

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

**REGULAR MEETING
MINUTES**

September 15, 2016

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 Director Clarke at 2:35 p.m.
2. **PLEDGE OF ALLEGIANCE**
The Pledge of Allegiance was led by Director Clarke.
3. **ESTABLISHMENT OF A QUOROM**
 - a. **RCOE Foundation Directors**
 - Mr. Jack Clarke
 - Mr. Mark Hawkins
 - Ms. Teresa Hyden
 - Ms. Diana Kot
 - Mr. Ron Miller (absent)
 - Mr. Kenneth M. Young (Designee Ana Farfan) – present by telephone
 - 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 Kot and seconded by Director Hyden that the agenda be approved as presented.

4 Ayes
Motion adopted

CONSENT AGENDA

1. **APPROVAL OF MINUTES**
Minutes of the Annual Organizational Meeting of the Riverside County Office of Education Foundation July 21, 2016.

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

4 Ayes
Motion adopted

DISCUSSION/POSSIBLE ACTION ITEMS

1. **ANNUAL SCHOLARSHIPS:** The RCOEF Board approved to have a conversation with the Southern California Edison representative regarding use of STEM funding to be extended to 5-7 eligible district students in Riverside County to apply for STEM scholarships.

Director Hyden – Cherise Wickham and I had conference call with the Southern California Edison (SCE) Board last month. There were declarations of majors that did not fall within the SCE criteria. The Foundation Board determined not ask SCE to change their criteria, but to see what they would be open to. The grant for Riverside County Office of Education (RCOE) was submitted. We had 6 STEM scholarships that met SCE's STEM criteria and still had significant funds left over. We asked SCE what they would like to do with the remaining funds. We received 32 applicants. There are 19 total student scholarships, 6 STEM scholarships funded by SCE and 13 students who will receive scholarships from special events and Western Riverside Council of Governments (WRCOG) funds. We indicated other areas the funding may support (Smart Boards for the early education program, etc.). Also, we asked if the Foundation could forward this year's SCE remaining funds to next year's scholarship recipients. We are waiting for SCE's response on where they want their funding spent and will contact them by the end of the week or early next week. SCE needs us to extend the funding. The hesitation is, we have a large amount of funds remaining and they want to know how successful we will be at expending funds timely. Due to the current size of the Foundation, the administrative work for this year's scholarship process is difficult to manage. We need to discuss other ways to fund our objective. The first year we had a program and the staff who worked with those students. Altura Credit Union has a foundation and work with the community and college foundations. When the student can document enrollment, then we provide the funds directly to the college. Obtaining 19 out of 32 scholarship recipients is a very strong number and we should be proud of that. The person who wanted to work with the Foundation has now declined. The superintendent has committed to fund this on a part-time basis. We need to bring this back for further discussion after the Board thinks about it. We are working directly with the universities. The thought might be, how do we administer this a little differently that becomes more effective/efficient for us, but yet we are still achieving the same goals to helping our students. What if we created a fund with a particular institution of education, keeping it local, and work with them? If a student is selected and going to Riverside Community College, could the scholarship funds be available on an annual basis so the student could continue their education, where it could be a multi-year scholarship? With every year, a new crop will come in, which will then involve the 1st and 2nd crop of students. We need to look at hiring an administrator. Working with the six local community colleges would be effective and may be able to present the man power. SCE wanted to have this process wrapped up. It sounds like they are willing to work with us. Could we have a contingency plan? We did go to a STEM school (Perris Union High School District), and widened the net, receiving some applications. We can go out to the districts, but it skirts the intent. When I go back to the beginning, I know what Kenn's intention are, which are the students in our programs, who are not specifically STEM focused. If we are good stewards of funds, we can obtain larger sources of funds, providing RCOE students the funding first, and then giving funds to other district students. SCE allows us to propose what are needs are. Their priority is middle to high school STEM students. We can definitely get the numbers. We need to work with other institutions and partner. Director Clarke – I propose a motion that the Foundation empower our SCE representative, if they insist on STEM criteria and RCOE students do not bring the numbers in, based on sociodemographic, have 5-7 district students in Riverside County with STEM programs apply (August 2017).

It is moved by Director Clarke and seconded by Director Kot that the Foundation have a discussion with the SCE representative to have 5-7 district students in Riverside County be eligible to apply for STEM scholarships be approved as presented.

