



LPIE General Board Meeting Minutes

January 5, 2021

Voting Members: Jennifer Martell, Danielle Gallagher, Paul Chopra, Jaia Kaufman, Amy Parlett, Scott Jeffery, Kristin Jeffery, Dave Smith, Tiffany Coultas, Maria Nicolacakis, Michelle Colaco, Jennifer Palmer, Laura Kate-Rurka, Andrea Hilsabeck, Michelle McNeil, Peter Drevno, Kelly Daggs, Kimberly Grover, Susan Wigger, Ali Krick, Jennifer Flowers, Bianka Ahuja, Richard Whitmore, Lisa Spiegler, Tom Mulvaney, Bill Hall, Jeni Kim, Linda Choi, Samar Koopah

Non-Voting Members and Guests: Beth Goldberg, John Nickerson, Travis Bell, Mary Maddux, Jean Folmer, Kenny Tuckerman, Kristin Connelly

- I. Call the meeting to order at 7:04.
- II. Welcome
 - A. Welcome to new district representatives - Jean Follmer & Kenny Tuckerman from LAFSD (Suzy Pak is no longer a rep): Kristin Connelly from AHUSD (Bob Hockett no longer a rep).
 - B. Other board changes: Salab Amirdelfan is moving out of town so is no longer HV co-chair; Jessica Lim is carrying the torch for HVE
 - C. Breakout Rooms - New Year resolutions / intentions
 - D. Vote to approve minutes from December 1, 2020 LPIE General Board Meeting: Kelly Daggs motion, Paul Chopra second — motion carries
- III. President's Report – Jennifer Martell
 - A. If you have 5 minutes, look in the “general board folder” on google drive for the thank you document with all our accomplishments of the past 6 months. Huge thank you for all everyone has done over the last six months!
 - B. Ended 2020 on a high note and hope we can carry that momentum forward. Still have donations from December coming in (the physical mail is taking a while) and will see those donations in next month's financial reports. Note that in the board package there is a new report — we have started tracking donations by campaign.
 - C. There is a lot in process right now — e.g., working on plans for virtual art and science fairs — there will be a report out in February.
- IV. Executive Director - Beth Goldberg
 - A. Review of Strategic Plan
 - B. Reminder on background of Strategic Plan: core team of Leadership Team, Lisa Spiegler and Myrna Kimmelman as well as conversations with volunteers. Themes surfaced and the core team came up with four objectives for a three year strategic plan.
 - C. Tonight's presentation is the green area: addressing “green area” — Align and integrate team and committee structures, resources, and administrative processes in order to achieve strategic goals. The organization has grown organically over 40 years — from



\$10K to \$4.3M goal — and we’re looking to add more structure and review how we can operate more efficiently. Volunteers are the fuel behind the organization and also want to make sure we have well defined roles and responsibilities as volunteers transition.

1. Item 1: Review BOD and Committees: Jennifer Martell
 - a) Listening tour done with a number of people who have been around LPIE for a long time to understand why things are the way they are, what’s working well and not, where to make changes. Looked at board structure and determined the best approach is potential changes over time. We are drafting and updating charters for each committee:
 - b) Audit Committee meeting toward the end of the month;
 - c) Finance and Investment Committee (previously Finance Strategy Committee) has previously reviewed the LPIE investment strategy with Concentric (our investment advisors). We are now looking at expanding the committee’s scope — more info in coming months;
 - d) Nominating Committee - Jaia addresses later;
 - e) Human Resources Committee - new committee to provide more structure around HR processes. The committee has met once - more info to come as well;
 - f) Fundraising Committee (previously Budget Commitment Committee) is composed of the fundraising chairs and determines how much we can raise for the upcoming year and plans current year’s fundraising strategy.
 - g) The leadership team is finalizing its review of the charters and then will submit to Committees / Committee Chairs. Charters will be sent for board approval in late Feb for a vote in March. Will be some changes to Bylaws so Bylaws and Charters have the same language. Will send a document and summary no later than February 20 for March 5 meeting.
2. Item #2: Review and document office policies and procedures: Beth Goldberg
 - a) Many policies and procedures exist and this step is about centralizing the information and creating an “operating manual” that captures how LPIE functions on a day-by-day basis. Also creating an HR handbook that is a place to go with questions and explains formal policies. Also a simplified timesheet. It’s all about consolidation, consistencies, and centralizing information.
3. Item #3: Manage resources to maximize efficiency: Beth Goldberg
 - a) Reviewing internal systems, specifically Donor Perfect (our donor database) and planning to transition to their credit card processing and forms. This will greatly increase efficiency with automated data input (currently doing this manually), making possible quicker sharing of updates. Also means staff time will be freed up for more strategic work as we transition to being more data driven.
4. Item #4: Improve board nominating process: Jaia Kaufman
 - a) Improve Board Nominating Process to make it more efficient and structured. Previously was done in emails. This year, will use a google



form. Return the form by January 20 to Jaia. Reach out to Jaia or Danielle if you have any questions. Will also send an email to the LPIE list and ask for nominations. In preparation, have created job descriptions of board members with expectations detailed. Have asked Parent Orgs to appoint someone to the nominating committee to make sure LPIE is not hitting up the same candidates. Timeline: nominating committee meet in early February and present a slate in March 2021 for vote in April 2021.

