

REGULAR MEETING OF THE NCOE Foundation

Wednesday, June 24, 2020

Members present

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

1. ORGANIZATION

A. CALL TO ORDER

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

B. VISITORS

Dr. Nemko was welcomed to the meeting. Megan Gardner was welcomed to the meeting.

C. APPROVAL OF THE AGENDA

The agenda was approved on a motion by Ms. Wilson and a second by Ms. Vaughan. *Ayes* - Mr. Schultz, Ms. Wilson, Ms. Silva, Ms. Miller, Dr. Apolloni, Ms. McClure, Ms. Vaughan, Ms. Sitch. *Noes* - None.

D. APPROVAL OF MINUTES

The Minutes of May 27, 2020 were approved on a motion by Ms. Sitch and a second by Ms. McClure. *Ayes* - Mr. Schultz, Ms. Wilson, Ms. Miller, Ms. Vaughan, Ms. Silva, Dr. Apolloni, Ms. McClure, Ms. Sitch. *Noes* - None.

E. COMMENTS BY THE PUBLIC

There were no comments from the public.

2. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS

- Ms. McClure reported on an email request she received from Anne Sutkowi-Hemstreet with regard to issues around social justice, equality and equity in our workplace. Ms. McClure let the Board know that the NCOE has been talking about social justice issues and having conversations about what we can do in those areas. We will be sending out some initiatives and activities that we will be engaging in, regarding this arena, to our staff. Among other things, they include trainings, professional development, as well as putting out some resources on our webpage on social justice and starting an inclusion and diversity work group at the NCOE. An email will go out shortly, and Dr. Nemko and Ms. McClure will follow up with Ms. Sutkowi-Hemstreet to let her know what our activities are in this area.
- Dr. Nemko gave a shout out to Kelly Bucy who took it upon herself to contact a pharmacy on behalf of a preschool child who is receiving prescription health care funding support through the Superintendent's Fund. The funding was an approved expenditure through the Superintendent's Fund.

3. CONSENT AGENDA ITEMS

A. No action was taken on Consent Agenda Item 3.A. (Donation/Gift Approval).

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

The recipient of the approved fund distribution:

- Prescription medication for a Napa Preschool Program child for a four to five month duration at a monthly cost of \$361 distributed through the Superintendent's Fund.

4. INFORMATION ITEMS

A. NCOE Foundation Monthly Financial Statement

Mr. Schultz asked if anyone had any question or comments. The Board had no comments.

B. First Reading AmeriCorps Procedures Policy: AmeriCorps Fund Description

Ms. McClure noted that Mr. Schultz did the research on this topic previously. The AmeriCorps Procedures Policy Fund Description is a product of that research. Ms. McClure and her team wrote descriptions for the AmeriCorps Fund and for Item 4.C. Superintendent's Fund which follows the procedures outlined in the Foundation Fund Distribution Policy. Each of these descriptions identifies who the target recipients are in the process.

C. First Reading Superintendent's Fund Procedures Policy: Superintendent's Fund Description

As noted in Item 4.B.

D. First Reading NCOE Foundation Fund Distribution Policy

Ms. McClure noted an addition to our policy on fund distribution which includes funds to individuals. The policy is a distillation of some of the research we went over at our last meeting. The new pieces to the policy are also highlighted in yellow. This is our First Reading and will come back for a Second Reading.

E. First Reading Gifts to Individuals

Ms. McClure requested Item 4.E. be stricken from the agenda, as this item was covered at the May meeting.

F. Upcoming Grants and Opportunities

Ms. McClure asked the Board if they had any grants on the horizon that we want to pursue.

- Ms. Sitch reported there is a Leggo Robotics Building Program that some of her team members are interested in pursuing. Ms. Sitch commented that she is unclear if the application needs to go through the NCOE Foundation and noted they are just in a discovery phase at this time. If this opportunity is appropriate for the NCOE Foundation, she will bring it to the next meeting. It's through a part of Sonoma County Office of Education, so it would just be Sonoma, but there is interest at the NCOE as well.

- Dr. Apolloni announced that he will donate \$1,000 to the Superintendent's Fund and will send a check. Dr. Apolloni asked that Kelly Bucy please send him a receipt for the donation.
- Mr. Schultz inquired about creating a template acknowledgment letter to send to donors, and a letter should be standard procedure going forward. Mr. Schultz suggested to either send a letter immediately or send it out at the end of the calendar year, or both. In addition, Mr. Schultz commented that he and Ms. McClure can talk about how to track and accomplish whether it should happen in real time as things come in or create at the end of year, or both.
- Ms. McClure noted that a donor letter was created for the Bill Dodd Fundraiser that could be revised.
- Mr. Schultz noted after looking at the financial statement, we will want to meet with Kelly Bucy for more of a report of activities by the particular funds instead of a running list at the end of the fiscal year.
- Ms. McClure noted we added to the calendar a report on the funds annually. Ms. McClure confirmed with Mr. Schultz that we should do this at the same time we do the reports from the programs on how they spent their funds.

G. Review Board Positions

Ms. McClure announced that Ms. Wilson's term is up, and we are hoping she chooses to renew her term. Ms. Wilson said she would be honored to remain on the Board.

5. FUTURE AGENDA ITEMS: (1) End of year reports, and (2) Revisit concept of having a service or mechanism to identify potential grants.

6. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION

The next meeting of the NCOE Foundation will be held July 22, 2020 at 3:30 p.m. via zoom.

7. ADJOURNMENT

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

Respectfully submitted,
Julie McClure, Secretary

Approved _____

Date _____