.2%	7,210	-
24 Miscellaneous	1,270	2,500	50.8%	2,500	-
25 <b>Subtotal Non-Personnel</b>	83,126	170,268	48.8%	170,340	72
26 <b>Total Expenses</b>	846,654	1,345,290	62.9%	1,388,720	43,430
27 <b>Net Surplus/(Loss)</b>	\$ 510,686	\$ -		\$ (24,380)	\$ (24,380)

# SAN BRUNO

## Community Foundation

### Statement of Financial Position as of February 28, 2017

#### ASSETS

Cash, Wells Fargo General	\$ 17,297.62		
Cash, Wells Fargo Payroll	26,494.09		
Cash, Wells Fargo Savings	50,057.57		
Cash, Fidelity Liquidity Pool	920,312.45		68.6%
<b>Total Cash</b>		1,014,161.73	
Investments, Fidelity Strategic Pool	54,437,558.64		
Investments, Fidelity Quasi-Endowment	16,262,005.15		
Accrued Interest Receivable	61,106.88		
<b>Total Investments</b>		70,760,670.67	
Prepaid Rent	1,075.86		
Prepaid Insurance	1,502.34		
<b>Total Other Current Assets</b>		2,578.20	
Deposits	1,335.45		
<b>Total Other Assets</b>		1,335.45	
<b>TOTAL ASSETS</b>			<u>\$ 71,778,746.05</u>

#### LIABILITIES & NET ASSETS

##### LIABILITIES

Accounts Payable	38,640.71		
Accrued Grants Payable	484,500.00		
Accrued Scholarships Payable	70,000.00		
Accrued Employee PTO	12,227.05		
<b>Total Liabilities</b>		605,367.76	

##### NET ASSETS

Unrestricted, Non-QE 7/1/2016 Balance	55,079,496.41		
Year to Date Net Income from Operations	(830,604.21)		
Year to Date Strategic Investment Income	662,480.94		
<b>Total Non-QE Net Assets</b>	54,911,373.14		

Quasi-Endowment 7/1/2016 Balance	15,118,119.77		
Year-to-date QE Investment Income	1,143,885.38		
<b>Total Quasi-Endowment Net Assets</b>	16,262,005.15		

<b>Total Unrestricted Net Assets</b>	71,173,378.29		
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>			<u>\$ 71,778,746.05</u>

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# SAN BRUNO

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## Community Foundation

March 2017

### 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 of the year equal 75% of the fiscal year.

### INCOME

**Line 1 Transfers from Quasi Endowment** – None planned for this fiscal year.

**Line 2 Transfers from Strategic Pool** – Entire budget amount, \$1,341,290 has been transferred to the Liquidity Pool to cover 2016-17 fiscal year expenses.

**Line 3 Interest Income** – \$6,976 is 174.4% of budget. High balance has been maintained in Liquidity Pool as less than a third of the amount allocated for the year has been transferred to operating accounts. Final Expected Amount has been increased by \$4,476 based on a projection of \$500 per month for the final three months. The monthly average has been \$775 for the first nine months.

**Line 4 Restricted Donations** - \$10,000 received; nothing budgeted. Additional \$5,000 expected. These donations are restricted to use in support of San Bruno Community Day and corresponding increases in Strategic Grants have also been accrued and projected.

### EXPENSES

**Line 6 Crestmoor Scholarships** – Final Expected Amount increased \$20,000 based on Board action in January.

**Line 7 Community Grants** – \$198,500 is 99.3% of budget. \$123,500 has been paid out for eight grants and five other grants totaling \$75,000 have been accrued based on execution of grant agreements. Final grant for \$1,500 is pending signature.

**Line 8 Strategic Grants** - \$434,500 is 64.4% of budget and has been accrued for the Florida Avenue Park (\$200,000); Community Facilities Vision Plan (\$194,500); and 2017 Community Day (\$40,000). Final Expected Amount increased \$15,000 based on Restricted Donations supporting Community Day.

**Line 10 Salaries & Wages** – Expense is at 75.6% of budget. Final Expected Amount increased \$2,552 based on Board authorized adjustment effective February 1.

**Line 11 Payroll Taxes & Benefits** – \$24,457 is 97.7% of budget. Costs include retirement (\$15,363), Social Security/Medicare (\$6,616), accrued vacation (\$1,570), and workers' compensation insurance (\$733). Final Expected Amount increased \$5,806 based on increased projection for one time retirement contribution less reduced projection for vacation expense and workers' compensation insurance.

**Line 13 Occupancy** – Only cost is office lease (\$9,683). Amount is 72.7% of budget. Final Expected Amount reduced \$148 based on new lease effective April 1.



**Line 14 Insurance** – \$12,154 is 72.8% of budget and includes Directors & Officers (\$9,302), crime (\$2,124), and commercial liability (\$728) policies. Final Expected Amount increased \$132 based on D&O and liability policies renewing March 21.

**Line 15 Telecommunications** – \$1,376 is 79.6% of budget and includes cellular (\$628), internet (\$486), and land line (\$262).

**Line 16 Postage & Shipping** – \$1,741 is 41.6% of budget. Most of the cost (\$1,349) incurred in August to distribute annual report to community.

**Line 17 Marketing & Communications** - \$9,073 is 56.8% of budget. 76% of total is for graphic design and printing of annual report (\$6,865). Other costs include scholarship flyers and posters (\$972); grant and scholarship on-line application software (\$886); and email communications/public relations service (\$252).

