

NCOE Foundation

The NCOE Foundation will hold a regular meeting on Wednesday, December 8, 2021, at 3:30 p.m. at the Napa County Office of Education, 2121 Imola Avenue, Napa CA 94559. **Members of the public may attend the meeting in-person or remotely.**

1. ORGANIZATION

A. Call to Order

B. Welcome to Visitors

C. **Public Participation:**

Members of the public are invited to join by computer, tablet, smartphone, or telephone. Members of the public wishing to provide public comment must request to be called upon by:

1. Using the chat feature on the web conference to send a request to meeting host Julie McClure, or
2. Using the hand raising feature in the participant panel on the web conference, or
3. Emailing a request to jmcclure@napacoe.org. Requests to provide public comments should include the name of the commenter, the phone number or username of the commenter used to join the conference, and an indication if the comment is regarding items that ARE or ARE NOT on the Board's December 8, 2021 agenda.
4. Join from PC, Mac, Linux, iOS or Android:
or iPhone one-tap: +1(773)2319226,,1489534387#
or telephone+1(773)2319226
Meeting ID: 148 953 4387

D. Approval of Agenda

E. Approval of Minutes – October 27, 2021

F. Comments by the Public: Suggestions, comments, and requests may be presented to the Board at this time for items not on the agenda on those subjects over which the Board has jurisdiction. Normally, the Board will take no action at this time. Individuals may be limited to three minutes for their presentations.

Comments by the Public for Items on the Agenda: The NCOE Foundation Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the NCOE Foundation, either before or during the Board's consideration of the item.

2. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS

The Board Chair and/or Board members may report miscellaneous items for information purposes.

3. CONSENT AGENDA ITEMS

Background information on these items is provided to the Board prior to the meeting. Action is taken by a common motion without discussion unless discussion of an item(s) is requested by a Board member(s).

A. Gift Approval: Approve all contributions, gifts, and transactions. **Refer to Transaction List on NCOE Foundation Monthly Financial Statement.**

All donation/gift acceptance requests will be submitted to the Board Secretary for approval. Approval will take the form of a consent agenda item where all gifts are listed and the board

takes action to accept them. Items that the Board Secretary thinks might be controversial will be held for discussion or action. (Julie McClure, Secretary)

- Sonoma County Vintners Foundation Grant Award \$10,000. to the NCOE Foundation
- B. Grant Approval: All grant submission request will be submitted to the Board Secretary for approval. Approval will take the form of a consent agenda item where all grant requests are listed and then the board takes action to accept them. Items that the Board Secretary thinks might be controversial will be held for discussion or action. (Julie McClure, Secretary)
- C. Event Approval: All event approval requests will be submitted to the Board Secretary for approval. Approval will take the form of a consent agenda item where all event requests are listed and then the board takes action to accept them. Items that the Board Secretary thinks might need further discussion will be held for discussion or action. (Julie McClure, Secretary)
- D. Fund Distribution:
- Superintendent's Fund \$717.46 for orthotics for preschool child
 - Superintendent's Fund \$500 gift card for special clothing, bedding, and bandages for preschool child
 - Superintendent's Fund \$500 Target gift card for preschool child family suffering extreme circumstances and financial hardship
 - Superintendent's Fund \$500 gas card for family's multiple medical appointments to Stanford for their preschool child
 - Superintendent's Fund \$250 to American Canyon Middle School for clay for art class project

Funds received through grants or donations to support a particular department, individual or organization will be transferred upon acceptance of NCOE Foundation terms. Approval of distribution of funds from the NCOE Foundation will take the form of a consent agenda item. (Julie McClure, Secretary)

4. ACTION ITEMS

- A. Board Approval NCOE Foundation 2020 Tax Return. The Board will be asked to approve the NCOE Foundation 2020 Tax Return. (Josh Schultz, Treasurer)
- B. Board Approval NCOE Foundation Planning/Case for Support Proposal. The Board will be asked to approve the NCOE Foundation Planning/Case for Support Proposal. (Julie McClure, Secretary)

5. INFORMATION ITEMS

- A. NCOE Foundation Monthly Financial Statement (Josh Schultz, Treasurer)
- B. Form RRF-1 (Josh Schultz, Treasurer)
- C. Upcoming grants and opportunities (Julie McClure, Secretary)
- D. NCOE Foundation Compliance Calendar (Julie McClure, Secretary)

E. Update Year-End Donor Letters (Julie McClure, Secretary)

F. Schedule Future Planning Time (Julie McClure, Secretary)

6. FUTURE AGENDA ITEMS

7. NEXT MEETING OF THE NCOE FOUNDATION

The next regular meeting of the NCOE Foundation will be on Wednesday, January 26, 2022.

8. ADJOURNMENT

In compliance with the American with Disabilities Act, if special assistance is needed to participate in this meeting, contact the NCOE Foundation at 253-6810. Notification forty-eight hours prior to the meeting will enable the NCOE to make reasonable arrangements to ensure accessibility to this meeting. I HEREBY CERTIFY THE AGENDA FOR THE STATED MEETING WAS POSTED ON THE NCOE WEBSITE AND IN NCOE'S DISPLAY CASE AT 2121 IMOLA AVENUE, NAPA, CA 94559, Friday, December 3, 2021. Informational material is available for review at the NCOE.

Ellen Sitter, Recording Secretary
NCOE Foundation