

RIVERSIDE COUNTY OFFICE OF EDUCATION FOUNDATION
3939 THIRTEENTH STREET • P.O. BOX 868 • RIVERSIDE, CA 92502-0868

**REGULAR MEETING
MINUTES**

January 30, 2017

2:30 p.m., Riverside County Office of Education, 3939 Thirteenth St., Riverside, CA 92501

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

With at least 48 hours' notice, any individual with a disability who requires reasonable accommodation to participate in a Board meeting, may request assistance by contacting the Administrative Assistant to the Foundation Board at 3939 Thirteenth St., Riverside or by calling (951) 826-6473.

OPENING PROCEDURES

1. **CALL TO ORDER**

The Regular Meeting of the Riverside County Office of Education Foundation (RCOEF) was called to order by Vice Chair Kot at 2:39 p.m.

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Director Kot.

3. **ESTABLISHMENT OF A QUOROM**

a. **RCOE Foundation Directors**

- Mr. Jack Clarke
- Mr. Mark Hawkins (absent)
- Ms. Teresa Hyden
- Ms. Diana Kot
- Mr. Ron Miller
- Riverside County Superintendent of Schools (Designee Ana Farfan)
- Vacant

4. **PUBLIC COMMENTS**

This item is placed on the Agenda so that members of the audience have an opportunity to speak to any item on the Agenda or regarding subjects or concerns that do not appear on the Agenda. Any person wishing to speak is requested to complete the "Request to Address the Board" form and bring it forward to the Board Secretary. Each person wishing to address the Board will be limited to **five minutes** for public input on each item, subject, or concern not to exceed 20 minutes.

5. **APPROVAL OF AGENDA**

It is moved by Director Miller and seconded by Director Farfan that the agenda be approved as presented.

4 Ayes

Motion adopted

CONSENT AGENDA

1. **APPROVAL OF MINUTES**

Minutes of the Regular Meeting of the Riverside County Office of Education Foundation (RCOEF), November 17, 2016.

It is moved by Director Hyden and seconded by Director Miller that the minutes be approved.

4 Ayes

Motion adopted

ACTION ITEMS

1. **EDISON INTERNATIONAL GRANT OF \$85,000:** The RCOEF Board accepted the Edison International Grant of \$85,000 for STEM related scholarships and activities.

Edison International has granted the RCOEF another round of scholarship money in the amount of \$85,000. We have received the check. Based on our previous award of \$85,000 and based on the success of us administering scholarships to those in need, they had identified a desire to split their award between programs. They have granted us \$60,000 to contribute toward STEM-related scholarships this year, and an additional \$25,000 will be given to the mathematical reasoning with connections grant program (i3 Grant) that Riverside County Office of Education currently runs. As far as the split award, they expressed the intent to increase the number of students that they are impacting in Riverside County. The scholarship committee and Director Hyden met to discuss student scholarships. We are going to start with our own program, servicing Riverside County Office of Education students first, and likely reach out to a program, whereby we can select a school. Cherise Wickham is working with the Educational Services folks to come up with some criteria to have a fair process to provide applications. Chuck Fischer revised last year's scholarship application, which will go out in the next couple of weeks, to our students first and then as soon as we get the other criteria, we will select a school in one of our districts through that criteria. We increased the amount of the scholarship awards, at the discretion of SCE, to \$8,500. We do have flexibility on the scholarship amount, which is up to our Foundation, and we will keep them informed of what we award.

It is moved by Director Farfan and seconded by Director Miller that the acceptance of the Southern California Edison (Edison International) Grant of \$85,000 be approved as presented.

4 Ayes

Motion adopted

DISCUSSION/POSSIBLE ACTION ITEMS

1. **NOMINATIONS FOR UPCOMING VACANCY:** The RCOEF Board discussed and accepted potential names for Board Director Mark Hawkin's replacement.