**Line 18 Office Supplies** – \$1,095 is 38.7% of budget. Largest costs are toner (\$404) and accounting software (\$258).

**Line 19 Office Equipment & Furniture** – \$198 is 19.8% of budget.

**Line 20 Legal Fees** – \$21,716 is 66.2% of budget and is for San Bruno City Attorney (\$12,926) and advice regarding Grants (\$5,520) and administrative issues (\$3,270).

**Line 21 Auditor & Payroll Fees** – \$9,812 is 89.7% of budget. Auditor fees (\$8,500) have been paid in full and represent 87% of the total.

**Line 22 Other Consultants** - \$26,925 is 44.1% of budget and includes Accounting consultant (\$12,737), Program support (\$11,198), and Technology (\$2,990).

**Line 23 Travel, Meetings & Conferences** – \$2,463 is 34.2% of budget. 96% of the total has been for Board meetings.

**Line 24 Miscellaneous** – \$1,272 equals 50.9% of budget. Organizational memberships (\$800) and Attorney General filing fee (\$300) represent most of the cost.

## **SUMMARY**

Total expenses are at 66% of budget, which is well below 75% benchmark for the first three quarters of the year. Excluding Grants & Scholarships, expenses are at 68.7% of budget. In dollar terms, these non-Direct Program costs are \$23,482 below budget for first three quarters. Final expected expenses have been increased \$43,430 and final expected income is increased \$19,476. This projected net loss of \$23,954 could be offset by year end from savings in other line items such as Other Consultants and Travel, Meetings & Conferences, which are well below budget.

March investment gain or increase in market value was \$66,276 bringing year-to-date net investment gain to \$1,872,643. The March gain came from the Strategic Pool - \$44,386; and Quasi Endowment - \$21,890, resulting in year-to-date amounts of \$706,867 (Strategic) and \$1,165,776 (QE).

Total Net Assets, as of March 31, 2017 are \$71,199,999 with \$16,283,896 in Quasi Endowment and \$54,916,103 in general Unrestricted funds.

# SAN BRUNO

## Community Foundation

### March 2017 2016-2017 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)
<b>INCOME &amp; TRANSFERS</b>					
1 Transfers from Quasi Endowment	\$ -	\$ -		\$ -	\$ -
2 Transfers from Strategic Pool	1,341,290	1,341,290	100.0%	1,341,290	-
3 Interest Income	6,976	4,000	174.4%	8,476	4,476
4 Restricted Donations	10,000	-		15,000	15,000
5 <b>Total Available for Operations</b>	1,358,266	1,345,290	101.0%	1,364,766	19,476
<b>EXPENSES</b>					
6 Crestmoor Scholarships		100,000	0.0%	120,000	20,000
7 Community Grants	198,500	200,000	99.3%	200,000	-
8 Strategic Grants	434,500	675,000	64.4%	690,000	15,000
9 <b>Subtotal Direct Program Expenses</b>	633,000	975,000	64.9%	1,010,000	35,000
10 Salaries & Wages	132,271	175,000	75.6%	177,552	2,552
11 Payroll Taxes & Benefits	24,457	25,022	97.7%	30,828	5,806
12 <b>Subtotal Personnel Expenses</b>	156,728	200,022	78.4%	208,380	8,358
13 Occupancy	9,683	13,314	72.7%	13,166	(148)
14 Insurance	12,154	16,698	72.8%	16,830	132
15 Telecommunications	1,376	1,728	79.6%	1,816	88
16 Postage & Shipping	1,741	4,187	41.6%	4,187	-
17 Marketing & Communications	9,073	15,978	56.8%	15,978	-
18 Office Supplies	1,095	2,832	38.7%	2,832	-
19 Office Equipment & Furniture	198	1,000	19.8%	1,000	-
20 Legal Fees	21,716	32,781	66.2%	32,781	-
21 Auditor & Payroll Fees	9,812	10,940	89.7%	10,940	-
22 Other Consultants	26,925	61,100	44.1%	61,100	-
23 Travel, Meetings & Conferences	2,463	7,210	34.2%	7,210	-
24 Miscellaneous	1,272	2,500	50.9%	2,500	-
25 <b>Subtotal Non-Personnel</b>	97,508	170,268	57.3%	170,340	72
26 <b>Total Expenses</b>	887,236	1,345,290	66.0%	1,388,720	43,430
27 <b>Net Surplus/(Loss)</b>	\$ 471,030	\$ -		\$ (23,954)	\$ (23,954)

# SAN BRUNO

## Community Foundation

### Statement of Financial Position as of March 31, 2017

#### ASSETS

Cash, Wells Fargo General	\$ 27,660.39	
Cash, Wells Fargo Payroll	20,032.50	
Cash, Wells Fargo Savings	5,058.30	
Cash, Fidelity Liquidity Pool	921,237.08	
<b>Total Cash</b>		973,988.27
Investments, Fidelity Strategic Pool	54,491,927.76	
Investments, Fidelity Quasi-Endowment	16,283,895.79	
Accrued Interest Receivable	51,123.59	
<b>Total Investments</b>		70,826,947.14
Prepaid Rent	1,161.00	
Prepaid Insurance	5,139.00	
<b>Total Other Current Assets</b>		6,300.00
Deposits	1,335.45	
<b>Total Other Assets</b>		1,335.45
<b>TOTAL ASSETS</b>		<u><u>\$ 71,808,570.86</u></u>

#### LIABILITIES & NET ASSETS

##### **LIABILITIES**

Accounts Payable	41,844.87	
Accrued Grants Payable	484,500.00	
Accrued Scholarships Payable	70,000.00	
Accrued Employee PTO	12,227.05	
<b>Total Liabilities</b>		608,571.92

