



North Oakland Community Charter School
Board of Director's Meeting Agenda
6:00pm-8:00 pm Nov. 18th 2015
Location: NOCCS 1000 42nd St. Oakland CA

ITEM	OBJECTIVE OR ACTION	PRE-READ MATERIALS	FACILITATOR	TIME
Public Comment			Tracy	6:00-6:05
Approval of Minutes	Vote/Approval of Board meeting minutes from Sept. and Oct. 2015	Sept 2015 minutes Oct 2015 minutes	Tracy	6:05-6:10
Director's Update		Director's report	Stephen	6:10-6:35
Finance Update		TBD	Sahra	6:35-6:55
Preliminary SBAC data findings		TBD	Stephen	7:55-7:10
Committee Updates		NOCCS Board Committee Updates Nov. 2015	Tracy	7:10-7:40
Closed session regarding potential litigation and staffing updates			Tracy/Stephen	7:40-8:00

NOCCS Board Minutes

September 21, 2015

A meeting of the Board of Trustees of North Oakland Community Charter School was held on **September 21, 2015 at 6 pm** at the School. The meeting was called to order at **6:25 pm**.

The following members of the Board were present:

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

Public Comment

Nancy Kaufman-Cohen, parent of an 8th grade student and a NOCCS graduate raised concerns about the middle school math program no longer including algebra. She would like kids who are motivated to have the opportunity to take higher level math than is currently offered. Currently many high schools, including Oakland Tech, allow incoming students to take placement tests to determine whether they can move into higher level math classes which allows them to advance more quickly. Ms. Kaufman-Cohen sees this as an equity issue and strongly urged NOCCSI to reconsider its current math curriculum and add back algebra. The Board will take this under consideration and respond shortly.

Minutes

Tracy moved to approve the August minutes; Luis seconded the motion. There were 12 votes in favor, zero abstentions, and zero no votes.

Head of School Update

Mr. Ajani pointed out some key points from his monthly board update:

- A more detailed briefing on SBAC results will be presented at the next Board meeting.
- There are currently 9 seats open in the school and 5 offers out. Lakisha recommended adding wait list numbers by grade to this report in the future. The Board discussed ways to get the word out about openings and suggested posting them in the Blast and on the NOCCS FB and Yahoo pages. Steve is excited to do recruiting and will lead the charge.
- Staffing: one 8th grade student requires a 1:1 aide. An aide has been hired and will start soon. There are no other students who require aides, but there are two students who may require counseling in their IEPs which will require hiring a part-time counselor.
- As far as school climate and culture, the current focus is on time on task and all eyes on me when teachers request it. Once this is consistent, then next steps will be taken based on an assessment of what will work best.
- Steve is also working to ensure the Elevate staff are integrated into the staff and that they have the support they need and are "stage ready" to be with students.

Head of School Update

Having read Steve's report in advance, the Board asked specific questions about various items.

- Parent response to the RTI program has been mostly quiet. One issue raised by a parent was resolved with the parent saying they appreciated the issue being addressed quickly by phone.
- Parents looking at open seats in the 6th and 2nd grades did not accept offers because they had concerns about classroom management. Steve is working with these teachers and all teachers on enhancing classroom management skills.
- At the teacher check in, teachers felt supported, said the teacher interns were helpful and that there was engagement from administration and that they are feeling heard. Deltas included personal reflections about performance and these will be pursued in more detail.
- The challenge with getting internet access is a result of a change in internet providers, a need to reconfigure servers and renew a service contract for those servers. A barrier is that our IT person works only 2 days a week, limiting the speed of follow up.
- School culture - classroom management,
- There are approximately 26 kids with IEPs.
- Steve has been working with students and families regarding student behavior in the middle school.

Finance Updates

The Finance Committee reviewed past finance policies which were last reviewed in 2005. Over the next two months they will be working to draft a comprehensive set of new policies that have a new set of controls and tighter fiscal policies and procedures. A proposal will be brought to the Board for review.

NOCCS will be receiving \$20K from a state teacher effectiveness grant. The Board asked Steve to draft a proposal for how to spend it for Board to review at the November meeting so that it can be submitted to OUSD for disbursement by the end of the year.