Mark Hawkins, CEO of Altura Credit Union, has informed us he is retiring shortly and will also retire from this Board in February. We need to revisit Damon Castillo's vacancy. Under discussion/possible action, we can discuss if there are any potential names anyone would have on Board members to replace these vacancies. Right now, we should have discussion with the Board if there is anyone that the Board members know now to nominate. Director Kot – I know they have appointed Mark's replacement at Altura. I'm not sure if Mark has talked to her regarding serving on the Foundation Board. Teresa – We can come back to this and give the Board some time and in the interim check to see if there is an interest there. Director Kot – No motion needed, this is a discussion item.

2. **FOUNDATION BOARD EXPANSION:** The RCOEF Subcommittee and Board discussed and nominated persons to serve on the Board of Directors. Total number of directors of the Board not to exceed 15 directors.

Director Kot – We are looking at names/individuals that we are considering to approach to be a part of the Board. The subcommittee met on two different occasions and we have several names and came to a standstill on how we go about approaching these individuals. Director Clarke – I have a couple of nominations. Dr. Donald Botic. He worked with Somerset non-public schools and is involved with Starting Gate non-public school. He is very familiar with the population of students in the capacity that we are trying to assist. The other person I have been in contact with is Stan Morrison. I'm seeking folks who have energy, passion for what this Foundation is, and also have connections within the various professions/industries/vocations that would be of use to the Foundation. I would like the Board's permission to approach both of these individuals and formally invite them on the Foundation Board. Director Hyden – Currently, we have two vacancies on the Foundation Board. Depending on what the Board would like to do, that they could fill the vacancies even before we get to expand the Board. Director Clarke – In order to move about this in an orderly way, I think we need a few more names. I propose we have the subcommittee meet within the next two weeks by conference call and the Board meet by conference call in the next 30 days to vote by email. Director Hyden – I'm not sure we can do this by email, due to the Brown Act rules. We can have a teleconference and post the agenda. I make a motion that we have a subcommittee teleconference meeting in two weeks and another teleconference meeting with the Board within 30 days. Director Kot will continue to head the subcommittee, and Director Clarke, Director Miller, and Director Farfan will be on the subcommittee to meet in two weeks to gather the rest of the names for the Board expansion.

It is moved by Director Hyden and seconded by Director Kot that the expansion of the Board of Directors be approved as presented.

5 Ayes

Motion adopted

3. **UPDATE ON SCHOLARSHIP PROCESS FOR THE RCOE SCHOOL OF CAREER EDUCATION (SCE) PROGRAM:** The RCOEF Board discussed the status of scholarships for the SCE program as approved by the Western Riverside Council of Governments (WRCOG).

Ron Vito - There are two different handouts that were distribute (RCOEF Scholarship Timeline/Process for Nurse Assistant, Pharmacy Boot Camp, and Medical/Clinical Boot Camp Programs and one for the Dental Assistant Program). These are timelines that we have now. Ron went over the timelines, mentioning they will be forwarded to Teresa for final approval by the Foundation Board. If the dates change and we need to extend it out, I will inform Teresa. Director Hyden - This is the scholarships that we had done the first year. It is the same group of students. We have the opportunity from the Western Riverside Council of Governments (WRCOG). They have pledged \$35,000 to Riverside County Office of Education, due to our work with them. Riverside County Office of Education is going to allow those funds to be used for students and the Foundation is administering this process, as well as getting credit for this, even though it's not been given to the Foundation specifically. We have two different scholarship processes going on here based on the offering of classes that Ron and his staff thought were best to offer scholarships for, therefore, based on these timelines, we would get two groups of scholarship packets/applications that students have successfully completed, that they met the criteria, then we would be giving scholarships out to them. Depending on the interest level we have, the scholarship amounts would vary. This is not money that the Riverside County Office of Education has received; it is on a reimbursement. The minute we have interest, and have successful candidates, we can disburse the money and be reimbursed. Director Kot – Have we had this opportunity before? Director Hyden – Not from WRGOC. The first year we did it for the School of Career Education, it came from the Foundation funds. Now that WRGOC has made this funding stream available to Riverside County Office of Education, it was Kenn's desire that we use that \$35,000 to impact the lives of students, and the Foundation would be the vehicle by which we could do that. No action is needed. We will keep you updated on the progress.

