

APPROVED



North Oakland Community Charter School

Minutes

NOCCS Board of Directors General Meeting | August

Date and Time

Thursday August 23, 2018 at 6:00 PM

Location

1000 42nd Street, Oakland CA, 94608

Directors Present

A. Righter, B. Albright, C. Varkevisser, D. King-Neece, D. Malone, D. Walton, E. Mackie, I. Abuelgasim, J. Karnatz, J. Shimamoto, M. Birdsong, N. Hampton, S. Fox

Directors Absent

R. Vyda-Venning

Guests Present

D. Kloker

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

B. Albright called a meeting of the board of directors of North Oakland Community Charter School to order on Thursday Aug 23, 2018 at 6:01 PM.

C. Adopt Proposed Agenda

B. Albright made a motion to Adopt Proposed Agenda.

A. Righter seconded the motion.
The board **VOTED** to approve the motion.

D. Public Comments

No Public Comments

Albright advised that per the State of California, comments are one way. We (the Board) can't have a direct conversation with the public. Kloker clarified that he can. To reach us the email is: board@noccs.org

E. Appreciations & Affirmations

- King-Neece
 - Kloker for all the work he's done; doing an exceptional job.
- Albright
 - Apologies for missing board retreat; looking forward to this group; excited about work we'll be doing; thankful to Kloker & Shimamoto as she's heard nothing but good things.
- Varkevisser
 - Grateful to be part of the board
- Walton
 - Thank you to those joining board and those attending for the first time. Bring a friend next time.

F. Intro of Board Members

Board members introduced themselves to the room.

G. Approve Minutes

B. Albright made a motion to Approve August 5, 2018 Board Retreat minutes.

D. Walton seconded the motion.

The board **VOTED** to approve the motion.

(8) Affirm

(5) Abstain (did not attend retreat)

II. State of School

A. Update on State of School

- Welcome to NOCCS. Whole bunch of families & students helped at the work day on 8/12. Would like to do multiple of those throughout the year to get things done, & get to know folks.
- Every Wednesday there is a k-5 and 6-8 gathering. He has the NoccsStars recognized. We encourage families to recognize these at home. Celebrate birthdays, new families, etc. There was a dance party at this most recent one. It's

important to build/rebuild the community and work on the behavior plan. Focus is to redirect students in a positive direction; NOCCS Star is the primary method currently.

- They did the second NOCCS Stars yesterday. In classes, things are going well. Next week we jump into content. Students are engaged and doing what they need to do. Very close to learning all of the kids' names. By 9/1, he plans to know all of the names. He wants all students to see him as someone who is fun and a partner in their learning. He wants to move away from being seen as a disciplinarian, although, that happens. Room 10 is the "refresh room". Students are sent here if they are sent out of the room. Level 3 violations get sent here. As of today, there are 43 referrals to the refresh room. This seems like a lot, however, it is indicative that the program is on the right track. There was one fight last Tuesday. The refresh room says, "something isn't right in your class, have a reset". This serves as a referral for the teacher, but also allows a reset for the student.
- Integral classes: Art/music - Showed music class photo, students are enjoying and having a good time.
- Working with students to redirect; has been spending time in the music room and outside to build alternative pathways that aren't punitive and don't lead to suspensions.
- Dewayne: Are teachers trained in restorative justice?
- Yes; Kloker did a 2-day training with teachers and is trained as a trainer in restorative justice.
- Amy: What's our enrollment? (173); How many teachers (didn't answer)
- We have 40 fewer students and will be making budget cuts. Yesterday, we did some thinking about how to make changes with minimal disruption. Lead teachers, assistants, and aides (seen as future teachers) - we are trying to minimize the use of outside subs. With 4/5 we are splitting 2 instructional aides. Together they are able to offer a full instructional aide.
- Kloker did a lot of hiring over the summer.

- Questions:
 - (Righter) Emotional support in the refresh room? Do we have counselors to address those needs?
 - (Kloker) Yes; we have 3 groups, ILT committee, RTI committee (focus on Tier 2 & 3), Community & Grounds Committee (wants all art to have museum didactic to understand history, etc of art).
 - (Birdsong) Are we tracking demographics of refresh referrals to avoid last year.
 - (Kloker) Yes - we are not ready to release to the public since it has only been 2 weeks, but there does seem to be a disproportionate rate of african american males being referred.
 - (Birdsong) Can we get them monthly as part of head of school report?

