



North Oakland Community Charter School

NOCCS Board of Directors Meeting

Monthly on 3rd Thursday

Date and Time

Thursday May 19, 2022 at 6:00 PM PDT

Location

The North Oakland Community Charter School

Topic: Board of Directors Meeting

Join Zoom Meeting

<https://us06web.zoom.us/j/4034249783>

Meeting ID: 989 5371 9679

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Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Record Attendance		Shaeonna Muhammad	1 m

	Purpose	Presenter	Time
B. Call the Meeting to Order		Shaeonna Muhammad	
C. AB 361 compliance	Vote	Shaeonna Muhammad	1 m

Board findings pursuant to Government Code Section 54953(e)

The Charter School Board of Directors determines, in accordance with Government Code Section 54953(e)(1)(B), that meeting in person would present imminent risks to the health or safety of attendees. Pursuant to Government Code Section 54953(e)(3), the Board has also reconsidered the circumstances of the State of Emergency declared by the Governor on March 4, 2020, and finds the State of Emergency continues to directly impact the ability of the Directors to meet safely in person and/or that State or local officials continue to impose or recommend measures to promote social distancing.

D. Approve Minutes	Approve Minutes	Rebecca "Mae" Cichelli	1 m
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Approve minutes for NOCCS Board of Directors Meeting on April 21, 2022

E. New Board Member Election	Vote	Shaeonna Muhammad	5 m
F. Election of Board Executive Committee	Vote	Shaeonna Muhammad	5 m

The Board will elect a Board Treasurer and Secretary for the 2022-2023 academic year

G. Public Comment (For Anything NOT outlined in the agenda)		Shaeonna Muhammad	10 m
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Every agenda for a regular meeting shall provide an opportunity for members of the public to directly address the Board on any item under the jurisdiction of the Board for a total of 3 minutes.

With respect to any item which is already on the agenda, or in connection with any item which the Board will consider the public will be given the opportunity to comment before or during the Board's consideration of the item.

Where a member of the public raises an issue which has not yet come before the Board, the item may be briefly discussed but no action may be taken at that meeting. The purpose of the discussion is to permit a member of the public to raise an issue or problem with the Board or to permit the Board to provide information to the public, provide direction to its staff, or schedule the matter for a future meeting.

	Purpose	Presenter	Time
<p>*The Brown Act specifically authorizes the Board to adopt regulations to assist in processing comments from the public. The Board may establish procedures for public comment as well as specifying reasonable time limitations on particular topics or individual speakers. So long as the Board acts fairly with respect to the interest of the public and competing factions, it has great discretion in regulating the time and manner, as distinguished from the content, of testimony by interested members of the public.</p>			
H. Report from Teacher Representative		Tammara Mercer	5 m
<p>The teacher elected representative Tammara Mercer will speak as the liaison between the Board and the faculty/staff.</p>			
I. Family Teacher Organization Updates		Lena Swann	5 m
<p>A representative from the Family Teacher Organization will provide an update on events both past and upcoming</p>			

II. Finance & Development

6:33 PM

A. Resolution to require unanimous consent	Vote	Richard Trafford-Owen	5 m
B. Approve Mortgage Re-financing	Vote	Richard Trafford-Owen	10 m
<p>Richard will present the terms of First Republic bank's mortgage re-financing offer to replace the Progressive Equity Charter's current mortgage which expires in 2023.</p>			
C. Presentation of May Financials	FYI	Jim Weber	15 m
D. Kitchen Infrastructure Funds Available	FYI	William Kauffman	5 m

Dear Program Operators, Business Officials, and Superintendents:

The California Department of Education (CDE) announces the availability of funding award information for the Kitchen Infrastructure and Training (KIT) Funds.

Payment Details

Payment details are located on the CDE Funding Results web page at <http://www.cde.ca.gov/fg/fo/r9/kitfundsresults22.asp>. Agencies will

be issued 100 percent of the funds awarded up front. Your County Treasurer's Office (CTO) will receive the warrant. From there, the CTO will follow their processes and procedures to award the funds to the participating school food authorities within their county. If you submitted a KIT online registration form prior to the deadline and do not receive a warrant within eight weeks of this announcement, please email KITfunds@cde.ca.gov.

