

NOCCS General Board Meeting
Minutes
December 18, 2013, 6:00pm
1000 42nd Street, Oakland

Present: Carolyn Gramstorff, Mia Birdsong, Erica Mackie, Kate Hayes, Pam Rich, Mike Markman, Ann Gordon, Wendy Barry-Owen, Steve Fox, Adam Howell, Miles Armstead, Coriander Melious , Victoria Folks

The meeting was called to order at: 6:07 pm

Public Comment: None

Approval of Minutes: Ann Gordon moved to approve the November minutes.

10 approved

2 abstentions

Passes

Report by Board Fellows on their project: Chad and Kate presented information about their project. They are both first year MBA's at Berkeley Haas. They are working on a project to help the Board and shadowing and learning across the year. Chad reports that it has been identified that this Board has no fully functioning management structure system: achievement data, financials, fund-raising . Their challenge is to determine what these key indicators are. They plan to talk with interested Board members. They have done some initial research.

A few Board members asked questions. What do you think is the end product? A simple excel document and a formal presentation at our April meeting. Carolyn asked if they would be able to be Board Fellows for two years. Kate shared that this might be possible.

NOCCS Rocks Summer Camp: Tatum O'mari introduced herself as the K/1 teacher. Her purpose is to get camp approved for the 2014 summer. The Board reviewed the pre-read that had been sent. She stated that she asked for an increase for advertising in an effort to increase number of children coming from outside the NOCCS community. Mia asked if camp has been at capacity. Tatum responded that, yes, they have but she still feels it's a good practice to increase number of kids that apply. Kate asked how staff members are determined. Tatum shared that it depends on who worked the previous year and also that she draws from associate teachers in the interest of sustainability. Kate asked if Tatum thought lead teachers would draw more of a crowd. Tatum answered that most lead teachers haven't shown interest. Kate asked about parents who are looking for academic support for their child. Tatum stated that in the past it hadn't worked out and very few children enrolled. Erica asked Tatum to discuss emergency protocol. Tatum stated that everyone is emergency CPR and first aid certified and discussed the protocol which included calling Carolyn on her vacation. Carolyn shared that there is generally an administrative staff member present. Steve Fox asked about insurance. Tatum and Beth shared that it is rolled in.

Erica moved we approve the plan and budget.

Mia seconded

Unanimous approval

Finance- Budget to Actuals: Beth Brenner reviewed the October Budget Revisions for the Fiscal Year, 2013-2014. She shared we are \$3K short of original projections. She reported that we will get reimbursed from OUSD for special ed. It was also shared that our lunch bills are higher due to a larger number of students who receive free and reduced lunch but that we will get federal reimbursement, which will even things out. Mia asked if there was an ETA for the OUSD reimbursement. Carolyn reported that this would happen around July. Beth reported that there shouldn't be any cash flow issues this year. Erica stated that she feels this is a big step forward for financial reports to the Board. She asked Beth's confidence level on actuals to projections. Beth answered that she doesn't expect any surprises and feels confident with projections. She foresees additional revenue coming in. Carolyn shared that we are still waiting for last year's portion of SP740. Beth has been checking in weekly and not hearing back.

Assistant Director's Report: Mahru was out sick so this report was tabled

State of the Staff report: The Board discussed Kate Hayes report and asked questions. Carolyn shared that a big focus for the staff is researching and purchasing curriculum that is aligned with the Common Core Standards. Also that they are looking at how to streamline the progress reports. Coriander asked about Kate's report on low staff morale. She wanted to know how is that being supported. Kate responded that it's a difficult time of year due to the holidays and progress reports. People are overworked and exhausted and student energy is up. She shared that teachers have received support. Administrators are working to provide support with long term planning and teachers are also trying to get all the current things completed. It is clarified that this is a short-term dip. Ann Gordon asked if there's something that could be done to help with support. Kate and Carolyn share that straddling the two standards causes fatigue. The Board discussed thoroughly and continued to ask questions.

Development and Capital Campaign: David presented Capital Campaign Board Report that was sent as a pre-read to the Board. Carolyn shared that anyone who gave to Phase I received a donor report/certificate. David reported that he is working with a parent on the NOCCS Development database. Steve Fox stated that he wants to talk with each Board member about Capital Campaign gifts. David shared that over the past week they have received some significant gifts to the campaign. Ann Gordon noticed the Annual Fund was lower than last year and she wondered if they were competing. Carolyn and David shared that it has recently caught up. Board members asked clarifying questions regarding the Campaign report.

David asked the Board action to be approval of the Gift Acceptance Policy and Guidelines. He reviewed the document that was sent to the Board as a pre-read. Erica states that this policy is complicated and might be difficult to manage. She asks if NOCCS is really prepared to accept all these types of gifts and turn them into cash. David responded that they had already deleted what they considered more complicated gifts. Mia asked if we should make an ethical statement about the types of gifts that NOCCS will not accept. Carolyn answered that if we did this, we should take more time to make decisions about what we will and will not accept. Carolyn suggests that we could either appoint a sub-committee or send the document back to the drawing board. The Board continued to discuss and ask questions. The Board proposed revisions to the document: Add 5013C, change president to Chair and delete the attachments.

Steve moved to vote on the Gift acceptance policy

Erica seconded the motion

13 approved

1 abstention

Committee Updates: Erica asks for committees to share out

Community Committee: Coriander, Mia, Wendy and Laura

Coriander and Wendy are co-chairs: They discussed their part of the strategic plan. Made some modifications to the key action steps

They are charged with making sure the key actions steps happen

Personnel committee: Victoria, Laura, Steve, Carolyn

Have researched different districts and charter schools and sent out survey to all teachers to ask them their take on compensation at NOCCS. They plan to meet once a month

Special Ed. Ad-hoc: Members are Pam, Coriander, Carolyn and Heather Outlock (school psychologist)

The committee has discussed 3 items: How NOCCS stands with OUSD, staying within OUSD but negotiating more independence, SELPA. They are moving forward with all 3 fronts. They will update in January. The committee is working on defining what we want spec. Ed. To be at NOCCS.

Charter Renewal/strategic planning, Ann, Carolyn and Mahru: they have all committed to reading the charter. The committee has not met yet.

Finance: Members are Erica, Carolyn, Rachel, Myles, Jay and Li-Mei

They met once and talked about the budget projections. They have regularly scheduled meetings.

Governance:

Technology: Adam-thinking about role of committee with strategic plan

Governance: Jenny, Ann and Mike This committee meets once a month. They have investigated the Bylaws and are looking into revising portions that are no longer accurate. A Board Acknowledgement document has been drafted. They are working to gather all past and present Board documents to house on the page on the Board website.

Strategic Plan Scorecard: Wendy presented that Li-Mei created and has been in charge of the scorecard. Mia and Wendy decided that the committees will update the scorecard on their own from this point on. She shared that this will be up to the committees. This will be a part of the template that will be created for the committees to share their progress.

Break

Meeting Adjourned: 8:00 pm

Closed Session – Director Review Update