

North Oakland Community Charter School (NOCCS)
General Board Meeting
@ 6:15 pm September 1, 2011
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: Julie Obbard , Katherine Orr, Jay Weil, Kristin Zimmerman, Wendy Barry-Owen, Helen Gibson, Mara Benitez, Eric Rathaus, Ken Sommer, Li Mei Johnson, Victoria Folks, Rachel Wylde, Erica Mackie, Susan Jones, Carolyn Gramstorff, Michael Schwartz

Visitors: Peter Trueblood, Alice Hansen

Introductions

Julie Obbard

Public Comment

Peter Trueblood: Commented about how wonderful it is to be starting a year with a full K-8 program that is full at each grade level.

Leadership Succession

Julie Obbard

Julie moved and Li Mei seconded that Erica Mackie be elected as co-chair of the board to start after the next meeting. Discussion ensued to clarify what the process is of voting in the officers. The full slate of officers is elected annually. The rest of the slate will be presented at the end of September meeting. There was discussion about Erica's qualifications (e.g much board experience). **Motion carried.** Eric made the suggestion that we elect officers a month or two after the start of the school year to avoid some of the confusion that we experienced this year. This suggestion may be discussed as part of the strategic planning process.

Strategic Planning

Li Mei Johnson

Process: Li Mei described the process that she envisions which would include editing the goals and objectives and hopefully decreasing the number. Rachel expressed the importance of including stakeholders as soon as possible and having their voice in the strategic plan. Kristin noticed some common themes between two

of the groups that she's on and she hopes that we have a chance to surface and discuss them. It was also clarified that this will be a three year plan.

Strategic Objectives: There was discussion of whether any objectives on the strategic plan should target the educational program. After some debate there seemed to be consensus that there should be an objective but it should reflect what's in the Charter regarding program.

High level objectives have to do with:

- Educational Program
- Governance/Structure
- Financial Health
- Teacher and Staff Sustainability
- Community Involvement

Li Mei will work on goals under the above objectives this weekend.

Getting Community Input: Options were proposed included a town hall meeting (concerns were expressed that the same small subset always attend these), a survey, one-on-ones. Mara, Wendy, and Kristin will form a committee to make a community engagement strategy. The committee has a week to create a plan.

Loan Principal Payment

Jay Weil

Jay gave some background on the ownership/mortgage/financial structure of the school and building and the rationale for making a \$125,000 payment to pay down the principal on the loan.

Jay moved and Rachel seconded that NOCCS instructs the Board of PEC, Inc., to have 1000 42nd Street LLC pay \$125,000 principal to Charter Loans, LLC. Motion carried.

Board Meeting Calendar

Julie Obbard

A calendar was distributed. 6:00 is the start time. Wednesday is still the regular day, which Wednesday sometimes varies based on school events. The next meeting starts at 4:00 for orientation. Everyone should come to the board orientation on September 19^h. Erica also apologized for not being able to be present at the October board meeting. Since this is also conference week it was suggested that we move the meeting to Oct. 26th. It was agreed that we will move the October meeting to the 26th. **Julie moved and Helen seconded that the 2011-12 Board Meeting Calendar be approved. Motion carried.**

Board Meeting Minutes

Rachel Wylde

April 25, 2011. **Helen moved and Rachel seconded that the April 25, 2011 minutes be approved. Motion carried.**

May 2011. **Julie moved and Ken seconded that the May 2011 minutes be approved. Motion carried.**

June 2011. Katherine, Jay, Helen and Ken were absent which should be noted in the minutes. **Susan moved and Li Mei seconded that the June 2011 minutes as minutes amended be approved. Motion carried.**

Family Volunteer Structure Overview

Carolyn Gramstorff

There are five teams. Each has a captain or cocaptains. Each team also is staffed by a staff or faculty person. The activities of each team were described. All the team captains will form the Parent Leadership Council which will liaise with the staff and the board, especially the staff. We have purchased some inexpensive software to help facilitate all this.

Personnel Update

Carolyn Gramstorff

One of the exciting things about the new team is that it goes a long way to increase the hours of the part-time staff. Every part-timer has .5 hours or more, with the exception of Mark Rosenberg, the music person, who teaches 2 days a week. Many of the part-time staff are also involved in EDP which will help make the school more unified. Krea Gomez will be doing some lunchtime leadership programs to train kids to be conflict managers, to supervise play for younger kids, and other activities. This will be a good opportunity for students to get more involved. There has been a lot of redesign of the upper school program, especially for the Wednesday program (e.g. the CAL program), which include student presentations at the community meetings. Simon Hurd was a great hire to replace Maggie Knudsen. He is one of a number of new male employees. The term associative teacher is now being used instead of teaching assistant. The plan for dealing with the three part-time teachers seems to be received positively, although the teachers haven't yet begun their reduced schedules. Sharon Clark will be supervising the enrichment teachers which is a reduction in Carolyn's workload.

Closed Session: Director Evaluation

Draft Director Evaluation was distributed and read. Susan described how the evaluation was developed. There has been one meeting already with Carolyn in May. She did a self-evaluation already. She will be developing her own goals. Some specific suggestions were made for revisions. An important task of the personnel committee is to continue to improve the data gathering process. The committee should figure out the data gathering process now so that Carolyn will know beforehand. The work of the personnel committee is to ensure that there are goals that stem from the evaluation, that the measurement tools are decided upon, and that data gathering for next year's evaluation be established.

Meeting adjourned at 10:00.