##### **NET ASSETS**

Unrestricted, Non-QE 7/1/2016 Balance	55,079,496.41	
Year to Date Net Income from Operations	(870,260.03)	
Year to Date Strategic Investment Income	706,866.77	
<b>Total Non-QE Net Assets</b>	54,916,103.15	
Quasi-Endowment 7/1/2016 Balance	15,118,119.77	
Year-to-date QE Investment Income	1,165,776.02	
<b>Total Quasi-Endowment Net Assets</b>	16,283,895.79	
<b>Total Unrestricted Net Assets</b>		71,199,998.94
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>		<u><u>\$ 71,808,570.86</u></u>

# SAN BRUNO

## Community Foundation

### Memorandum

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**DATE:** April 28, 2017

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report from Ad Hoc Committee on Music Education Strategic Initiative and Resolution Approving Strategic Grants to the San Bruno Education Foundation and the Capuchino High School Alumni Association Totaling \$495,000 to Support Implementation of the Music Education Strategic Initiative

At the direction of the Board, the Ad Hoc Committee on Music Education Strategic Initiative has been working, with the assistance of a working group of representatives of key community stakeholders, to develop a realistic and sustainable proposal to solidify music education in San Bruno's public schools to be funded by SBCF through a strategic grant. On December 7, 2016, and March 1, 2017, the Committee reported on its progress. At the May 3, 2017 Board meeting, the Committee will report on its extensive outreach and research and present for approval its proposal for a \$495,000 strategic grant, to be distributed over the next three school years, with the goal of making music education a hallmark of schools in the San Bruno Park School District and Capuchino High School. The two Board Members who sit on the Committee are Emily Roberts, who serves as chair, and Pat Bohm.

#### 1. Framework for Strategic Grantmaking

Adopted in October 2015, the Foundation's Program Strategy Framework outlines three categories, or buckets, of activity: (1) Strategic Grantmaking, (2) Responsive Grantmaking, and (3) Foundation Programs. With regard to the first category, in November 2015 the Board 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:

##### Capital Project Priorities

- Upgraded library/community center
- Year-round swimming pool
- Upgraded recreation center
- Athletic field improvements
- Park improvements

##### Other Priorities

- Education
- Social and human services
- Citywide beautification efforts
- Community-building

# SAN BRUNO

## Community Foundation

### Memorandum

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The Music Education Strategic Initiative touches upon two of the Foundation's strategic priorities: education and community-building. When initiated at the elementary, middle, 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. Community benefits of the Initiative would include community performances by student musicians, a sense of pride in accomplished musical groups, and a strengthening of local public schools that could help attract families to San Bruno and increase their interest in sending their children to San Bruno's schools.

#### **2. Working Group**

To develop the proposal, the Committee convened a Working Group that includes the San Bruno Park School District superintendent, the principal and an assistant principal from Parkside Intermediate School, Parkside's two music teachers, the Rollingwood Elementary School principal, the Capuchino High School principal, the Capuchino High School music director, and members of the Boards of Directors of the San Bruno Education Foundation and the Capuchino High School Alumni Association. The Working Group met five times from early December 2016 to late March 2017, and its deliberations form the basis of the strategic initiative proposal that the Board will consider on May 3.

#### **3. Music Education Strategic Initiative Proposal**

The attached Music Education Strategic Initiative Proposal gives the background behind the impetus to develop the Initiative; explains the Working Group; establishes the goals, intended outcomes, and vision for the Initiative; summarizes the current state of music education program offerings at the elementary, middle, and high school levels, and describes the Initiative's framework and program enhancements by school level.

The Working Group devoted time early in its meetings to developing a common vision, goals, and intended outcomes for the Initiative. The agreed-upon vision statement is as follows:

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.

The Committee had an aspirational goal coupled with a practical consideration when crafting the proposal: the desire to provide the financial resources to enable music education to become a hallmark of San Bruno's public schools, while at the same time ensuring that the boosted programming is sustainable once the Foundation's funding

# SAN BRUNO

## Community Foundation

### Memorandum

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sunsets. The Committee does not want to see significant Foundation funds used to launch an overly ambitious program that is not sustainable over the long term. Such a grant would not be consistent with the Foundation's mission to "serve the San Bruno community by investing in projects, programs, services, and facilities that have significant and *lasting* benefits" (emphasis added).

To accomplish the aspirational goal, the Working Group brainstormed a host of ideas for developing a comprehensive TK-12 vision for music education in San Bruno. At the elementary school level, that meant providing a high-quality, standard-based, age-appropriate music curriculum to all schools in the San Bruno Park School District. As is the case with many school district budgets, SBPSD is unable to provide any funding for music instruction at the elementary school level, which is, as a result, dependent on funding from individual school PTAs, and programming decisions are made at the school level. This has meant that some of the schools with better-resourced PTAs have been able to provide weekly music instruction, while the most resource-challenged schools have not offered any music programming. But exposure to music in the primary grades is critical; it is what can inspire students to become serious about music in middle school and high school, and it is when academic benefits of music education can begin to be realized.

