

Our Community School
Board of Directors Meeting
January 10, 2008

Board members present: Chris Ferris, Kellie Jackson, Al Erdynast, Mark Youngs, John Foley, Katherine Geeslin, Mark Youngs, Carolina Goodman, Danielle Quinto, John Foley, Ken Rickerman.
Board members absent: Scott Miller, Louis Pugliese

Non-Board members present: Alan Gewertz, Scott Spooner, Jana Harper. **Notetaker:** Nikki Maxwell

The meeting was called to order at 5:40pm by Board Chair Kellie Jackson. Minutes of the last meeting and special meeting were approved as corrected.

Guest Speaker – Scott Spooner, Chris’s contact from Kiwanis, made a presentation regarding strategic planning. Scott has worked for many years in the area of organizational development with businesses and non-profits. He offered to assist OCS with their strategic planning process pro bono. This process would generally take 6-7 hour-long meetings with homework between meetings. Kellie pointed out that the Board has already completed some of these steps and suggested that Chris and Scott Miller meet with Scott Spooner to work out the schedule.

Finance Committee – Laura, from ExEd, OCS’s back office provider, gave us a budget update and reviewed our December Actuals. (See attached notes.) There was a question about the details our fundraising, and Laura will organize this information and include this next time. Laura clarified that it is a school’s responsibility to have emergency funds in reserve – recommended 5% of revenue. We currently do not have reserves. Laura suggests that we remain judicious in spending funds.

Our independent audit was clean. Paying OCS employees on the 5th was an issue for recordkeeping. It took 3 revisions to get to true numbers. Chris stated concern about the numbers reflected in A-E of section 3. Finance Committee will review at next meeting. * Danielle moved to accept the audit. * Mark seconded. * The motion was passed.

With respect to a mistake with last year’s retirement benefits, Laura recommended that OCS match employees’ contribution, plus the earnings they would have made based on their own investment choices. * Mark so moved. * Ken seconded. * The motion was passed.

New Business – Chris completed the Consolidated Application, document to be submitted to State of California for Title I funds. * John moved to approve the Consolidated Application. * Katherine seconded. * The motion was passed.

Governance Committee – No report. Scott Miller was not present.

Development Committee

Annual Giving

Board members hand wrote thank you notes to people who have contributed so far -- currently \$7200, which represents 75% of the Board, 31% of our families, and 22% of our faculty/staff. Jana made a recommendation for the PayPal form: add the student’s name.

Big Night Out – Jana Harper, Chair

Carolina talked about the importance of table sponsorships. Chris announced our event at the Rotary Club meeting yesterday. Several members said they would attend. Two said they would sponsor and one said he couldn’t attend but gave OCS \$100. Carolina shared her idea of sending email to friends and family about OCS and our event. Jana Harper, the event Chair, handed out press packets to give to potential sponsors and updated the Board on the plans for this event.

Mid Valley 5K – Ken Rickerman, Chair

Ken described the proposal and logistics needed to produce a 5K run to benefit OCS. Ken will email a sponsorship template to use all for use in getting sponsors. The race course is to be near the school.

We can have house parties at our families' homes along the course. Kellie suggests that we go to the Neighborhood Council. Chris recommends that we talk to Grieg Smith's City Council office. Ken asks board members to be on either the set up team or sponsorship team or both. Ken will work with Tracie on promotions. Carolina will contact the City and the Neighborhood Council.

Principal's Report

Mitchell family proposal: \$150 a week for counseling 6-10 students. John asks if we would be obligated if we start. Chris says no, but we are probably committing to a semester at a time. * Carolina moved to allocate the funds for the Mitchell Family program. * John seconded. * The motion was approved.

Benchmarks: Writing was strong; math was equal to or better than last year. Language Arts scores were surprisingly lower. Chris will be meeting with teachers to investigate why. A tutoring program begins this week with a curriculum specifically designed for after school programs. We had piloted this curriculum over the summer.

Independent Study ("Home Study") allows students to do work at home when they are absent. In order to receive ADA funds, this process needs to be more detailed and documented and must be board approved. * Carolina moved to institute a program of independent study for students who are absent for at least 5 days. Teachers will generate the work and parents will have to turn in the work on the day the child returns. Parent must notify the school at least one week in advance. * Kellie seconded. * The motion passed.

Facilities Committee - Update on new portable classrooms: We need to have a site plan drawn. We don't have a CUP, but our contact thinks the building permit will cover our needs. We will work with the church. Chris met with Staci's father, who is going to make recommendations for a structural engineer. It is important to review all aspects of school expansion: financial, site revisions, staffing, etc. We are moving forward with increasing enrollment for the fall, based on adding classes. We will also need to hire new teachers.

The meeting was adjourned at 7:55.

Respectfully Submitted,

Carolina Goodman, Board Secretary