



Community School for Creative Education Board of Directors Meeting Minutes

Wednesday, April 25, 2012 - 7:00 PM

ARISE High School, 3301 East 12th Street, Suite 205, Oakland, California

1. Call to Order and Attendance

The Board Chair Meeting called the meeting to order at 7:12 PM. A quorum was present.

Board Members Present

John Lundell, Chair
Peter Hanley, Vice Chair
Suzanne Larsen
Michele Meyer

Board Members Absent

Jim Hollis, Secretary
Kimberly Register
Jorge Ruiz de Velasco

School Leaders Present

Shirley Priestley

School Leaders Absent

Ida Oberman

2. Public Comments -- None.

3. Consent Agenda

- a. **Approval of Meeting Minutes: March 28 (not 29), 2012**
- b. **Approval of Check Register: March 2012**

Mr. Hanley moved to approve the Consent Agenda, noting correct date of the minutes.
Ms, Meyer seconded. **Motion carried unanimously 4-0.**

Mr. Hanley noted that the final copy of the approved minutes of March 21, 2012 should reflect that Suzanne Larsen was *present*, as the draft had indicated.

4. Discussion & Action Items

a. Fiscal Update

Mr. Mike Bonino reported

- March expenses were as expected.
- Operating income is expected to be up to \$53,000 higher than expected due to Ms. Priestley's special education funding actions and salary, benefits and insurance costs that will be lower than anticipated.
- Cash will drop significantly and stay low to the end of the year.
- The first bridge loan has been deposited.
- An installment payment from the PCSGP grant may arrive by the end of June and a revolving loan deposit in July that will enable payback of the bridge loan.
- In two years, significant grant resources will conclude.

- Rent at the new school location will be \$60,000 higher than this year.
- The new location offers opportunities to increase enrollment.
- After May 1, the Board will determine classroom configurations and make staffing decisions.
- Other decisions with a major budget impact will involve food service, janitorial service, after school program options, the business manager function, and the structure and compensation of school leadership.
- The Board president, Mr. Lundell, and vice president, Mr. Hanley, are working with Dr. Oberman, Ms. Priestley and Mr. Bonino to draft the 2012-13 Budget for discussion at the May Board meeting and adoption by the June meeting.

b. Principal's Report

Ms. Priestley . . .

- Student & Family Services – Tier I Mental Health Counseling – 16 children are being served by a counselor; 1 more has been referred; 3 youth groups and a parent support group are active.
- Special Education Services – 12 students with IEP's are being served; 3 are waiting for evaluation; a 504 Plan is being developed for 1 student.
 - Staffing – 2 fulltime aides provide 1-to-1 Tier 2 mental health support; 1 fulltime aide serves as a classroom aide providing support.
 - Attitudinal Healing – 1 Attitudinal Healing staff person is providing Tier 1 support.
 - Mental Health Related Services Fund – Ms. Priestley has applied for \$61,000 from this SELPA fund.
 - Joint Power Authority (JPA) via CCSA's Oakland Charter Collaborative – Ms. Priestley is reviewing this JPA as a possible way of sharing costs and services for some students' special education needs.
- Transition Plan for 2012-13 – Conducting meetings with current and new parents as well as founding parents who had not been able to follow CSCE to the Howard site, at morning and evening meetings. More meetings are planned.
- Professional Development – The principal and teachers recently attended Behavior Intervention Training offered by the SELPA. Child Assault Prevention (CAP) workshops (including anti-bullying) were conducted for parents, teachers and students, with low attendance. The school hopes to offer additional CAP training for K and 1st grade students.
- New Teachers – Ms. Priestley, Monica Alexandra, and Claudia Hung-Haas are interviewing candidates with good urban experience and who have or will seek Waldorf training.
- Enrollment Update – Current enrollment is 87 students; 10 students are on the waitlist for 3rd grade next year; 4 students are on the waitlist for 4th grade next year; all new applications received now are on the waitlist for next year; if all enrolled, enrollment could reach 160.
- Open Court Material – Ms. Priestley secured K-6 Open Court books and materials from Fremont Unified School District for free; \$35,000 approximate value; anticipated delivery June 8, 2012.
- School Culture – 3rd grade students built a bench for the school; students are creating their family trees (a project funded by the Numi grant); Michael Morgan, conductor of the Oakland East Bay Symphony, will visit 5/2 (Howard students invited to participate too); CST testing window for grades 2 and 3 will be 5/4 – 5/25; Cinco de Mayo celebration planned 5/4; Silent