5 Ayes
Motion adopted

2. **DETERMINE NEXT RCOEF FUNDING INITIATIVE:** The RCOEF Board adopted a strategic plan in December 2014. The board will contact program directors to attend the next meeting on November 17, 2016, to present their initiative to fund as it relates to our overarching goal(s) in the strategic plan.

Director Hyden – We are at a place where we need to get to money out. The money from WRCOG that we have given to RCOE and the Foundation is administering it. Part of that (\$35,000) will go to the School of Career Education. We are doing this concurrently with SCE. Is there another initiative, as we look towards this year, we want to direct our attention to as we look at undeserved students? We have a representative, Esmirna Valencia, from Head Start present, and the other subcommittee members are not present. We have a preschool goes to college initiative. We had an intern at the University of California, Riverside that assisted us with this initiative. We are planting the seeds with the children and parents to prepare their children for college. Director Hyden – What I will try to do, before the next meeting (November 17th), is contact the program directors to be present to present their ideas. Designee Farfan – A couple of meetings back, we talked about designating funds to the Coch fund. Director Clarke – I recommend we table this item.

It is moved by Director Clarke and seconded by Director Hyden that the next funding initiative be tabled to the next meeting as approved as presented.

5 Ayes
Motion adopted

3. **SUBCOMMITTEE UPDATE ON FOUNDATION BOARD EXPANSION:** The RCOEF Board will present the subcommittee's report on the candidates for expansion of the Board of Directors at the November 17, 2016, meeting. This will be presented by Vice-Chair Kot.

On August 2, 2016, four directors connected via conference call to review possible candidates for expansion of the Board. We each shared 4-5 names. We had a total of 19 names and agreed to reach out to these individuals. We should have a half-way point. At the next meeting we should have a report on the candidates. Contact was made with John Boyd (Thompson and Colegate), Larry Ward (former Riverside County Assessor, Clerk, Recorder). If Kenn can make a personal call to Larry Ward, it would be beneficial. Designee Farfan – I will check with Kenn. Ofelia Valdez-Yeager is interested, but is currently not available. Rick McManis passed, due to conflict of interest. Contact will be made with Tony G. Our target number is no more than 15 total.

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

4. **SUBCOMMITTEE UPDATE ON CRITERIA FOR SPECIAL FUND:** The RCOEF Board tabled to discuss the subcommittee's proposal for the potential establishment of a special fund and accompanying criteria to next year. Presented by Vice-Chair Kot.

What are the expectations of this special fund? There is money out there, but it's trying to get connected to it and administer it. In this current fiscal year, we have all we can handle and need to bring this back next year. We are looking into the future with new Board members and a new Executive Director. We will table this item.

It is moved by Director Kot and seconded by Director Hawkins that the special fund proposal be tabled to next year as approved as presented.

5 Ayes
Motion adopted

5. **AUTHORIZE ADDITIONAL BANK ACCOUNT SIGNATURE AUTHORITY**

The current authorized signatures for the Riverside County Office of Education Foundation bank account is the Chair of the Board and Treasurer of the Board. The Board of Directors authorized the Secretary as an additional signature authority.

Director Hyden – We have had some turnover in positions. Therefore, to perform effectively, we need more people for signature authority. Currently, Ron and I are authorized to sign. I am in the process of hiring a Fiscal Services Executive Director and that person could be an authorized signer, as well. Two members of the Board is good (Chair [Clarke] and Secretary [Farfan]), in addition to the Treasurer (Hyden).

It is moved by Director Clarke and seconded by Director Hyden that an additional signature authority is approved as presented.

5 Ayes
Motion adopted

INFORMATION/DISCUSSION ITEMS

1. Riverside County Office of Education Foundation Sponsor's Recognition Event – October 26, 2016

This event will be at RCOE. There is a committee working on the event. Invitations will be sent out shortly. We expect 100-150 people to attend. There is a special recognition for sponsors \$500 and above. There will be five student scholarship recipients attending/speaking to show their gratitude and how their scholarship will benefit them. Also, we will have a report to the community on what we have done over the last two years. I hope all Board members can attend. The event is October 26, 2016, at 6 p.m. There will be punch and light refreshments. We would like to have the Board chair give remarks.

2. Status of New Executive Director for RCOEF

Director Hyden – This item has been discussed.

3. Introduction of Issues To Be Addressed At Future Meetings

None.

4. Board of Directors Comments

Director Kot – I would like to thank the volunteer staff for all their hard work. Director Hyden – I want to thank the Board of Directors and Designee Farfan for their attendance at today's meeting.

ADJOURNMENT

Time: 3:45 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 St., Riverside, CA 92501.