A 50K error by Ed Tech has been fixed and NOCCS will end the year with less cash than expected, but still in the black.

Annual Fundraising

Annual Campaign

Kristen McCluskey and Ted Obbard are co-chairs of annual fund. To capitalize on Giving Tuesday (12/1/15), the campaign kickoff will align with that date. Kristen asked the Board to please submit their donations prior to then so that we can start off the campaign with 100% Board participation.

Capital Campaign

Finance Updates

Ed Tech staff person, Kelly Hoppe, provided the monthly financial update. Overall, finances are in good shape due to one time increases in state funding. Final June State Budget approval included a slightly lower LCFF implementation rate, one-time funding for schools, and revised SB740 eligibility. Unaudited actuals were submitted with an unrestricted operating surplus of \$30K and a fund balance of \$544K; \$20K higher than in previous forecast. NOCCS concluded the year with an unrestricted surplus of \$30K as well as an additional \$96K in restricted revenues for Prop 39. Projected operating income has increased by \$86K since June's approved budget; major driver was \$115 in additional one-time revenues.

The board discussed the need to do further planning for spending Proposition 39 funds for environmental improvements. Sarah asked Kelly questions about the forecasting process, and Kelly explained that depending on the availability of data some items are updated frequently while others are watched and acted upon when spending is active. Sarah said that the Finance Committee will be developing new policies and procedures to support NOCCS' budgeting process. These include determining reserve levels and clarifying coding.

Committee Updates

There were no questions about Board committee updates that were emailed to the Board as pre-reads..

Strategic Planning

Mariah lead an exercise designed to surface feedback on the current strategic plan draft. The Board will discuss the plan further at the Board Offsite on 9/27/15.

Closed Session

The Board discussed two agenda items under closed session.

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

Steve Fox discussed bringing the Capital Campaign to a close and proposed a plan for final disbursement of the money raised: 40% on infrastructure; and 60% on program needs. The Board supports this proposal and thinks it gives enough direction for Steve to manage the expenditures.

This discussion raised issues about having a designated person responsible for creating an ongoing prioritized list of building repairs/needs. Kristen volunteered to be a Board representative on the Facilities Committee.

Mia also shared that she has been exploring ways to invest in real estate that would include units that could be offered to staff as a potential benefit to offset the high cost of living in Oakland.

Committee Updates

There were no questions about Board committee updates that were emailed to the Board as pre-reads..

Closed Session

The Board discussed an issue of potential litigation related to the staff handbook.

Adjourn

There being no further business to be transacted, and upon motion duly made, seconded and approved the meeting was adjourned at 8:00 pm

Respectfully Submitted, Ann Gordon, Secretary

NOCCS Board Committee Updates

November 2015

Please note: If your committee did not submit an update, be prepared to provide a verbal update at the Board meeting.

Finance Committee

Update to be sent separately.

Governance

The Governance committee met and discussed new board member recruitment, board development and Board file storage. There are 4 Board members terming off next Fall; two parent elected and two externally appointed. The committee recommends recruiting new members with HR, finance and legal backgrounds and asks Board members to begin thinking about and recruiting qualified candidates. With regard to Board professional development, the Governance committee will review Board on Track tools and prepare a recommendation for the Board regarding development opportunities. Finally, the committee discussed the lack of a secure and convenient location for both Board files and school files. Ann will reach out to Luis so that the Governance and Technology committees can begin to collaborate on a proposed solution.

Development

No update submitted.

Personnel

No update submitted.

Strategic Planning

The Strategic Planning Committee met with Stephen to address our implementation of the Strategic Plan and the areas of highest concern at this time. Stephen's current work is focused on three main areas:

1. Our Commitment--Develop, implement, support and sustain an RtI and Full Inclusion Special Ed model.
2. Our Commitment--Create and sustain an equitable, safe, respectful, collaborative, caring, and joyful school culture.
3. Our Talent--Attracting, training, supporting, and retaining a highly skilled, talented, diverse, and committed staff.

Going forward, we will:

1. Work with Stephen to provide support at the board level to achieve the goals in these particular areas.
2. Hold up the other components of the Strategic Plan so that they do not fall between the cracks.

Data & Technology

No update submitted.