

North Oakland Community Charter School (NOCCS)
General Board Meeting
@ 6:00 pm March 20, 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:, Wendy Barry-Owen, Carolyn Gramstorff, , Jenny Bond, Michael Schwartz, , Eric Rathhaus, Jay Weil, Erica Mackie, Ken Sommer, Victoria Folks, Miles Armstead, Josh Newman, Li-Mei Johnson, Kate Hayes

Meeting called to order at 6:05

Public Comment- Jeannine Harmon, a NOCCS parent, presented her concerns regarding a few items on the school calendar before approving for next year. She presented the Board with an information packet and specifically asked the Board to consider the following:

- Number of professional development days.
- The placement of professional development days
- Placement of conference weeks
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Erica asked for questions from Board members.
A few clarifying questions were asked.

Andrea Dubrow also shared that she doesn't believe there has been additional program through EDP to provide care on these days, which presents challenges for working families. She Stated that they are supportive of the teachers and the need for development but that this is a dilemma.

Nancy Rodriguez --kindergarten parent. Shares excitement to hear Carolyn's presentation about the Pre-k option for next year.

Approval of Minutes:

Board members identify several name misspellings and provide corrections.
Wendy motions to pass with changes
7 approved
abstaining- 2

Finance Committee Report:

Update on refinancing: Jay reports that the appraisal is back and came in at 4.8 million which gets us to 3.1 million. The appraisal is good for six months.

The auditor's contract has come up. It's a 2-year contract that Board needs to approve. Jay states that auditor knows history of NOCCS and charter school legalities. He works with multiple charter schools. LI-Mei asks if there is a limited amount of time he can be our auditor. Total fees=\$12,000. We need to submit document to OUSD by April 1st.

Jay motions to approve Vicente Lloyd Stutzman. **Unanimous approval**

Finance: Jay presents chart of budgeted, projected and actual net income. Chart demonstrates how NOCCS does not run at a profit until the end of the year. The number will always be negative until the last day of the year. We are running at a loss right now, however the projected is that we end up in the black at \$61,855. The Board discussed and asked questions

The Board reviewed a detailed spread -sheet. Jay noted \$49,482 in changes in February and much smaller changes in other months. Jay also noted revenues that showed Prop. 30 adjustments.

Eric shared update on the refinance. Reports that his research revealed that this is a big project that generally does not receive pro bono work. Eric is working to connect Jay and one of his partners at work to help limit our expenses. Hoping for 20% reduction. Wendy asked if we know what this would cost at full fee. Jay shares that we are responsible for paying for the banks representation.

SB740- Josh shares that he is optimistic that we will gain approval. There is a new person working with us that is supportive of our position.

Budget Report: Carolyn presents power point reviewing the Board budget retreat. Carolyn shares that she and finance committee will be working over the next month and half to review data and multiple requests and to create Budget proposal to present to the Board in May. Jay, Carolyn and Beth are in the process of eliciting feedback and input from leadership and staff.

Carolyn presents the Budget action plan:

Potential new revenues

- Slightly increase class sizes to increase revenue (ADA \$6,000-30,000)
- Destiny Replacement (\$12k-50k)-options are non-profit tenant or Pre-T-K program. Both will likely incur some costs in terms of capital expenditures to prepare the space.
- Grant Writing (\$15k – 30k)- Increase current Development position

Carolyn shared chart displaying Potential New Expenses. These included personnel and infrastructure expenses. Kate asks Carolyn to clarify class size numbers. She states that she has 27 children. Carolyn shares that the average class size in 4th-8th grade is 26 students. Ken shares that grants fall in general fund or programmatic and a need to balance that out. Ken shares wonder about what other schools have received. Josh-asks what 1% cost of living increase for whole staff would amount to. Jay shares they looked at 2% cola amounting to about \$15k. Josh shares it is helpful to disaggregate budget into 3 buckets: Low COLA over the years, reasonable step in COLA this year, consider merit pay for those who deserve it.

Carolyn shares information about the NOCCS salary scale and how it operates. States that pay raises have been consistent but whether they keep up with cost of living is questionable. Kate shares that at prior schools she has had a step and scale based on years teaching and years of education. In addition she would receive a COLA increase every year.

