



**MINUTES OF THE NOVEMBER 9, 2017 MEETING  
A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION**

Iris Hu, Vice-Chair of SPARK\*SF Public Schools, consulting the Board of Directors of the Corporation, held their meeting at the time, on the day, and at the place set forth as follows:

Time: 4:00 PM  
Date: Thursday, November 9, 2017  
Place: SFUSD Chief Financial Office Conference Room 320, 135 Van Ness Avenue, San Francisco, California 94102

The following directors, constituting quorum of the board, were present at the meeting:  
Don Daves-Rougeaux, Amy Graff, Iris Hu, Cheryl King, Myong Leigh, Gilman Louie (via phone), Vincent Matthews, Mark Reisbaum, Sylvia Yee

The following board members were absent:  
Karen Silverman, Shamann Walton

The following staff members were present:  
Chris Armentrout, Jena Hayashi, Danielle Houck, Stephanie Lam, Viva Mogi, Lily Rahnema

**Approval of March 23, 2017 and September 14, 2017 Board Meeting Minutes**

Minutes of the March 27, 2017 and September 14, 2017 board meetings as previously published and approved by consent. Motion to approve by Yee, seconded by Louie and passed by the board

**Public Comment**

There was no public comment

**Board Chair's Report**

**Post-Gala Discussion**

Hu and Manager of Stewardship and Evaluation Jena Hayashi facilitated a post-gala discussion. They thanked the board for its support, and noted the event's success in introducing Superintendent Matthews' peak into his 90-day report, as well as setting the foundation to cultivate new funders and reinvigorate past supporters. Hu noted that once specific prospects of required support are established, the board can help SPARK\*SFUSD staff find organizations and individuals to partner with and facilitate resources.

**Nominating Committee**

Hu shared that she and Louie have spoken about creating a committee to build out the board with new people from new places. Yee suggested combining this committee's responsibility with governance as well. Daves-Rougeaux agreed to send a follow up email around this committee's role and responsibility.

**Board Retreat**

Manager of Corporate and Foundation Relations Lily Rahnema announced January 27, 2018 as secured for the board retreat, with finalized agenda to follow closer to the date.

**President's Report**

Daves-Rougeaux gave an update on the ArtsCenter Capital Campaign, sharing the ArtCenter working group had met and interviewed firms, and is currently exploring the best way to move forward. Hu asked for Daves-Rougeaux to share the ArtsCenter Planning Team org chart to better understand reporting lines, and how funding from SPARK\*SFUSD would be dispersed externally.



**Actions Requested**

*A1-110917 - Allocation of SPARK\*SFUSD Gala Revenues to SFUSD’S HR Department*

On October 5, 2017, LinkedIn approved \$100,000 of new funding for SPARK\*SFUSD. LinkedIn allocated the funds as follows:

- \$50,000 as a gala sponsor, with \$25,000 of that to be allocated to Spark\*Talent initiatives, and the other half towards Spark\* discretionary funds.
- \$30,000 for the African American Achievement & Leadership Initiative
- \$20,000 for Career Technical Education

Daves-Rougeaux raised the request to allocate the \$25,000 earmarked for Spark\*Talent towards SFUSD’s HR Department’s need for evaluation and performance support services, a key initiative prioritized by Superintendent Dr. Matthews. HR has already identified Bellweather as a service provider through the required procurement channels. Once HR has finalized a signed contract, SPARK\*SFUSD would then make the payment directly to Bellweather. HR would also sign a contract with SPARK\*SFUSD outlining reporting requirements on outcome metrics, which would be submitted to LinkedIn. This investment will have a long-term and sustainable impact of establishing accountability measures and systems for continuous staff improvement. Any remaining balance of this \$25,000 after covering the Bellweather contract would be retained by SPARK\*SFUSD, and later applied to other critical needs under the Talent initiative as identified and board approved.

Yee motioned the request, seconded by King and passed by the board.

*A2-110917 - Change in Leadership - Board Chair*

Daves-Rougeaux raised the request to accept Gilman Louie’s resignation as board chair, and a motion to accept the appointment of Vice Chair Iris Hu to fill the role of Board Chair for the duration of the term ending, June 30th 2018. Reisbaum motioned the requested, seconded by Yee, and passed by the board.

*A3-110917- Change in Leadership - Board Vice Chair*

Daves-Rougeaux raised the request to accept Gilman Louie as board vice chair for the duration of the term vacated by Iris Hu, concluding June 30th, 2018. Matthews motioned the request, seconded by Leigh, and passed by the board.

**Treasurer’s Report**

Daves-Rougeaux introduced Debbie Berk, who has been volunteering her financial and accounting services to SPARK\*SFUSD. Berk provided an update on helping to move the budget into a formalized account structure, shifting to full usage of Quickbooks and chart of accounts. Daves-Rougeaux mentioned this supports preparations for the audit as well. Daves-Rougeaux shared several audit firms have expressed interest in providing their services, and that he is currently looking into alternative insurance companies to save resources as well.

**Directors’ Comments/Announcements**

Yee suggested setting up the governance/nomination committees in advance of the retreat as well as preparing pre-planning work to make best use of the day.

**Adjournment**

Daves-Rougeaux motioned for adjournment, seconded by Hu, and unanimously carried; the meeting adjourned at 6:00 PM.

Date: \_\_\_\_\_

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Myong Leigh, Secretary