

# CITY CENTER FOR COLLABORATIVE LEARNING

Regular Meeting of the Board of Directors  
Date and Time: Thursday, Aug 17, 2023 4:00 p.m.  
Location: La Suprema 319 W. Simpson, Tucson, AZ

**Present:** Gina Catalano (proxy for Gaye Lynn Fisher), Alexis Favis, Jennifer Camano, Fernanda Echavarri, Rudy McCormick, Jacinta Esquer

**Absent:** Glen Warner, Jose Munoz, Gaye Lynn Fisher

**Guests:** Mary Jo Ghory, Chad Blair, Leslie Edwards, Aretta Hubbard

Meeting was called to order at 4:05 p.m. with a quorum present.

## Agenda

I. Land Acknowledgement

II. Call to the Audience

III. Connections

IV. Approval of June Board Minutes

- Jacinta moved to approve the June board meeting minutes with the amendment recommendation from Mary Jo Ghory that the word “kids” be changed to “students”. Alexis seconded the motion. The motion was carried unanimously.

V. Director of Finance Report

- Leslie presented FY23 year-end highlights and an Human Resource (HR) update. The metrics provided included CommunityShare, data reported to the State Arizona Department of Education, and without CommunityShare. It is anticipated that CommunityShare will leave CCCL within the next ten days.
- The HR update included information about employee benefits, the all employee staff meeting about benefits and sexual harassment training. HR's goal to be fully digital is still in the works.

VI. Executive Director Report

- Chad's report included that the members from the business office will spend one day a week at each of the campuses, and shared the current enrollment data issue—34 students below budget. From the June enrollment report, there was an enrollment waiting list. Gina requested Chad provide a weekly enrollment data report to the board. Chad will work with Brett Goble to help understand what and why enrollment declined and Gina is available to assist to determine the next steps to overcome this shortfall.
- Additional update included how the new staff is adjusting—school managers, Director of Excellence, and Dean of Students;
- Upcoming events are Back to School Nights at all three schools. Board members are welcome to attend.
- Newsletter was sent out last week from the CCCL website, and will be sent every three weeks.

- Gina hosted the CCCL Information and Networking event last week and it was super successful. It was attended by community members and parents. Chad thanked board members for all their referrals. Jacinta suggested parent ambassadors. Three more of these events are scheduled for this school year, along with Coffee with the ED scheduled in between.

#### VII. Instructional Time Model

- During COVID, CCCL had permission to have a more flexible school calendar where students are allowed to work at home and this counts toward school time. For this school year, the middle schools have five days scheduled this year and CHS has one. Assignments will be project-based learning and school campuses will be open, as an additional resource for staff to provide additional assistance to students. Same structure when on-site schools were closed due to COVID. This is an introduction for next month's board meeting when it will be an ACTION item.

#### VIII. Gift and Windfall Policy Adoption

- Leslie provided to the board the purpose and details about each new policy, noting that both policies have been approved by the Finance Committee. Gift Acceptance Policy details acceptable gifts, possible acceptable gifts, and unacceptable gifts. Windfall policy is specifically written for unexpected, unrestricted, not specifically allocated funds—windfall, bequest, and/or major gift.
- Board members presented different scenarios with requests to how those would fit into these policies.
- Jacinta moved to approve both policies. Jennifer seconded the motion. The motion was carried unanimously. See the two attachments.

#### IX. Board Committees, Structures, and Priorities for FY24

- Chad would like to reintroduce board committee work this year.

#### X. Closing and Future Agenda Items

- Gina would like to add new board members and the time is right. Executive committee will need new members due to two outgoing board members.

Meeting adjourned at 5:40 p.m.

The Board of Directors of CITY Center for Collaborative Learning meets monthly on the third Thursday at 4:00 p.m.

## Windfall Allocation Policy

### Purpose

The Board of Directors (the Board) of the CITY Center for Collaborative Learning (CITY) recognize their responsibility to manage all funds entrusted to the Board in a prudent manner, with the understanding that donated funds will be used as designated by the donor. If the donor does not specify a restriction, or the funds received are not of a charitable nature, the Board recognizes the need and responsibility to make appropriate and wise use of these funds.

In deciding the appropriate use of the funds, the Board, guided by the current Strategic Plan, has various goals and priorities, which include meeting operating expenses, maintaining capital assets, funding existing and newly established programs, and ensuring a strong financial future for CITY.

It is not possible to outline every type of receipt that might fall within the definition of a Windfall. Therefore, the Board expects that the Executive Director and Director of Finance will use appropriate judgment in discussing with the Finance and Executive Committees any receipt that might fall within the intent of this policy statement.

