

North Oakland Community Charter School (NOCCS)
General Board Meeting
@ 6:00 pm October 10, 2011
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: Erica Mackie, Rachel Wylde, Eric Rathaus, Jay Weil, Ken Sommer, Wendy Barry-Owen, Michael Schwartz, Katherine Orr, Mara Benitez, Victoria Folks, Li-Mei Johnson, Carolyn Gramstorff, Kristen Zimmerman.

Absent: none

Public Comment

No public comment.

Approve Minutes

September 19, 2011 Minutes. Motion Carried.

September 1, 2011 Minutes. Motion Carried.

Introduction to Co-Chairs

Erica introduced the model that Rachel and she will use as co-chairs. Rachel will be the "community-facing" co-chair and Erica the "board-facing" co-chair. Erica will primarily facilitate meetings; Rachel have a regular presence in the school and in engaging community. This said, they will not have hard lined roles and will have a collaborative relationship.

Erica discussed how they are making meetings more effective. This includes having a standing agenda, with most items falling into the categories of board committees. Carolyn has established a board email that we will use for group communication. We are working on a board portal to upload documents; this will be the primary place to upload shared documents and get pre-reads. **Erica asked everyone to review and confirm their committee assignments and to note the standing meeting dates.** Erica reminded everyone that if they want/need childcare for a board meeting to inform Carolyn by noon on the day before and it will be provided.

Electing officers

Erica explained that the bylaws silent on if we elect officers annually each year; Erica recommended that we will elect (or re-elect) a slate of board members each year. We will also work on a sustainability and succession system this year. **Carolyn moves and Rachel seconds to nominate Kristen for secretary. Motion carries unanimously. Carolyn moves and Li-Mei seconds Jay as treasurer. Motion carries unanimously.**

Educational Program Report

Carolyn gives a short presentation on NOCCS MPO (measurable pupil outcomes) as they are attached to CA standards.

In our last charter renewal a core principle that arose was that NOCCS uses multiple lenses and modalities to measure student growth in order to reflect diverse student needs and learning styles. Carolyn reviewed the 8 NOCCS MPO's. The first four have measurements connected to CST (California Standard Tests); we also use internal assessment measures. Key thing staff look for is matched student growth: Are students moving to or sustaining proficient or advanced; or are they growing from where they were previously. We are exceeding the bar set in Language Arts and Math for all grades; all CST goals were met in all areas.

NOCCS is somewhat unique in that are using a developmental model for tracking growth, consistent with our values. We wanted to prove we were helping students to grow regardless of where they started and demographics. Our system is now being presented as a model to other charter schools. Staff use this data to create strategies for the year, particularly for kids who are staying the same, to do targeted intervention quickly – for 504s, IEPs, etc.

Mara asked if we would see the data disaggregated. Carolyn said yes, but the data is being cleaned up to be accurate.

Carolyn introduced the Educational Learning Goals that the staff established this year (an annual process). In the future Carolyn will report on the learning that is coming out from these goals. There are 4 thru-lines: Equity, Progressive Practice, Sustainability and Comprehensive Vertical K-8 alignment. This year they have 5 understanding goals: Launching ELA Reform; Differentiated Equitable Instruction; Comprehensive k-8 Model (including extended day); Technology: Sustainability.

Development Committee Report

Ken presented the RFP we will use to recruit a consultant for the capital campaign. He has put it out to his network with a deadline for November 18. To date there are 7 people who have expressed interest and several are viable candidates, at least 3 have done capital campaigns with charters before. After winnowing down to 2-3 candidates he will engage the executive committee. The expenses of the campaign (including consultant fees) will be folded into the capital campaign. Ken's estimate is 10-20 thousand per year for the consultant who would act as a strategist for the

campaign; Ken will meet with the finance committee to finalize the budget. The board asked Ken to build deliverables into the contract; these will include database, training, and collateral building. We also plan to hire a part time grant writer.

Next steps: The development and finance committees will finalize the capital campaign budget before the November 18th deadline; RFPs are due by November 18th; Ken will work with the executive committee to identifying a group to vet the candidates and ensuring there is a cultural fit.

Finance Committee Report

Jay oriented the board to the budgeting process, which involves setting a budget in the spring, and then creating an amended operational budget in the fall. Rachel and Carolyn said that based on their experience as administrators this type of revision is good practice. The board reviewed both the original budget and the amended budget, highlighting the primary changes. In terms of revenue projections, changes include: an increased projection for 2/3 of SB 740 funding (instead of 1/3) which is still conservative, the loss of the PEC grant, and a new 3 thousand dollar grant received for professional development. There was a discussion for how to forecast and track fundraising revenue. Li-Mei and Erica suggested that we keep the original goal (170 thousand) and track where we are against target number. Destiny Arts is also not reflected in the budget. We have a verbal contract through June, which will add 30 thousand dollars to the income.

Jay walked us through changes in expenses. Carolyn noted that the new 3 thousand dollar grant should be allocated to professional development; currently 2 thousand dollars of this grant was allocated to field trips. This will be changed in the budget. A development consultant for the capital campaign was added to the budget.

Jay reminds us that our contingency budget is critical given the instability in the state budget, and the trigger cuts that may happen. We are in good financial shape, particularly given the state of other schools, but we need to be cautious. A key time will be in January, when we will see what the state may do.

Erica moves to pass the budget with the following changes: **Jay will take out 2 thousand dollars that was allocated to field trips and will place a 3 thousand dollar increase in Professional Development; Jay will change the fundraising revenue line item to its original goal of 170 thousand.** Motion carried unanimously.

Strategic Planning Report

Li-Mei reviewed the Process: We had a strategic planning retreat and refined the objectives and goals for three of our five areas in small groups. We did not look at the other two, Finance and Teacher Sustainability objectives in the retreat. Li-Mei guided us through the process of giving feedback on each area and signing up for working groups to complete refining goals and objectives and crafting tactics.

The sub groups are:

- Education: Rachel*, Carolyn, Victoria, Michael and Katherine
- Governance: Li-Mei, Eric*, and Michael
- Finance: Ken*, Jay
- Teacher and Staff Sustainability: Victoria*, Mara, Carolyn, Katherine and Rachel
- Community: Mara, Erica, Wendy*, and Kristen

Assignment: **Create action steps (how we will get to the goals - the strategies or tactics) with timeframe under each goal. We will review these at the next board meeting. Submit for pre-read by the 11th of November for the November 16th Board meeting.**

Action Steps:

Li-Me will send out Power Point framework so teams can type right in.

Teams will email drafts to Erica by November 11 for a pre-read

Erica will compile and send out materials before November 16th board meeting as a pre-read.

Other Items

Wendy announced that Denis Udal, a NOCCS founder and crafter of the core principles was available, if the board is interested, to and do a presentation on how core principles came to be.

Wendy also shared that the Verizon tester came and did several tests to test the site before the cell tower goes live. They will return to do the same tests once the tower goes live.

Closed Session

The personnel committee recommended that the Director receive a raise. The raise would be prorated back to start August 1. **Michael moves and Victoria seconds. Motion carried (without Mara, Katherine or Carolyn present)**