

North Oakland Community Charter School (NOCCS)  
**General Board Meeting**  
@ 6:00 pm June 26, 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, Jay Weil, Erica Mackie, Miles Armstead, , Li-Mei Johnson, Kate Hayes, Mara Benitez

Meeting called to order at: 6:10 pm

**Public Comment-** Krea Gomez distributed copies of a letter written by Lily Jones who provided coaching support for some new teachers at NOCCS this year. Krea read the letter to the Board. Tatum Omari passed out a second letter and read it aloud to the Board. Both letters backed the administrative support of new teachers at NOCCS. Michael asked if they were interested in action of the Board. Aiden Wylde, a NOCCS parent shared that he believes there needs to be a greater focus on the excellence of the upper school." Andrea Dubrow read her thoughts to the Board about communication at NOCCS. Stated that the Board agendas are not being communicated to the community and should be publically posted. Stated that the fact that 44 members signed the letter of concern presented at last meeting at that the lack of Board response to that letter feels disrespectful to parents. Erica asks for questions from Board members. Michael asked if Andrea has specific idea of what she hoped would happen. Andrea shared that she needed time to think before answering. States that one outcome would be to allow issues to surface and dialogue.. Evie Laydon: Shared that she believes that the moral among the parent community is pretty low. She is concerned about communication at the school. Wendy asks if there is anything specific that Evie wants to ask of the Board. She asks for conversation about increased communication and dialogue and addressing the moral issues. Andrea Dubrow shared that she received an email from Jeannine Harmon that she wants read to the Board. Kate Hayes read letter to the Board. This email encouraged the Board to consider formation of a parent sight council, parent association, Assistant director. Erica states that we on the Board care deeply for the school and that we are all volunteers. The majority of us are parents at NOCCS. We are grappling with what it means to have parents, teachers, staff be heard and what it means under Brown act and school governance. We are trying hard to listen and will continue to find what that line is that creates a space where people feel that everyone is being heard.

Erica closes public comment.

**Approval of Minutes:** Wendy moved to approve minutes. Jay seconded the motion.

In favor-6

Abstentions: 4

Approved

**Parent Organization:** Wendy and Alexandra presented that the time seems right for a parent organization to come. Feels like a step in maturity and the Board moving away from running the school and moving above to more of a governance role. They are looking to get an established structure. They are going to meet this summer and there are a number of conversations going on. They spoke with Carolyn about this idea and decided that it makes more sense to roll it out in September. They do not want to recreate the wheel and are seeking out helpful resources. Carolyn asks who is part of the group. Alexandra answers that it is herself and Wendy but they welcome anyone who is interested. Mara shares that a big thing is to how to create a sense of ownership. Shared that her experience at her child's school was that the group was a small number of more involved people and others were disenfranchised. Suggests the group craft proposals and create a community vote. Carolyn shares that she thinks NOCCS needs a parent group. She encourages them to plan a process rather than plan a group and check in in early August so that meetings can be put in the school calendar so that parents can plan and think about it. Kate discusses the importance of making sure that many pockets of the community are represented. Mara states that many schools have parent/teacher organizations.

**Staffing Structure/Hiring Update:**

Carolyn presents Administrative Team structure for 2013-Shares organizational chart with the Board from 2012-2013 and the challenges. States that we discussed in March how to reorganize for 2013-2014.

Presents revised organizational chart:

- Director becomes full time and is divided into two functions: Executive Director (.4) and Director of K-3 Instruction (.6)
- Have hired two coaches this year: A math coach and BTSA/new Teacher Coach
- K-3 teachers and ATs—all three of these are supervised by Director.
- NOCCS has hired new Assistant Director who will lead 4-8 instruction. And will also work with elective enrichment teachers and EDP coordinator.
- Business: Finance and Operations Mgr. becomes full time and they are in middle of search. This person will oversee: office coordinator, custodians, IT contractors, Facilities Coordinator.
- Development and Communications manager: .6 position

Carolyn discusses that she has talked with a number of people at other charter school to aide in creating revised structure. Erica suggests that she might want to think about second tier management because 12 people is a lot to manage. Kate asks about eliminating math squad and what the thinking is behind the real remedial work that some kids need. Carolyn discusses pattern seen over last few years and how support can be worked out with teaching team. Carolyn states need for more continued vertical alignment within the K-5 system.

Wendy asks if NOCCS looks at hiring ATs that could possible move into lead teaching positions. Carolyn responds, yes.

## **Finance Committee Report:**

**Recommended Budget Overview:** Carolyn gives thorough presentation of the proposed budget for 2013-2014. The Board listened and discussed.

