

## **NOCCS Board Minutes January 18, 2017**

A meeting of the Board of Trustees of North Oakland Community Charter School was held on **January 18, 2017 at 6 pm** at the School. The meeting was called to order at **6:01 pm**.

**The following members of the Board were present:** Stephen Ajani, Leslie Bell, Mia Birdsong, Teresha Freckleton-Petite, Juliana Germak, Sahra Halpern, Tracy Hanna, Devon King-Neece, Mariah Landers, Melissa McDonald, Luis Rodriguez, Rachel Vyda-Venning Lakisha Young. **Absent:** Raja Antony, Melanie Gross, Joy Sherrod

**Guests:** Kelly Hoppe Ellis (EdTec), Tammara Mercer (K-8 Visual Arts Teacher), Therese Slade (Teacher Intern/EDP staff), Brandi Payne (Teacher Intern/EDP staff), Gaudy Sanchez (FTO Co-President), Chien Wang (FTO Secretary), NOCCS parents: Alexandra Desautels, Hilde Myall, Cruz Vargas

### **Public Comment**

Ms. Mercer stated that she wanted to ask the board a question. She was informed that the board cannot respond to comments from the public at these meetings and that the Executive Committee would discuss her issue and decide how to address it. Ms. Mercer said she would wait to ask her question offline.

Alexandra is a kindergarten parent. She said she went to the FTO to discuss the afterschool program and was directed to the board meeting. She said she came to learn more about the school's decision-making process and plans to attend more board meetings and get involved.

### **Minutes**

Luis made a motion to approve the December minutes as submitted. Leslie seconded the motion. There were 10 votes in favor: Stephen, Leslie, Luis, Mia, Teresha, Juliana, Devon, Melissa, Sahra, Lakisha, Tracy. Abstained: Rachel, Sahra. Arrived after vote: Mariah

### **State of the School Update**

The board chairs are working with the school administration to pick a new date for this school community meeting due to scheduling conflicts. There is a SOTS working group that is meeting to develop the content. Once the date is set, flyers, e-blasts, and calls will go out to drive family attendance. The organizers are also working with the FTO, who is going to sponsor dinner and help with childcare. Participation from the Board of Trustees is strongly encouraged.

### **Head of School Report**

Mr. Ajani said he did not have much to report because there have been only nine instructional days since our last board meeting. He highlighted that an outreach campaign for student recruitment kicked off of January 2 and that enrollment is at 224. He also shared a table of student achievement data from the first trimester assessments, which shows where student

instruction is succeeding and where it is struggling (lowest growth in 1st grade reading). He said the Interim Assessments are exciting because they will inform teacher coaching.

There was discussion about Interim Assessments around what they say about student achievement, how it will inform instruction--especially for students receiving Rtl, and the need for disaggregated data to see how subgroups are performing

### **PEC Update**

The Finance Committee is working to get a better understand of the relationship between NOCCS and the PEC. Devon is going to schedule a meeting with Richard Owens to clarify what's in the contract/MOU versus what has been their practice. Stephen offered to attend this meeting. Devon is also going to ask Richard to join a future finance conference call. It was recommended that a review of PEC's charter/bylaws and minutes be done before this meeting. Sahra said Richard emailed her a link to these documents a while back but she couldn't open them because of the permission settings. Melissa mentioned that she has been scanning and creating PDFs of PEC documents that were kept in the NOCCS office.

Next steps: obtain an updated MOU, restructure the PEC so that we can access our grant funding as needed.

### **Finance Updates**

Recap of last month's meeting:

- Review of November financials
- Approved audit, EPA spending plan and first interim report

Governor's Budget Update: The Governor has proposed a cautious budget with no additional funding toward LCFF implementation. This is just the first step in an iterative process involving the Governor and State Legislature that will conclude in a final budget approved in June. EdTec will continue to monitor developments and provide updates. The 17-18 budget scenarios were updated to reflect this new information

Current December financials: Operating income for December increased by \$4k. The Board had follow-up question about the December financial report :

- Why is the SPED reserve so high? It was recommended that we add \$61K every year until we grow the reserve to \$400K based on potential liabilities (i.e. if we have to pay for schooling for more than one kid). The board could review this need annually.
- Can we invest these funds? That is a good idea if it's allowed, but right now we are dipping into these funds to cover day-to-day expenses like payroll.
- Are there training opportunities SELPAs that NOCCS could tap into? Stephen has a referral from Heidi Hata.