Use of Funds

Funds must be used **only** for the purposes for which they were awarded. **You may not use training funds for kitchen infrastructure efforts, or vice versa.**

Kitchen infrastructure and equipment funds can be used for the purpose of kitchen infrastructure upgrades that will increase pupil access to, or improve the quality of, fresh and nutritious school meals, included in the following categories:

- Cooking equipment
- Service equipment
- Refrigeration and storage equipment
- Transportation of ingredients, meals, and equipment between sites
- Any supporting infrastructure system needs

Food service staff training funds can be used for the purpose of training on promoting nutritious foods, which may include training on food preparation, healthy food marketing, and changing the school lunchroom environment.

Accounting

Though you may only receive one warrant, it is important to note that kitchen infrastructure funds and training funds are awarded separately.

The CDE has created two new standardized account code structure (SACS) resource codes to help you record KIT Funds. Please ensure the revenue is deposited into the agency's general fund using the resource codes below:

SACS Resource Code 7028: Kitchen infrastructure and equipment
SACS Resource Code 7029: Food service staff training

Revenue Object Code: 8520

Both resource codes are now available in the SACS tables of valid code combinations. If you have questions about the accounting for these funds using the new resource codes, please contact the School Fiscal Services Division at SACSINFO@cde.ca.gov.

Reporting Use of Funds

As a condition of accepting these funds, program operators must report their use of KIT Funds to the CDE. To fulfill this requirement, participating program operators must complete a short, online survey which will be emailed no later than April 2023, and is due by June 30, 2023.

Returning Funds to the CDE

If you are no longer participating in the National School Lunch Program and School Breakfast Program, or if you choose not to spend all or some of the KIT Funds, please email the KIT Funds Team at KITfunds@cde.ca.gov.

Warrants may be mailed to:

NSD Kitchen Infrastructure and Training Funds
c/o Cashier's Office
California Department of Education
P.O. Box 515006
Sacramento, CA 95851-5006

Contact Information

Additional information can be found on the CDE KIT Funds web page located at <https://www.cde.ca.gov/ls/nu/kitfunds.asp>.

For questions, please email the KIT Funds Team at KITfunds@cde.ca.gov.

Thank you,

Nutrition Services Division

California Department of Education

E. Public Presentation of Budget for 2022-2023	Vote	Shaeonna Muhammad	5 m
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The Board will present the proposed budget for 2022-2023

	Purpose	Presenter	Time
F. Approve IRS Form 990	Vote	Shaeonna Muhammad	5 m

Extended Due Date - Form 990 - The IRS Form 990 is the annual information return filed by most non-profit charter schools. The form should be reviewed and accepted by the Board prior to filing.

III. Other Business

7:18 PM

A. Report of Head of School	FYI	D.M. Kloker	20 m
B. Outreach and Enrollment Update	Vote	Mirela Stanke	20 m

Mirela will update the community on NOCCS enrollment status.

C. Discuss NOCCS's Response to Office of Charter Schools Enrollment/Budget Audit	Discuss	Shaeonna Muhammad	10 m
D. Head of School Transition Plan Discussion	Discuss	Shaeonna Muhammad	15 m
E. Oral report: Proposed HOS compensation	Vote	Shaeonna Muhammad	5 m

The IRS requires the Board to review comparable compensation practices to ensure compliance with IRS restrictions on excess compensation for nonprofit executives whenever the executive's compensation is modified

F. Approve Draft employment agreement for Jimmie Brown	Vote	Shaeonna Muhammad	20 m
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Shae will update the community on the status of the Head of School Transition plan.

The Board will review and vote to approve the draft employment agreement for Jimmie Brown

G. Addition of TK class	Discuss	Shaeonna Muhammad	5 m
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By law NOCCS will be required to add a TK class. This may need to be a TK/K combo class depending on enrollment.

IV. Closed Session

8:53 PM

A. Unexpected Special Education Expenses	Vote	D.M. Kloker	15 m
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B. Personnel Issues	Purpose Discuss	Presenter Shaeonna Muhammad	Time 15 m
Lori Bowman report discussion			
C. Head of School Evaluation	Discuss	Shaeonna Muhammad	5 m
V. Closing Items			9:28 PM
A. Adjourn Meeting	Vote		