

Community School for Creative Education Governing Board Minutes

Governing Board Meeting Minutes

Wednesday

May 25, 2011

7:00 P.M. – 8:50 P.M.

Arise High School

3301 E. 12th Suite 205, Oakland
(above Citibank)

Dial In Information:

1 800 747 5150

Password - 203 4870

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

7:05 PM Start

Ms. McGrath present in the room.

Mr. Hanley present in the room.

Ms. Meyer present in the room.

Mr. Lundell present in the room.

Ms. Wong present on the phone.

Ms. Newton present on the phone.

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Mr. Ruiz de Velasco present on the phone.

Quorum not 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. Approval of Agenda and Board Minutes from April 27, 2011 and May 14, 2011 Meetings

Meeting Minutes approval delayed until quorum reached.

3. PUBLIC COMMENT: *Limited to 3 minutes per person (or as established by the Board Chair), up to a total of 15 minutes, but there is no limit on the number of members of the public who may speak. At a special board meeting there will be no public comment on matters not on the agenda.*

3.1 Public comment regarding matters on the agenda

3.2 Public comment regarding matters NOT on the agenda

None

4. ITEMS FOR BOARD DISCUSSION AND APPROVAL

4.1 Monthly Consultant Report

Dr. Oberman gave the monthly consultant's report. The project plan has been updated based on feedback from the previous meeting. Due dates past August probably should not be at risk. Ms. McGrath would like the more detailed summary to be included in the report. This would be a summary of the project plan, a high level overview.

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4.2 Project Plan Status Reports

Facilities Mr. Lundell

FUA – needs to be ready for review for the OUSD board meeting

FSA – need input from EdTech, and then to legal review.

Staffing Ms. Meyer

Verbal offers to teachers – 4 out of 5 have accepted.

Need to get clear on the benefits to make the written offers

Ms. Newton on other staffing – to be discussed in closed session

Mr. Ruiz de Velasco – Fund Raising, Foundations. Rudolf Steiner Foundation has invited us apply for a Grant. PCSPG is ahead of schedule.

7:28 PM Ms. Evitts arrives – we have quorum.

Ms. Wong – individual fund raising – new fund raising ideas from the parents.

Mr. Hanley – Marketing, need to update the website.

A discussion on the website. Mr. Lundell, Mr. Hanley and Mr. Ruiz de Velasco to talk about reimagining the website. Ms. Wong knows a graphic designer who could help with the layout.

Ms. Evitts – Finance. Questions on benefits package, just got a bid from an insurer. Periodic updates with ACOE need to be set up. Need to review budget.

Mr. Lundell – Technology. IT will require knowing what and how many computers and what other office equipment will be required.

Meeting Minutes Approval

Ms. Meyer moves to approve the Minutes from the 4/27 meeting.

Ms. Evitts seconds

Vote:

Ms. Newton aye

Ms. Wong aye

Mr. Ruiz de Velasco aye

Mr. Hanley abstains

Ms. Evitts aye

Ms. McGrath aye

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Mr. Lundell aye

The 4/27 Meeting Minutes are approved.

Ms. Meyer suggests the words “Ms Meyer will prepare a report” be deleted from the 5/15 meeting minutes.

Ms. Evitts moves to approve the 5/14 meeting minutes subject to Ms. Meyer’s change.

Ms. Meyer seconds

Mr. Ruiz de Velasco aye

Mr. Hanley abstains

Ms. Wong aye

Ms. Newton aye

Ms. McGrath aye

Ms. Evitts aye

Mr. Lundell aye

The 5/14 Meeting Minutes are approved.

4.3 Employee Benefits Package

Ms. Evitts reports that EdTech recommended an insurer to provide employee benefits. The budget is \$6000 per full time employee, pro-rata for part time employees. There are a number of options available and Ms. Evitts went through a few of the options. Another board meeting will be called to go over benefit options.

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

5.1 Public Employment:

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

Start closed session at 8:12PM.

8:54 PM Ms. Wong leaves the call.

6. REOPENING IN OPEN SESSION

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9:04PM back to open session

9:06PM Ms. Wong rejoins via phone.

Motion:

Ms. Evitts motions to approve two half time Curriculum Coaches (one to be hired now, the other to be hired closer to the school opening), one Family Liaison Worker, the School Director, a Front Office Administrator, and a Business Manager.

Ms. Newton seconds.

Ms. McGrath aye

Mr. Hanley aye

Ms. Meyer aye

Mr. Lundell aye

Ms. Evitts aye

Ms. Wong aye

Ms. Newton aye

Mr. Ruiz de Velasco aye

Motion passes.

General discussion on benefits and salaries.

Next meeting - Tuesday 5/31 6PM

Employee benefits will be the only topic.

7. BOARD MEMBER COMMENTS ON ITEMS NOT ON AGENDA: *Board members may make a brief announcement (including recognitions) or make a brief report on his or her own activities*

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8. MEETING ADJOURNMENT

Mr. Ruiz de Velasco moves adjourn

Ms. Evitts seconds

Ms. McGrath aye

Mr. Hanley aye

Ms. Meyer aye

Mr. Lundell aye

Ms. Evitts aye

Ms. Wong aye

Ms. Newton aye

Mr. Ruiz de Velasco aye

Motion passes

Adjourn at 9:24PM.