### Definitions

- **Windfall:** an unrestricted, unbudgeted bequest, major gift, or non-operating cash receipt valued at \$20,000 or more (the Threshold Amount).
- **Bequest:** any gift, intended to take effect at or after death, by a donor through a Will, a Trust, an IRA, pension plan or similar benefit plan, an annuity or insurance policy of any type, any type of survivorship account, or similar wealth transfer document or plan.
- **Major Gift:** an unrestricted gift of \$20,000 or more made in the form of cash, pledges, securities, partnership interests, commercial property (contracts, promissory notes, mortgages, deeds of trust), insurance and benefits (life insurance, annuities, IRAs and pension benefits), real property and tangible personal property.

## Policy

- 1) Specific allocations shall be made at the recommendation of the Finance Committee with the approval of the Board of Directors.
  - The Finance Committee shall consider recommendations from CITY Executive Leadership and other stakeholders as appropriate.
- 2) The allocation of any Windfall shall include:
  - A portion placed into the Board Designated Operating Reserve.
  - A portion placed into a CITY investment product.
- 3) The allocation of any Windfall may include:
  - Investment in new or existing capital improvement projects.
  - Reduction to existing long-term capital debts.
  - Support of existing and/or newly established programs.
- 4) If the Windfall is the result of a bequest or major gift:
  - If the gift is specified by the donor to be an endowment, either through outright gift, Gift Agreement, or estate documents, 100% of the gift will be placed into an endowment fund owned by CITY.

Adopted by Finance Committee on 8/8/2023.

Approved at CITY Board of Directors Meeting on 8/17/2023.

## Gift Acceptance Policy

### Purpose

The Board of Directors (the Board) of the CITY Center for Collaborative Learning (CITY) hereby resolves to identify the types of donor charitable gifts that will be considered acceptable. It is the intention of the Board to protect CITY from any obligations that might hinder the long-term operations of the organization. CITY's Windfall Allocation Policy may provide additional guidance on the application of Acceptable Gifts.

### Acceptable Gifts:

The following types of unrestricted gifts are generally considered acceptable by CITY without approval by the Finance Committee or by the Board:

- Cash and cash equivalents.
- Marketable securities, including mutual fund shares.
  - To be liquidated immediately upon receipt
- Bequests made through wills, either as primary or contingent beneficiary.
- Permanent (not term) life insurance policies designating CITY as beneficiary.
- Ownership transfers of permanent life insurance policies (with certain exclusions identified below).
- Gifts made through charitable gift annuities.
- Gifts made through charitable remainder, charitable income, or charitable lead trusts.

### Possibly Acceptable Gifts:

The foregoing types of gifts, if restricted for a particular purpose, may require approval by the Finance Committee if the restriction placed upon the gift would obligate CITY to execute a program or service not offered by CITY at the time the gift is made.

Additionally, gifts of liquid or non-liquid assets (including but not limited to artworks, vehicles, and real estate) may also be accepted, but must first be approved for acceptability by the Finance Committee; in certain instances, the Committee may opt to refer the decision to the Executive Committee or to the full Board of Directors for approval prior to acceptance. As a general rule, such assets must be accompanied by a current written appraisal and evidence of clear title; the expense of such documentation is to be borne by the prospective donor. Gifts of real estate must generally also be accompanied by a current Stage II environmental report. In

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evaluating the acceptability of a potential gift to CITY, the Finance Committee should minimally consider the following:

- Any costs CITY might incur in the acquisition or disposition of the asset.
- Any operating expenses CITY must assume as a result of acquiring the asset.
- Legal liability that might arise as a result of acquiring the asset.
- Whether or not the asset will require CITY-provided insurance.
- Staff time (or additional staff) that might be required in the ongoing management or disposition of the gift.
- Expenses that might be incurred in hiring professional help to manage and/or dispose of the asset.
- Whether the asset could be retained by CITY and utilized to offset or reduce expenses to the annual operating fund.
- Whether there exists a ready market for the disposition of the asset.

**Unacceptable Gifts:**

Gifts generally considered unacceptable by CITY include, but are not necessarily limited to:

- Encumbered assets
- Assets without clear title
- Portions of assets held in partnership with other owners.
- Term life insurance policies
- Under-funded universal life insurance policies
- Life insurance policies with outstanding loans
- Closely held stocks.
- Non-marketable securities
- Assets determined to have little potential for disposition.
- Gifts made from a source whose involvement with CITY would be detrimental to the organization's mission and values.