Thus, a meaningful investment that allows the school district to offer music education to all 1,900 elementary school students in the district is an important part of the Initiative. The district and the San Bruno Education Foundation selected Music for Minors, a San Carlos nonprofit committed to partnering with school districts to provide quality music education programs at an affordable rate, to provide its sequential music curriculum to all six elementary schools. The annual cost to offer Music for Minors district-wide is about \$85,000 in 2017-2018 (with 4% annual increases). The proposal includes significant SBCF funding for this program in the first two years of the Initiative, with PTAs at the schools that do not qualify for Music for Minors' under-resourced school rate providing supplemental funds. In Year 3, the SBCF contribution is reduced, with new fundraising needed to fund about 21% of the program cost. Over the three years, SBCF will provide \$203,721 to support the elementary school program enhancements.

At the middle and high school levels, where high-quality but under-resourced music programs are already in place with some funding from their respective districts, the Working Group identified key investments the Foundation could make to address deficiencies that have prevented the programs from reaching their full potential. The music teachers at both Parkside and Capuchino created "program needs lists" and categorized all items on the lists as Priority 1, 2, or 3. In both cases, the teachers' lists included significant one-time expenses that the schools would have a difficult time covering under current financial conditions in both SBPSD and the San Mateo Union High School District, of which Capuchino is a part.

# SAN BRUNO

## Community Foundation

### Memorandum

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At Parkside, the teachers developed a Year 1 program needs list totaling \$89,768 that includes more than \$58,000 for instrument-related expenses (including repair, mouthpiece supplies, and instruments themselves), \$24,508 in music education supplies (including music books, sheet music, and music stands), and \$7,200 in other music office equipment and supplies. The vast majority of these items are one-time expenses, with ongoing recurring Priority 1 expenses of only \$2,600. The proposal calls for the Foundation to provide 100% of Priority 1 funding in Years 1 and 2 and 50% of Priority 1 funding in Year 3, along with \$14,000 in Year 1 to launch specialty performance ensembles for the more advanced students. The total Foundation investment in the middle school programs will be \$107,668. This figure assumes that the school district will provide \$10,000 per year and the Parkside Music Boosters will raise and contribute \$10,000 per year to help cover the Priority 2 and 3 expenses; it also assumes that more than \$44,000 in new fundraising will be needed to support Parkside music program needs over the three years of the Initiative.

At Capuchino High School, the music director outlined \$90,820 in Priority 1 program needs in Year 1, which decline to \$17,820 in Years 2 and 3. The big one-time expense in Year 1 is the purchase of new marching band uniforms, which are expected to cost about \$73,000. Other Priority 1 expenses include instrument repair and replacement, music books and sheet music, transportation to competitions and performances, and SmartMusic software. The total Foundation investment in the high school music program will be \$116,110 over the three years, with supplemental funding from the high school's discretionary budget (\$3,000 per year), the school district (\$5,200 per year), and the Capuchino Music Boosters (\$10,000 per year). New fundraising totaling more than \$14,000 will be needed to support Capuchino music program needs over the three years of the Initiative.

To address the Committee's practical concern – making sure the funded programs are sustainable – the proposal calls for a moderately priced program for the elementary school level and funds reasonable enhancements to the middle and high school programming. In addition, the proposal provides meaningful funding for the program coordination and fund development functions, which will be under the administration of SBEF. SBEF's mission is to raise funds for the San Bruno Park School District, which has the lion's share (upwards of 90%) of the students benefiting from the Initiative and the greatest ongoing financial needs to sustain the programs (83% of the new fundraising demands during the three years of the Initiative and nearly as high a percentage in the years after SBCF funding sunsets). The Foundation is providing \$67,500 over the three years of the Initiative to fund capacity-building and program coordination efforts - \$7,500 for a consultant to devise a comprehensive fundraising strategy and \$20,000 in each of the three years to enable SBEF, an all-volunteer organization, to hire program coordination and fund development assistance to carry out its duties under the Initiative. Although the sustainability components make up nearly 14% of the total Foundation funding, the Committee feels that this investment is a

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## Community Foundation

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critical part of the Initiative and will help ensure that the Foundation's grant will have a lasting, meaningful impact in the schools and the community. Without the sustainability components, there is no guarantee that the Foundation's investment will have any effect beyond the three years of the Initiative.

In the end, the total grant funding for the Initiative that the Committee is recommending is \$495,000 over three years: \$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 at Capuchino High School. This total is, admittedly, higher than the original target that the Committee set for the Initiative (\$300,000 to \$400,000). However, once the Working Group tallied the Parkside and Capuchino music teachers' program needs lists and the cost of Music for Minors, the Committee concluded that a higher grant amount was warranted both to make a meaningful impact during the three years of the grant and to ensure that the investment would continue to have an impact after the Foundation's funding sunsets through the sustainability components.

Table 1. SBCF Funding, 2017-2020

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



# SAN BRUNO

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The San Bruno Park School District administration, the Parkside administration and music teachers, the Capuchino administration and music director, and the leadership of the San Bruno Education Foundation and the Capuchino High School Alumni Association have all contributed to the creation of the proposal and have signed on to their participation in the Initiative. The Working Group also reached out to the elementary school PTAs, the Parkside Music Boosters, and the Capuchino Music Boosters to share the proposal with them and to secure their support and willingness to participate in the Initiative. The Committee views this Initiative as a true community collaboration, whose benefits will extend beyond the school's music programs. We are hopeful that the partnerships forged through the Music Education Strategic Initiative will lead to greater collaboration between the San Bruno Park School District, Capuchino High School, and their support organizations, which is often difficult to achieve in the absence of a unified school district. We are also hopeful that the fundraising capacity developed to support music education will also benefit the general fundraising efforts of the San Bruno Education Foundation, the Capuchino High School Alumni Association, the Capuchino and Parkside PTOs, and the elementary school PTAs. For the Foundation's first strategic grant with entities other than the City of San Bruno, the Committee is truly excited about this opportunity to strengthen San Bruno's public schools in a way that the entire community can share – through the joy and performance of music.