- (Kloker) Yes - we should have sufficient data by then to give non-skewed data.

- Comments:

- (Mackie) During drop-off/pick-up has been thoroughly impressed.
- (Albright) It is great that we are getting this information and that you're tracking it.

- Questions:

- (?) It's good to know you're doing lunch duty, but we'd love to know how you're spending your time, and your plan for the year/goals/workplan?
 - (Kloker) Yes; happy to provide. Has a plan of action. Views this as a 5 year project. Goal for this year is to re-build community and get back to roots for which it was founded. Happy to talk to anyone 1:1 also.
- (Abuelgasim) What feedback have received re: new drop off /pick-up?
 - (Kloker) Received negative feedback prior to school start. Asking that assistant teachers & aides get kid in yard so teachers have planning time. No objections since school starts. Rainy days will be interesting. Students will be welcome in the building with space available outside of classrooms for students to be to allow for class planning/teacher prep.

- Kloker's wife is pregnant - baby due 1/2/19. Plans to take the week after winter break off. He will be able to continue to work and will hopefully be able to spend a chunk of the summer with his child.

- (King-Neece) The board would like Kloker to consider taking longer than a week off. She likes the format presentation on State of School.

III. Committee Meetings

A. Appoint Secretary & Treasurer

Treasurer

Sussanah needs two more weeks to decide. Anyone else interested? There are 2 former treasurers on the committee in case anyone wants to do it.

Albright inquired about rules surrounding voting on this? Can we move forward with a secretary if we don't have a treasurer?

King-Neece will continue as interim treasurer for 2 more weeks.

Secretary

Hampton has volunteered for the role.

B. Albright made a motion to Vote on Board Secretary.

S. Fox seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Committee Membership & Responsibilities

- Limit of 3 members per committee. As long as you are able to focus on your primary committee, you can serve on other committees.
- Various committee members discussed what their committee does.
- As a Title 1 school, we can't go to our parents and expect them to fund the school; the fundraising committee is important to go out and get donations for the school.
- (Susannah) What is Title 1?
 - We have at least 50% +1 of kids who qualify for free lunch which qualify for federal funds.
- Since we are so close, what happens if we get a student that doesn't qualify and it kicks us under 50%? Odds are unlikely that we will end up under 50%.
- Malone is interested in Governance. And maybe Data.
- Albright stated that Data/Tech is a great way to work with Kloker and get to help with the details.
- We are in a Charter Renewal year. All committees will contribute to this.
- Kloker would like Christine Parker to be placed on the data tech committee. It would be an extension of her normal work.
- Culture & Curriculum - Birdsobrainchildchild. There has never been a committee on the board that focuses on how the principles of the school get filtered down. We see this with how race/gender/identities show up in the school. This will solidify what is necessary and it has always felt like this part was missing.
 - (Albright)The description sounds wonderful, but how do we hold the tenets and understand what is actually happening? Do we need a sub-parent & student committee?
 - That would be amazing. The board has never really figured out how to have a relationship with staff.
 - (Albright) We could give time to those committees to address the board.
- (Walton) Should we include the FTO in this?
 - No; they are a community building body and that's not what this is. Our job isn't to build community at NOCCS. That's not an appropriate role for a board committee to have.

