

Our Community School  
Board of Directors Meeting Minutes  
October 11, 2007

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

Non-members present: Nikki Maxwell (Wellness Committee), Valerie Davis (note taker), Jose Parada (parent), Laura Bauer (EdEx, back-office provider)

The meeting was called to order at 5:42pm.

Community Speakers: Jose Parada thanked the Board members for their hard work. He reported that the Tea with Chris provided very helpful information for the community about the school's finances. Jose also expressed appreciation for the skillful way that Beth handles issues with children.

Minutes of the last meeting were emailed to members and posted on our website. Members are to email Carolina with any additions or corrections before they can be approved and included in the official Board notebook.

Committee reports are to include action steps for committee members as well as action steps for the Board with respect to the school's strategic plan. Notes from the strategic planning meeting are posted on the Board's wiki website. How to communicate to the school community that they are welcome to visit the wiki; if they have questions or comments, they can contact any of the Board members.

Finance Committee:

- Laura Bauer from EdEx gave a summary of her written report, which will be inserted in the official Board notebook along with the minutes of this meeting. Income that we had expected from the State did not come in last year, which left the school with cash flow issues. OCS is financially solvent, but because the State pays in arrears, we will have to secure credit until we receive State funds. The same thing will happen next year unless we increase our income. Approximately \$150,000 is needed. Laura mentioned that the Governor just signed something that should help a little. Laura also mentioned that banks, such as CitiBank and Wells Fargo, want to fund growth and improvement of school facilities, and that OCS is a good candidate for those loans.
- Finance Committee Chair, Ken Rickerman, reported that the committee continues to analyze and monitor cash flow in order to identify where the budget can be cut. The school is in the process of securing a short-term loan. The committee will work with the Development Committee to generate revenue. The committee will also work with the Facilities Committee to analyze expansion options.

#### Development Committee:

- Annual Giving (AG): Development Committee Chair, Carolina Goodman, reported that after fundraising by PTSA and class trips, OCS would need to raise about \$75,000. Committee work on the school calendar ensures that fundraising is comfortably spread throughout the school year. Current focus is on AG. Students are making posters, flyer will be included in the Weekly packet, letter and brochure will be mailed, and follow up calls will be made. Board members need to participate 100% in order to model for the school community. Re: faculty – question as to whether we can count their classroom purchases as gifts-in-kind to the AG Campaign. Student Council is considering a loose-change collection to benefit AG.
- Grants and Corporate Sponsorship: In addition to the work that development staff members, Nikki Maxwell and Tracie Jackson, with grants and corporate sponsorships, we want board members to consider putting energy into researching and developing relationships with local businesses. Google “contribution budget” or “external affairs”. See Nikki for a list of ideas. Invite business people to tour the school and attend a student-led assembly. Publicity kits were distributed.
- Community members as OCS ambassadors: Every parent can ask their employer about philanthropic programs like United Way or matching gifts. Community members can also solicit gifts-in-kind, such as office supplies or electrical/plumbing service. The committee is working on a tool that includes a 2-minute “elevator speech”, but will table this until the Board finalizes the school’s mission statement.
- The Board needs to take the lead on a spring fundraising event that reaches beyond the school community. Design this event after PTSA decides on their event.
- Grand Friends Day is a new event scheduled for February 14. This first event will NOT be a fundraiser; goals are to invite grandparents and special friends to become involved with OCS by volunteering, contributing a talent, or sharing an experience that would enhance a classroom unit of study.

#### Governance Committee:

- Recent accomplishments: orientation for new Board members; organized strategic planning retreat; created Wiki page to assist with strategic planning follow up.
- Governance Committee Chair, Scott Miller, moved to increase the number of voting Board members to 15 over the next nine months. Kellie seconded. The motion passed unanimously.
- Scott moved to activate a nominating committee. Carolina seconded. The motion passed unanimously. Volunteers for the Nominating Committee were Scott, Kellie, Carolina, and Al. All current Board members are asked to submit names.
- The committee will work with the Finance Committee to research the cost of adding two to three lower grade classrooms for 08-09.

- The committee will work with the Facilities Committee to search for appropriate relocation should this be necessary.
- Scott encourages each Board member to use the Wiki for developing our mission statement. He will check with Peter Thorp about compliance with the Brown Act.
- Copies of OCS's Charter Petition were distributed; Board members are encouraged to know this document intimately.

Facilities Committee:

- Our lease negotiations are complete. We have a 3-year lease, with the option of a 2-year extension. We are required to give a 10-month notice if we want to leave. The committee wants to meet with the church board next time.
- ExEd has recommended we rewrite the lease, which could result in significant savings.

Wellness Committee:

- Nikki Maxwell reported that the committee will be hosting the fall community discussion. The topic is "School-Day Wellness", e.g. parenting and sleep issues. One goal is to be proactive with preventing absences and tardies, which impacts ADA. The topic also fits into the school's "Whole-Child" approach. John volunteered to be the Board representative to this committee.

Principal's Report:

- Principal, Chris Ferris, distributed charts of CST performance in math and language arts. The data shows tremendous academic growth and will be very instrumental in securing grants.
- The Charter Leadership Forum has monthly meetings that Board members may attend. Topics include marketing/communication, governance, dealing with politics, and growth.

The meeting adjourned at 8:30pm.