The Committee enthusiastically recommends that the Board approve the resolution approving strategic grants to the San Bruno Education Foundation and the Capuchino High School Alumni Association totaling \$495,000 to support implementation of the Music Education Strategic Initiative, which is outlined in detail in the attached proposal.

#### Attachments:

- Resolution Approving Strategic Grants to the San Bruno Education Foundation and the Capuchino High School Alumni Association Totaling \$495,000 to Support Implementation of the Music Education Strategic Initiative
- Attachment A: Proposal for Music Education Strategic Initiative

## **RESOLUTION NO. 2017-\_\_**

### **RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION APPROVING STRATEGIC GRANTS TO THE SAN BRUNO EDUCATION FOUNDATION AND THE CAPUCHINO HIGH SCHOOL ALUMNI ASSOCIATION TOTALING \$495,000 TO SUPPORT 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 Foundation 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**, the leadership of Capuchino High School, the San Bruno Park School District, the Capuchino High School Alumni Association, and the San Bruno Education Foundation has expressed vigorous enthusiasm for a Foundation-funded strategic initiative to solidify and bolster the music education programs at Capuchino High School and the seven schools San Bruno Park School District;

**WHEREAS**, in November 2016 the Foundation's Board of Directors created an Ad Hoc Committee on Music Education Strategic Initiative to research and prepare a proposal for a strategic grantmaking initiative to bolster music education in a meaningful, significant, and sustainable way in San Bruno's public schools and appointed Emily Roberts as committee chair and Patricia Bohm as committee member;

**WHEREAS**, the Committee assembled a Music Education Strategic Initiative Working Group, with representatives of key stakeholders – including the San Bruno Park School District superintendent, the principal and an assistant principal from Parkside Intermediate School, Parkside's two music teachers, the Rollingwood Elementary School principal, the Capuchino High School principal, the Capuchino High School music director, and members of the Boards of Directors of the San Bruno Education Foundation and the Capuchino High School Alumni Association – to assist in the development of an initiative proposal;

**WHEREAS**, the Working Group met five times from early December 2016 to late March 2017, with its substantive deliberations forming the basis of the Music Education Strategic Initiative proposal that is set forth in Attachment A;

**WHEREAS**, the proposal recommends that the Foundation provide \$495,000 in grant funding, to be distributed over a three-year time frame starting with the 2017-2018 school year to establish the foundation for a vibrant, equitable music program from transitional kindergarten through high school in San Bruno's public schools; and

**WHEREAS**, the proposal provides for \$203,721 to support music education at the six San Bruno Park School District elementary schools, \$107,668 to support music education at Parkside Intermediate School, \$116,110 to support music education at Capuchino High School, and \$67,500 to ensure communication and collaboration among the various organizations involved in the initiative and to bolster the fund development capacity of the San Bruno Education Foundation, the Capuchino High School Alumni Association, and other key stakeholders to ensure the sustainability of the music education programs once Foundation funding sunsets.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors approves three-year strategic grants totaling \$495,000 to support Implementation of the Music Education Strategic Initiative, as outlined in Attachment A: \$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.

Dated: May 3, 2017

ATTEST:

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John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2017-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 3<sup>rd</sup> day of May, 2017, by the following vote:

AYES:      Board members:

NOES:      Board members:

ABSENT:   Board members:

# **SAN BRUNO**

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## **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 4<sup>th</sup>-8<sup>th</sup> 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

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

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

<b>Earmarked For</b>	<b>Year 1 2017-2018</b>	<b>Year 2 2018-2019</b>	<b>Year 3 2019-2020</b>	<b>Total Years 1-3 2017-2020</b>
<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

<b>Earmarked For</b>	<b>Year 1 2017-2018</b>	<b>Year 2 2018-2019</b>	<b>Year 3 2019-2020</b>	<b>Total Years 1-3 2017-2020</b>
<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
<b>TOTAL</b>	<b>\$103,768</b>	<b>\$2,600</b>	<b>\$1,300</b>	<b>\$107,668</b>

## 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

<b>Earmarked For</b>	<b>Year 1 2017-2018</b>	<b>Year 2 2018-2019</b>	<b>Year 3 2019-2020</b>	<b>Total Years 1-3 2017-2020</b>
<b>4. High School: Priority 1 Program Needs (Uniforms, Music, Transportation, Instrument Repair/Replacements, SmartMusic)</b>	\$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

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

### 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

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**DATE:** April 28, 2017

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report from the Ad Hoc Committee on Program Strategy Development Regarding Strategic Initiatives in Partnership with the City of San Bruno

Since January 2016, the Ad Hoc Committee on Program Strategy Development has been working with a corresponding subcommittee of the San Bruno City Council (consisting of Mayor Jim Ruane and Councilmember Irene O'Connell) on four strategic grant opportunities in partnership with the City:

- Community Facilities Vision Plan (grant of up to \$300,000)
- Community Day (grants of \$30,000 each for both 2016 and 2017)
- New Park Development at 324 Florida Avenue (grant of up to \$200,000 for park design and construction)
- Pedestrian Safety Improvements (grant of up to \$170,000)

In addition, on March 1, 2017, the Board approved a resolution supporting the concept of a \$50 million strategic grant to the City for the design and construction of a new recreation center-swimming pool joint facility and directing the Executive Director to proceed with negotiating such a grant arrangement with the City.

