

REGULAR MEETING OF THE NCOE Foundation

Wednesday, October 27, 2021

Members present

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

Absent: Ms. Vaughan, Ms. Petithomme

1. ORGANIZATION

A. CALL TO ORDER

Ms. McClure called the meeting to order at 3:30 p.m.

B. VISITORS

Visitors were welcomed to the meeting.

C. PUBLIC PARTICIPATION

Ms. McClure read the instructions regarding Public Participation. There were no comments by the public.

D. APPROVAL OF THE AGENDA

At the request of Mr. Schultz, the Agenda was amended to remove Information Item 5.D. *Annual Fiscal Report*. On a motion by Mr. Schultz and a second by Ms. Wilson, the amended agenda was approved. Ayes - Dr. Apolloni, Ms. Silva, Mr. Schultz, Ms. Wilson, Ms. Miller, Ms. McClure, Ms. Sitch. Noes – None. Ms. Vaughan and Ms. Petithomme not present to vote.

E. APPROVAL OF MINUTES

The Minutes of August 25, 2021 were approved on a motion by Dr. Apolloni and a second by Ms. Miller. Ayes - Dr. Apolloni, Mr. Schultz, Ms. Silva, Ms. Wilson, Ms. Miller, Ms. McClure, Ms. Sitch. Noes – None. Ms. Vaughan and Ms. Petithomme not present to vote.

F. COMMENTS BY THE PUBLIC

There were no comments by the public.

2. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS

3. CONSENT AGENDA ITEMS

A. On a motion by Mr. Schultz and a second by Ms. Wilson, the Board approved Consent Agenda Item 3.A. (Gift Approval): ***Refer to the Transaction List on the NCOE Foundation Monthly Financial Statement.*** Ayes - Dr. Apolloni, Ms. Silva, Ms. Wilson, Ms. Miller, Mr. Schultz, Ms. McClure, Ms. Sitch. Noes – None.

B. On a motion by Mr. Schultz and a second by Ms. Wilson, Consent Agenda Item 3.B. (Grant Approval), *Healing Teen Mental Health Through Art* was approved. Ayes - Dr. Apolloni, Ms. Silva, Ms. Wilson, Ms. Miller, Mr. Schultz, Ms. McClure, Ms. Sitch. Noes – None.

Ms. Sitch reported we were able to secure funding for work happening through the Arts Council. This is a great opportunity for us to allow for more arts and cultural activities to involve families more fully as well as to offer support for parents.

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

D. Ms. Sitch reported that it was determined that *High School Scholarships for ACE program mentors* do not need to go through the NCOE Foundation, as a donation account through the ACE program has been set up for this purpose.

4. ACTION ITEMS

There were no Action Items to approve.

5. INFORMATION ITEMS

A. NCOE Foundation Monthly Financial Report

The NCOE Foundation Monthly Financial Report was accepted as presented.

B. Upcoming grants and opportunities

Ms. Sitch reported that the Mariposa program was selected and will be featured under the Art & Culture section in the Give Guide. Ms. Sitch noted that contributions will go toward the work happening in collaboration with Ballet Folklorico as well as other art and cultural projects. Ms. Sitch will be presenting along with program coordinator, Vanessa Rubio, to the Napa County Board of Education in December to go over the major bullet points of the program. Ms. Sitch further noted that we wanted to be listed in the Give Guide for a number of years and are now able to do so because, as a requirement to participate, we needed to be a part of a foundation for a certain amount of time, and the NCOE Foundation has met this requirement. Additionally, Ms. Sitch said she would send, under separate cover, information regarding the program and how to contribute.

Dr. Apolloni reported that he will donate \$1,000 to the Give Guide to benefit the Mariposa program.

C. NCOE Foundation Compliance Calendar

Ms. McClure reminded the Board that there are a few items coming up in terms of reporting we need to do in November.

D. Annual Fiscal Report

Annual Fiscal Report was removed from the agenda in Item 1.D. Approval of the Agenda.

E. Update on Carla Bryant from CDE interested in joining the NCOE

Ms. Silva reported that Carla Bryant has a grant foundation funded through CDE's foundation. She is seeking a different fiscal agent, and she wants to join the NCOE as she sees some overlapping work in her work and our work which is in leadership training opportunities for early childhood educators. Ms. Bryant will likely make a change in July or later at which time the NCOE Foundation can have more conversations as to her needs and what it will look like at our end.

Ms. Vaughan joined the meeting.

F. NCOE Foundation Tax Eng Letter 2021-2022

Mr. Schultz reported that the Tax Eng Letter will be filed in a timely manner, and the deadline to file is November 15, 2021. The tax letter will be sent to the Board under separate cover.

G. General Liability and D&O Renewal Policies

Mr. Schultz reported that the General Liability and D&O Renewal policies have been renewed, and the full policy is included in the Board packet.

H. Need Statement Update

Ms. McClure reported that she and Barbara Nemko met with consultant Kay Sprinkle, Transforming Philanthropy, LLC. Ms. Sprinkle will provide consulting services on the development of a case for support for the NCOE Foundation for a flat fee of \$2,000. Ms. McClure noted that she has requested a planning session with Ms. Sprinkle, not as part of the Board meeting.

Ms. McClure will look into Ms. Sprinkle's availability and invite her to the next meeting to meet the Board. Thereafter, a date for a subcommittee planning session will be arranged.

I. Report on Agencies to help identify new federal funding environment

Ms. Vaughan reported that she does not see any options at this time.

J. Schedule Future Planning Time

Ms. McClure reported that she will be in touch with possible dates.

6. FUTURE AGENDA ITEMS: Tax Return and other compliance filings.

7. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION

The next meeting of the NCOE Foundation will be on Wednesday, December 8, 2021 at 3:30 p.m.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:08 p.m.

Respectfully submitted,
Julie McClure, Secretary

Approved _____

Date_____