

North Oakland Community Charter School (NOCCS)  
**General Board Meeting**  
@ 6:30 pm September 19, 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, Erica Mackie, Carolyn Gramstorff, Jay Weil, Michael Schwartz, Victoria Folks, Kristin Zimmerman, Katherine Orr, Ken Sommer, Li-Mei Johnson, Mara Benitez, Jenny Bond, Kate Hayes, Yovana Gruissem

Peter Trueblood

Not Present:

Meeting called to order at 6:10 pm

**Public Comment** Peter Trueblood commented that NOCCS is a phenomenal school. objective measures: 250 plus waiting list and test scores are strong. small classrooms, p.e., music, art, spanish, lunch program and fiscal management is strong. positive bottom line every year.

Peter came to say that it's time to kick off the Capital Campaign and that the Board must be 100% behind the campaign.

**Welcome to Kate** Erica introduced Kate Hayes who will overlap with Katherine Orr for a few meetings and will take over when Katherine goes on maternity leave.

**Approval of Minutes** Erica saw change that Carolyn wrote. stated we should strike any specific school reference. Second sentence should be struck. Wendy motioned to approve. Ken seconded. Michael abstained. The minutes were approved.

**Board Leadership** Erica shared that Victoria was elected to president and Erica reelected. Erica shared about first executive committee meeting and goals that were set for the year. Came up with high level board goals to be focused on:

- Continued fiscal oversight
- Targeted eye on capital campaign
- Focus on 6-8 program
- Increased Board efficiency

Carolyn suggested that we integrate the above 4 items into our agenda.

Victoria shared: Get clear about purpose of everything we are doing in our meetings. Asked Board to be specific about whether item is a vote, share out, discussion so that we can stay to time

Mara pointed out that one point of strategic plan: community strategy that lived with Exec. comm. Erica answered that this was split. Erica shared that the 4 goals do not cover every aspect of the Strategic plan but that these are the 4 things we must stay focused on.

### **Development Committee Report;**

- Capital campaign update- Yovana spoke to monthly progress report; Since last Board meeting They have also held focus group with families, staff, board members. Committee is looking to have a meeting to kickoff campaign. Invitations for this meeting going out shortly.
- Making progress with gifts that have been received. Outstanding pledges have been fulfilled.
- Erica commented that right now all eyes are on expenses we may feel more comfortable over time that we are not just burning money
- Michael Schwartz shares that it is not clear if we are on pace or not. Ken responds that he will circle back.
- Yovana- are you asking for a projection and how that would fluctuate.
- Erica all of this is the same question, are we doing what we say we are doing?
- Carolyn shared that we have Exec. comm. meeting to map out expenses and will be coming back to Board with recommendation that we would all have to approve.

### ***Carolyn and Yovana-Case development***

Roadmap of development of Capital Campaign Case statement

- Focus groups were held
- Created 1st Draft of the Case statement
- Shared Case with selected parents, Board members, potential donors and other strategic advisors
- Certain goals and aspects of the Case have been re-drafted

### ***Yovana shared Case statement at a glance:***

- Paying off debt on the first loan
- Goal #2 Strengthen our roots: 6-8th grade curriculum, professional Dev and materials, Linden park community partnership, Interior building enhancements, performance assessment
- Goal #3 Seed the Future: funding for feasibility study
- Total of 1.05 million

### ***Carolyn Goal #2***

Purpose to come up with tangible motivation for the case. Have identified 4 strategies to focus on.

- Building 6-8th grade curriculum: made changes in staffing and structure to better situate staff to better implement interdisciplinary curriculum. Effectively building on K-5 curriculum but more appropriate for 6-8th grade, Would provide professional development for teachers, stipends for teachers, curriculum documentation, and purchasing technology to support curriculum. Current hardware is lacking in school and this would get NOCCs off to a good start.
- Linden Park community partnership: Have funding from Pego funds to resurface the field. Will break ground on astroturf field in June. Included; additional seating, play structures. Benefit our children and building community. A number of things that could be done in isolation; shade structure
- Interior Building enhancements to support our K-8 model and future community partners. How should we be using our space more effectively? Would reserve 150,000 for these items. \$150K
- Performance Assessment- \$150K- Includes technology which helps to provide professional development. This is about creating for K-8 students a system where they are developing evidence that go into a digital portfolio. This can directly effect how parent conferences evolve, assessing graduation readiness. Having teachers create this and providing them with stipends.

