

North Oakland Community Charter School (NOCCS)
General Board Meeting
@ 6:00 pm December 14, 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, 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: Rachel Wylde

Public Comment

No public comment.

Approval of Minutes

Minutes from Nov 16, 2011 meeting. **Motion carries with Katherine and Kristen abstaining. Li-Mei, Carolyn, Ken, Eric, Ken, Erica, Jay, and Wendy approving. Victoria and Mara not yet present.**

Mara joins the meeting.

Approval of NOCCS Uniform Complaint Procedure and of NOCCS Grievance Procedure

Carolyn explained district requirements for updating school policy. Carolyn explained the uniform complaint policy had been dated and reviewed her proposed changes. The board recommended a change to clarify that one should go to the director, as opposed to the main office. **Ken moves and Erica seconds to approve the new policy with the proposed clarification. Motion carries with Li-Mei and Mara abstaining. Carolyn, Ken, Katherine, Eric, Ken, Erica, Jay, Wendy, and Kristen approving.**

Carolyn reviewed the revised NOCCS grievance procedure. The board agreed to make a revision that in the event the grievance is directly about the NOCCS director, that one

may go directly to step three, approaching the board. **Ken moves to pass with revision. Jay seconds; Motion passes with Li-Mei abstaining; Michael, Carolyn, Katherine, Eric, Mara, Ken, Erica, Jay, Wendy, Kristen approving. Victoria not yet present.**

Carolyn introduces the promotion and retention policy and procedure document. This document outlines the policy for retaining a student. This document should be read understanding that we use multiple measures to determine whether or not a student is retained and that the staff is required to implement a variety of interventions; then if those interventions do not help the student make progress the school discusses with the family; the educators get to make the final call. The documents was vetted by associate and lead teachers. Kids with special needs have to involve the IEP team in the decision and special education law supersedes this policy. **Ken moves to pass, Erica seconds. Motion passes with Li-Mei abstaining; Michael, Carolyn, Katherine, Eric, Mara, Ken, Erica, Jay, Wendy, Kristen approving. Victoria not yet present.**

Victoria joins the meeting.

Educational Programs Report

Carolyn reviewed year one of NOCCS English Language Arts Reform. Last year staff identified ELA, writing and reading, as a big priority, specifically developing strategies for curriculum, instruction, assessment, and professional development. This will be at least a 3 year effort with writing as the main focus. Staff developed a vision for graduating eight graders and then created a K-8 curricula to build to that point. They are using Teaching for Understanding framework to build writing units. An important goal will be to develop the assessment tool that follows the progression. Carolyn is excited because the national standards for writing are coming down the pike; they are more developmental and aligned with NOCCS' approach than the California standards.

Development Committee Report

Ken discussed the results of the capital campaign consultant search. He received four proposals and three interviews were offered. Carolyn, Erica and Ken have met with two of them and the third will be interviewed tomorrow. After a decision is made the Development committee will write a report to our guarantor by the end of the year. The report will include pieces from proposals from the applicant. Members of the executive committee will review the draft this week.

The most important role of the consultant will be to help them craft our case and make it a compelling campaign. The second will be to help us develop the infrastructure to support the campaign. The board requested the Development Committee negotiate a contract where a significant payment be made after we see some of their product. Carolyn noted that policy questions make come up related to the campaign (such as naming a building or room after a donor) and that these decisions would be brought to the board. Carolyn will sign the contract with the consultant.

Finance Committee Report

Jay explained the November outlook looked very good. News from the State regarding trigger budget cuts is good news; the most draconian cuts will not happen, at least for this year.

Personnel Committee

Victoria reported the work of the personnel committee which has focused on refining Carolyn's goals for this year. Carolyn's coach was hired and it seems to be going well. A couple of things have come out of that process, including the need to align the school's personnel evaluation process, specifically the evaluation of the school director with best practices. Between now and June the committee will research evaluation models and develop one for NOCCS, to be implemented next year. For this year they are basing the director evaluation on the goals established at the beginning of the year with specific and measurable outcomes.

Nominating Committee.

Michael reported that the nominating committee has not met since last board meeting. They have established 5:30 the Wednesday before the board meeting as their standing meeting time.

Strategic Planning Report

Li-Mei reported that the strategic plan is generally in a good place and just needs final input. The goal is to have this be a stand-alone document.

Currently there is a placeholder for the executive summary. The board discussed adding in the core principles and have a graphic designer work to make it a visually compelling piece. The audience for the final document will be will be the current board, new board members, and others such as funders and potential donors. We will develop the power point document for the board, and then take more time to refine and polish a document for other audiences.

The board discussed the need to inspire people with this document and that inspirational and visionary language would need to be layered into the final document. We discussed whether or not to have an inspirational description attached to each objective or primarily have this in the executive summary. Key points to include will be that NOCCS is in a critical place in its development as a mature organization, and that if it can solidify this way we will be able to plan for the next twenty years; describe why we initiated the strategic planning process and why we selected these particular objectives in relationship to our core principles.

Carolyn, Erica, and Kristen volunteered to do a first draft of the writing.

The following were edits within specific objectives:

Teacher and Staff Sustainability: We are trying to balance being competitive and being fiscally sound as an organization. Li Mei offered new language and the board agreed to accept changes with some language around fiscal responsibility. The proposed change in

language is: Balancing strong fiscal stewardship with the needs of NOCCS and its employees. **Victoria and Li-Mei will wordsmith key action steps language.**

Community: The board discussed moving all the language about communicating board roles and responsibilities to the community to Governance section. Change the language for the first goal to “Engage and include a diverse range of families in our school community,” and change “history” to “development” in the goal about documenting the NOCCS story. **Li-Mei will incorporate these changes.**

Ad-Hoc Facilities committee

Carolyn requested the board form an ad-hoc facilities committee to meet with the Destiny Arts board regarding our relationship and their tenancy. **Michael and Wendy will join the committee.**