

REGULAR MEETING OF THE NCOE Foundation
Wednesday, May 22, 2019

Members present

Josh Schultz, Julie McClure, Caroline Wilson
Participated via Zoom: Tony Apolloni, Connie Silva, Sara Sitch

1. ORGANIZATION

A. CALL TO ORDER

Mr. Schultz called the meeting to order at 3:02 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. Wilson. Ayes - Ms. Silva, Dr. Apolloni, Ms. Wilson, Mr. Schultz, Ms. McClure, and Ms. Sitch. Noes - None.

D. APPROVAL OF MINUTES

The Minutes of April 24, 2019 were approved on a motion by Ms. McClure and a second by Ms. Wilson. Ayes - Ms. McClure, Mr. Schultz, Ms. Wilson, Dr. Apolloni, Ms. Silva, and Ms. Sitch. Noes - None.

E. COMMENTS BY THE PUBLIC

There were no comments from the public.

2. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS

The Board had nothing to report at this time.

3. CONSENT AGENDA ITEM

A. On a motion by Mr. Schultz and a second by Ms. Wilson, the Board approved Consent Agenda Item 3.A. (Gift Approval). Ayes - Ms. McClure, Ms. Wilson, Mr. Schultz, Dr. Apolloni, Ms. Silva, and Ms. Sitch. Noes - None.

B. Ms. McClure reported that the Syar grant was submitted on behalf of the Cellar Rats Robotics program for \$15,500 is earmarked for entrance fees to various robotics competitions.

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

4. INFORMATION ITEMS

A. NCOE Foundation Monthly Financial Statement

Mr. Schultz reminded the Board that the NCOE Foundation monthly financial statement can be accessed on SharePoint in the Document Library under Financial. Mr. Schultz suggested contacting Justin Hefley if you are having difficulty viewing the Document Library.

B. Review Donations/Gift Policy

Ms. McClure requested that we include a “grants” policy similar to our gifts/donation and events policies. Ms. McClure recommended the updated policy be presented to the Board for consideration at the next meeting.

C. Give!Guide Update

Ms. Sitch reported that we will look at the Give!Guide for next year. Typically the applications are due in May. We will review the IRS approval for next year, as the requirement for Give!Guide states the non-profit must be in operation for two years from date of formation. The effective date of the formation of the NCOE Foundation is June 26, 2018. Hopefully, they will let us apply next year even though we will be one month short of the two year requirement.

D. Upcoming Grants and Opportunities

The Board had nothing to report at this time.

E. Review Cellar Rats Program

Mr. Schultz reminded the Board that the Napa Cellar Rats is the name that the Napa High Robotics team uses to compete in robotics competitions. Mr. Schultz reported that he met with the Cellar Rats parents and discussed the process of running funds through the NCOE Foundation and, when appropriate, they may be able to donate funds directly to NCOE unless a 501c3 designation is required or preferred.

F. Review Board Positions

Ms. McClure reviewed the length of different board positions and noted that nominations will be brought back at the next meeting.

G. Prolific Prep

Ms. Wilson provided an overview of the Prolific Prep program and how it has benefited our students. Ms. Wilson informed the Board that Prolific Prep now has a grant writer to further build the Prolific Prep program specifically to do grant writing around their mentorship program.

Mr. Schultz reported that the grant writer contacted him, and he let her know there is an approval process through the NCOE Foundation. Prior to her applying through us, she will discuss with the owners and share what they are working on. One of the organizations she mentioned pursuing is the community foundation.

5. FUTURE AGENDA ITEMS (1) Policy update to add grants to the existing policy, (2) Nominations for board members with expiring terms and President, and (3) Review ideas about additional board members.

6. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION

The next meeting of the NCOE Foundation will be held July 31, 2019 at 3:00 p.m. at the NCOE.

7. ADJOURNMENT

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

Respectfully submitted,

Julie McClure, Secretary

Approved _____

Date _____