



## Community School for Creative Education

### Board of Directors Meeting Minutes

**Wednesday, November 2, 2011**

At ARISE High School, 3301 East 12<sup>th</sup> St., Suite 205, Oakland CA

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#### 1. Call to Order and Attendance

The Board Chair, John Lundell, called the meeting to order at 7:16 p.m. A quorum was present.

##### Board Members Present

John Lundell, Chair

Peter Hanley, Vice Chair

Michele Meyer

Jorge Ruiz de Velasco

Kimberly Register

##### Board Members Absent

Jim Hollis, Secretary

##### Board Members By Phone

Lynne Newton

The School Verse was recited by all.

#### 2. Review and Approval of Agenda

Agenda approved by acclamation.

#### 3. Consent Agenda

- a. Meeting Minutes: August 25 & September 28, 2011 – no action; hold item for next meeting
- b. Check Registers: August & September 2011 – no action on September register; hold for next meeting.

**Peter Hanley moved approval of the August 2011 check register.**

**Michelle Meyer seconded.**

**Motion carried.**

#### 4. Discussion & Action Items

- a. John Alexandra's Report – Kimberly Register summarized and read excerpts from the report. Mr. Alexandra commented via telephone conference line. The Board discussed Mr. Alexandra's recommendations regarding the role and structure of the Board; roles, qualifications and the leadership structure at the school; office functions; and budget development and monitoring.

The Board agreed that the inventory of office processes and initiation of reliable and repeatable processes should be undertaken as soon as possible. The Board considered leadership structure later in the agenda.

- b. Director's Report – Dr. Ida Oberman proposed a dual leadership structure for the school in which one leader looks outward promoting the school and its mission to families, community leaders and potential funders, and the other leader looks inside focusing on instructional leadership. She also reported completion and filing of the Prop 39 facility request for 2011-12, receipt of a grant from the Stuart Foundation, progress building a pre-school feeder relationship with Sophia House East, the school's Family Resource Center activities, plans to visit Waldorf schools in the area, Carlee Scheinfeld's appointment as Dean of Student Affairs, and a new first grade teacher expected to begin on Friday, Nov. 4.

Public Comments

A parent described her child's response to a teacher at the school. Three teachers read a letter signed by four teachers at the school regarding school leadership. Other members of the public commented on roles, responsibilities, compensation, day-to-day operations at the school, a need to hire a counselor, and challenges to implementing a Waldorf-inspired education. Some parents urged the creation of a School Site Council (SSC).

If parents and teachers create a SSC, the Board consented that Kimberly Register would initially serve as the SSC's liaison to the Board.

- c. Financial Update (EdTec)  
Michael Bonino reported the school's fundraising success and grant status, that expected mid-year cuts are already factored into the school's budget, and that the school is in a strong cash position for this year if it proceeds as budgeted. He noted that the current student-to-staff ratio is very low (5.25:1) and that 56% of awarded grant funds are one-time revenues.
- d. Board Meeting Dates  
The Board will meet in regular sessions on Wednesdays, November 16 and December 7, 2011 at 7:00 PM at ARISE High School.
- g. More Staffing (item considered out of sequence)

**Michelle Meyer moved approval of the following:**

- **Appointment of Shirley Priestly as Interim Principal effective immediately.**
- **Ms. Meyer to create and lead a committee that will develop a job description for the permanent position of Principal and clarify the division of authority and the concrete roles and responsibilities of the Principal and the Director.**

- **The job description to be brought to the Board for discussion and action, followed by posting.**

**Jorge Ruiz de Velasco seconded.**

**Motion carried.**

Peter Hanley asked that a revised budget and strategic plan for the next three years' staffing and addressing concerns raised in public comment today be prepared for the December 7 meeting.

- e. Approval of Instructional Minutes, Bell Schedule and Calendar

**Peter Hanley moved approval of the school's instructional minutes, bell schedule and calendar. Michelle Meyer seconded.** **Motion carried.**

- f. Approval of Early Primary Program Kindergarten Resolution/Full Day

**Peter Hanley moved approval of ending the Kindergarten day at 2:20 PM. Michelle Meyer seconded.** (Jorge Ruiz de Velasco abstained) **Motion carried.**

- h. Conflict of Interest Code

**Kimberly Register moved approval of the Conflict of Interest Code. Peter Hanley seconded.** **Motion carried.**

- i. Form 700s

Liane Zimny distributed information and links to instructions regarding the requirement that people in Designated Positions listed in the school's Conflict of Interest Code file Form 700 whenever assuming or exiting Designated Positions plus annually by April 1.

**5. Public Comments**

Members of the public made comments regarding school culture and leadership.

**6. Adjournment**

**Peter Hanley moved adjournment at 11:04 pm. Michelle Meyer seconded.**

**Motion carried.**