

# **REGULAR MEETING OF THE NCOE Foundation**

## **Wednesday, November 19, 2019**

### **Members present**

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

## **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. APPROVAL OF THE AGENDA**

The Agenda was approved on a motion by Ms. McClure and a second by Ms. Miller. Ayes - Ms. Silva, Ms. Wilson, Mr. Schultz, Ms. Miller, Dr. Apolloni, Ms. McClure, and Ms. Sitch. Noes – None. Ms. Vaughan not present to vote.

### **D. APPROVAL OF MINUTES**

The Minutes of October 23, 2019 were approved on a motion by Ms. McClure and a second by Ms. Sitch. Ayes - Ms. Silva, Ms. Wilson, Mr. Schultz, Ms. Miller, Dr. Apolloni, Ms. McClure, and Ms. Sitch. Noes – None.

### **E. COMMENTS BY THE PUBLIC**

There were no comments by the public.

## **2. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS**

The Board had nothing new to report.

## **3. ACTION ITEMS**

A. On a motion by Mr. Schultz and a second by Ms. Wilson, the Board approved *Policy: Fund Distribution*. Ayes - Ms. Silva, Ms. Wilson, Mr. Schultz, Ms. Miller, Dr. Apolloni, Ms. McClure, and Ms. Sitch. Noes – None.

## **4. CONSENT AGENDA ITEMS**

A. On a motion by Ms. Sitch and a second by Ms. Miller, the Board approved Consent Agenda Item 4.A. Gift Approval: Approval of donations/gifts as follows:

- \$500.00 Donation from Napa Stem Academy (JMAC Enterprises) for Robotics
- \$250.00 Donation from Stephen Orndorf (general fund)
- \$1,000.00 Donation from Chaudhary & Associates for the Bill Dodd Event
- \$300.00 Donation from E. Richard Jones for the Bill Dodd Event
- \$5,000.00 Donation from Santa Ynez Band of Mission Indians for the Bill Dodd Event
- \$200.00 Donation from Ann Cash for tickets to the Bill Dodd Event
- \$2,500.00 Donation from Castello di Amorosa and V. Satuii Winery for Bill Dodd Event
- \$1,000.00 Donation from CA Refuse Recycling Council North PAC
- \$5,000.00 Donation from the Craig and Kathryn Hall Foundation for the Bill Dodd Event
- \$1,000.00 Donation from Darioush Khaledi Winery for Bill Dodd Event

- \$1,000.00 Donation from Napa Valley Vintners for Bill Dodd Event
- \$2,500.00 Donation from Sutter Home Winery for Bill Dodd Event

Ayes - Ms. Silva, Ms. Wilson, Mr. Schultz, Ms. Miller, Dr. Apolloni, Ms. McClure, and Ms. Sitch. Noes – None.

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

C. On a motion by Ms. Sitch and a second by Ms. Miller, the Board approved the Bill Dodd Holiday Party and Fundraiser, December 9, 2019, Silverado Resort & Spa (ABC License). Ayes - Ms. Silva, Ms. Wilson, Mr. Schultz, Ms. Miller, Dr. Apolloni, Ms. McClure, and Ms. Sitch. Noes – None.

D. On a motion by Ms. Sitch and a second by Ms. Miller, the Board approved Consent Agenda Item 4.D. Fund Distribution Approval: Fund Distribution Approval as follows:

- \$1,100 to support the educational mission of the Camille Creek Juvenile Court and Community School program.
- \$1,100 to support the educational mission of the Community Programs department.
- \$100 to support Early Childhood programs.
- \$100 to support the educational mission of the College and Career Readiness program.
- \$8,000.00 from the NCOEF College and Career Readiness Fund to the NCOE Napa High Robotics Enterprise Fund.

Ayes - Ms. Silva, Ms. Wilson, Mr. Schultz, Ms. Miller, Dr. Apolloni, Ms. McClure, and Ms. Sitch. Noes – None.

## **5. INFORMATION ITEMS**

### **A. NCOE Foundation Monthly Financial Statement**

Mr. Schultz noted there is nothing new to report.

### **B. Confirm Indirect Policy**

Mr. Schultz reminded the board if we make expenditures directly from the Foundation as opposed to if we make a grant to the program in the General Fund, a five percent direct rate will be charged by the Foundation. If we grant funds to a program, the assumption is that those funds will be subject to the NCOE regular direct rate unless a specific request has been made.

### **C. Upcoming Grants and Opportunities**

- Napa Valley Vintners 2020 was tabled to the December meeting.
- Ms. Sitch updated the board on the Bill Dodd Holiday Fundraiser progress noting that silent and live auction items are coming in. Ms. Sitch thanked everyone who has contributed.

### **D. Legal Maintenance Manual**

Mr. Schultz reported that the Legal Maintenance Manual will be a good guide for us to ensure we are on top of all the legal requirements with regard to financial filing requirements.

**E. Superintendent’s Fund Move to NCOE Foundation**

Mr. Schultz noted that once we know who the Superintendent’s Fund advisory committee is, we can choose a date and write the check for the full amount from the Superintendent’s Fund to the NCOE Foundation. Going forward this will become a Consent Agenda Item for funds received.

**6. FUTURE AGENDA ITEMS** (1) Board approval of Advisory Committee for the Superintendent’s Fund; and, (2) Board to choose date to write check for full amount to NCOE Foundation from the Superintendent’s Fund.

**7. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION**

The next meeting of the NCOE Foundation will be held December 17, 2019 at 3:30 p.m. at the NCOE.

**8. ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:00 p.m.

Respectfully submitted,  
Julie McClure, Secretary

Approved \_\_\_\_\_

Date \_\_\_\_\_