

North Oakland Community Charter School (NOCCS)
General Board Meeting
@6:00 pm April 15, 2015
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

Attendees: Ann Gordon, Tracy Hanna, Jenny Bond, Carolyn Gramstorff, Iliana Phirippidis, Mia Birdsong, Pam Rich, Rachel Vyda-Venning, Kristen McClusky, Sahra Halpern, Erica Mackie

Agenda

The meeting was called to order at 6:10 pm

Public Comment :

Louise Chegwidden- NOCCS parent- spoke with the board regarding educating NOCCS students about climate change issues. She shared ideas about possibilities for educating the NOCCS kids about solar energy options here at NOCCS. Board members asked clarifying questions.

Approval of March Minutes: Pam moved to pass the March minutes

Tracy seconded

10 approved

1 abstention

Mia motioned to move the Development update to follow the financial update

Erica seconded the motion

11 approved

Development Update: David distributed a Development report. David shared that he predicts we will meet annual fundraising goals this year due to realistic goal setting. The auction was a community success. It looks like the goal for this event will be met or exceeded. Erica stated that she wants to make sure that David is aware of the numbers that are put in the budget. Carolyn reported that they are the same numbers. David reviewed the K-8 Outdoor-Education program. He explained that 2/3 of the cost is raised through family donations. The remaining 1/3 comes in through specific targeted fundraisers (Pizza Day).

Capital Campaign: David reports little change. There is about \$2K more in the account. \$5K was added for Fiber Optic-internet installation. David expects expenses to be less than \$10K. He reported they have not been successful in collecting former board member pledges amounting to \$16K but continue to pursue.

David shared the Development Committee spring 2015 Goals:

Seek direction from the board as to how to proceed with Capital Campaign.

Understand the goals of the new Strategic Plan and consider how development should support them.

Re-evaluate existing CC goals and \$ targets, to assess alignment with new SP

Revise Capital Campaign accordingly

Assess standing of existing Capital Campaign leadership team, and make a plan for new leadership that fits with revisions.

Begin to draft multi-year fundraising plan.

The board discussed and asked questions.

Approval of 15/16 Board Officers to begin May: Erica shared that her last meeting will be in May. We plan to vote in officers at this meeting. These officers will begin at the June meeting. Sahra asked about the process behind deciding who will be nominated for officer positions. The board discussed and decided to send an email to the whole board to inquire about interest in these positions. The board will vote new officers in at the May meeting.

Finance Update (Draft Budget Conversation, Vote on Auditor Selection)

Rachel reviewed the Audit Timeline with board members.

Rachel motioned that the board approve hiring Wade McMullen of Vincenti Lloyd & Stutzman Auditors.

Kristen seconded

11 approved

Rachel reviewed the *March Financials* with the board:

The second installment of the Prop39 Energy Efficiency Funds arrived in March (\$101K)

February financials were adjusted to re-classify afterschool revenues from fundraising.

Those revenues now appear on track.

Expenses

Health benefits have been tracking higher than budget; the forecast has been updated
Water utility, which wasn't originally budgeted separately from all utilities, is a meaningful expense that is now forecasted.

Equipment leases, which were negligible in the first half of the year, have now shown a trend of running at \$2K per month. Carolyn reported that this is being researched and renegotiated. The board thoroughly discussed and asked questions. Tracy asked about a difference of \$200k between ending fund balance in July of last year and June of this year. Rachel explained that this is money that we will be expecting to receive. The board discussed adding a balance sheet to our financial review. Sahra suggested looking at areas that are fluctuating greatly.

March Forecast Updates:

P1 ADA was 3 ADA higher than budgeted. Based on the higher P1 ADA, the LCFF revenues have been increased by \$25K

Prop 39 Energy conservation funds have been included as well as a yet to be determined offsetting expense

Title 1 increased \$3K

Food service sales and Fed. reimbursements add \$11K to forecast

Expenses

Certificated salaries have been increased \$16 K to account for the additional instructional coach

Health Benefits have been tracking higher than the October reconciliation

\$5K added to water utility, which was not separately budgeted this year, but is a meaningful expense.

Equipment leases have been increased \$15K, but \$7K is likely already captured in "rent" (to be confirmed). The additional \$8K is for a copier lease.

SPED encroachment has increased \$23K

\$4500 of admin fees, licenses and other fees, and payroll fees have been added to the forecast.

The board discussed and asked questions.

A first draft of the budget has been created and is being reviewed. A revised version will be developed in the next couple weeks. We still need to increase teacher salaries but they will probably need to be lower than originally planned. Rachel presented that we may need to set aside a lower amount for SPED than initially stated. The board discussed methods to reduce expenses. Tracy suggested looking at revenue streams and possibly class sizes for future discussion.

The board will further discuss and analyze a revised budget at the May meeting.

Approve first and last day of school for 2015/2016- Choices are Wednesday, 8/26, which would mean earlier end around June 8th. This would mean less time for the new leader to get things off the ground. Second option is Wednesday, 9/2. This would mean a later end around June 15th. This would provide more time for the new leader to get started with staff and families.

Mia moved to start school on Wednesday, 9/2

Tracy seconded

10 approved

1 abstention

External Board Candidate Discussion: Jenny shared that the Nominating committee doesn't have any leads for new external members. She distributed a worksheet and asked the board to brainstorm their own networks and come up with three people they can commit to calling or emailing in the next week. The board worked on this sheet.

Strategic Plan and LCAP: Pam provided an update on the committee's progress. They are working on a process and putting a timeline together so that they will have a draft for the May meeting to be approved in June.

Head of School Hiring Update, including draft timeline: Mia and Erica shared that phone interviews have begun and asked the board to spread the job description throughout their networks. Kristen asked about progress in hiring for Sharon Flynn's position. Carolyn reported that this is being looked at and that some resumes have come in for the 2/3 position and nothing for middle school. One resume has been received for Dance.

Adjourn: 8:09 pm