

North Oakland Community Charter School (NOCCS)  
**General Board Meeting**  
@ 6:00 pm January 23, 2013  
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: Ken Sommer, Wendy Barry-Owen, Erica Mackie, Carolyn Gramstorff, , Li-Mei Johnson, Jenny Bond, Kate Hayes, , Victoria Folks, Michael Schwartz, , Eric Rathhaus, Mara Benitez, Kristen Zimmerman

Meeting called to order at 6:10

**Public Comment- no public comment**

**Approval of Minutes** : Vote on minutes from Dec. 2012

Approved  
2 abstentions

**Approval of Summer Camp Plan:** This agenda item will be revisited at the February meeting

**Board Member Admissions Preference Policy**

Eric presents revisions he made to this policy. Board members discussed and asked questions. Additional revisions were made during the meeting.

Ken moves to approve the updated policy  
Unanimous-passed

**Finance Committee Report**

The Board reviewed Jay's Refinancing Update: Provided four alternative options to the Permanent mortgage tax exempt refinance:

- Do nothing
- Refinance in to a 25 year Amortizing Tax-Exempt Mortgage
- Refinance in to a 10 Year Amortizing Taxable Mortgage
- Look to sell the Building and Rent an OUSD Facility
- Finance Committee determined that it was in NOCCS' best interest to pursue the 'permanent' tax-exempt mortgage financing. This was based primarily around the idea that NOCCS has no current intent to move any time soon, if ever.

### **Development Committee Report**

Ken reports update: Campaign committee is continuing with work. They are separating themselves among grades and working as mini-task forces to look for in house prospects.

Next meeting scheduled for January 30<sup>th</sup>.

The committee will have a formal solicitation training sometime in mid-February.

The Case statement is complete and a document has been created. A sub- committee will be putting together various collateral for this case

Ken requested that all Board Members submit pledge forms by February 1<sup>st</sup>.

### **Fundraising Report:**

90,186 raised toward 180,000 year end goal. (including extra \$20,000 for Outdoor Education).

Annual Fund has raised \$44,340 toward a \$75,000 goal

Carolyn reports that there is a Phase 2 push for Annual fund. This phase ends February 1. This involves challenges for classroom participation rates for teacher bonuses. Updates are included in the Weekly Blast.

The Board thoroughly discussed fundraising issues and asked questions. Decreasing the number of smaller fundraising drives was discussed. It was asked if they contribute to fundraising fatigue in the community. Looking for alternative methods for contributing to the school was suggested so that all families are able to support NOCCS.

Erica suggests we analyze the reality of the Board's role in decisions about these fundraising issues.

**Student Family Handbook Review/Presentation:** Carolyn frames what is needed from the Board. She reports that the Handbook has been updated to reflect current needs in student/family life. There are no new policies that have not already been approved by the Board. This is our communication document and where NOCCS parents should be able to access for policies and procedures.

Board reviews Handbook checking to see that it provided appropriate guidance for families.

Board discussed and asked questions: Board members share that they believe the document is thorough and reflects community values.

It is asked if the policies line up with Education Codes, which Carolyn confirms.

Question is asked if the updates would have supported the personal issues that occurred earlier in the year. Carolyn responds that the handling of personnel issues is not part of the Student/Family Handbook. Michael expresses concern about how Board appointees handle a grievance against the Director. He states that default should be that the Director knows what she is doing and that the Board can only set aside a Director's decision if it is found to be malfeasant.

Carolyn suggests that we put these proposed changes on a future agenda.

Eric suggests that a Review of the process should be created. Eric will draft this policy change and will bring back to the Board for further review.

Board Fellow suggests that an ombudsman more neutral party might be effective for working positively with grievances. The Board discussed this idea and proposed suggestions for who this could be and the possible challenges.

The Staff/Family Handbook was provided to families in hard copy two years ago but not this year. This is a new and improved version.

Erica asks if there are other policies that Board members think should be revisited. Wendy suggests that 6:00 pm rather than 6:15 pm should be the time listed for the start of Public Comment during Board Meetings.

Kate expresses concern about the leniency of the tardy and absence policies on page 80. Ken states that this is not Board territory and that the Director and staff should create these policies for Board review. Board recommends this policy is vetted through the teachers and comes back to the Board for review. Carolyn shares the heavy administrative burden brought by these policies.

Wendy notes picture above "Communicating at NOCCS" not representing the NOCCS community.

### **Employee Handbook Review for Approval:**

Carolyn shared that this handbook was last updated in 2006 when NOCCS was still a K-5 school.

Beth completed a major overhaul of this handbook, drawing from multiple resources. Updates are focused on Social Media use, appropriate and inappropriate interactions with students.

Kate noted that that she did not see anything in the handbook that referred to the process for salary increases or the step-in scale.

Carolyn suggests we approve this document as a whole and that we have it vetted by legal counsel.

Board discusses and agrees that legal vetting is necessary to approve this document.

Mara suggests that between the Lawyer and the Board, the Personnel Committee reviews the Handbook.

Carolyn asks the Board to set a deadline for these reviews.

The Board will have the document reviewed by Legal counsel and the Board by the March Board meeting.

Erica suggests that we have the Lawyer review the "Offer Letter" given to new employees and that any discussion of contracts is eliminated from the Employee Handbook.

### **Identify date for Board Budget Retreat in late February**

Carolyn will distribute a Doodle scheduling email and the Board will respond with date preferences.

Kate distributed State of the Staff report to the Board. The Board reviewed.

Kate suggested Staff/Board mixer at 5:00 before the next Board meeting on 2/20. Kate will choose a venue.

Meeting Adjourned at 8:10