

## NCOE Foundation

The NCOE Foundation will hold a regular meeting on Wednesday, May 27, 2020, at 3:30 p.m.

### 1. ORGANIZATION

A. Call to Order

B. Welcome to Visitors

C. **Public Participation:**

Members of the public are invited to join by computer, tablet, smartphone, or telephone. Members of the public wishing to provide public comment must request to be called upon by:

1. Using the chat feature on the web conference to send a request to meeting host Josh Schultz, or
2. Using the hand raising feature in the participant panel on the web conference, or
3. Emailing a request to [jschultz@napacoe.org](mailto:jschultz@napacoe.org). Requests to provide public comments should include the name of the commenter, the phone number or username of the commenter used to join the conference, and an indication if the comment is regarding items that ARE or ARE NOT on the Board's May 27, 2020 agenda.
4. Join from PC, Mac, Linux, iOS or Android:  
<https://meetings.ringcentral.com/j/1489534387>  
or iPhone one-tap: +1(773)2319226,,1489534387#  
or telephone+1(773)2319226  
**Meeting ID: 148 953 4387**

D. Approval of the Agenda

E. Approval of Minutes – April 22, 2020

F. Comments by the Public: Suggestions, comments, and requests may be presented to the Board on those subjects over which the Board has jurisdiction. Normally, the Board will take no action at this time. Individuals may be limited to three minutes for their presentations.

### 2. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS

The Board Chair and/or Board members may report miscellaneous items for information purposes.

### 3. CONSENT AGENDA ITEMS

Background information on these items is provided to the Board prior to the meeting. Action is taken by a common motion without discussion unless discussion of an item(s) is requested by a Board member(s).

A. Gift Approval: Approve all contributions, gifts, and transactions. Refer to Transaction List on NCOE Foundation Monthly Financial Statement.

All donation/gift acceptance requests will be submitted to the Board Secretary for approval. Approval will take the form of a consent agenda item where all gifts are listed and then the board takes action to accept them. Items that the Board Secretary thinks might be controversial will be held for discussion or action. (Julie McClure, Secretary)

B. Grant Approval: All grant submission requests will be submitted to the Board Secretary for approval. Approval will take the form of a consent agenda item where all grant

requests are listed and then the board takes action to accept them. Items that the Board Secretary thinks might be controversial will be held for discussion or action. (Julie McClure, Secretary)

C. Event Approval: Approval of event as follows: All event approval requests will be submitted to the Board Secretary for approval. Approval will take the form of a consent agenda item where all event requests are listed and then the board takes action to accept them. Items that the Board Secretary thinks might need further discussion will be held for discussion or action. (Julie McClure, Secretary)

D. Fund Distribution:

- Camille Creek \$1,100.00
- College and Career Readiness \$8,700.00
- Community Programs \$1,147.95
- Early Childhood Services \$100.00

Department acceptance of funds from the NCOE Foundation will include the following: (1) Statement that funds will be utilized in compliance with IRS and State regulations in order to protect the Foundation, its funds and donors, (2) Requirement of a one page annual report on how the funds were used due July 15 each year, (3) Requirement for follow up with funder/donors, including initial thank you letter and final letter at the conclusion of the project/year with a description of outcome, including pictures, and (4) Specific restrictions on the use of funds or reporting requirements spelled out by funder.

Funds received through grants or donations for the purposes of a particular department or activity will be transferred to that department upon acceptance of NCOE Foundation terms. Approval of distribution of funds from the NCOE Foundation to a Napa County Office of Education department or program will take the form of a consent agenda item. (Julie McClure, Secretary)

#### 4. **INFORMATION ITEMS**

A. NCOE Foundation Monthly Financial Statement (Josh Schultz, Treasurer)

B. Gifts to Individuals Update (Josh Schultz, Treasurer)

C. Legal Policy Manual-Meeting Calendar (Julie McClure, Secretary)

D. Upcoming grants and opportunities (Julie McClure, Secretary)

#### 5. **FUTURE AGENDA ITEMS**

#### 6. **NEXT MEETING OF THE NCOE FOUNDATION**

**The next regular meeting of the NCOE Foundation will be on Wednesday, June 24, 2020.**

#### 7. **ADJOURNMENT**

In compliance with the American with Disabilities Act, if special assistance is needed to participate in this meeting, contact the NCOE Foundation at 253-6810. Notification forty-eight hours prior to the meeting will enable the NCOE to make reasonable arrangements to ensure accessibility to this meeting. I HEREBY CERTIFY THE AGENDA FOR THE STATED MEETING WAS POSTED ON THE NCOE WEBSITE AND IN NCOE'S DISPLAY CASE AT 2121 IMOLA AVENUE, NAPA, CA 94559, Friday, May 22, 2020. Informational material is available for review at the NCOE. Ellen Sitter, Recording Secretary NCOE Foundation.