NOCCS Board Minutes

May 25, 2011

Board Attendees: Li-Mei J, Ken S, Jay W, Carolyn G, Helen, Eric S, Julie O, Michael S.

Public: Chris Green (current parent), a new parent with twins entering K in the fall also attended but arrived late

**There was no public comment**

**Director’s Update [Carolyn]**

* 100% of lead teachers have verbally committed to return next school year.
  + 2 teachers have asked to reduce to .8FTE
  + Carolyn is working a plan/model with teachers to accommodate
* Sub team is addressing teacher sustainability to come up with recommendation for the Board
* Office manager permanent hire – lots of great applicants; interview process will include skills test; Brandi will help in skills assessment process; Allison is doing a great job filling in and will observe interviews and provide input into decision process.
* EDP Staff – working a plan to retain EDP mgr, expect to address other EDP staff positions in August given part time nature of these roles

**Student Achievement Update [Carolyn]**

* Measureable Pupil Outcome (MPO) - Charter states at least 70% of students should be at proficient level or above.
* Carolyn reviewed Winter math assessment and provided high level comparison to Fall assessment
* Key takeaways
  + Saw nice improvement vs. fall assessment across 2nd-8th; all grades saw improvement in increased performance at proficient/advanced levels
  + 7th and 8th grade continue to be critical grades to monitor and support
  + In good shape in terms of meeting our MPO benchmark

**Strategic Planning [Li-Mei]**

Li-Mei presented an overview of the strategic planning process. She asked board members to agree to the following working principles:

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| **Principles** | |
| 1 | All board members will participate in some portion of developing the strategic plan as guided by the Strategic Planning Committee |
| 2 | This first-time strategic planning process will be appropriately scoped to resources and time at hand |
| 3 | This plan will be primarily internally driven with reasonable input from external stakeholders |
| 4 | Completion of plan development is targeted for 12/31/2011 |
| 5 | Capital campaign requirement will be included as one of our goals in this strategic plan |

Ken recommended bringing in a consultant to make sure you’re asking the right questions, engaging the right stakeholders, etc.

**Decision**: Board approved the strategic plan work plan

**Next step**: schedule planning retreat

**Capital Campaign [Ken]**

* Ken presented Capital campaign timeline
  + Board discussion on proposed timeline – seemed pushed out further than board understood
  + Discussed understanding and gained clarity on Board Quiet phase vs. Quiet Solicitation phase
* Ken noted he reviewed the campaign draft timeline with Peter Trueblood and shared progress on Board discussion re: the capital campaign given Peter’s role as loan guarantor. Ken asked Peter to consider being a capital campaign co-chair with a key role to help solicit large donors.
* Discussed Board role in capital campaign to gain additional clarity (board ultimately needs to own)
* Discussed potential “date” that we might kick off with the school community (Ken noted perhaps around Sept 2012)
* Discussed upfront spend for consultant, capital campaign database; cashflow could be an issue but believe we could fund from anticipated current year excess if state funding catches to current year

Decision: Approved general capital campaign work plan timeline as presented by Ken

Next steps: Ken to work with Capital Campaign committee and finance committee to draft campaign budget

**Nominations Committee [Julie]**

* Reviewed external board member policy updated for discussion from April board meeting. Julie reviewed the changes she did capture from the April board meeting. An additional minor wording change was discussed and agreed (under trigger of lottery preference; change of “…must use preference…” to “exercise…”
* Some additional discussion was had on annual board member check-in process (carry over from April meeting). No change in alignment that was already agreed to at April meeting that no formal evaluation will be added to policy.
* Concerns raised on leadership sustainability for this board with our board co-chairs terming out this fall. Currently no current member has stepped up for the role. Amongst external board applicants, there is a potential person with potential/skills for being board chair. However, there are pros & cons to an external board member chair. Leadership transition needs to be discussed further.
* Julie asked for board member participation in schedule board candidate interviews other than herself and Li-Mei.

**Decision**: Approved external board member policy as presented with one wording change as discussed.

**Action**: Julie to send to entire board dates of scheduled board candidate interviews.

* Parent elected member – nominating committee had initially proposed parent elections to be held in June but given it is May 25, committee is proposing to defer the elections to Sept.
* Board discussed need to move forward with the June election. Concerns expressed about pushing back to Sep given later date may impact strategic plan process, onboarding is needed.

**Decision:**  Approved election for to be held in June ’11 to add 2 new parent elected members.

**Action**: Julie to send message out to community tomorrow (5/26); Carolyn to have placed in family box.

**2011-2012 Budget**

Jay reviewed key highlights/assumptions from budget. Noted that it is challenging to make state funding estimates given state does not have a budget in place in yet.

**Decision**: Motion by Helen to approve budget as presented by Treasurer, Carolyn second. All voted in favor.

**Cell Tower Health Study Issue**

Concerned parent group represented by Dennis Rowcliffe, Evi Ladyn, Keith Terry

* Group presented desire to conduct voluntary health study on school campus. The group wants to conduct base line condition study prior to end of this school year before cell towers are installed on building across the street from NOCCS. Group believes Verizon may install over the summer break.
* Group informed the board of the group’s plans and asked whether board approval is necessary. Discussion ensued on whether this is a board issue or school policy issue. Concerns re: use of school family boxes and/or distribution through school mail lists, or placed on school site to distribute the survey. Concerns expressed re: misconception could arise that this study is school sponsored. Board agreed that it’s not an issue for board to approve, but rather a school policy issue to be addressed by school director.

No board decision. Group is free to communicate to school community and seek volunteers to participate in their survey using Yahoo groups, emails from family list, or place box on table in atrium. Carolyn had one request and that is all communication on this matter by the group to the school community clearly mark/articulate that this survey is not a school sponsored initiative. Group agreed to do so.