

**Community School for Creative Education  
Governing Board Minutes**

**Governing Board Meeting Minutes  
Saturday  
May 14, 2011  
10:00 A.M. – 3:30 P.M.**

**Oakland Community Organization Offices  
#2 Eastmont Mall, Upper Level  
7200 Bancroft St., Oakland**

**Dial In Tel: 1800 747 5150; PW 2034870**

Geraldine McGrath, Chair  
Robin Evitts, CFO  
Peter Hanley  
Jim Hollis  
John Lundell, Secretary

Lynne Newton  
Michele Meyer  
Jorge Ruiz de Velasco  
Cindy Wong

*To ensure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Board must fill out a speaker's card. Cards are located at the entrance to the meeting room and should be turned in to the Secretary of the Board.*

**Note:** *The President may limit each speaker to three minutes and/or set a limit of twenty minutes for all speakers on any one subject. In accordance with the Brown Act, if a member of the public addresses an item not on the posted agenda, no response, discussion, or action on that item may occur. The projected timeline is a projection only, not a limitation on the length of any agenda item, and may be revised at the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed to a majority of the Governing Board less than 72 hours prior to that meeting are available for public inspection at the Community School for Creative Education (CSCE) campus during normal business hours. The CSCE Governing Board will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Secretary of the Board at least 48 hours before the meeting.*

**AGENDA**

**ORDER OF BUSINESS**

**1. CALL TO ORDER**

1.1 Roll Call

10:10AM Call to order.

Board members in attendance

Mr. Ruiz de Velasco present on the phone

Ms. Evitts present in the room.

Ms. Wong present in the room.

Ms. Newton present in the room.

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Ms. McGrath present in the room.

Mr. Lundell present in the room.

Quorum reached.

## 1.2 Verse

*The healthy social life is found  
When in the mirror of each human being  
The whole community finds its reflection,  
And when in the community  
The virtue of each one is living.*

*La vida socialmente saludable es encontrada  
Cuando en el espejo de cada ser humano  
La comunidad entera se encuentra reflejada  
Y en la comunidad la virtud de cada uno esta viviendo*

尋找到健康之社交生活,  
就是當每個人對著鏡子  
能從整個社區的影像中找到自己的反映,  
這樣在社區內每人都能活出精彩。

## 2. SCHOOL LAUNCH PROJECT WORK PLAN REVIEW AND PLANNING

Ms. McGrath gives an overview of the goals of the meeting.

Dr. Oberman introduces Mr. Doctolero

Ms. Meyer arrives 10:17AM

Mr. Doctolero introduces the goals of this work, balancing between the business and school sides. Build a budget around the prime goals of the school. His counsel will always be to support the student and the programs. Primacy is to fall on the side of programs.

Mr. Doctolero has looked at the project plan and believes that it captures everything needed to start a school. Question of budget – the Board of Education May revise will come out on Monday. The cuts will most likely be an across the board.

2.1 Presentation and overview of project work plan, including a walkthrough of the document structure; explanation of *business proposition* and *working assumptions*.

Dr. Oberman presented an overview of the project plane. There are 15 buckets into which tasks were placed. The first two areas are board areas.

Ms. McGrath asked each board member to look at the items they are responsible for and understand their tasks and that they understand how to report progress on each task. Following this there was a review of key areas of the project plan by all members of the Board and a discussion on what changes the Board would like to see in the project plan report in order to make it more useful. It was agreed that the percent complete column was too subjective. It was decided to change the percentage complete to a color coded reporting methodology: a green(good), yellow(at risk) or red(needs help) to track status.

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### 2.2 Report on current status of grants and revolving loan.

Ms. Wong reports on fund raising. The San Francisco Foundation has awarded the school twenty thousand dollars. They will be meeting with other foundations. We are also looking into renewing with the Rogers Family Foundation.

Ms. Wong also reported on corporate fundraising and personal fundraising. We are looking at online and in person auctions.

Ms. Evitts requested more details on plans for the auctions and other activities and would like an overview of what the foundation monies are being applied for to see what the coverage is and to review any financials are being added.

Ms Meyer sought more information regarding the types of grants and conditions that must be met under the terms of the grants. Ms. Hooks will prepare a report for each grant CSCE applied for. Ms. Wong and Mr. Ruiz de Velasco would provide this as part of the board package.

Ms. Evitts gave a short overview on the revolving loan and the PCSPG. The PCSPG money may only come in August

### 2.3 Report on and discussion of facilities project.

Ms Evitts reported on the Food Service contract. EdTech is in negotiation with San Lorenzo Unified - expecting a contract soon.

Dr. Oberman reported on the Facilities Use Agreement (FUA) this must be completed by the end of June. We will get the furniture from Howard and may not need to obtain much extra furniture. We will have another site visit on the 27<sup>th</sup> of May. We will only be able to move in to Howard on Aug. 21<sup>st</sup>, one week before opening.

### 2.4 Report on and discussion of technology project.

Mr. Lundell reported on technology. A general discussion on the student information and student assessment systems followed.

Ms Evitts: We need to start the systems early to make sure we will be ready to go when the school starts.

A general discussion on the number of computers and office equipment requirements.

### 2.5 Report on and discussion of curriculum project.

Ms. Meyer reports on the curriculum. Working together on the launch documents and sample lesson plans for the new teachers. They can build on these. Waldorf does not add testing targets, so

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this will need to be added to make sure we reach the goals.