- D. Enter this year with optimism and excitement about the next six months. We are also becoming a more data-driven organization which presents opportunities for strategies.
- V. Financial Reports: Paul Chopra
 - A. Year to Date numbers, as of December 30, 2020.
 - B. **Expenditures:** Most expenditures for schools will come in around this time but seem to be under the budget for most of them.
 - C. **Fundraising:** Budget of \$3.3 million but closed the year at \$2.4 million. Still trailing at approximately \$900,000. If we want the impact on the reserve to be 0 for the year, we are trailing by about \$1.4 million.
 - D. **Comparing December 2019 and December 2020 numbers:**
 - 1. Had \$3.3 million going into January 2020 versus \$2.4 million going into January 2021. So we are about \$800,000 behind. And if we take into account pledges, we are about \$1.1 million behind where we were last year.
 - 2. Comparing participation December 2019 vs December 2020, we are down 57% to 46% participation total. K-5 schools are behind the curve significantly. If we were to just look at participation in 2019 and apply it to our student count at 2020, we would be at 1,291 students (K-5) vs 977. We should be at 632 vs 515 for Stanley. And Acalanes should be 684 vs 609. So we are short about 500 students. Loss of participation resulted from some of those students that moved away. When considering what we need to do over the coming months, we should keep these data in mind.
- VI. Fundraising Reports
 - A. Annual Giving Campaign – Amy Parlett
 - 1. We had a fantastic December. We had our matching campaign and December is a popular time to give before the end of the year. School chairs made “I Support LPIE” videos and a thank you to those filming the state of the foundation address. It’s a video message that updates where we are with the foundation. Following that, we will be sharing an actual hard copy letter following the State of the Foundation. Trying to reach people in a variety of different ways. And call nights will still happen but will get pushed back a little further from late January.
 - B. Major Donor Campaign –Kirsten Jeffery
 - 1. We are still trying to figure out and finalize appreciation for our major donors. Still brainstorming and will get back to the board. Want to show appreciation



but don't want to spend a lot of money because every dollar counts for LPIE this year.

C. Business Partner Program – Dave Smith

1. Had a good December for business partnerships. Have exceeded \$60,000 in terms of funds received and additional \$23,000 pledged. It was a big December. This week, we will see an update on the thermometer in town. And will invite some of our business partners to our February board meeting.

D. Events – Tiffany Coultas

1. No updates. Will have more updates at the February meeting.

E. Community Campaign - Kelly Daggs

1. Campaign 40 for 40 to celebrate 40 years of LASF/LPIE. Did that through a social media campaign and podcasts. Sent out a letter to the community with no children in the school districts. Represented all the things we are trying to accomplish moving forward and all the positive changes we continue to have. Have raised about \$10,000 with this campaign and it is exciting to see the community support our students and schools from regular donors, some folks who hadn't donated in a couple of years, some who hadn't donated in 10 years, and brand new donors.

VII. DEI - Jaia Kaufman

- A. No update

VIII. Acalanes High School Report (John Nickerson and Travis Bell)

- When County gets into the red tier, will move to hybrid. 75% are going to hybrid and 25% are staying remote.
- Started second semester today with distance learning. Sports camps started with tight restrictions
- Stay at home order expires January 8. We expect that to be extended. Our ICU capacity in the Bay Area has to be projected at above 15% for the next four weeks.
- Hopeful that vaccinations for staff will happen in 4-6 weeks.
- Governor Newsom proposed to provide money for schools that open by February. Would be additional money that could be used for frequent testing.
- Governor's January budget proposal will be coming out January 8. Will keep an eye on that.
- Federal Stimulus Packet – huge amounts going to education that is one-time money and almost all is coming through the Title I allocation so won't bring a lot to the high school district.
- Acalanes will meet with LPIE and Parent Groups on January 25 to discuss budget development and the needs for the HS district.
- Final grades will be published over the next few days over Canvas and teachers have to confirm those are the accurate grades and those will go out on Friday.
- Students will be able to see what cohort they are in for hybrid return – this information will be going out on Friday. 76% returning for in-person hybrid instruction.



- Setting up classrooms to be COVID compliant. Kudos to Andrea Powers. Have to figure out max capacity for classrooms. And want to make sure there's balance as well.
- Monday academy cohort will continue this semester. All students will be with their fall cohort – share important information and doing a lot of the equity work/lessons with students. 800 students completed a survey on the value of the cohort academy. Input on things they would like to see moving forward. Will share the survey results at Dons Dialogue on January 15.
- Equity lessons with QSA club and LGBTQ community coming up soon.
- DEI committee working with BSU and Leadership class to plan for black history month: February 4 – Acalanes will be hosting a district wide book club on *Between the World and Me* by Ta-Nahesi Coates. Tuesday Feb 23 speaker event with Arshay Cooper, author of *A Most Beautiful Thing*.

VII. Lafayette School District Report – Mary Maddux and Richard Whitmore

- Roadmap to Kindergarten on January 7 6PM. Have always partnered with LPIE on this, so they will be sharing with new parents.
- Winter concerts were amazing, despite distance learning.
- Have seen a decline in enrollment this year, so working with a team to lay out a process to find out who intends to re-enroll so the district can lay out the budget.
- Governor's Proposal – waiver process in place
- Two board meetings this month – Thursday, January 7, 3:30PM (update on reopening), January 13 – presentation on reading and phonics workshops and will be looking at 2021-22 calendar.
- Transition of LPIE instructors over to district payrolls – 90-95% the way through that.

VIII. New Business

IX. Adjournment 8:32 PM

General Information:

- I. Communications - Please make sure to like and/or share any LPIE posts you see.
- II. LPIE Program Updates - Planning is in progress for virtual Art and Science Fairs.
 - A. Arts & Humanities
 - B. Music & Performing Arts
 - C. STEM

Upcoming Events and Meetings

- School Chair Meeting – January 19th at 9:00am - Zoom
- General Board Meeting – February 2nd at 7:00pm (Business Partner will be attending)

ROUND OF APPLAUSE!

- Please click [here](#) to see what we have accomplished this year. A huge **THANK YOU** because this would not have been possible without **YOU!**