Auction Gala fundraiser will be held 5/12 at the Uptown Body & Fender in downtown Oakland (adults only; tickets are \$15.00).

c. **Principal Search Update**

Mr. Hanley reported that 13 applications were submitted; 3 received initial interviews; 2 were selected to receive a second interview including the previously qualified candidate. Final interview of these 2 candidates will occur on Saturday, April 28, with Board action anticipated the following week.

d. **Academic Outcomes to Date & Next Steps: Jan – March Benchmark Data**

Ms. Priestly reported with Ms. Alexandra and Delana Hill, summarizing the distinctive features of the Math and Language Arts programs and the Guided Reading Program. They reviewed a chart of student assessment growth, challenges, extra support needed, ongoing actions, interventions, weekly assessments, additional collaboration between the 2nd and 3rd grade teachers, and efforts to make more explicit connections between Waldorf activities and CST standards and skills.

e. **Director's Report: Recruitment and Outreach for 2012-13; May Trigger**

Ms. Priestly reported for Dr. Oberman. The following tallies are students enrolled now or new enrollees who have submitted enrollment packets so far (enrollment packets are due by 4/27):

K	58
1	27
2	30
3	31
4	<u>13</u>
Total	159

She described ongoing recruitment activities and noted that Tuesday, May 1, is the application trigger date for the Board's decision regarding a stand-alone 4th grade class.

f. **Facilities Update** -- Already covered in the Principal's Report (above)

g. **Discussion & Approval of Internal Fiscal Control Policy & Procedures** -- ACTION TABLED UNTIL MAY

Ms. Zimny and Mr. Bonino responded to Board questions regarding the templates provided for discussion. A financial task force to include Ms. Priestly, Dr. Oberman, Mr. Lundell, Mr. Hanley, and Ms. Larsen will consider how to adapt the template for CSCE.

h. **Discussion & Approval of Policy Relative to Supervision of Students Before & After School & While on Campus** -- ACTION TABLED UNTIL MAY

Following discussion, Ms. Zimny was asked to revise the draft policy to reflect the following, to send the revised draft to the Board for review, and to return the policy for action at the May meeting:

- Keep the final 2 paragraphs.
- Add sign-out (not just sign-in).
- Eliminate items too specific for this year (e.g., pick-up hours).
- Remove detailed operations from this policy and place them in administrative regulations instead.
- Remove statement about fundraising.

i. Approval of Private-Party Bridge Loan for \$200,000

Peter Hanley moved to approve a promissory note for a loan from an anonymous individual for up to \$200,000, to be repaid in August 2012, at an APR interest rate of 5%.

Suzanne Larsen seconded.

Motion carried unanimously 4-0.

j. Board Operations

• Governance Board Professional Development

Mr. Lundell reported he has had discussions with MYM, LLP regarding a training or refresher session for Board Members. He especially urged Board Members to attend the FERPA portion of the session, when scheduled. The session would include the following topics:

- Brown Act
- FERPA
- Confidentiality
- Conflict of Interest

• Discussion & Adoption of CSBA Professional Governance Standards for School Boards

-- ACTION TABLED UNTIL MAY

Mr. Lundell will edit the text of these Professional Governance Standards to adapt them for the charter school's context and post them on the school website.

5. Closed Session -- Tabled

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

6. Report Out of Closed Session on Any Action Taken -- Not Applicable

7. Adjournment

Michelle Meyer moved to adjourn the meeting at 9:30 PM.

Suzanne Larsen seconded.

Motion carried unanimously 4-0.