

NOCCS Board Minutes December 16, 2015

A meeting of the Board of Trustees of North Oakland Community Charter School was held on November 18, 2015 at 6 pm at the School. The meeting was called to order at 6:10 pm.

The following members of the Board were present:

Stephen Ajani, Leslie Bell, Mia Birdsong, Stephen Fox, Juliana Germak, Teresha Freckleton-Petite, Ann Gordon, Sahra Halpern, Tracy Hanna, Mariah Landers, Pamela Rich, Luis Rodriguez, Joy Sherrod, Lakisha Young

Public Comment

There was no public comment.

Minutes

Board members provided edits to the December minutes, Lakisha Young moved to approve the minutes. Stephen Fox seconded the motion. The motion was approved with eight yes votes, two abstentions, and zero no votes.

Development Update

- Stephen Fox gave the development and fundraising update which included the following
- Board members should make arrangements with David Bond for their personal contributions.
- Several organizations give a portion of purchases to NOCCS when individuals make purchases: Amazon Smile and Sports Basement.
- The date for the NOCCS Auction has been set for March 19, 2016, and the Capital Campaign closing event will be held on April 21, 2016.
- Annual fundraising is on target.

Head of School Update

The Board discussed the following issues in Mr. Ajani's Head of School report:

- Sixth grade teacher, Ms. Dodson, will not be returning next semester. Staff have been informed. Students and families will be informed on 12/18/15.
- With regard to the status of the family requesting an independent IEP evaluation for their child, Mr. Ajani had a successful meeting with the family, and their concern has been resolved.
- EDP revenues were initially estimated to be \$103K, and they are currently \$23K so the budget has been revised to \$80K. The responsibility for collecting EDP funds has been shifted to back office staff. Mr. Ajani will be meeting with Safe Passages and We Lead Ours, organizations that provide after school care to discuss the possibility of them being an after school care vendor next year. Mia recommended that Mr. Ajani get family input

into the selection process including surveying families on their goals for after school care.

- Due to a lack of clarity on how much is being collected and spent, field trip and outdoor income and expenses will be tracked more closely so that there is better accounting of these funds.
- A plan for collecting funds for EDP and field trips will be submitted to the Finance Committee and overseeing this area of the budget will be added to the appropriate job description.
- Due to NOCCS being under enrolled by 5 students, the budget has been adjusted to reflect the \$42K loss in funds.
- The Strategic Planning and Personnel committees will review the family, student and staff surveys before they go out, with a goal being getting them out in February instead of January to allow for Board input.
- There are a number of students who need educationally related mental health services. As a result of switching to the El Dorado SELPA, NOCCS is now responsible for providing this service and needs to budget for it.

Independent Educational Evaluations Policies

The Board discussed the draft IEE policy of putting a cap on IEEs at \$4800 per El Dorado SELPA's recommendation.. Luis Rodriguez recommended that the effective date be changed from 2015 to 2016. Mr. Ajani explained that this policy is modeled after one provided by El Dorado SELPA . It was also recommended that the term LEA be changed to NOCCS throughout the document. Joy Sherrod agreed to review the document from a legal perspective. Tracy Hanna moved to approve the proposed IEE Policy with the recommended changes and subject to any feedback provided by Joy Sherrod. Luis seconded the motion. 13 approved, 1 abstention, zero nos.

Finance Update

Sahra Halpern gave an update on the status of SB 740 funding. The Finance Committee has spoken with Richard Trafford-Owen, and, if needed, the PEC will advance NOCCS the \$160K to repay the State. The Committee is also reaching out to more people to see if there are ways to influence the decision-making process. In addition, NOCCS has submitted a letter to the CSFA and is awaiting response. If NOCCS is required to repay the funds, NOCCS will ask for a deadline extension.

Kelly Hoppe from Ed Tech provided a Finance Update. Cash is tighter over the new few months than expected due to a \$23K decrease in revenue forecast from EDP and a \$45K increase in expenses (salaries/benefits, IT costs, other operational expenses). NOCCS will end the year with positive net income. Kelly Hoppe will be monitoring the budget closely to ensure the ability to adjust course as needed.

Kelly explained that each year the Board needs to approve NOCCS' Education Protection Account Spending Plan per State requirements.

Mia Birdsong moved to approve the 2015 EPA spending plan; Leslie seconded the motion. The motion passed unanimously.

2014-15 Audit

Kelly Hoppe reported that the audit went well. It is unqualified, with financial information confirming what was reported to School's board in the Unaudited Actuals. Kelly Hoppe noted that if the Board would like to approve the audit in advance of submitting it to the State, the Board would need to vote before the December 15 deadline. The Board agreed to change future December meetings to the second Wednesday of the month.

Tracy Hanna moved to approve the audit; Sahra Halpern seconded the motion. The motion passed unanimously.

Teacher Effectiveness Plan

The Board discussed use of one time state grant funding that is designated for professional development. These funds were added to the 2015-16 budget once the amount allocated was provided by the State. The amount is \$18,420 and must be spent within three years. The Board agreed that these funds should be used to bring more effective teaching to NOCCS including strengthening current teachers' skills and recruiting experienced teachers. Mr. Ajani proposed using the funds for attending the TFA conference where he could network and recruit teachers and setting aside some funds to fly candidates out to NOCCS for interviews. Given the purpose of the funds, the Board asked Mr. Ajani to use the funds primarily for professional development and not for recruitment. Lakisha Young recommended that a framework document be created to layout teacher effectiveness issues and solutions that could be used to determine how to allocate funds and track progress. She offered to work with Mr. Ajani on this document. A plan for the funds needs to be approved by the Board by 7/1/16. The Board would like to review and approve the plan earlier than that.

Personnel Committee Update

Lakisha Young and Luis Rodriguez presented the Personnel Committee's proposed evaluation process for the Head of School. The proposed goals of the evaluation process are to align the Head of School's goals with the goals in the strategic plan and to provide Mr. Ajani with valuable feedback that he can build upon so he is set up for success in leading the school. The Committee recommends using the evaluation to help set up a dashboard that can be monitored monthly and move away from narrative reports. To that end, the Committee recommends that the evaluation focus on the strategic goals of RTI program success, achievement gap reduction, school culture, family engagement and talent retention. To this end, initial measures for each goal will be development between January and March so that a formative evaluation can be

prepared in June and a summative evaluation provided in December. Board members asked questions and agreed that this proposal is direction it would like to follow for the Head of School evaluation process.

Other Committee Updates

There were no other verbal committee updates.

Adjourn

There being no further business to be transacted, and upon motion duly made, seconded and approved the meeting was adjourned at 8:30 pm

Respectfully Submitted, Ann Gordon, Secretary

To Dos:

The following interim action items were identified during this Board meeting:

- Change December meeting to second Wednesday of the month to allow the Board to vote on the audit in advance of submitting it to the State.
- Investigate becoming a Bay Area Writing Project partner school. Tereshia will set up a meeting with the new BAWP Executive Director and Mr. Ajani.
- Connect with the Inventing our Future project (Project Zero) at ACOE - Mariah Landers can help Mr. Ajani with this.