



# Community School for Creative Education Board of Directors Meeting Minutes

Wednesday, November 16, 2011

The meeting was held at the ARISE High School, 3301 East 12<sup>th</sup> Street, Suite 205, Oakland, California

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## 1. Call to Order and Attendance

Meeting is called to order by Peter Hanley, Board Vice Chair at 7:15 p.m. A quorum was present.

Board Members Present  
Peter Hanley, Vice Chair  
Michele Meyer  
Jorge Ruiz de Velasco  
Kimberly Register

Board Members Absent  
John Lundell, Chair  
Jim Hollis, Secretary

Lynne Newton is no longer serving as a board member.  
The School Verse was recited by all.

## 2. Review & Approval of Agenda

The Board approved the agenda by general consensus.

## 3. Consent Agenda

a. Approval of Meeting Minutes: August 25 & September 28, 2011 & November 2, 2011

**Michelle Meyer moved to approve the minutes of August 25 and September 28, 2011.  
Jorge Ruiz de Velasco seconded. Motion carried unanimously 4-0.**

## 4. Discussion & Action Items

a. Acting Principal's & Director's Report (Priestley & Oberman)

### Dr. Oberman

- Stuart Foundation grant funds arrived.
- A draft description of the SSC is expected next month.
- Liane Zimny filed the school's Prop 39 Facility Request with OUSD for 2012-13.
- She is updating personnel folders.
- She next will examine student cumulative folders to identify and correct any data gaps.
- The School conducted CELDT initial and annual tests and submitted the packets.
- Guadalupe Heredia is using Power School for on-going student attendance.
- Conversations are underway with potential coaches for the Acting Principal, the Director, and the School.

### Ms. Priestley

- A small number of students at the school need special education support. Most are Kindergarteners receiving speech therapy. The school has been able to serve two students in their classrooms who previously attended community day schools.
- Several students need 504 plans.
- Funding (e.g., from the Stuart Foundation grant) and sourcing was described for a counselor who would work 2 six-hour days with students who do not have IEPs.
- The school will use SSTs to identify students who need academic or personal support to thrive in school.
- The school will provide its teachers with training in workshops.

## Carlee Scheinfeld

- Ms. Scheinfeld has created discipline procedures and a documentation system for the school and modeled how to be a community aide in some classrooms.
- She and Ms. Priestley are revising expectations for the lunchroom and recess.
- They are also creating a Care Team (including Jasmine) to review the needs of struggling students and to support teachers.
- She and Monica Alexandra are developing professional goals with each teacher.
- They are also establishing literacy supports, including two Literacy coalitions and working with parents.
- Jasmine from the After School Program will come during the day sometimes to link these components and provide support.
- A male staff person from Attitudinal Healing will work with students at lunch. Kim from Attitudinal Healing will work with the school to support a restorative justice approach.
- In January, her position reverts to being a Curriculum Coach at 50% FTE.

### b. Principal Job Description and Search Report (Meyer)

A group is getting draft job description advice from other organizations for the Acting Principal position, focused on internal duties at the school, and the Director position, focused on external duties (e.g., fund-raising, development community outreach, and the parent site committee). Parents are invited to nominate 2 people by the end of the month (for vote Dec. 2) to work on the job search committee. The committee will also include a Board member, school leadership and a teacher. The committee will create the final position descriptions, post, and fill as soon as possible.

### c. Board Nominating Committee (Meyer)

The Board selected Kimberly Register by consensus to fill the committee vacancy created by Cindy Wong's departure from the Board. The committee will design the selection calendar and processes for nominating oneself or others, screening, interviewing, and selection. Discussion followed regarding particular backgrounds and perspectives to try to add to the Board.

### d. Board Meeting Dates

Board members agreed to hold regular, monthly meetings on fourth Wednesdays through June, except that the December meeting will be on Wednesday, Dec. 7. All meetings begin at 7:00 p.m. and are held at ARISE Charter High School except for the meeting on Wed., Feb. 22, when there is a conflict at ARISE.

## 5. Public Comments

Peter Hanley remarked that he had visited the school twice since the last meeting and saw good things happening in the classrooms and hallway.

Aida Salazar described parent activity at two recent CPAC meetings, parents' strong interest in helping, and a proposal to hold a retreat where parents could learn more about the school's charter, bylaws, and organizational structure.

Liane Zimny shared a message from Chuck Neidhoefer, Administrator of Magnet and Charter Schools, Napa Valley Unified School District. Mr. Neidhoefer, a former principal at a Waldorf charter school, says the Waldorf community in Napa is excited about our school and rooting for our success to demonstrate how to implement Waldorf concepts serving a diverse community in an urban school.

## 6. Adjournment

The Vice Chair adjourned the meeting at 8:36 p.m.

