North Oakland Community Charter School (NOCCS)   
**General Board Meeting**   
@ 5:15 pm Wednesday, November 17, 2010   
1000 42nd Street, Oakland

Our Overarching Role as Board Members:   
*Serve as pro-active stewards of NOCCS’ sustainability and growth, in alignment with its guiding principles*   
  
Outcomes   
Better understand the current state of the school   
Make progress on strategic priorities; fine-tune implementation strategies   
Address emerging policy issues   
Agree on next steps

AGENDA

**Present:** Helen, Julie, Rachel, Susan, Michael, Mara, Eric, Nick, Lily, Ken, Lei May, Carolyn, Jay, Kelly

**Absent:** none

**5:15 Welcome and Public Comment**

·        Approval of Minutes (October, 2010) (Rachel/Mara, action). Approval of minutes is deferred until the December meeting.

·        Public Comment:  Community

Vicki Riggin spoke about seeking board support for opposing the cell tower. The cell tower issue will be on the agenda at the December board meeting.

**Miscelaneous**

* Next meeting will be Dec. 16 at 6:15. Meetings ongoing will start at 6:15 with a goal of ending at 8:15. Rachel and Mara cannot attend the December meeting. Minutes will have to be taken by another board member.
* Food: Unanimous vote for a calendar of volunteers to provide food for the meeting.

**5:35 Board Norms**

An list of board norms developed at the board retreat were presented for discussion and revision.

Communication:

Add “win-win” to clarify “both/and”

Accountability:

Add follow-through

Decision-making:

A lot of discussion on how board members “support” decisions made by the whole board once they’ve been made. There seemed to be consensus that board members should describe the process, be able to reveal their vote and state that they support the board decision.

Add: If you disagree with a proposal, come with an alternative proposal.

We agreed that we check in on the board norms at the end of each meeting and periodically review whether these are still our board norms. Mara had the caveat that we still need to decide what our decision-making process is. There was also a proposal that we have a “process-checker” who is assigned to observe our performance as a group of observing board norms. This was modified to have a check-out where as a group we say one thing that went well with our process and one thing that could be improved.

**Mara moved that we approve the group norms. Carolyn seconded. Motion carried unanimously.**

**6:07** **Equity Work: Vision and Goals**

“A vision for a truly inclusive and equitable community” was presented which was brainstormed at the retreat. There are a number of significant unanswered questions to explore. Julie suggested that it might be best to delegate more of this work to a committee. Mara, however, opined that we could productively move forward on some of the specific objectives, such as a high retention rate especially for teachers and students of color, and enhancing differentiation in instruction. Nick spoke up about whether we could take on a broad initiative for equity this year when there are a lot of things going on for the school, such as refinancing, and besides we just set a strategic philosophy for the school during our charter renewal process. Lei May pointed out that the vision as presented is a mix of tactics and goals and it needs to be further refined. She also agreed with the idea that we should take from the charter renewal what we can instead of reinventing the wheel. Michael stated that the broad implications of the content of these slides are so important that we should handle this as a full board, not delegate it to a committee. After further discussion a committee was again brought forward: Michael in the lead, Mara, Carolyn, Julie, Eric and maybe Lei May. The group also agreed to include reviewing the charter as part of their task.

**6:37 Clarify Roles and Responsibilities**

Julie distributed a hand-out on this topic. The way we review this is through the director evaluation process. There can also be a process of reviewing the board. But the discussion today is to review our scope as a board. The board was able to discuss two areas: legal and finance. The remaining sections will be pushed to the next board meeting.

**7:20 Sustainability**

Mara proposed that the three aspects of sustainability (staff, board, and fiscal) be delegated to working committees: personnel; executive; and finance and development jointly. In the list below \* indicates the chair. The homework is whoever the chair is should call a meeting to brainstorm sustainability.

Committees

*Personnel:* Carolyn\*, Susan, Mara, Ken

*Adhoc (sustainability):* Lily, Ken, other teachers?

*Finance:* Carolyn, Helen, Rachel, Peter, Jay\*, Li-Mei, Susan, Beth

*Adhoc (sustainability):* Ken, Susan

*Meeting:* Second Wednesday at 4:15

*Development:* Ken\*, Susan\*, Kelly, Michael, Eric

*Executive:* Susan, Jay, Julie\*, Rachel, Carolyn

*Adhoc:* Mara

**7:40 View the Student Admissions Policy Through an Equity Lens**

Carolyn distributed a handout giving an historical overview of admissions policies and procedures. She drew our attention to the key decision points:

* How to provide low performing schools preference: whether we continue to use the “50% trigger” policy
* Defining “low performing”
* Defining attendance boundary: actually already decided at Santa Fe Elementary School
* Defining applicant eligibility: kindergarteners only or all applicants?
* Defining logistics: visits, timelines, submission of registration materials – this is really Carolyn’s task alone

Susan will prepare pre-read for Board on the various decision points related to the policy revision, and will ‘interview’ Carolyn to present pro v con perspectives for Board.

**8:10 Financial Update**

* Carolyn provided an update on EDP from a fiscal perspective – presently at or near “break even” point on enrollment for the winter trimester.
* The Board voted unanimously to approve the repayment of a loan of $150,000.00 made by Cindy Trueblood to NOCCS, due in full on June 15, 2011. Payment will be made on November 19, 2010. This accepts Cindy’s September 15, 2010 offer to forgive $25,000.00 of that principal loan, to create a savings for NOCCS of $25,000.00 (plus interest which would accrue from November 19th until June 1, 2011).
* Jay Weil was unananimously approved as a signatory for check signing, on behalf of NOCCS.

**8:30 Policy Handbook Update** Michael (Rachel left the meeting) reported that he had not yet collated the school’s relevant policies.