

NOCCS Special Board Meeting Minutes

August 20, 2014, 6:00 pm

1000 42nd Street, Oakland

Present: Carolyn Gramstorff, Erica Mackie, Steve Fox, Jenny Bond, Rachel Venning, Ann Gordon, Iliana Phirippidis, Kate Hayes, Tracy Hanna, Kristen McCloskey, Joy Sherrod, Pam Rich, Miles Armstead, Adam Howell

Called to order: 6:03

Public comment: None

Introductions (Welcome new members, overview of Board norms): Board members introduced themselves and shared about their backgrounds. Erica welcomed all the new board members. Mia distributed copies of the NOCCS Board norms that were developed at the 2013 Board retreat. Mia reviewed these norms with the board. Mia distributed the NOCCS Board of Directors Agreement and explained the expectations. She asked that all members sign this agreement.

Pam Rich arrived at 6:30.

Approval of Minutes: Ann Gordon moved to approve the minutes. Steve Fox seconded

9 approved

5 abstentions

Development Update: David shared that he will generally send a pre-read but not today. He expressed hopes that more members will join the Development committee.

2 primary roles of Development Committee:

Annual fundraising this is raised primarily by 3 fundraisers: walk-a-thon, Annual fund and a school auction. There are other smaller fundraisers that work toward this goal

Capital Campaign: David provided a brief history of the origin of this campaign. He announced that the charter loan is paid off, which was the primary goal of this campaign.

The Development department will be turning toward other goals: infrastructure improvements- \$150K to enhance professional development for teachers. They are beginning to explore ways to disseminate or replicate the NOCCS model. There is \$350k still to raise plus expenses. The primary strategy to reach these goals is grant writing but they will also be using social media. David opened for questions. Erica asked if David would be talking about fundraising at Back to School Night. He shared that he will be talking about both fundraising and the Capital Campaign. Steve asked if money that exceeds that annual fund target will roll over to the capital campaign. Carolyn responded that NOCCS does not have that in any policy. Tracy suggested that those funds go into reserves. Ann Gordon asked about teacher salaries. Carolyn responded that they generally don't rely on that funding for teacher salaries. David closed by thanking the Board for meeting our goal of a \$7k contribution to paying off the charter loan. David noted that the overall goal for annual fundraising is lower because he saw last year's goals as unreasonably high. They are focused on how much they can actually make and that meeting and/or exceeding these goals would have a positive psychological effect on the community.

Carolyn shared that having David as the one development point person has been a more efficient and effective structure in this area.

Miles arrived at 6:35

Adam Howell arrived at 6:40

The Year Ahead: Carolyn presented key factors, events and accountability points for the upcoming school year.

15th anniversary (Fall + all year)

Board Role: communicate to stakeholders, attend/co-sponsor celebration event on November 21st, 2014, Advise on strategy, Possible ad-hoc “15th anniversary committee”

Charter renewal (December submittal)

Board Role: Support and hold the Director accountable to lead the charter renewal process, Review and give input to charter renewal draft in October/November, Certain committees will be tasked with writing certain sections (governance, finance, personnel, etc.), Approve new charter for submittal November/December, Attend renewal inspection/site visit focus, attend OUSD Board Hearing in January or February

Strategic planning – Fall

Board Role: Develop and implement a strategic planning process in the fall approve a new strategic plan in December/January, Lead and monitor implementation, January-end.

Employee compensation/Performance management study continued – Fall

Board Role: Personnel Committee to develop a project plan for studying issues in collaboration with other committees e.g. finance, etc., Final report/recommendation to board by March in order to account for budget development.

Executive Director’s evaluation

SELPA Design and Application green lighting process-if green light-January submittal

Board Role: Design and implement a green lighting process for determining what’s important for choosing a Selpa, support and hold the Director accountable for completing a SELPA application by January.

Capital Campaign continued – all year

Board Role: make a meaningful contribution in 14-15, Advise on strategy, monitor success and develop policies as needed.

LCAP Monitoring/Update for 15-16- Spring

Board Role: Read and understand our current LCAP, Design and implement a monitoring accountability system for goals,

Replication/Dissemination Green Lighting Process- all year

-if green light, replication charter submittal- March/April

Board Role: Develop and implement a green lighting process for replication and/or dissemination, create and approve a strategic plan to reflect our plans for moving forward with this work, Carolyn announced that NOCCS received a grant to fund researching this replication work.

If we move forward, support and hold the Director accountable for developing and submitting a replication charter as early as spring of 2015. If moving forward, ensure the appropriate allocation of resources, through new fund development and the capital campaign to support the success of this work. Tracy asked if OUSD knows that NOCCS is considering growth. Carolyn responded that it has been discussed in prior conversations. Tracy expressed that she wants to make sure that work on replication

does not in any way harm the charter renewal process. Carolyn shared that she met with the Santa Fe Neighborhood group. She shared that they are interested in seeing what NOCCS does with replication. Ann asked about school board seats will be vacated in the upcoming election. Carolyn responded that there are a few seats opening up. Kate asked about the plan for getting feedback from the NOCCS community. Carolyn shared that they will make a plan for engaging the staff and families.

Erica expressed interest in looking at all of this work and designating board committees to complete these projects. She stated that these things could be discussed at the Executive committee meeting.

Financial Report and Introduction to Angela at ED Tech: Angela was unable to make the meeting. Rachel presented a financial update that included a forecasting from last year and looking toward 2014-2015.

- Will submit unaudited financials in September. Will be an audit in October.
- Forecast-\$23k of operating income from last year
- Overview: projected to end with \$23K of income
- LCFF brought in approximately \$55K more than in prior years.
- Expenses projected to be \$140K more than budgeted
- Forecasted \$804/ADA for special Ed.

Looking forward to 14-15: the state legislature passed budget and will give a little more than we planned for. We anticipate receiving funds for common core implementation.

- Forecast overview: based on above changes NOCCS has operating budget of \$25k not the originally projected \$4K.
- Higher LCFF implementation rate for 2014-15
- Additionally one-time common core funds of \$65 per 13-14 ADA
- Expenses increased very slightly due to a higher district oversight fee, which is driven from increased revenues
- Other expense assumptions will be updated as we receive 14-15 contracts and final payroll figures.

The board discussed projections for 2015-16 and the possibility of changing SELPA.

Overview of New Organizational Chart and Staffing Update: Carolyn presented an update on the staffing organizational chart.

- Carolyn has become full Executive Director
- Hired Assistant Director K-3 .6 FTE -
- Assistant Director (hired last year) 4-8 1 FTE – Mahru Elani
- Student Family and Community Services Manager- Krea Gomez
- Operation and Admissions Manager – Sharon Flynn
- Office and operations coordinator - Melissa Hopkins
- Development and Communications Manager- David Bond

Ann Gordon asked if ratio of administrators to teachers is similar to other charter schools. Carolyn responded that this org. chart is positioned to support replication and that it would not make sense if NOCCS does not move in this direction.

Erica asked who interfaces with parents and if Carolyn has a plan to inform parents of the communication process with these people. Erica also asked about who is handling mass communications with parents. Carolyn responded that it depends on the communication. Sharon Flynn will be managing some of these but Carolyn would like to bring the assistant directors into more of this communication. They have also moved the physical space. Carolyn now shares an office with David and the assistant directors are in the front office where parents and kids have easy access.

Scheduling of October Board Retreat: Scheduled for Sunday, October 26, 9:00 am-3:00 pm

Meeting Adjourned: 7:53 pm