

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

**REGULAR MEETING
MINUTES**

November 17, 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 2:59 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 (absent)
 - Mr. Mark Hawkins (absent)
 - Ms. Teresa Hyden (Designee Craig Petinak)
 - Ms. Diana Kot
 - Mr. Ron Miller
 - Mr. Kenneth M. Young (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 Farfan and seconded by Director Miller 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), September 15, 2016.

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

4 Ayes

Motion adopted

DISCUSSION/POSSIBLE ACTION ITEMS

1. **ANNUAL SCHOLARSHIPS:** The RCOEF Board discussed the status of scholarships and alternate proposals for use of STEM funding as discussed with and approved by Southern California Edison.

Cherise Wickham gave a brief update on the status of the 2016-2017 RCOEF scholarships. A handout of the three funding streams (SCE, WRCOG, and Foundation donations) was reviewed, showing the student awardee, type and amount of scholarship the student received, institution the student is attending, and what amount has been expended or encumbered. WRCOG has granted us approval, on a rolling basis, the awarding of scholarships to School of Career Education. The total amount of SCE's awarded funds was \$85,000 and \$45,000 has been expended. We have had conversations with SCE to request how they would like us to invest the remaining balance (\$40,000) of their funds. SCE is currently revising our grant agreement to be able to support the preschool goes to college initiative. SCE has expressed they would like us to expend their funds by December or earlier. They want us to identify areas of need that are STEM related, that we increase the number of scholarship amounts to these students, and give them ideas of what programs we could expend these funds on. They are not in support of us extending the deadline to spend the money. Also, they expressed they want to provide us with more funding for next year, but we are not eligible for this money until we spend the current funding. Director Clarke met with Designee Farfan to forward information and to request a special meeting in January. For future partnership with SCE, we need to be clear up front about wanting to have funds awarded to our RCOE students (50%), even though they may not be STEM focused, and the other 50% to district students. We could market/publicize SCE's name at our annual sponsor event and do a press release to recognize their support to our students.

It is moved by Designee Petinak and seconded by Director Miller to approve the update, with the revision, to how SCE funds will be used be approved as presented.

4 Ayes

Motion adopted

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

Director Kot mentioned the RCOEF Subcommittee met on August 2, 2016, and provided an update at the September 15, 2016, RCOEF meeting on the 19 names that were presented to consider. There has not been any communication from the subcommittee members since the September meeting. Director Clarke suggested a special meeting in January to discuss the grants and the Board expansion. Director Miller will follow up on the nomination of Eric Eckstrom. Larry Ward is not available to serve. Director Clarke is forwarding Donald Bossie's name to nominate. He is a consultant for Somerset School. A recommendation was made to include our higher education board of trustees (UCR/RCC) into our communications (emails, inviting them to our events, etc.) so that they become aware of the efforts of this Foundation, as well as tap into their expertise. We will have a list of names (with their resumes) at the January meeting. We will check the Foundation bylaws to see if there are any residency requirements to serve on the Board. Cindy will send an email to the Foundation Board requesting the resumes, of potential Board members, prior to the next scheduled January 19, 2017, meeting. Director Kot motioned to continue the Board expansion discussion with a deeper dive at the January 19, 2017, meeting.

It is moved by Director Miller and seconded by Designee Farfan that the expansion of the Board of Directors be approved as presented.

4 Ayes
Motion adopted

3. **5K FUN RUN/WALK COMMITTEE UPDATE:** The RCOEF 5K Fun Run/Walk proposal date to be Saturday, February 25, 2017. Venue to be determined.

Designee Farfan gave an update on the 5K Fun Run/Walk, indicating an application has been submitted to request the use of either Andulka or Martha McLean park for Saturday, February 25th or March 4th. We should have a proposed location and date confirmed for this event at the next Foundation meeting. Registration is \$35. The event time will start at 8 a.m. and end at 11 a.m. The planning committee consists of about 15 RCOE staff. There will be a 1K and fun zone for kids, as well as live entertainment - potentially 2 bands. The committee is in the process of contacting vendors and sponsors for the event. Director Clarke would like us to consider reaching out to the fitness-oriented community (e.g., the Loma Linda Lopers, LA Fitness clubs, UFC in Corona, etc.) to tap into their resources. Also, he suggested we reach out to the community Police Department to meet with their Foundation planning committee to gain insight or possible partnership. Director Kot motioned to approve the discussion today.

It is moved by Director Miller and seconded by Designee Petinak that the 5K Fun Run/Walk discussion be approved as presented.

4 Ayes
Motion adopted

INFORMATION/DISCUSSION ITEMS

1. Riverside County Office of Education Foundation Sponsor Recognition Event Recap/Discussion

Designee Farfan mentioned she attended the event, noting Teresa did a wonderful job organizing the event. Teresa had a support team of about 10 volunteers that did a fantastic job. There were about 75 people in attendance. The five student speakers gave moving speeches. This event is a great way to introduce potential Board members to what the Foundation does. Sheila Faulkner Loser did a great job preparing the students speakers on their speeches, which was the highlight of the event.

2. Introduction of Issues To Be Addressed At Future Meetings

Designee Farfan mentioned that during her conversation with Director Clarke yesterday he asked about the hiring of an Executive Director to run the Foundation. Over the last year, we have made several attempts to have someone come on a part-time basis to run the Foundation. Most of the people we approached were RCOE retirees, people who are familiar with our programs, and have a passion for our unique student population. After our fourth unsuccessful recruitment, Teresa and I had a conversation. My recommendation is to recruit for this position, someone who can do the work of the Foundation, performing community outreach and fundraising events. Also, have someone who has the appropriate experience in running non-profits, because it is a unique skill. Also, still continue to have some internal staff support this individual. This topic should be added to the next meeting agenda. Director Clarke mentioned this position would be salaried around the \$60,000 range for a 3/4 time employment position. Riverside County Office of Education has agreed to fund this position out of the General Fund for the first four years.

Cherise Wickham would like to discuss, in more detail, what is the Board's recommendation for use of SCE's funds for next year. Cherise would like to be prepared with more information if the Board does want those funds used for in a timely manner. When Director Clarke is present, we should engage in a deeper conversation. I would like to have an opportunity to fill the Board in on a broader update. Director Kot suggested we discuss this at our upcoming meeting on January 19, 2017.

3. Board of Directors Comments

Designee Farfan mentioned we are starting to look at venues for the golf tournament. We may look at having it at the same venue as last year, due to our opportunity in receiving a good discount. I will have more information at the next meeting.

ADJOURNMENT

Time: 3:40 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.