At the May 3, 2017, Board meeting, President Nancy Kraus, as chair of the Ad Hoc Committee on Program Strategy Development (which also includes Vice President Frank Hedley and Board Member Regina Stanback Stroud), will provide the Board with an update on the recreation center/pool project, Community Day, the Community Facilities Vision Plan, and pedestrian safety improvements.

#### **1. Recreation Center/Pool Facility Project**

At our April monthly meeting with the City Manager, President Kraus and I discussed with City Manager Connie Jackson a framework for the recreation center/pool project grant agreement. We expressed a desire to keep the agreement as simple as possible and to create, as part of the grant agreement, a new joint City Council-Foundation Board ad hoc committee that would regularly meet throughout the design and construction of the facility. Such a committee would enable the Foundation to have an ongoing mechanism for providing input on the project, and it would also provide a forum for addressing issues as they arise.



# SAN BRUNO

## Community Foundation

### Memorandum

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The grant agreement would be based on a project proposal to be prepared by the City that includes, among other topics, a description of the facility, the City's goals for the facility (How does it serve the San Bruno community? How does it improve the City's delivery of services to San Bruno residents? What new services and new uses for the facility are planned?), a project plan that describes and offers a timeline of the three primary stages of the project (conceptual design development, design and development of construction drawings, and construction), the role of the Parks and Recreation Commission and other City boards and commissions in the project, the likely method of delivery, an overview of process for selecting architect(s) and contractor(s), and the City's preferred payment timeline based on cash-flow needs.

We also envision that, as part of the grant agreement, once the conceptual design stage is completed, the City would prepare a construction plan, including budget and financing plan for items not covered by the Foundation's grant, and operations plan, and a maintenance plan.

Ms. Jackson agreed in concept with this framework for developing the grant agreement, and the next step is for the City to prepare the requested project proposal. Our hope is that the grant agreement can be finalized and executed by the end of the summer.

In the meantime, Ms. Jackson informed us that the City is developing a request for proposals for architectural firms to conduct the conceptual design stage of the project.

## **2. Community Day**

The City's Community Day in the Park, which the Foundation is sponsoring with a \$30,000 grant, is scheduled for the afternoon of Sunday, June 4, immediately following the conclusion of the San Bruno Lions Club's annual Posy Parade.

As you recall, in November 2016, the Board agreed that the Foundation would receive restricted donations earmarked for Community Day and it would grant those restricted funds to the City in support of Community Day. In February, we received a \$10,000 check from Walmart. YouTube has committed \$5,000 to Community Day; YouTube staff has informed that its payment has been processed and that we should receive its check in the very near future. Skyline College is also sponsoring Community Day at the \$5,000 level and is making payment directly to the City.

In terms of marketing the event, the City sent out a postcard advertising the event to every address in San Bruno in mid-April. The City has also developed the attached flyer, which is being distributed and posted around town.

# SAN BRUNO

## Community Foundation

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Board members are encouraged to spread the word about Community Day to their networks and to attend the event on June 4.

#### **3. Community Facilities Vision Plan**

The Foundation Board originally earmarked \$300,000 to support the Community Facilities Vision Plan. In 2016, we executed and made payment on a grant agreement for \$25,000 to cover the costs of pre-planning services to develop the scope of work and work plan for the Community Facilities Vision Plan. We also executed a grant agreement for \$194,500 for the Vision Plan itself, with payment of the grant to be made once the City has submitted its grant report detailing its expenses. Ms. Jackson has told me that the City has now received all invoices for the Vision Plan and is preparing the grant report. Total expenses are likely to be no more than \$180,000, which means that combined with the pre-planning grant, the total amount provided to the City for this project would be \$205,000. As a result, the Foundation will likely come at least \$95,000 under budget for this project, and the Board could choose to use the balance of funds for other strategic grants.

#### **4. Pedestrian Safety Improvements**

As you know, the Committee has been working with City staff to identify crosswalk locations in San Bruno to install flashing beacons as part of a project to enhance pedestrian safety. As part of this effort, the City identified, with input from the San Bruno Park School District, three unsignalized or mid-block crosswalks near San Bruno schools – one near Portola Elementary School on Amador Avenue and two near Parkside Intermediate School on Niles Avenue. The City's Traffic Safety and Parking Committee (TSPC) originally considered and declined to endorse the proposal to install flashing beacons at the three locations in February. City staff is bringing the proposal back to TSPC at its May 3 meeting, with additional data including pedestrian counts to support the need for the flashing beacons.

Because the TSPC meeting directly conflicts with the Board's May 3 meeting and thus no SBCF representative is able to attend the TSPC meeting, President Kraus sent the attached letter to the TSPC voicing the Foundation Board's support for and willingness to fund the flashing beacons at the school sites.

In addition to the school sites, the City has identified, with the assistance of a traffic engineering consultant, three locations on San Mateo Avenue in the downtown area that would benefit from flashing beacon installations. The Committee has discussed the possibility of recommending to the Board that some or all of the unused funds from the Community Facilities Vision Plan be redirected to the pedestrian safety project to maximize the number of flashing beacons installed. The Committee has also been

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## Community Foundation

### Memorandum

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reaching out to potential corporate partners that may be interested in supporting the safety improvements.

