



Community School for Creative Education Board of Directors Meeting Minutes

Wednesday, February 29, 2012 - 7:00 PM

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

1. Call to Order and Attendance

Meeting was called to order by John Lundell, Chair, at 7:00 p.m. A quorum was present.

Board Members Present

John Lundell, Chair
Peter Hanley, Vice Chair
Jim Hollis, Secretary
Michele Meyer
Jorge Ruiz de Velasco

Board Member Absent

Kimberly Register

[Note: The Board added Suzanne Larsen as a Board Member at 9:27 PM. See below.]

School Leaders Present

Dr. Ida Oberman, Director
Shirley Priestley, Acting Principal

2. Closed Session

The Chair announced that the Board would adjourn to a closed session to discuss the following item:

- a. Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Executive Director & Acting Principal

3. Report Out of Closed Session on Any Action Taken

The Board reconvened in Open Session. The Chair announced there were no actions to report taken in closed session.

4. Review & Approval of Agenda

The Board approved the agenda by consensus.

5. Public Comments – None

6. Consent Agenda

- a. Approval of Meeting Minutes: December 7, 2011 & January 24, 2012
Two blanks on the draft Jan. 24 minutes (i.e., the motion regarding Board seats was made by Jorge Ruiz de Velasco and seconded by Michele Meyer) were filled prior to adoption.
- b. Approval of Check Registers: September, October, November, December 2011

Michelle Meyer moved to approve the consent agenda.

Peter Hanley seconded. Motion carried unanimously 5-0.

7. Discussion & Action Items

a. Principal's Report (Priestley)

Ms. Priestly described the following:

- CSCE milestones
- Kinder preparation factors – with additional remarks by Monica Alexandra
- Professional development opportunities for all teachers
- Scheduled highlights
- Counseling program
- Special education services
- Instructional milestones
- Tea education, Valentine's Day celebration & Black History Month
- Up-coming March activities

b. Academic Outcomes to date (Oberman & Priestley)

Dr. Oberman described the following:

- Core tenants of Waldorf's approach to learning
- Academic growth made by Kinder and Grade 1 students
- Benchmark assessments for Grades 2 & 3 students
- Intent to review benchmark performances of each student
- Intervention plans for any student who is not on track to reach proficiency, possibly including extra support outside of the classroom

Ms. Priestley further described the following:

- Schoolwide intervention in each classroom at Tiers I, II & III for ELA & Math
- Plan to create a school-to-home instrument connect parents to age-appropriate books in the home that will mirror these books in class
- Plan to provide parents guidance & training on how to support their children's reading progress
- Financial resources needed to implement these interventions for 25 children (9 hr/wk * \$40/hr x 8 wks until CST testing = \$2880.00)

Dr. Oberman invited Board members to consider sponsoring a child's participation in these interventions with contributions of \$115.20 per child.

c. Director's Report: Recruitment & Outreach for 2012-13 (Oberman)

Dr. Oberman noted that the school's goal is to be over-subscribed for enrollment because there will be some natural attrition. She described outreach activities and locations, including Oakland Head Start – Eastmont Mall, and listed the following tally of new applications, to date, by grade:

| | |
|--------|----------|
| Kinder | 44 |
| First | 3 |
| Second | 1 |
| Third | 3 |
| Fourth | <u>0</u> |
| TOTAL | 51 |

In Board discussion, Laney College Lab School was suggested as an additional outreach location, and the need to identify 20 new 4th grade applicants and \$30,000 in order to offer 4th Grade as a separate class in 2012-13 was reiterated.

d. Report of the Principal Job Search Committee & Next Steps for Board (Hanley)

Mr. Hanley reported the following

- Search Committee has selected 2 candidates
- Planning to interview on March 16/17 or March 24/25
- Hope to select a Principal who can begin this Spring and work with the school leaders over the summer

e. Consideration of Nominee for Board (Meyer for Meyer & Register)

Ms. Meyer reported the Board task force's nomination of Suzanne Larsen, who is the parent of 2 students at the school. The candidate introduced herself, made comments and responded to Board questions.