- (Kloker) This board is part of why I wanted this job. In many charter schools he doesn't see what we do here in terms of this committee. The more board members that attend events, the better. Back to school night is next week. It would be great to have us attend as board members. Consider the board pre-invited to all school events.
 - It would be good to have the board co-chairs attend back to school night and address the crowd like, "Hey - you have a board".
- (Albright) There is a board calendar which the secretary will update and share with folks.
- (King-Neece) All committees should update the sheet with when they will meet.
- Mackie is willing to assist on Personnel to help us.
- 4pm is the absolute earliest any committee should meet if they want Kloker to be able to attend. Kloker can't have meetings on Mondays.
- (Albright) How can we consider ourselves a STEAM school to showcase all the things we do here? If you look through a lens of what we already do, it would be great.
 - (Kloker) As an educator, I try not to use buzz words. "Restorative Justice" has become a buzzword. Long term we can aspire to being a STEAM school but it's a few years off. It's a wonderful idea and he has zero objections.
- (Fox) Give us stuff to write about and people fund buzzwords.
- For conference calls, you can have meetings with dial-ins, but you have to post a dial-in, and we have to post the meeting agenda (i.e. if you're home, hang it on your door).
 - There is a 72 hour notice requirement for agendas.
 - Due to privacy concerns, we'd like to know who's calling in. Maybe zoom or google hangouts so we know who is on the line.

C. Calendar Committee Meetings

Broke into committees to pick standing monthly times to meet.

IV. Governance

A. Review New Bylaws

Last year we updated 4 bylaws. A total of 2 were net new.

1 is around # of voting members. Article 4 section 2. Maintain an odd number of voting trustees; changed minimum and maximum. Elected trustees have to attend 75% of meetings. If someone misses ¼ of meetings, someone can motion to remove them from the board. The board agreement says we'll be active, this gives us the right to remove them.

We want to make sure that the staff has a seat at the table.

(Mackie) What's the process to elect/select staff to the board?

(Shimamoto) The staff selected it. The decision was that the staff would select their representative.

(Mackie) We should document this somewhere to prevent the appearance that the Head's favorite teacher is the representative.

(Kloker) I have zero interest in influencing that representative.

(King-Neece) Some process and a term would be good

(Shimamoto) I thought it was 3 years

(Birdsong) It is indefinite

(Albright) Seems like governance should address the term of it.

(Walton) Governance will support it but doesn't think governance should manage the staff seat.

(Albright) We need a term limit on it, which would be a bylaw thing.

(Birdsong) We should also clarify that the staff votes on it.

(Shimamoto) Isn't just a staff nomination? Doesn't the board have to vote on everyone?

(King-Neece) It can be as basic as "staff votes every year".

(Birdsong) I wonder if 3 years is too long. We can do a year and have them re-commit if they're into it.

(Shimamoto) I think it's good. I came on last January, so can we wait until the end of this school year?

V. Finance

A. Review Financials

Kelly Hoppe Ellis - EdTech finance person. She, along with Nancy, does all our EdTech stuff and attends 4-5 meetings per year. Nancy is in Taiwan so she's not here tonight.

\$59k in operating income was our budget. -\$53.5k is how we ended. We are ~\$113k below where we expected to be.

Revenue increased by \$39k but so did our expenses by \$152k.

We didn't hit our targets in after-school programs. We didn't hit our ADA. We were about 8 kids short of our enrollment target. \$110k in consultants was staffing and SPED costs.

Operating books & supplies was pretty spot on.

We realized a savings in comp & benefits due to, we think, sub staffing.

Overall ~\$4k loss.

Prop 39 funds go into restricted assets.

Kelly says we should have an audit committee and it should be separate from the finance committee. We should add the audit committee to the committee list. There will be work in November & December. It shouldn't be the chair. 2 - 3 people should be fine.

Reviewed audit timeline. The draft should be out by the end of November. The committee should be in place by November.

Mackie is happy to be on the audit committee. Albright will also join.

Finance Session (Closed Session Section Moved to Open Session):

We are in a sticky situation right now.

The good - Kloker is having a baby. It will be a future NOCCS student

The bad - we budgeted 210 students. In the last 3 weeks, we discovered that a large number of families we planned on decided not to return to NOCCS.

Each student brings in \$10k/year in State & Federal funding to NOCCS.

We have a projected budget shortfall of \$400k for 2018-19.

Kloker has been talking a lot to the Board, Kelly (EdTech), and Dr. Dickey. He is trying to wrap his brain around the budget and how to make this work.

Kloker has made some emergency budget trimming to buy us some breathing room while we decide how we are going to make up this \$400k shortfall. For example, had he known, he would have hired 2 teachers not 4 over the summer, but he had no way to know.