### ***Goal #3-Carolyn***

- Invest money to do a research study to expand or disseminate NOCCS practices to create larger impact on educational reform. does not lock us in but gives us some time to study and position ourselves.

Yovana will create survey monkey for Board feedback.

Wendy expresses thanks to Ken and Carolyn for Case statement

Ken expresses thanks to Peter Trueblood for initial statement. We are the stewards of this school and we need to step up to support this campaign.

A traditional goal in campaign for Board is 10% or more of the goal. Decided to split that amount between “Board giving goal” and “Board getting goal”. Ken passes out Gift goals sheet: Board Goal is \$75K Board “Go Get it” goal is \$75K

Need to meet goal by March 15, 2015. we have 3 years. Pledges are Okay. Can be payed annually, monthly or in one lump sum at the end. This has to be outside of annual giving. The school cannot survive without annual giving goal.

Ken wants to meet with each Board member to discuss individual pledges and external contacts.

Ken would like to start conversations with Board members beginning Oct. 1 and would like all Board commitments by Nov. 1

Yovana and Peter Trueblood leave meeting.

### **Finance Committee Report**

Jay Weil states we will vote on revised budget. We approved budget in April and as is our policy, we will approve revised budget in September.

- State and local ADA revenue \$16,604 variance from April to September because we added 3 students
- one minor error on line item
- Had to account for summer camp loss

We ended up with contingency of \$12,743K and the next level of cuts go deeper.

SP740: OUSD redrew its boundaries and we were placed in Emerson area. We do not qualify under strict interpretation under SP740. There is \$105K of SP740 money that is at risk and possibly gone.

Eric asks if percentage is a current one or last year. Carolyn states that OUSD has options program so more Santa Fe kids chose higher performing schools.

***Carolyn shares possible solutions:***

- Go to the office of charter schools and ask for our address to be considered either in Hoover and Emerson. Brought to Gail at the office by stating we want to be able to expand our admission so that we are inclusive of both schools. In the process of working with Gail - if one school is over and one is under they might be open to the idea of us being over. Need to give her data to show that applicant numbers have increased from the direct neighborhood area to NOCCS. This will mean that we would be expanding our admission preferences to Hoover and Emerson.
- Rewriting and trying to transfer our charter to the county and to Emeryville. In Emeryville our closest attendance school is Anna Yates. This is not likely to happen. Board would have to actively participate in this process to support Carolyn and finance committee.

Eric asked what would happen to current students who do not live in Emeryville. Carolyn answered that they would not be effected but we would have to preference future Emeryville students.

Guarantors are allowing us to lower rent \$20K with hopes that we can fix SP740

Jay revised budget assumes SP740.

If Sp740 goes away our rent goes down to \$16,700K

Carolyn has \$19K in cuts if prop 30 fails

Li-Mei summarizes:

- revised budget includes SP740, approved rent.
- Come back next month to see what happens with SP740.

Carolyn if we lost it we have to look at trigger cuts. If prop30 fails we are looking at making another 48K in cuts

Carolyn: we will have a better idea in October about what the district is going to do.

2 big risks: if prop 30 fails and we do not get SP740

Erica clarifies that we want to pass revised budget and then wait to see what happens with OUSD

The board was informed of inherent risks.

Kristen we are taking a risk to protect from deeper cuts that would effect program

Wendy asked if we would vote again next month since there will be changes.

Carolyn and Jay answer no

Erica asked if it was a material change could we pass a 3rd budget?

Li-Mei clarified we are approving budget now and then revisiting monthly and adjusting based on forecasts.

Michael commented that Board should continue to oversee major changes in budget not just the finance committee.

Erica stated that we do not have to decide that now unless we are changing this budget

Carolyn commented that the bottom line is we need to have a positive bottom line. We are going to have to make some hard decisions if we lost SP740 and Prop 30 does not pass

Jay moved that we approve the revised budget--no opposed, no abstained, 14 approve- Budget approved.

### **Executive Committee Report**

There was no report at this time.

Feedback loop for issues raised at public comment

Erica proposes that the executive committee meets and decides how to respond to public comments in 30 days

Ken Sommer shared that in his passed experience the Board policy was that the Board would get back to public commenters within 30 days.

Michael asked if asking questions of public commenters was our policy

Wendy stated that clarifying questions from Board were ok.

Meeting adjourned at 8:05 pm

### **Closed Session**