

REGULAR MEETING OF THE NCOE Foundation
Wednesday, June 23, 2021

Members present

Participated via Zoom: Josh Schultz, Julie McClure, Sara Sitch, Lynne Vaughan, Tony Apolloni

Absent: Connie Silva, Gillie Miller, Caroline Wilson, Kelsey Petithomme

1. ORGANIZATION

A. CALL TO ORDER

Mr. Schultz called the meeting to order at 3:30 p.m.

B. VISITORS

Visitors were welcomed to the meeting.

C. PUBLIC PARTICIPATION

Mr. Schultz noted that no public was on the call, so the Public Participation instructions were not read.

D. APPROVAL OF THE AGENDA

The Agenda was approved on a motion by Ms. Sitch and a second by Ms. McClure. *Ayes* Dr. Apolloni, Ms. Vaughan, Mr. Schultz, Ms. McClure, Ms. Sitch. *Noes* – None.

E. APPROVAL OF MINUTES

The Minutes of May 26, 2021 were approved on a motion by Ms. Vaughan and a second by Ms. Sitch. *Ayes* - Dr. Apolloni, Ms. Vaughan, Mr. Schultz, Ms. McClure, Ms. Sitch. *Noes* – None.

F. COMMENTS BY THE PUBLIC

There were no comments by the public.

2. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS

Mr. Schultz reported that we have one compliance item on the calendar for information later in the agenda. There is one more to get done, the RRF-1 Filing with the Attorney General's office which is connected with our tax return delay. This will be done within the next week and will be current by the next meeting.

3. CONSENT AGENDA ITEMS

A. On a motion by Mr. Schultz and a second by Ms. Sitch, the Board approved Consent Agenda Item 3.A. (Gift Approval): ***Refer to the Transaction List on the NCOE Foundation Monthly Financial Statement.*** *Ayes* - Dr. Apolloni, Ms. Vaughan, Mr. Schultz, Ms. McClure, Ms. Sitch. *Noes* – None.

B. No action was taken on Consent Agenda Item 3.B. (Grant Approval).

C. No action was taken on Consent Agenda Item 3.C. (Event Approval).

D. On a motion by Mr. Schultz and a second by Ms. Sitch, the Board approved Consent Agenda Item 3.D. (Fund Distribution). *Ayes* - Ms. Silva, Dr. Apolloni, Ms. Miller, Ms. Vaughan, Mr. Schultz, Ms. McClure, Ms. Sitch. *Noes* – None.

- Superintendent's Fund: \$300 Target gift card and \$100 gas card for preschool family in need of necessities.

4. INFORMATION ITEMS

A. NCOE Foundation Monthly Financial Report

The NCOE Foundation Monthly Financial Report was accepted as presented.

B. Upcoming grants and opportunities

Ms. Sitch reported that the Sonoma County Vintners grant to the NCOE Foundation was funded. The grant is specifically for the After School programming in Sonoma County and for providing student scholarships.

C. NCOE Foundation Compliance Calendar

Ms. McClure requested that the topic for Board President be an action item at the July board agenda.

D. Update Goal Setting and Need Statement

Ms. McClure encouraged the board to consider what it is that they need and want from the Foundation. Specifically, do we want to work towards having staff time dedicated to this or, if not, what are the projects we might be able to accomplish given the current circumstances.

Ms. McClure and the group agreed to schedule some more significant planning time for future planning.

E. New Board Structure

Ms. McClure noted that the new board appointments have happened and are included in the board packet.

F. NCOE Foundation Fund Distribution Policy and Procedure

Ms. McClure reminded board members who had fund distributions that we need a simple report that was included in the board packet today. This will be an item on the July agenda, and Ms. McClure or Ellen Sitter will send out a reminder prior to the July meeting.

G. Statement of Information

Mr. Schultz reported that the Statement of Information has been filed with the Secretary of State office, and this is the annual filing of the business entity registration with the Secretary of State office.

5. FUTURE AGENDA ITEMS: 1) Reports on distributed funds; 2) Action on Board Chair; 3) Confirmation of the filing of the RRF-1; 4) Presentation on Programs for next year due to COVID; 5) Need Statement update.

6. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION

The next meeting of the NCOE Foundation will be on Wednesday, July 28, 2021 at 3:30 p.m.

7. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:10 p.m.

Respectfully submitted,
Julie McClure, Secretary

Approved _____

Date_____