

## **NOCCS Board Minutes August 19, 2015**

A meeting of the Board of Trustees of North Oakland Community Charter School was held on **August 19, 2015 at 6 pm** at the School. The meeting was called to order at **6:06 pm**.

The following members of the Board were present:

Stephen Ajani, Leslie Bell, Mia Birdsong, Stephen Fox, Juliana Germak, Ann Gordon, Sahra Halpern, Tracy Hanna, Mariah Landers, Kristen McClusky, Luis Rodriguez, Rachel Vyda-Venning, Lakisha Young

**David Bond** was also present.

### **Public Comment**

There was no public comment.

### **Board Member Introductions**

Board members and staff introduced themselves.

### **Board Agreement**

Mia reviewed the board agreements and asked board members to sign the agreements document. Board members should familiarize themselves with the NOCCS bylaws and charter. The bylaws have been emailed to all board members and the NOCCS Charter is available on the NOCCS Website.

### **Committee Assignments**

Committee assignments were confirmed. The Technology committee needs additional people. Interested Board members can contact Luis. Chairs of each committee are designated to convene the first committee meeting, determine meeting dates, and set goals. The Board Chairs can help with goals if needed.

### **Approval of Minutes**

Tracy moved to approve the June minutes; Sahra seconded the motion. There were 5 votes in favor, 7 abstentions, and zero no votes.

### **Head of School Update**

Board members discussed the Head of School Update and Mr. Ajani answered questions.

Middle school teacher Ms. McMurdo resigned and accepted a position at BUSD. Johanna McCormick has been hired to fill the position. She is an experienced educator and administrator, and Mr. Ajani is excited to have her join NOCCS.

Luis asked how the SPED goals were determined and whether it would be worthwhile to raise them. Mr. Ajani responded that they were selected to align with the LCAP. He also reported that NOCCS has been removed from the SPED lawsuit due to work done over the summer to secure adequate space for SPED. After discussion, the Board agreed to leave the current SPED goal as is for the LCAP, and to raise the goal to 75% of students meeting 75% of goals for internal purposes. This will be communicated to parents at Back to School Night.

Leslie asked about how to raise funds from other sources. Mr. Ajani agreed that this needs to be done and explained that he will be working on communicating NOCCS' story to the community and funders. Getting more families aware of and applying to NOCCS will help raise the school's profile. The OUSD common application process will also make more families aware of NOCCS.

### **Finance Update**

Sahra reviewed the 2015-16 budget. A number of items from June are awaiting reconciliation. Energy efficiency grant funds were spent on classroom lighting and refrigerators. Sahra explained the process of getting annual grant from the PEC which owns the building. Current financial goals include being in the black at the end of the year; determining the size of reserves including the SPED set aside, and improving the balance sheet so the Board has more detail on how cash is divided and designated. At the Board offsite, Sahra will do a Finance 101 for interested Board members.

### **Employee Handbook**

David reviewed employee handbook updates. Updates will be communicated to teachers during upcoming professional development days and they will be asked to read the handbook and sign a document acknowledging receipt. Mr. Ajani's title has been changed to Head of School due to the new organizational structure. Mia recommended changing the bereavement policy so that the definition of immediate family allows for broader interpretation. Mariah noted that the K1 family unit can be used as a reference for the definition of family. The Personnel committee was asked to follow through on this and bring proposed language back to the Board..

The Board reviewed the organization chart and recommended changes to clarify reporting relationships and reporting processes. This included:

- having job descriptions for administrative roles
- clarifying how the Deans will conduct evaluations so feedback is aligned and consistent
- putting teachers at the top of the chart rather the bottom
- adjusting the direct and indirect reporting lines so it is clear to staff who they report to

Luis moved to approve the Employee Handbook with the recommended changes. Steve seconded the motion. The board voted unanimously to amend and approve the Handbook.

An updated version will be shared with the Board at the next meeting.

### **Development Update**

David reviewed the updated development plan. NOCCS still needs \$800 per child beyond what State funding provides. The Development Committee is working to communicate how the results of the family survey are aligned with the fundraising priorities. Discussions are underway to have the FTO take a more prominent role in fundraising and to clarify their role in determining how FTO raised funds are spent. The FTO has agreed to take on responsibility for the Walkathon this year.

Due to his new role as Operations Manager, David will not be able to spend as much time on fundraising. Parents will need to take on more leadership for fundraising. Parent leaders are already secured for the walkathon and annual fund. A parent leader is still needed for the auction.

Rachel agreed to serve as the unofficial Board liaison to the FTO. Mr. Ajani will be the primary liaison to FTO from the staff. He will add FTO updates to his Board reports.

It was recommended that the portion of David's time spent on fundraising be reflected in the overall fundraising costs.

### **SELPA Local Plan Assurances**

David presented the local plan for the new El Dorado SELPA and explained that the new SELPA is very collaborative. Steve and Christine have read the detailed document and will make sure it's followed.

Mia moved that Mr. Ajani sign the El Dorado SELPA Local Plan Assurances. Luis seconded the motion. The Board voted unanimously for Mr. Ajani to sign the LPA.

### **Adjourn**

There being no further business to be transacted, and upon motion duly made, seconded and approved the meeting was adjourned at 7:45 pm

Respectfully Submitted, Ann Gordon, Secretary