Peter Hanley moved that the Board approve adding Suzanne Larsen to the Board.

Jorge Ruiz de Velasco seconded.

Motion carried unanimously, 5-0.

At 9:27 PM, Ms. Larsen began her role as a Board member for the remainder of the meeting.

f. Budget Update & Plan for Managing Cash Flow for Remainder of Year (EdTec)

Michael Bonino presented the following:

January financials – monthly expenses exceeded revenue; forecast income decreased for various reasons, including a State cut of \$42/ADA; ACOE oversight fee had not previously been in the budget.

Cash shortage – expected in June; need to be on target for certain thresholds in April.

Revolving Loan application – CDE finally posted online; consider applying for \$250,000 at next meeting, though may not receive whole amount requested; funds arrive in July; limited other financing options.

Cash flow – will go negative in April; may be able to push out some expenses by 1 or 2 months by working with vendors.

Next steps – work continues on 2012-13 budget; school will file Deferral Waiver Request so it gets some of the money in July that would otherwise be deferred; school may need to defer or cancel some expenses. Dr. Oberman noted that a meeting with Steiner Foundation is scheduled for March 15 and that conversations are underway with anonymous lenders.

2nd Interim Budget Report

Peter Hanley moved to approve 2nd Interim Budget Report.

Jim Hollis seconded.

Motion carried 5-0-1, with Suzanne Larsen abstaining.

Mike, Ida, Shirley and Suzanne will schedule a conference call to give the new Board member background information.

g. CSCE Prop 39 Reply to OUSD Preliminary Offer (Zimny)

Liane Zimny summarized the OUSD Preliminary Offer, discussions with other Oakland charter schools, and other sites the Board may want to consider. The Board discussed a draft response letter and authorized the school to file the letter with additions and revisions from this discussion, indicating concerns and a counter proposal, by March 1.

- School must respond to the preliminary offer by March 1.
- OUSD must provide a final offer by April 1.
- School must notify OUSD of its intent to occupy the offered space, or not, by May 1 or within 30 days of final offer.

h. Form 700 Update (Lundell)

Mr. Lundell is coordinating collection Form 700 from all Board members. Each Board member should deliver two Form 700 forms with “wet signature” to Ms. Zimny’s mailbox at the school by April 1. Mr. Lundell will forward the email that Ms. Zimny previously sent to the new Board member, Suzanne Larsen.

i. Discussion & Adoption of Field Trip Policy

In discussion, the Board clarified that students on a school field trip are “under the jurisdiction of the Board” in the sense that the Board is liable for all school activities, not that Board members are participating in all Field Trip events.

Peter Hanley moved to approve the Field Trip Policy with the following insertion:

- **The adult/student ratio on School field trips will be 1:10.**

Jorge Ruiz de Velasco seconded.

Motion carried, 4-0-2

Suzanne Larsen & Jim Hollis abstained.

j. Discussion & Adoption of Grievance Policy

In discussion, the Board considered striking “County will not intervene” since that is beyond the Board’s control, and whether to include, as goals or commitments, timeframes for acknowledging and responding to grievances. Ms. Larsen will draft some timeframe suggestions and send them to Dr. Oberman and Ms. Priestley. School leaders will have legal counsel review the amended draft of this policy and return the item to a future Board agenda.

k. Audit Contract Approval (Zimny)

Ms. Zimny reported receiving quotes from four Independent Auditors, approved by the California State Controller’s Office and recommended by EdTec, to conduct the annual independent audit that all charter schools must undergo. She will send the quotes to the Board. The next agenda should include an action item to select an Independent Auditor.

5. Adjournment

Jorge Ruiz de Velasco moved to adjourn at 11:14 PM.

Jim Hollis seconded.

Motion carried unanimously.