Attachments:

1. 2017 Community Day Flyer
2. Letter from SBCF President Nancy Kraus to the City of San Bruno's Traffic Safety and Parking Committee, dated April 24, 2017



# SAN BRUNO LIONS CLUB 77<sup>TH</sup> ANNUAL POSY PARADE

SUNDAY, JUNE 4

11:00AM



*Food*

*Rides*

*Entertainment*

*Games*



COMMUNITY DAY  
SPONSORED BY

**SAN BRUNO**  
Community Foundation

**Walmart**

**You**

**Skyline**  
COLLEGE

# CITY OF SAN BRUNO 4<sup>TH</sup> ANNUAL COMMUNITY DAY IN THE PARK

SAN BRUNO CITY PARK

SUNDAY, JUNE 4

12NOON-5PM

IMMEDIATELY FOLLOWING THE POSY PARADE

PRE-SALE RIDE BANDS AVAILABLE AT  
THE RECREATION CENTER AND CITY HALL

\$10 IF PURCHASED BEFORE JUNE 4  
\$15 IF PURCHASED ON DAY OF EVENT

# SAN BRUNO

## Community Foundation

April 24, 2017

Jessica Barnes-Lopez, Chair  
Mark Howard, Vice Chair  
Melody Blanchard  
Tom Hamilton  
Richard Seguine  
Traffic Safety and Parking Committee  
City of San Bruno  
567 El Camino Real  
San Bruno, CA 94066

Dear Members of the Traffic Safety and Parking Committee:

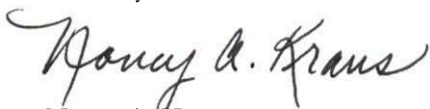
I write to express support from the San Bruno Community Foundation Board of Directors for the flashing beacon proposals for crosswalks near Portola Elementary and Parkside Intermediate Schools, which will be before the Traffic Safety and Parking Committee on May 3, 2017. The Foundation's monthly Board of Directors meets at the San Bruno Senior Center at the same time as your monthly meeting, so, unfortunately, the Foundation is unable to send a representative to your meeting to share the Board's strong support for the flashing beacons near the school sites.

In response to community input received during the Foundation's 2015 Community Listening Campaign, where a prevalent theme was a concern for community safety, and consistent with the City's 2016 Walk 'n Bike Plan, the Foundation has been working with the City of San Bruno on an initiative to implement pedestrian safety enhancements. We are particularly interested in the installation of the flashing beacon technology envisioned for the crosswalks near Portola and Parkside. According to the U.S. Department of Transportation's Federal Highway Administration, such flashing beacons are effective in reducing crashes between pedestrians and vehicles at unsignalized intersections and mid-block crossings by increasing driver awareness of potential conflicts with pedestrians.

The Foundation has committed to investing at least \$170,000 in pedestrian safety improvements, including flashing beacon installations in the downtown area along San Mateo Avenue and near school sites. We are also reaching out to potential corporate partners who are also concerned about traffic and pedestrian safety in San Bruno to leverage the Foundation's funding and increase the financial resources available for these efforts.

We are grateful for the assistance of City staff in identifying locations – both near Parkside and Portola and along San Mateo Avenue – that would greatly benefit from the flashing beacon installations. We look forward to working with your Committee and the City generally to see these much needed safety enhancements successfully installed for the benefit of the San Bruno community.

Sincerely,



Nancy A. Kraus  
President

# SAN BRUNO

## Community Foundation

### Memorandum

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**DATE:** April 28, 2017

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report on Crestmoor Neighborhood Memorial Scholarship

At the May 3, 2017, Board meeting, Program Consultant Stephanie Rutgers and I will give an update on the 2017 Crestmoor Neighborhood Memorial Scholarship Program.

The 2017 cycle of the Crestmoor Scholarship launched on December 9, 2016. With a greater lead time, we increased our outreach efforts compared with 2016. Marketing materials were distributed to area high schools, community colleges, and local businesses. We held scholarship workshops at Capuchino High School (January 18) and Skyline College (February 13). As in 2016, the application was available online at the Foundation's website, [www.sbcf.org](http://www.sbcf.org).

Unlike last year, this year we had the time to fully integrate the online application with the Foundation's Salesforce database, which allows us to streamline management of the program, including communication with Scholarship applicants and tracking of payments to recipients. Members of the Selection Panel submitted their evaluations electronically through an online form that linked directly to our Salesforce database.

The Scholarship application deadline was March 15. The outreach efforts resulted in 57 applications being submitted by the deadline: 30 from high school seniors planning to enroll in a four-year college or community college, and 27 from community college students planning to transfer to a four-year institution. Ms. Rutgers reviewed all applications to ensure that applicants met the eligibility requirements and had submitted complete applications and required supporting documentation.

A Selection Panel consisting of 14 volunteers reviewed and rated the complete applications and then met last week to select the eight Scholarship recipients from a highly competitive applicant pool. One half of the Selection Panel evaluated the applications from high school students; the other half evaluated the applications from community college students. Panelists read and rated their assigned applications individually; then each subpanel met in person in late April to select the winners. Ultimately, from a highly competitive applicant pool, the Panel awarded scholarships totaling \$120,000 to four high school applicants and four community college applicants.

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Ms. Rutgers and I want to commend and thank the members of the Selection Panel for their dedication and hard work. They each spent countless hours reading the applications, and at the in-person meetings, it was clear that they took their duties very seriously and deliberated thoughtfully to come to agreement on the group of recipients.

Earlier this week we sent all applicants notification letters. We plan to issue a press release announcing the winners in mid-May, and the Board will publicly acknowledge the second class of Crestmoor Scholars at the June 7 Board meeting. We will again have a reception at 6:30 p.m. immediately preceding the Board meeting so that the Board and community members in attendance have the chance to meet and chat with the students and their families. We have also invited the 2016 Crestmoor Scholars to attend.