Jay presented the Anatomy of Budget Development to the Board. He summarized the process. The Board reviewed the Revenue Levers that were approved at the May meeting and the Budget spreadsheet. Revenue is increased by \$155,613K. Erica states that the biggest change from last year is the grant money. Asks which levers are they most concerned won't come through. Carolyn answers that the greatest risk is in new grant funding but it's a \$10K risk. They have allocated staff and consulting to prioritize grant writing. Jay shares that the state approved LCCF funding formula. This will phase in over years. This takes out all state categorical lines and puts it all into one lump sum. Shares that there might be another \$20k in revenues coming in but this is not guaranteed.

Board members review, discuss and ask questions.

Erica asks to confirm increase in salaries and decrease in benefits. Li-Mei asks if there are people more part time who are not getting benefits. Carolyn states that she pulled herself out of benefits. The Board discussed.

Erica asks what we need to know and discuss to be able to approve this budget. Carolyn discusses the risk around the development work.

Erica asks about strategy for hitting Annual Fund. We would risk not hitting the Capital Campaign before risking Annual fund. Li-Mei states that the fundraising revenue seems high based on what was reached this year. Carolyn shares discussions with the new Development Manager of developing a new spring event.

Wendy asks what is happening with Outdoor Education fundraising. Carolyn states that it's at \$15K.

Erica comments that passing a less conservative budget means that we have to make sure to manage to the budget. Carolyn states that we do need to make sure that we are tracking expenditures from month to month and that it is very important that we bring in a strong new member to track the budget. She shares that she understands how the budget flows throughout the year.

Erica suggests getting a second set of eyes on the calculations.

Erica moves to approve budget as written. Li-Mei seconds motion

Unanimous approval

**Refinancing:** We approved going forward with refinance at May meeting. On May 25<sup>th</sup> Jay went through due diligence process. Jay stated with the bank that he needed to get an idea about closing time. Finally contacted the bank last Monday, which stated they were too busy to work on our closing today and they would get back to us. We don't have actual mortgage to look at and vote on. We will need to act when they give it to us. This takes us into July. The new interest rates have spiked so the deal we are sitting on is that much better. We need to be ready to act on this when they come to us. Carolyn states that the Board can designate a representative to sign.

Erica Moves to designate Erica Mackie, Jay Wiel, Li-Mei Johnson and Miles Armstead to review the loan documents and if they determine they fit within the term sheet they will sign.

Jay seconded the motion

9 approved

Cash Flow: Received notice on May 24<sup>th</sup> that Peter Trueblood was going to pay the last of donation. Cash flow is solid and we don't need a line of credit at this point.

**Capital Campaign:** Carolyn discusses that our goal was to eliminate the charter loans debt and we have failed to do that. We will be carrying \$200k. Major donors have said that we cannot do loan forgiveness. Plan is to get through the refinance, meet in August and map the strategy for what will happen in September. We can carry the debt when we close. A discussion ensued about the Capital Campaign progress report.

**Fundraising Report:** Wendy presents progress report that we are at 98% of the goal as of June 19<sup>th</sup>. Three of the five fundraisers exceeded their goals. The New Ventures fundraising did not reach the goal this year. Reached \$5,152 and the goal was \$15k. Large donation did not come through. Did meet the goal of generating and spearheading new fundraisers. Erica asks what the Board/NOCCS has done to ensure meeting our fundraising goals. Carolyn discussed various actions put forth in this effort.

**Board Calendar:** Carolyn presents proposed Board calendar for 2013-2014. The Board discussed. Li-Mei motions that we vote on the calendar with the change of our first meeting to August 21<sup>st</sup>.  
9 approved

**Performance Assessment:** Kate Hayes presented NOCCS Graduate Profile. She shared a presentation that was given to Envision by NOCCS staff to share their work on communication and collaboration and effective management of time and projects in the classroom.

**External Board Candidates:** Jenny and Li-Mei presented recruiting process and current external candidates. Board discussed and asked questions about Board makeup and future needs for the Board to best support NOCCS. The Board selected 5 external candidates that will be voted in at the August meeting. Erica moves that we appoint Laura Geduldig, Adam Howell, Mike Markham, Rachel Venning, and Steven Fox to the Board beginning August 2013 and pending completion of Steven's final application. Miles seconds the motion  
8 Approved

**Closed Session I:** Discussion of personnel changes and compensation

**Closed Session II:** Update on director evaluation

Meeting Adjourned at 9:55