### **Ed/Data/Tech Committee Sustainability Presentation**

The committee explored increasing student enrollment to get us to a balanced budget next year and developed a set of scenarios around adding students. Based on their assessment, they proposed two scenarios:

Scenario 1: Middle School Option (already discussed with staff and is strongly desired)

- Increase 6th and 7th grades to 30/31 students; increase 8th grade in 2018-19 (7 students in 2017-18/12 students in 2018-19)
- Add 1 instructional support staff to middle school in 2018-19
- Build a new instructional strategy to attract families (personalized, small group instruction, computer-assisted instruction, blended learning)
- Target student enrollment increase from 225 to 232 (2017-18) to 236 (2018-19)

Scenario 2: Middle School + k-5 Option (to be discussed)

- This is Scenario 1 plus increasing K-5 by one student per grade in 2017-18
- 6 additional students, expected minimum impact to K-5 classrooms
- Target student enrollment increase from 225 to 238 (2017-18) to 242 (2018-19)

The board discussed the merits and challenges of both scenarios and decided that we should pick the option that gets us the farthest.

Sahra moved to approve Scenario 2. Tracy seconded the motion. The board voted unanimously to adopt Scenario 2 as the plan to increase student enrollment.

The board thanked the Education/Data/Tech Committee for their outstanding work.

### **Development/Communication Committee Sustainability Presentation**

The committee presented a plan to maintain the current level of fundraising to be financially stable because we cannot survive on public funds:

- A fund development council (FDC) that includes parents leading fundraisers who meet regularly to plan, set goals, and execute fundraisers. Continue to rely on .25 FTE staff time but tilt towards relying more on the FDC.
- The FTO\* will be responsible for running the Walkathon and NOCCS Night Out\* fundraisers. All funds from these fundraisers will be deposited into a NOCCS bank account to go towards the general operating budget. \*The FTO would receive a line item in for their programming needs in exchange for bringing these dollars back into the school's general budget.
- Work to get 100% family participation, either financially or in terms of labor towards fundraising. Recognizing that not every family can contribute \$800/year, but we all need to work to eliminate the gap. Starting with the State of the School event in February.
- Conduct annual parent survey in December/January, which will inform priorities for the year and programming for the following school year. This fundraising number would

need to be available in March for the board to vote on the budget for the following year in May/June. The FDC will develop recommendations for a fundraising plan to meet those fundraising goals.

The board discussed the Dev/Comm plan, specifically around whether a NOCCS staff or board member should lead the FDC and the need for better communications to the school community around fund development decisions. The following message was drafted as talking points about the decision to increase enrollment: *To ensure NOCCS sustainability, the NOCCS Board decided to increase enrollment for the 2017-2018 school year. It was a researched, thoughtful process that involved the Board, staff, and parent representatives. A full update will be shared at the State of the School community meeting.*

### **Annual Parent Survey**

A working group consisting of Melissa McDonald, Krea Gomez, Cruz Vargas, and David Bond are looking at the questions with an eye on what's missing and how do we get good data. They are also developing an outreach plan to get higher participation rates such as setting up laptops at the SOTS and incorporating incentives.

### **Head of School Review Update**

Co-board chair, Lakisha Young, created a no-cost evaluation in SurveyMonkey. It was distributed for feedback to the entire board before being open to school staff and the board. So far we have 100% participation from teachers and teacher interns. The overall participation rate is 70% when including the board and admin team.

### **Spring Board Retreat**

The Executive Committee is planning a spring retreat to take a "deeper dive" on items that required more time like Finance 101, review of bylaws, SELPA training.

### **Board Recruitment**

The Governance Committee is developing a plan for board recruitment given that 6 out of 16 Trustees are scheduled to roll off. This includes identifying the talent and skills set we need based on a profile of our current board and the gaps in knowledge and know-how we need to fill. All Trustees are asked to participate in prospecting and cultivating candidates.

### **Adjourn**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:50 pm

Respectfully Submitted, Teresha Freckleton-Petite, Secretary