Emergency Cuts (2018-19 Only):

Kloker has cut his own salary by \$10k; as head of school he wants to make sure he is sacrificing first

Field Trips (\$15k)

Fundraising expenses (\$7k)

Marketing (\$2k)

Printing Reduction (\$

Prof Dev (\$

Staff Recruiting (\$2k)

Outside subs (\$10k) - we have some staff who have sub credentials

Materials/Supplies (\$5k)

Non-Instructional Supplies (\$1k) - band-aids/ice packs, etc.

Computers (\$5k)

Conference Fees (3k)

Dues & Memberships (\$2k)

Board Development (\$5k)

Teacher Supplies (\$7.5k)

FTO (\$3k)

Savings on Health Care (\$2.5k)

Get Empowered (\$45k)

Total (\$137k)

We are making these cuts for this year only. Our hope is that we'll be fully enrolled next year (210 or above).

(Birdsong) Get empowered happens during the day which frees up teachers to do other things - what is going to happen instead of that?

(Kloker) - k-3 will have PE/music/dance; 6-8 pe; 4/5 & 6, assistants & instructional aides will takeover and teach during those times; kloker will provide the curriculum/games/pe/music/etc. His hope is that Get Empowered will do some training during their transition period. The hope is that the folks taking over will receive some training.

(Birdsong) Are we asking our staff to do more without getting paid more?

(Kloker) Lead teachers will still get their prep time; we will be repurposing the schedules of aides will be to lead these instructional moments. These are future teachers. The ones who are student teachers will be able to use this as part of their portfolio for their license.

(Birdsong) I get it; this is going to be demanding. We need to ask our community to be the support/appreciation that these folks will support. I'm worried about you and the staff burning out. Thinking about this from a cultural standpoint, we need to recognize/support the fact that our staff is stepping up and our families need to be present to support our staff during this time.

(Albright) We've discussed not leaning on our families financially - but can we ask them for time? They have musical talents, they can teach kids. As the board we can be more proactive about these types of outbound requests.

(Mackie) It sounds like this was presented to staff already?

(Kloker) Yes. Except for get empowered

(Mackie) My concern is about teacher morale. We don't want to lose any of the great teachers we have here. Are we telling people our enrollment is really down? Won't that make the problem worse and freak people out? We need a communication plan.

(Kloker) With the exception of get empowered none of the cuts will affect education. He is asking each teacher to have a donors choose page to fund projects/supplies. People fund things not ideas. Our last email blast and the next few will have a banner that says we have openings. It is more positive to say, 'send your kid here' rather than, 'we have no money'.

(King-Neece) Each board member is going to be responsible to obtain funding for DonorsChoose projects.

(Shimamoto) Many projects are encouraged to be under \$600 because those get funded faster. Mine is going to be school supplies first.

(Albright) We want a balanced budget

(King-Neece) We are dropping budgets for field trips but not actual field trips. We are asking families who can to contribute and we will do fundraisers for those who can't.

(Shimamoto) Teachers can do DonorsChoose for field trips

(Kloker) Wants all student who qualifies for free/reduced lunch to be able to participate in pizza day/walkathon - there are groups who sponsor these kids specifically.

(Albright) Go through people we know on LinkedIn - see what we can do in terms of a field trip there.

(King-Neece) Pixar would be a good choice.

(Kloker) We need \$150k or more to make sure we aren't mortgaging our future as a school. This job, for him, is at least a 5-year project. How can we build to make it better, stronger, and a beacon to the community & nation?

(King-Neece) How are teachers feeling?

(Shimamoto) Stressed. Tired. Those who were here last year feel hopeful from where we ended to where we started. It was nice to get to know the kids without having to start academics on day one.

VI. Personnel

A. Head of School Performance Review Process

The personnel committee will be meeting to come up with a head of school review process.

VII. Closed Session

A. Move to Closed Session

B. Albright made a motion to Move to Closed Session.

D. King-Neece seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Budget

C. PEC

D. Move to Reconvene Open Session

D. King-Neece made a motion to Reconvene Open Session.

C. Varkevisser seconded the motion.

The board **VOTED** unanimously to approve the motion.

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:05 PM.

Respectfully Submitted,
N. Hampton