

Our Community School
Minutes of Board Meeting – October 30, 2008

5:30 – Workshop: Understanding/overseeing charter school budgets (ExEd)

The meeting called to order at 6:30.

Discussion followed about this year's budget. We are not meeting our fundraising goals. Cash flow is thin. In hindsight, we did not understand the extent of the expenses and impact on program in opening two new classrooms. The Finance Committee worked hard to cut \$100,000 from the budget: Blue Palm, one teacher's assistant, professional development, materials squeeze. Parent Board members can work on communicating with the greater parent community about the seriousness of our budget challenge. Do we want to use our "robo call" tool to share this information with parents? Carolina added that it important to craft an accurate message that doesn't alarm parents. Carolina moved to approve the budget with the stipulation that the Board meets to create a contingency plan -- include 1) research by ExEd on benchmark expenses based on other schools; 2) consider other budget cuts; 3) step up our fundraising efforts. Bobby seconded. The motion carried. Laura will provide amended handouts that would include projected expenses for future years.

Laura from ExEd explained the Notes to Financials. We need \$30,000 more in order to have 5% in reserve. \$10/student each month would bring us enough money to reach this goal. In anticipation of State cuts, we would need \$100,000 more to have the recommended 10% in reserve. Of the 35 client schools that ExEd has, OCS is of most concern. Scott moved to approve the financials. Bill seconded. The motion carried.

The next Board meeting will focus on creating a contingency plan for addressing our financial situation. We need information from the State level in order to make a realistic budget. The Leadership Team (Board Chair, Principal, and PTSA Chair) will meet next week to prepare for this meeting. Board members are to come up with at least two creative ideas for budget cuts or fundraising.

Jana moved to approve minutes of the last meeting. Bill seconded. The motion passed.

Development Committee Report:

- 5K netted approximately \$8,000. While significantly under our goal of \$30,000, the event was well received, and we expect next year's 5K will be even more successful.
- Annual Support Campaign is currently at \$4,250. Follow up calls will be made before Thanksgiving.
- Fundraising for holiday items (kid art, magazines, and jewelry) are currently under way.
- We will be using an online tool for the Big Night Out auction. This tool can also be used to collect online donations for the Annual Support Campaign.

Program Committee Report:

- A letter has been sent to LAUSD Board Member, Tamar Galatzan (cc to Mayor Villaraigosa), about our interest in the Devonshire campus.
- Our charter renewal must be submitted in June 2009; we would hear from LAUSD in January 2010.
- Our after-school tutoring program has begun with 30 students in Language Arts and 27 students in Math.
- Access to reliable technology is a problem that OCS is experiencing. Each member of the OCS community needs to think about who they know with technological expertise to help us provide consistent internet access for teachers and students.
- Teacher morale is low. There is a concern about a salary/benefits freeze next year. Faculty and staff must be publicly acknowledged and appreciated for going the extra mile to ensure students continue to receive the best education. David agreed to draft a letter.

Facilities Committee Report:

- We need a feasibility report for installing portable classrooms next fall. We have an estimate for \$14,500, but want other bids.
- OCS submitted a Prop 39 request for facilities from LAUSD. We should hear by February or March. It's likely a two-year process.
- Thank you, Bill Maxwell, for agreeing to chair this committee.

Update on officers' insurance – we're okay with what we have now, unless we increase the Board numbers.

Louis is resigning from the Board. He is starting his own charter school.

The next Board meeting is scheduled for Thursday, December 4, 2008.

8:35 – Adjourn

Note: Deadline for approval of Committee Action Plans is extended to Dec 11, 2008.

Respectfully submitted,

Carolina Goodman
Board Secretary