

North Oakland Community Charter School (NOCCS)  
**General Board Meeting**  
@ 6:00 pm May 15, 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, Miles Armstead, , Li-Mei Johnson, Kate Hayes, Mara Benitez

Meeting called to order at 6:07

**Public Comment-** Erika shares that everyone is welcome. Board members are welcome to ask clarifying questions. This is not a time for discussion. This is part of the process. You are welcome to send written material to the NOCCS Board email or to Carolyn.

A group of NOCCS parents attended the meeting to present concerns regarding new teachers and their perceptions of a lack of administrative support for these teachers.

Julene, NOCCS parent of a 3<sup>rd</sup> and 7<sup>th</sup> grader, presented a letter addressing concerns about hiring and a "lack of support for new hires at NOCCS". JoEllen Anderson, Wendy Bauman, Brandy Artilda, Jerry McDaniel, Virginia Reed, Beth Deane, Brian Washington, Rachel Wylde, Andrea DuBrow, Jane Greenberg, Jennifer West and Doug Helixson spoke in support of these concerns.

Tatum- a NOCCS first grade teacher and parent presented a letter to the Board in support of the current hiring process and structure for new teachers.

Ember and Sharon Krieger presented that they believe new teacher support issues are budget concerns.

Coriander Amelius presented that these difficulties presented an opportunity to "instill lifeskills" in her second grade son.

Erica closes public comment

**Approval of Minutes:** Carolyn moves to approve April Board minutes

1 abstention

Passed

**Certification of Community Election of Board Members:** Erica moves that we certify elected board members.  
Unanimous approval

**School Calendar:** Carolyn shares about multiple requests to reduce professional development days. Tried to align with OUSD. Basic structure is that they are requesting 2 PD days per semester and 1 PD day spent on progress reports. Reports take most teachers over 40 hours to complete. Carolyn continues to review the proposed calendar. Erica shares that she counts 7 PD days not 6. Kate shares that the staff felt it was hard because of double PD days in terms of momentum of curriculum. Kate shares that proposed calendar is perfect-designed by a group of teachers. Jenny asks if EDP will be offered during PD days. Carolyn responds that she would like the EDP staff to benefit from some PD days but could possibly provide childcare on some of the days. Wendy shares that she sees the value of the extent of the progress reports but that they were not fully intended to be so time consuming and that parents don't benefit. Suggests looking at progress reports to scale back. Mara sees it going into the future but not today. Michael asks how many days did NOCCS have off that OUSD had off. Going from 11 to 6 PD days during the school year. Only two that are not corresponding to OUSD. Carolyn shares that our educational model is different from OUSD and that more educational support is needed for our model. Suggests that PD days are important to support teacher retention.

Jenny states a need for information about EDP being offered before voting. Carolyn states that she does not know, at this time. Kate suggests that NOCCS look into offering space to outside childcare provider. Mara states that she doesn't think we need to hold off the vote for 1-2 Board members. Board votes

In favor 9

Opposed 1

Abstention 1

Passes

**Capital Campaign Solicitation Training:** Yovanna shared that we had a deadline of April 1 to receive all pledges. Reminded Board to turn in pledge forms. Board viewed Campaign video created by Jane Greenburg. Yovanna asked Board to review "Telling your Story" to help with doing the "ask". Yovanna shared presentation that consultant delivered about the "Steps to Securing a Gift".

**Finance Committee Report:** Received term sheet for refinance this week-up to \$3million. No guarantor needed. 4.3% rate. Jay shares there are no real concerns about meeting debt requirements. No other debt is allowed without written consent of the bank.

Eric asks what balloon payment will be at end of 10 years. Jay responds we will need to respond 2.164 million. We will have paid almost \$246k. One of the terms of the mortgage is that we have to get charter down to \$240k. We will still have \$200k in debt that we will be paying in addition to \$16k mortgage payment. Kate shared concern about not being able to afford buying the property. Asked if we should be taking all of the money and putting it into a building that we are growing out of. Carolyn responds that OUSD rents to charter schools at fair market value. We also have mortgage that we can afford to pay. Kate asks if we have exhausted all possibilities of renting a facility at a more reasonable price. Carolyn states that you have to have a prop 39 offer to rent a district building. Eric states that money is tight in general not just because of the building. Jay shares that we already owe this money so we have to pay it back.

The Capital Campaign has \$180k in the account. It needs to pay \$85k so we need \$65k.

Jay would like to vote on accepting these terms.

Erica moves to accept these terms and to allow the finance committee to move forward with signing off on this terms sheet outlined in the May 10, 2013 letter from First Republic Bank to Jay Weil, NOCCS Board Treasurer.

The motion carried by a vote of 10 with 1 abstention

**Cash flow;** Jay reported that in order to account for prop 30 vote the state created education protection account. State always does referrals of revenue. SB740 paid nothing to us this year at all. We will be in need of cash in the near future. If SB740 pays it's conceivable that we get through the year without needing cash. Need to account for \$230k in cash. There is an anonymous funding source that Jay has been invited to participate in so he will recuse himself from decision- making. Board needs to vote on line of credit up to \$230k prime plus one. Carolyn asks if we secure it and don't use it, is there no cost? Jay responds there is no origination fee.

Erica expresses concern for Jay's ability to serve as treasurer with this line of credit offer. Erica asks if Jay has asked our auditor. He responds, no. Jay suggests that Li-Mei can sign checks and would understand process. Michael shares that it is a good deal but feels that if there's an opportunity to do due diligence, we should. Erica states she would like to see some separation. Jay states that we might not make it until June before cash runs out. Jay presents that this can be structured so that this loan goes to PEC and PEC can loan it to NOCCS. Erica states that she would be okay if the auditor is okay. Will discuss and vote at June meeting.

**Budget:** Budget is not done. Will have to review and approve at June meeting. Jay shares plans for creating budget options. States that we need to run through five things we can do to the budget to enhance revenue.

Revenue considerations: Ways to enhance revenue for next year

- PEC carryover of \$40k
- 12-13 SB740 \$51k
- Rental Income \$18k: \$8k D.A.C/ \$10k YMTC
- 13-14 SB740 \$51k
- Enrollment \$5k/kid
- Grants (less than 90% sure) \$10k
- Contingency \$25k

Board discussed thoroughly and decided which options to include in the budget.

**Strategic Plan:** Tabled

**Closed Session:**

Meeting Adjourned at 10:00 pm