### 2.6 Report on and discussion of teacher staffing project.

A general discussion on the roles and responsibilities of the pedagogy specialist. Mr. Ruiz de Velasco: Elementary schools are very different than the ones from the past. Having a curriculum specialist help make the instruction consistent and share best practices amongst the staff. Dr. Oberman: One specialist will be for kindergarten and first and the other for second and third. The thought is that the second and third will need more help since they are coming from other schools.

Ms. McGrath inquired as to staffing changes expressing concern that the staffing and budget may not match.

Short break for lunch.

### 2.7 Report on and discussion of other staffing.

Dr. Oberman reporting for Cheryl Eining. The change from the last staff plan is two staff, one front office admin and one back office analyst. Family liaison would staff the family resource center to help parents to learn about the school and how to better support their child. Goal of the school is to be a full service community center. There may be insurance, facilities and equipment impact.

Ms. Evitts discussed the benefits and who gets benefits. There will be a waiting period before benefit will be active.

Dr. Oberman reported that teacher salaries are consistent with OUSD levels.

Mr. Ruis de Velasco noted the importance of tracking of all of the items that are currently not budgeted, so that we know what funds to go after and what foundations.

### 2.8 Report on and discussion of budget and budget projections.

Ms. Evitts reports on the budget. The budget presented is the one sent to the SF Foundation for that grant. One important issue will be the level of funding from the state. Three scenarios with different funding and staffing levels. The standard model shows a deficient of 300k without startup grants or fund raising beyond 50k.

If we do not get the PCSPG money, we could not open the school. We have to make this a contingency when making contracts. Ms. Evitts requests that we highlight changes in the work plan that may trigger changes in the budget.

## **3. ADJOURNMENT TO CLOSED SESSION POSTED PURSUANT TO THE RALPH M. BROWN ACT CALIFORNIA GOVERNMENT CODE SECTION 54957**

### 3.1 Public Employment:

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- a. Director;
- b. Office Manager;
- c. Curriculum Specialist(s); and
- d. New positions proposed by Consultant, if any.

Start at 3:00PM

#### 4. REOPENING IN OPEN SESSION

At 3:29 PM, the Board returned to open session and Ms. McGrath reported that in the closed sessions the Board reviewed the hiring committee recommendations and the immediate staffing needs. Based on this the Board took proposes the following;

**Whereas**, the hiring committee of the Community School of Creative Education (the “**Committee**”), after following the process outlined in the Charter, made its recommendation to the Board;

**Whereas**, the Committee identified candidates for: (i) five (1) teaching positions; (ii) two (2) teachers’ aides; (iii) one (1) part-time special education specialist; and (iv) one (1) part-time eurhythm specialist;

**Whereas**, the Committee recommended salaries for the identified candidates based on each candidates qualifications and years of experience; and

**Whereas**, the Committee advised the Board that time is of the essence in offering positions to the recommended candidates;

**Therefore, be it:**

**Resolved**, that the Board adopts the candidate and salary recommendations of the Committee;

**Resolved further**, that the CFO and President are authorized to finalize an employee medical, dental, and vision benefit plan to the extent that all or a part of such benefits fit within the current budget (the “**Benefit Plan**”);

**Resolved further**, that all teachers will be eligible to participate in State Teachers Retirement System (“**STRS**”);

**Resolved further**, that the President is hereby authorized to notify each candidate that the candidate will receive an offer letter following finalization of an employee medical, dental, and vision benefit plan and legal review of each offer letter;

**Resolved further**, that the approved offer letters are to include a description of the Benefit Plan and where appropriate eligibility to participate in STRS; and

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**Resolved further**, the CFO and the President in conjunction with the CFO are hereby authorized to take any necessary actions to implement the foregoing resolutions.

Ms. Meyer moves to approve the resolution

Ms. Wong seconds

Mr. Ruiz de Velasco aye

Ms. Evitts aye

Ms. Wong aye

Mr. Lundell aye

Ms. McGrath aye

Ms. Newton aye

Ms. Meyer aye

The resolution passes.

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## 5. NEXT STEP PLANNING

Next board meeting is May 25 items for that meeting

- Benefits and insurance.
- Report from ad-hoc committee on remaining positions.
- Discussion and approval on the FUA.
- Food service contract
- After school program update

Work plan update will in the board packet. Primary responsible people will update their sections in google docs.

Ms. Evitts will track the contracts and Ms. McGrath look at the contracts to determine which need to go to legal review.

Today's meeting is in lieu of the board retreat; there is a lot of work to be done during this time.

## 6. VERSE

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When in the mirror of each human being  
The whole community finds its reflection,  
And when in the community  
The virtue of each one is living.*

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Cuando en el espejo de cada ser humano  
La comunidad entera se encuentra reflejada  
Y en la comunidad la virtud de cada uno esta viviendo*

*尋找到健康之社交生活,  
就是當每個人對著鏡子  
能從整個社區的影像中找到自己的反映,  
這樣在社區內每人都能活出精彩。*

## 7. MEETING ADJOURNMENT

Ms. Evitts moves to adjourn

Ms. Wong seconds

Mr. Ruiz de Velasco aye

Ms. Evitts aye

Ms. Wong aye

Mr. Lundell aye

Ms. McGrath aye

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Ms. Newton aye

Ms. Meyer aye

Adjorn at 4:05PM