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## *NOVATO FOUNDATION FOR PUBLIC EDUCATION*

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### *Establishing the NFPE's Initial Organization for Governance and Operations*

Over the last 4 months, the NFPE Interim Board/Support Group has presented the Advisory Committee with a fairly detailed “business plan” for the NFPE. From our mission, to our plans for building the Board and Advisory Council, to our fundraising plan and our fund distribution plan, we have laid the groundwork for what we believe will be an extraordinarily successful local education foundation. In building this plan, however, it has become increasingly obvious to us that we have presented an extremely ambitious vision for the future of the NFPE. We have all come to the realization that we are building a business, a grass-roots, altruistic, volunteer based business, but a business none-the-less. Thus if we are to be successful in carrying out the plan that we have presented, we must govern and operate this foundation like a business. Following is our plan for how the NFPE will be governed and operated during its first few years of existence.

#### **Governance**

As presented and discussed in the May 20<sup>th</sup> Advisory Committee meeting regarding Board structure, the NFPE Board of Directors will initially be a “working” Board. The Board will be responsible, with assistance from the Advisory Council, for providing the leadership and vision necessary to guide the NFPE to long-term success, all the while ensuring its commitment to the students of Novato Public Schools and maintaining its independence from the NUSD. The Board will also be responsible for the day-to-day operations of the NFPE.

As a reminder, the Board of Directors and the Advisory Council are “defined” as follows:

1. The **Board of Directors** – *governing body* - (initially 5 to 7 members, with growth to 11 members after the Foundation is fully functional) -- Made up of a diverse cross-section of Novato residents, all highly committed to supporting Novato Public Schools through their affiliation with the NFPE, and each possessing certain qualities, talents and expertise as outlined in the “job description” available on the NFPE website; willing to donate time on a regular basis, as dictated by the circumstances, to the NFPE; responsible for operating the NFPE (i.e., this will be a working Board, evolving over time to be more of a traditional “over-sight” Board as the subcommittees become fully staffed and functional and an Executive Director is hired); each member with one vote.
2. The **Advisory Council** - *mentoring body* - (7 to 11 members) -- Made up of a diverse cross-section of Novato stakeholders (i.e., business leaders, community leaders, retirees, parents, teachers, etc.), all highly committed to supporting Novato Public Schools through their affiliation with the NFPE, and each possessing certain qualities, talents and expertise as outlined in the “job description” available on the NFPE website; willing to donate time as necessary to the NFPE; responsible for “mentoring” the Board, building strong community relations and awareness, fundraising, providing contacts for volunteerism, etc.; no voting authority, but their input will be sought out and be relied upon heavily by the Board of Directors.

Each Board member will serve a term of 1 to 3 years, staggered for continuity, and can serve no more than 6 consecutive years. Please refer to the document “Establishing the NFPE’s first Board of Directors”, which is available for download on the NFPE website, for further details regarding the Board of Directors.

### Operations

As presented and discussed in the May 20<sup>th</sup> Advisory Committee meeting regarding Board structure, the Board will meet once a month to discuss operational and strategic matters. The Chairman of the Board will also hold the officer title of President/CEO, and two other Board members will hold the officer titles of Treasurer (ideally a CPA) and Secretary (ideally an attorney). These three Board members will comprise the Executive Committee and will be authorized by the Bylaws to conduct the business of the NFPE between Board meetings.

As the Board will initially be a working Board, each Board member will chair at least one committee. Over time, as the NFPE becomes fully functional and the Board becomes less of a working Board and more of an overseeing Board, it is our hope that other members from the Novato community will step forward and volunteer to chair the committees. Each committee chair will be responsible for recruiting their committee members and setting up the committee. Please see the attached list of Committees (including brief descriptions of each committee).

In order to assist the Board with the day-to-day challenges of operating a foundation of the size and complexity as is currently planned for the NFPE, the Interim Board has decided to recommend hiring a Foundation Manager. We believe that fundraising plan and fund distribution plan cannot be implemented in their entirety by a completely volunteer workforce; there is quite simply too much to do in terms of coordinating people, ideas, activities, etc. We believe that a paid Foundation Manager working at least three days per week will be necessary to provide the glue that holds the volunteer force together and ensures that our plan is fully implemented.

It is our plan that the Foundation Manager’s position will be paid for by a specific grant from a local foundation or a group of local businesses. It is our plan that the Foundation Manager will chair the Operations Committee and be the catalyst to ensure that everything that needs to be done is getting done, both from an operational standpoint at the committee level, and from a strategic planning standpoint at the Board level.

**Please note that the Interim Board has located a person who is willing to take on this position and work three days per week at an annual salary of \$25,000. We are currently seeking grant money, as described above, to cover this cost beginning in January.**

In order to illustrate our plan for the governance and operation of the NFPE, we have prepared two Organization Charts. The first, titled NFPE Organization Chart (Initial), illustrates the hierarchal flow of authority with a working Board. The second, titled NFPE Organization Chart (Long-Term), illustrates the hierarchal flow of authority with a non-working Board (i.e., strategic governance only). Please note that, in the second Organization Chart, we show all Committees reporting to the Foundation Manager, and then the Foundation Manager reporting to the Board; in all likelihood, the Board will hire an Executive Director at this point, but we have left the position titled as Foundation Manager for now.

The NFPE Interim Board is currently in the process of recruiting Board members. Several of the Interim Board Members will be continuing on as Board Members for one- or two-year terms, but we still need to recruit at least four additional Board members. We also need to recruit at least seven individuals to sit on the NFPE Advisory Council. Please contact Jeff Belingheri at [jeffb@nfpe.org](mailto:jeffb@nfpe.org) or (415) 883-4262 if you are interested in a Board or Advisory Council position, or know someone who may be. Applications and job descriptions are available for download at [www.nfpe.org](http://www.nfpe.org).

The NFPE currently has two functioning committees that are in need of additional volunteers: the Fund Development Committee and the Program Committee. Please contact Jeff Belingheri if you are interested in volunteering on the Fund Development Committee ([jeffb@nfpe.org](mailto:jeffb@nfpe.org) or (415) 883-4262). Please contact Joyce McCarron if you are interested in volunteering on the Program Committee ([joycem@nfpe.org](mailto:joycem@nfpe.org) or (415) 898-1758).

Thank you all for your support thus far...please volunteer for a committee and/or help us locate volunteers...the NFPE will not thrive without the help of many individuals.