

REGULAR MEETING OF THE NCOE Foundation

Wednesday, April 28, 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. Sitch. 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 March 24, 2021 were approved on a motion by Ms. Miller and a second by Mr. Schultz. 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

Mr. Schultz reported that he will check on the status of our 990 tax return, and report back to the board at the next meeting. Mr. Schultz further noted that our auditors, Christy White Associates, are under contract to file returns for us. Thus, Mr. Schultz will ask Kelly Bucy for an update on the status of the tax extension.

3. CONSENT AGENDA ITEMS

A. On a motion by Ms. Miller 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 - 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. Miller 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, Ms. Wilson, Ms. Petithomme, Mr. Schultz, Ms. McClure, Ms. Sitch. Noes - None.

- Superintendent's Fund \$500 Target gift card to preschool family in need of necessities
- Superintendent's Fund annual contribution \$2,000 to *If Given a Chance*

4. INFORMATION ITEMS

A. NCOE Foundation Monthly Financial Report

Mr. Schultz noted that the Monthly Financial Report is not showing revenue from the Nemko's donation, so that will need to be corrected.

Ms. Sitch noted that she was waiting to get a little closer to the end of the year to distribute funds from the Bill Dodd fundraiser, and she anticipates distributing some of those funds this year.

Mr. Schultz asked that these items be on either the May or June agenda.

B. Upcoming grants and opportunities

Ms. McClure had nothing to report at this time.

Ms. Sitch reminded the Board that letters of interest were submitted and discussed at the last meeting. There is nothing new to discuss at this time.

C. NCOE Foundation Compliance Calendar

Mr. Schultz reported that the Statement of Information will be done sometime in May, and it's due in June.

Mr. Schultz asked that "Form 990", notated on the Compliance Calendar next to the Conflict of Interest item, be removed from the Compliance Calendar.

D. Review of Board Positions

Ms. McClure reminded the Board that the last page of the Board packet highlights the positions that are coming up to renew. Specifically, Dr. Apolloni, Ms. Miller, and Ms. Vaughan are up for renewal. Ms. McClure noted that the hope is all three will renew, and if not we can have that conversation.

Ms. McClure invited Ms. Petithomme to join the Board, because we have all of our student program directors in this group, and Ms. Petithomme's programs need and garner donations, so this would be a good venue for her.

Ms. Petithomme reported there is more interest in funding early childhood programs that we could capture, and as the Director of the Early Childhood Development Program, she is interested in doing more for our programs and families.

Mr. Schultz reminded the Board that we have an early childhood fund already set up.

Ms. McClure reported that board positions were staggered initially. We will review and update terms in May and finalize updates during the June meeting.

Dr. Apolloni proposed finding a new Board President, preferably someone more visible in the community. Dr. Apolloni further noted that he is certainly willing to be on the Board but because of geographical distance, it may be prudent to consider a more prominent person in the community.

Mr. Schultz noted that Dr. Nemko is the designator and will be consulted as to who she deems as an appropriate replacement. Mr. Schultz asked the Board to submit their ideas for consideration.

Mr. Schultz reported that we will submit to Dr. Nemko in June, to formally reup for an extended term, those who are returning: Ms. Miller and Ms. Vaughan are renewing. Ms. Petithomme has an interest in joining.

Mr. Schultz noted we will submit the recommendation for Kelsey Petithomme's term to Dr. Nemko, followed by clearing up length of terms for those who are coming on, or renewing, and taking on Tony's charge to recruit a new outside director as president.

Dr. Apolloni announced that he would donate \$1,000 to the Early Childhood Development Program.

5. FUTURE AGENDA ITEMS: 1) Update status tax return extension; 2) Monthly Financial Report to show revenue from the Nemko's donation; 3) Update Bill Dodd fundraiser distributions; 4) New project ideas; 5) Update length of terms of office; and 6) Possible recruitment new outside director as President.

6. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION

The next virtual meeting of the NCOE Foundation will be on Wednesday, May 26, 2021 at 3:30 p.m.

7. ADJOURNMENT

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

Respectfully submitted,
Julie McClure, Secretary

Approved _____

Date _____