

REGULAR MEETING OF THE NCOE Foundation
Wednesday, May 26, 2021

Members present

Participated via Zoom: Josh Schultz, Julie McClure, Connie Silva, Sara Sitch, Lynne Vaughan, Tony Apolloni, Caroline Wilson, Kelsey Petithomme, Gillie Miller

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. Miller and a second by Ms. Wilson. *Ayes* - Ms. Silva, Dr. Apolloni, Ms. Miller, Ms. Vaughan, Ms. Wilson, Ms. Petithomme, Mr. Schultz, Ms. McClure, Ms. Sitch. *Noes* - None.

E. APPROVAL OF MINUTES

The Minutes of April 28, 2021 were approved on a motion by Ms. Wilson and a second by Ms. Sitch. *Ayes* - Ms. Silva, Dr. Apolloni, Ms. Miller, Ms. Vaughan, Ms. Wilson, Ms. Petithomme, 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

Ms. McClure reported that she attended the online *If Given a Chance* fundraiser. Ms. McClure distributed meals for those who bought tickets and watched the virtual event with Barbara Nemko and some of the Napa County Board of Education board members.

3. CONSENT AGENDA ITEMS

A. On a motion by Ms. Silva and a second by Mr. Schultz, the Board approved Consent Agenda Item 3.A. (Gift Approval): ***Refer to the Transaction List on the NCOE Foundation Monthly Financial Statement.*** *Ayes* - Ms. Silva, Dr. Apolloni, Ms. Miller, Ms. Vaughan, Ms. Wilson, Ms. Petithomme, 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 Ms. Silva and a second by Mr. Schultz, the Board approved Consent Agenda Item 3.D. (Fund Distribution). *Ayes* - Ms. Silva, Dr. Apolloni, Ms. Miller, Ms.

Vaughan, Ms. Wilson, Ms. Petithomme, Mr. Schultz, Ms. McClure, Ms. Sitch. *Noes* – None.

- Superintendent's Fund: \$1,140 for 114 at \$10/each Starbucks gift cards for students and families as vaccine incentives.
- Superintendent's Fund: \$459 to Berkeley School of Optometry for medical exams for visually impaired preschool child.

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. McClure had nothing to report at this time.

C. NCOE Foundation Compliance Calendar

Mr. Schultz noted there is nothing new to report on the Compliance Calendar. The Statement of Information will be filed by the June meeting, and a report will be provided at that time.

Ms. McClure reported that we will have our board positions renewed and finalized for the June meeting.

D. NCOE Foundation 201–20 Tax Return and Form RRF-1

Mr. Schultz reminded the Board that a copy of the 2019-20 tax return 990-EZ and the completed Form RRF-1 are in the board packet. Mr. Schultz noted that 2019-20 was the first year the NCOE Foundation had enough money to file a full 990-EZ. Mr. Schultz further noted that the auditors for the NCOE, Christy White and Associates, are also the auditors for the NCOE Foundation, because the NCOE Foundation is considered a component of the NCOE with regard to reporting purposes for an audit. Mr. Schultz noted that going forward both the tax return 990-EZ and the Form RRF-1 will be filed by November 15 of each year.

E. Update Bill Dodd Fundraiser Distributions

Ms. Sitch reported that in the most recent month, the childcare program had 126 students in the program and 85 percent of those students were on scholarship ranging from 10 percent to 100 percent. The program is thankful that the Bill Dodd funds will cover these scholarships. Ms. Sitch reported that she is working with Kelly Bucy regarding the logistics for additional disbursement of Bill Dodd funds.

Mr. Schultz recommended at some point to let the donors know what their funds have facilitated.

F. Goal Setting 2021-22

Ms. McClure reported that the desire to have more support in reaching out to donors and attracting local funding participants in our board endeavors would help us with funding needs. Ms. McClure encouraged the board to work on their list of needs. The topic will be on the June agenda for further discussion.

Ms. McClure reminded the Board that the Fund Distribution Report will be included in the June board packet as a reminder that the reports are due in July. Everyone who had funds distributed will need to report and will also need to include a report back to the funders.

G. Review Board Positions

Ms. McClure noted that *Review Board Positions* was covered in Item 4.C., and there is nothing further to add at this time.

5. FUTURE AGENDA ITEMS: 1) New Board Structure; 2) Mission, Goals, and Need Statement; 4) Statement of Information.

6. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION

The next meeting of the NCOE Foundation will be on Wednesday, June 23, 2021 at 3:30 p.m.

7. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:45 p.m.

Respectfully submitted,
Julie McClure, Secretary

Approved _____

Date_____