Pre-k/Transition-K: Carolyn presents power point with Transitional K Pre-K Options to replace revenue lost with Destiny's departure. She shares that Michael toured a performing arts company. They liked the space but their top amount for renting is 20k, which does not cover loss. Still looking for other tenant possibilities.

Carolyn presents history of this new idea. By moving the cut-off for Kindergarten entry back, the state has also recommended/mandated that districts offer "transitional kindergarten". The regulations are unclear and some feel that charter schools are exempt. Fiscal Analysis: Pre-K \$40k annual net once operational

- 10k/year/childx10-12 children=\$100-120k
- Additional; revenues from EDP, fundraising
- Would require staffing of .8-1 FTE teacher = \$55k
- Associate teacher = \$25k (also works in EDP)
- Capital upgrades
- Licensing
- Not attached to enrollment to NOCCS

Initial Transitional -K Analysis

- Probably not profitable as a stand alone
- \$5k/year/childx8-10 children = \$40-50k

Presented option of combining Pre-K and T-K students

- Combine revenues from Bridge/Pre-K 140k
- NOCCS probably does not have space for this type of program.

Proposal

- Board allocates \$2.5k-5k to pay a consultant to, by May 1st, conduct a feasibility study of a T and/or Pre-K model.

The Board discussed this proposal. Eric asked if it would be possible to combine non-profit tenants and T-K. Carolyn states that her thought would be to expand EDP program so that the students would be on site through the afternoon. Ken inquired about how aggressively we have tried to market the space to brokers. Beth states that she has contacted a NOCCS parent who has put her in touch with this type of broker. Carolyn shares that bringing something in house does provide greater flexibility with the use of space that is often needed for EDP. Wendy shares concerns about current feeling of being crowded and issues with enrollment. Li-Mei expressed a dislike for the option of combining Pre-K/T-K.. She also shares concern about 2.5K going toward paying a consultant and whether or not we would get what we need for this amount. Carolyn states that this is her best estimate.

Carolyn shares that there are some other charters using similar but different models. Erica asks if our charter will allow this and could we lose our tax-exempt status. Carolyn clarifies that the question is can a non-profit run a pre-K? She shares that we do run an EDP program. This is something that we need to examine. Josh asked if we have ever been approached by a summer camp that may want to use our facilities. Kate expresses concern about the outdoor space and where the younger children would play.

Michael asks how soon we would need to announce NOCCS preschool in order to enroll the school. Carolyn states this is needed as soon as possible.

Li-Mei states that realistically this is not a fall start. Wendy agreed. Carolyn suggests that we need to be moving forward on all fronts. She shares a feeling of urgency to move forward

Erica asks Beth and Jay to lay out what it means to take a 5K hit for this consultant. Eric questions viability of preschool parents wanting to send their young children to a school that goes through 8th grade. Board members ask that consultant presents proposal before being funded. Josh suggests that we need a strong preschool leader to make this program work. Carolyn says that we could make this part of the scope of work of the consultant. Michael asked if there are other things that people need to know to be able to vote. Wendy states that she would like to see other options on the table moving forward. Board decided to proceed and hear a proposal from possible consultant at next Board meeting.

Admin. Structure: Carolyn presented Administrative Team Reorganization ideas She shared current organizational chart for NOCCS administration that demonstrated a heavy Director workload. Carolyn then shared proposed 2015 Organizational Chart, which demonstrated splitting Director job into basically two positions. She provided a detailed break down of proposed job responsibilities and the foreseen benefits. Carolyn also presented a 2013 Organizational Chart that represented gradual changes starting this year. Kate asked if they considered lower school administration and upper school administration division. Carolyn stated that would not be her preference because of the emphasis over the last few years of a K-8 model. Erica suggests we postpone questions and consider options.

Staff Handbook: Not back from lawyer—tabled.

Annual Fundraising Progress to Date: Board reviewed via pre-read

Capital Campaign: Ken shares they had successful training with solicitation committee. Ken would like to implement similar training with the Board. In trying to create a culture of fundraising he proposed we, the Board, make phone calls to \$500 plus contributions to thank them for their donation.

Nominating Erica reviews that Board members were asked to come to this meeting with possible nominations. The Board discussed a myriad of possible names.

Teacher Report -Board reviewed via pre-read

Meeting Adjourned at 8:00 pm