REGULAR MEETING OF THE NCOE Foundation
Wednesday, November 19, 2019

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

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. APPROVAL OF THE AGENDA
The Agenda was approved on a motion by Ms. McClure and a second by Ms. Miller. Ayes - Ms. Silva, Ms. Wilson, Mr. Schultz, Ms. Miller, Dr. Apolloni, Ms. McClure, and Ms. Sitch. Noes – None. Ms. Vaughan not present to vote.

D. APPROVAL OF MINUTES
The Minutes of October 23, 2019 were approved on a motion by Ms. McClure and a second by Ms. Sitch. Ayes - Ms. Silva, Ms. Wilson, Mr. Schultz, Ms. Miller, Dr. Apolloni, Ms. McClure, and Ms. Sitch. Noes – None.

E. COMMENTS BY THE PUBLIC
There were no comments by the public.

2. CORRESPONDENCE, COMMUNICATIONS, AND REPORTS
The Board had nothing new to report.

3. ACTION ITEMS
A. On a motion by Mr. Schultz and a second by Ms. Wilson, the Board approved Policy: Fund Distribution. Ayes - Ms. Silva, Ms. Wilson, Mr. Schultz, Ms. Miller, Dr. Apolloni, Ms. McClure, and Ms. Sitch. Noes – None.

4. CONSENT AGENDA ITEMS
A. On a motion by Ms. Sitch and a second by Ms. Miller, the Board approved Consent Agenda Item 4.A. Gift Approval: Approval of donations/gifts as follows:

- $500.00 Donation from Napa Stem Academy (JMAC Enterprises) for Robotics
- $250.00 Donation from Stephen Orndorf (general fund)
- $1,000.00 Donation from Chaudhary & Associates for the Bill Dodd Event
- $300.00 Donation from E. Richard Jones for the Bill Dodd Event
- $5,000.00 Donation from Santa Ynez Band of Mission Indians for the Bill Dodd Event
- $200.00 Donation from Ann Cash for tickets to the Bill Dodd Event
- $2,500.00 Donation from Castello di Amorosa and V. Satuii Winery for Bill Dodd Event
- $1,000.00 Donation from CA Refuse Recycling Council North PAC
- $5,000.00 Donation from the Craig and Kathryn Hall Foundation for the Bill Dodd Event
- $1,000.00 Donation from Darioush Khaledi Winery for Bill Dodd Event
• $1,000.00 Donation from Napa Valley Vintners for Bill Dodd Event
• $2,500.00 Donation from Sutter Home Winery for Bill Dodd Event

Ayes - Ms. Silva, Ms. Wilson, Mr. Schultz, Ms. Miller, Dr. Apolloni, Ms. McClure, and Ms. Sitch. Noes – None.

B. No action was taken on Consent Agenda Item 3.B. (Grant Approval).

C. On a motion by Ms. Sitch and a second by Ms. Miller, the Board approved the Bill Dodd Holiday Party and Fundraiser, December 9, 2019, Silverado Resort & Spa (ABC License). Ayes - Ms. Silva, Ms. Wilson, Mr. Schultz, Ms. Miller, Dr. Apolloni, Ms. McClure, and Ms. Sitch. Noes – None.

D. On a motion by Ms. Sitch and a second by Ms. Miller, the Board approved Consent Agenda Item 4.D. Fund Distribution Approval: Fund Distribution Approval as follows:

• $1,100 to support the educational mission of the Camille Creek Juvenile Court and Community School program.
• $1,100 to support the educational mission of the Community Programs department.
• $100 to support Early Childhood programs.
• $100 to support the educational mission of the College and Career Readiness program.
• $8,000.00 from the NCOEF College and Career Readiness Fund to the NCOE Napa High Robotics Enterprise Fund.

Ayes - Ms. Silva, Ms. Wilson, Mr. Schultz, Ms. Miller, Dr. Apolloni, Ms. McClure, and Ms. Sitch. Noes – None.

5. INFORMATION ITEMS

A. NCOE Foundation Monthly Financial Statement
Mr. Schultz noted there is nothing new to report.

B. Confirm Indirect Policy
Mr. Schultz reminded the board if we make expenditures directly from the Foundation as opposed to if we make a grant to the program in the General Fund, a five percent direct rate will be charged by the Foundation. If we grant funds to a program, the assumption is that those funds will be subject to the NCOE regular direct rate unless a specific request has been made.

C. Upcoming Grants and Opportunities
• Napa Valley Vintners 2020 was tabled to the December meeting.
• Ms. Sitch updated the board on the Bill Dodd Holiday Fundraiser progress noting that silent and live auction items are coming in. Ms. Sitch thanked everyone who has contributed.

D. Legal Maintenance Manual
Mr. Schultz reported that the Legal Maintenance Manual will be a good guide for us to ensure we are on top of all the legal requirements with regard to financial filing requirements.
E. Superintendent’s Fund Move to NCOE Foundation
Mr. Schultz noted that once we know who the Superintendent’s Fund advisory committee is, we can choose a date and write the check for the full amount from the Superintendent’s Fund to the NCOE Foundation. Going forward this will become a Consent Agenda Item for funds received.

6. FUTURE AGENDA ITEMS (1) Board approval of Advisory Committee for the Superintendent’s Fund; and, (2) Board to choose date to write check for full amount to NCOE Foundation from the Superintendent’s Fund.

7. NEXT MEETING OF THE NAPA COUNTY BOARD OF EDUCATION
The next meeting of the NCOE Foundation will be held December 17, 2019 at 3:30 p.m. at the NCOE.

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

Respectfully submitted,
Julie McClure, Secretary

Approved ________________________  Date________________