We also plan to have Foundation representatives recognize the Scholarship recipients at their current schools' awards ceremonies in May. Payment of the Scholarship awards will begin in June upon proof of enrollment at their selected college for the fall term.

At the end of the Selection Panel's meetings, we had "post mortem" discussions and received valuable feedback from the Panelists about what worked well in the review process this year and what we could improve in the future. The Committee will consider this feedback as it begins plans later this year for the third iteration of the program in 2018.

Finally, we have also been working on our annual communications with past Crestmoor Scholars, who must submit, at the end of each year for which they have received funding, a report updating the Foundation on their academic and extracurricular activities, community involvement, future plans, and contact information, and, in order to receive renewal payments, proof of continued enrollment and certification that they are in good standing at their colleges. With assistance from the ShakeTech team, Ms. Rutgers created two online forms (Annual Report and Renewal Documentation), which are linked directly to the Scholars' Salesforce profiles. Emails were sent to the seven 2016 Crestmoor Scholars last week reminding them of the June 1 deadline for both forms, and we have already received several Annual Reports. We will begin distributing the second payments for the 2016 Crestmoor Scholars in June upon receipt of the required forms and documentation.

I want to thank Ms. Rutgers and our IT team at Shake Technologies for the many hours they spent setting up the program's online system, which will make the administration of the program easier in the coming years.

# SAN BRUNO

## Community Foundation

### Memorandum

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**DATE:** April 28, 2017

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report on Community Grants Fund

At the May 3, 2017, Board meeting, I will give an update on the Community Grants Fund.

#### **1. Implementation of the 2016 Community Grants Fund**

As you know, in December 2016, the Board approved 14 Community Grants totaling \$200,000. We have executed grant agreements for 13 of the 14 Community Grants approved in December. I am still working with the one remaining organization and hope to execute that grant agreement soon.

In April, I executed an amendment to one of the grant agreements with the San Bruno Education Foundation (SBEF). The original grant was for \$14,000 for the music program at Parkside Intermediate School, particularly the creation of specialty performance groups and the purchase of additional instruments. Due to the space constraints at Parkside this year (the band is being housed in the school library, pending a new portable music classroom scheduled to be ready this fall), we were informed that the music teachers are unable to launch the specialty groups this year and there is an insufficient space to store an inventory of new instruments until the new building is completed in the fall.

At SBEF's request, we agreed to modify the grant purposes so that the funds would be used to support (1) the summer music program that SBEF offers to students in grades 4-8 and (2) performance venue enhancements at Parkside. SBEF started the summer music program, with much success, last summer. It is a six-week program, with eight hours of group instruction provided each weekday. The typical participating student will receive 1-2 hours of instruction each day, depending on the student's playing level (for example, some of the intermediate and advanced middle school students may participate in the band class as well as one of the specialized groups like jazz band). SBEF charges a nominal fee (\$40), which is waived for those with financial need. SBEF projects the net cost of the program to be \$10,430.

SBEF asked that the remaining balance of the grant funds (\$3,570) be permitted to pay for stage curtains in the multi-purpose room or other venue enhancements like acoustic



# SAN BRUNO

## Community Foundation

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baffles for the gym (two-by-four foot fiberglass panels that hang from the gym ceiling and are generally viewed as a relatively inexpensive way of to improve acoustics in gyms). The cost for the stage curtains is estimated to be \$5,000-\$10,000, and the cost of the acoustic baffles is estimated to be upwards of \$3,750. As the performing arts continue to grow at Parkside, in the process attracting larger audiences, the aesthetics and acoustics become more important related to the school's image.

I consulted with Board Members Pat Bohm and Emily Roberts, who served on the ad hoc committee that oversaw the initial implementation of the Community Grants Fund, and they agreed that this modification of the grant purposes was appropriate given the situation at Parkside and the need for related music-program funding.

SBEF also gave an update on the \$11,000 Community Grant it received to fund the Music for Minors program at the three San Bruno Park School District elementary schools that lacked any music instruction. The total cost of offering the Music for Minors program at the three schools for the second half of this school year ended up being \$9,350, or \$1,650 under the grant amount. After discussions with SBEF representatives, we agreed that the balance would be used as a deposit for the program at the three schools for the 2017-2018 school year. No amendment to the grant agreement was needed to cover this additional use of the grant funds, as it is consistent with the grant purposes outlined in the grant agreement. We have taken this prepayment of the 2017-2018 program fees into consideration in the Music Education Strategic Initiative that is also on the May 3 Board meeting agenda.

We have had one public grant check presentation since the March Board meeting. I want to thank Board Member Pat Bohm for presenting the two San Bruno Education Foundation grant checks at the April 12, 2017, San Bruno Park School District Board meeting.

## **2. Preparation for the 2017 Community Grants Fund**

We plan to launch the 2017 cycle of the Community Grants Fund at the beginning of July. The 2017 cycle will follow the same timeline as last year – online application available at the beginning of July, grant workshops in July, August, and September, a late September application deadline, and Board consideration of the review panel's recommendations at the December Board meeting. Pending the Board's approval of a resolution authorizing the Executive Director to amend Stephanie Rutgers' consulting agreement, Ms. Rutgers will provide program management services for the Community Grants Fund. Now that the Crestmoor Scholarship cycle is winding down, she and I will work on developing marketing materials to be distributed in early July.

As you will recall, in January the Board approved a \$200,000 program disbursement budget for the 2017 Community Grants Fund.