4. **APPROVAL OF ORGANIZER/FACILITATION SERVICES FOR THE 2016-2017 ANNUAL GOLF TOURNAMENT:**
Scope of work discussed for the annual 2016-2017 Foundation Golf Tournament.

Director Farfan distributed a handout. We are beginning to plan for our upcoming annual golf tournament. It is tentatively scheduled, with the Board's approval, for June 23, 2017. What you see in front of you is a proposal from our golf tournament consultant, Sherry Gomez. She is on board and will be coordinating the in/out of what goes into planning a golf tournament. Her services total \$3,250 (this is a lump sum). Sherry and Diane Finer will be leading this effort. Director Hyden – For the golf tournament, we have historically used her services before it was the Foundation's event and it has been successful. I recommend we continue with her services. We have saved money this year on the 5K by not using someone to coordinate the event. Director Ana – To date, without having any communication sent out, we have \$20,000 in sponsors.

It is moved by Director Clarke and seconded by Director Kot that the contract for facilitation services for the 2016-2017 Annual Golf Tournament be approved as presented.

5 Ayes
Motion adopted

INFORMATION/DISCUSSION ITEMS

1. Financial Update: 2015-2016 Annual Audit Report and 2016-2017 Financials through December 31, 2016

Director Hyden introduced the new Executive Director of Fiscal Services, Damon Smith, and asked him to give a brief overview of the audit report. Damon Smith reviewed the audit, noting the audit cycle is July 1, 2015-June 30, 2016, and was performed by Vavrinek, Trine, Day, & Co., LLP. The important information is on Page 2 where they expressed an opinion, and they express the opinion that our financial statements referred to above present fairly, in all material respects. This is the most important thing you need to know in the audit. Director Hyden handed out and reviewed a current year update of the Foundation financials.

2. Update on 3rd Annual 5K Fun Run/Walk Event

Director Hyden – We are almost headed to the finish line on the 5K. We have a committee of around 16 people, who have been meeting, every two weeks for the last two months, to put this event together. We have DJ music for entertainment and the rest of the arrangement have been confirmed. The only thing that I am concerned about is sponsors. We have deadlines we are working on for printed materials. There are 5K registration and sponsor forms for you. We have around \$2,700 received or committed in sponsorships. We have sent out sponsor reminders. The event date is February 25th. The race starts at 8 a.m. for the 1K. The cost is \$10 to participate and they receive a t-shirt and goodie bag. The adult 5K will begin after the 1K. We are hoping to have sunshine for the event. We are looking for any of your support in any way you would like to give it. We will have volunteers at the event to assist. We have a division raffle basket competition. We would love to see you there at the 5K event.

3. Status on Executive Director Position for RCOEF

Director Hyden – We are in search for someone to fill the Executive Director position for the Foundation. I am working with Personnel to recruit this position. It's going to be a part-time, temporary contract management, position (10-15 hours a week). It is hourly and we are trying to avoid this position being full time. The Riverside County Superintendent of Schools has agreed to fund this position. I am hoping to have this position advertised by the end of this week. I would like to have someone from the Board sit in on the recruitment process. I will send out a notice to you all asking if anyone is interested in sitting in on the recruitment process.

4. Introduction of Issues to be Addressed at Future Meetings

Director Hyden – Have a broader focus on our vision/mission. We have a new Riverside County Superintendent of Schools and I would like to find out if she would like to sit on the Board. She may have ideas on what the Foundation outlook is and we will hear her voice directly, or through Ana. Director Clarke – I will make it a point to stop by and talk to her about the Foundation before our next meeting.

5. Board of Directors Comments

Director Hyden – I am looking forward to expanding the Board.

ADJOURNMENT

Time: 3:58 p.m.

PUBLIC VIEWING OF DOCUMENTS

As per Government Code Section 54957.5, all documents related to this meeting are available for public viewing at each Riverside County Office of Education Foundation Meeting and at 3939 Thirteenth Street, Riverside, CA 92501.