

North Oakland Community Charter School (NOCCS)
General Board Meeting
@ 6:00 pm August 29, 2012
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, Rachel Wylde, Erica Mackie, Carolyn Gramstorff, Jay Weil, Victoria Folks, Kristin Zimmerman, Katherine Orr, Li-Mei Johnson, Mara Benitez, Eric Rathhaus, Miles Armstead, Jenny Bond, Yovana [Gruissem](#) (Staff)

Absent: Michael Schwartz

Approval of minutes

After a brief discussion of May 2012 minutes, Wendy motions to approve the minutes and Ken seconds. **The motion passes** with Mara, Miles and Jenny abstaining.

In discussion of June 2012 meeting minutes, Erica proposes to include the following language to the closed session portion of the minutes "The board voted to renew director Carolyn Gramstorff's contract for the 2012-2013 school year with no salary increase." Wendy motioned to approve the minutes with the suggested changes, Ken seconds the motion. **The motion passes** with Katherine, Miles and Jenny abstaining.

Election of Officers

Erica presented a slate of board officers for the 2012-2013 school year. The slate included: Jenny Bond, Secretary; Jay Weil, Treasurer; Erica Mackie and Victoria Folks, Co-Chairs. Carolyn motioned to elect the slate, Ken seconds. **The motion passes** with unanimous approval.

Development Committee Report

Ken reported on the progress of the capital campaign, starting with some background on the campaign for new board members. In brief the 1.5 million dollar campaign will raise money to retire the outstanding mortgage for the NOCCS property, due in 2015, plus 2 additional projects (1 internal, 1 external) and campaign expenses. To date, the campaign has secured a third of the goal through a combinations of grants and written pledges.

Ken discussed phases of campaign – getting ready, quiet phase (where 80% of the goal is secured by major donors, including 100% participation by board) then finally the public phase (projected to be fall 2013). The leadership structure for the campaign includes a cabinet (Carolyn, Yovana, and Ken; they are looking for a “high-level” co-chair to partner with Ken). A leadership team will include founding family members and those who have already contributed to the campaign. Finally, a working committee will be formed for the campaign’s public phase.

Ken explained that the getting ready phase has been extended as the team identified prospects, goals and developed core infrastructure. Prospecting began slowly over the summer began and is expected to pick up this fall. The cabinet is currently refining the case statement with a goal of finalizing it by September 24th. Yovana shared detailed 6-8 week project plan with key milestones of soliciting top donor prospects; training working committee; securing 100% gift from board; identifying any other potential foundations.

The board asked whether money raised can be used to pay off the principle ahead of schedule. Jay explained that because the operating budget and capital campaign budgets legally must be kept separate, a base of funds will always need to be kept solvent to cover expenses. However, once a certain threshold has been raised we will be able to make early payments. Ken and Carolyn also discussed efforts they are making to cap consultant costs. Erica requested that Yovana include cost and income generation in the monthly report.

Ken asked the board to show leadership on the campaign by approving the plan; identifying prospects and accompanying those in the campaign team in meetings with prospects; and a gift to the campaign. Miles raised a question about the campaign’s plans to solicit financial institutions, where board and community members work such as Wells Fargo. Yovana requested all board members to share any leads.

Finance Committee Report

Jay briefed the board on the 2011-2012 operating budget submitted to OUSD, which needs approval by the Board Officers. We ended with net income (contingency) of 22,714, close to what was budgeted. These are the financials that closed in 6/30/12.

Jay then discussed the unexpected challenges and adjustments that would need to be made to the 2011-2012. Under the terms of our mortgage we must have net income each year. As we believed we had significant net income, we deferred \$85,000 of a \$100,000 gift to next year. At end of July NOCCS received an unexpected notice from OUSD that special education office had made a coding error in last year’s budget. We were told that, as a result, there was a \$60 thousand dollar difference that needed to be paid to the district retrospectively. Additionally, this will be an ongoing expense and we will need to put this cost into next year’s budget.

Jay also reviewed SB740 funding. Generally, our policy is to only recognize 2/3 of any year’s entitlement. Given the potential of trigger cuts this year, and the additional fees from the office of special education we made an exception to recognize the full amount, retrospectively for last year, as well as for the current year. Given all of these factors we will need to cut an additional \$60K from this year’s budget.

Carolyn reviewed possible cuts. As of today more than 2/3 of the cuts have already been made. Jay and Carolyn will present the options for additional cuts at the board meeting in September. Carolyn also shared that a committee has been formed to do a feasibility study on forming our own SELPA. The committee includes Rachel and Kristen.

Finally, Jay and Carolyn are in the process of negotiating the monthly rent for the building. Currently we are paying \$27,000 per month, but were hoping to amend the lease to \$20,500. If that is not possible, it will require additional budget cuts.

Discussion of Current Board Member Admissions Preference Policy

Erica presented a draft of a revised board member admissions preference. Carolyn is looking into if we would need to change the charter to incorporate the new policy. Carolyn felt strongly that the policy should only apply to outside board members, not elected board members or teachers. Erica will bring a new draft to the September board meeting for more discussion and a vote.

Vote to Change Admissions Preference Zone Policy

Carolyn presented a proposal to change NOCC's Admissions Preference Zone Policy to the following: District's Neighborhood Attendance Area(s) for 1000 42nd Street in Oakland, CA (Neighborhood Attendance Area School(s)), for so long as the Neighborhood Attendance Area School is a designated "Program Improvement" school as defined by NCLB and/or 50% or more of its students qualify for free and reduced priced lunch, will receive a 2:1 ratio advantage relative to other Oakland applicants placed in the admissions lottery.

Eric moved to change the policy preference zone and Victoria seconded. **The motion passed** with unanimous approval except for Katherine who had left the meeting.

Tribute to Rachel

Erica and the entire board thanked Rachel for her leadership and commitment to school.

Closed Session

Erica discussed the status of the director's evaluation. Once the personnel committee has shared the evaluation with Carolyn they will share it with the board.