



Community School for Creative Education

Minutes

Board of Trustees Meeting Agenda

Wednesday, September 17, 2014-6:00 PM

1. Call to Order and Attendance & Verse

6:25 PM

Board Members

John Lundell, Chair

David Castillo, Vice Chair

Michele Meyer

Suzanne Larsen

Andrew Peters

Peter Hanley, Emeritus Vice Chair

Alba Hernandez

Andrea Kent

Staff

Ida Oberman

Kathryn Wilson

Present Absent

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 x

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 x

5238 Brann St., Oakland, CA 94619

2. Public Comments

To make public comment, fill out a speaker card and give it to the board chair.

COMMENTS FROM THE FLOOR - No Public Comment

COMMENTS ON AGENDA ITEMS - Mr. Morgan, science, gardening and gym teacher, offered comment on Agenda Item 5d, the budget. He asked for greater common clarity on the budget.

3. Agenda Approval

Mr. Hanley moved to move action items to top of agenda.

Ms. Meyer seconded.

Motion was approved unanimously 6:0

4. Consent Agenda

a. Approval of Meeting Minutes: July 9 2014, August 18, 2014, August 25, 2014

b. Approval of Check Register: July 2014, August 2014

Ms. Meyer moved to approve the consent agenda.

Mr. Hanley seconded.

Motion was approved unanimously, 6:0

5. Discussion & Action Items

a. Executive Director's & Principal's Report (Oberman/Wilson)

DISCUSSION

b. Enrollment/Outreach/Fundraising to Achieve Goals 2014-15(Oberman/Wilson) DISCUSSION

Dr. Oberman reported on the grave miscalculation. Staff had enrolled 136 with wait list in 3 classes June 19, 2014, but were now under enrolled by 29 students. She advised that staff was engaged on factors the led to this error so we would not find ourselves in this same spot next year; she also advised that we had to balance the budget now rather than wait till later in year. Instead, she offered four scenarios now by which to balance the budget and sought Board advice.

Board advised that the enrollment numbers should have been shared with the whole board prior to meeting. Board suggested we consider keeping custodial at one person, and capturing the savings and having children take more responsibility; that we engage in practices to bring our utilities down

Dr. Oberman and Mr. Lundell asked for formation of a Board Finance Subcommittee that could advise Dr. Oberman on which scenario to pick. The committee was formed and it was agreed to meet the next morning to balance the budget.

c. Budget 2014-15 Update (CSMC VP Denniston&Manager Powers) DISCUSSION

Board advised:

We need to note that ending balance and reserve are different. An ending balance might be earmarked already and cannot be spent. ACOE's minimum reserve is 3%.

d. Budget: Unaudited Actuals (CSMC VP Denniston&Manager Powers) ACTION

Mr. Hanley moved to approve unaudited actuals.
Mr. Lundell seconded.

Motion passed unanimously 6:0

e. CSCE Employee Handbook 2014-15/CSCE Family Handbook 2014-15, Updated ACTION

Ms Larsen moved to set the work schedule by contract, not handbook.
Mr. Hanley seconded.

Motion passed unanimously 7:0

Ms Meyer moved to remove any language from handbook defining full time except as for as it relates to qualifying for benefits which will be dictated by the policy and to have all contracts have the language of what the scheduled hours for each position are
Ms Larsen seconded.

Motion passed unanimously 6:0

Board advised to check into Boy Scouts of America as source for free sexual harassment training.

Ms. Larsen moved that training on sexual harassment should be kept as requirement and that she would offer it
Ms. Meyer thanked and seconded.
Motion passed unanimously 7:0

Ms Larsen moved that the Handbooks both include the adult code of conduct.
Ms Meyer seconded.

Motion passed unanimously 6:0.

Mr. Hanley moved that admin and teacher staff have 7 days sick leave that expire at end of year and 3 days of vacation that will cap at 5 days total; if you go less you continue to accrue; you cannot use more than those five.
Ms Meyer seconded.

Motion passed unanimously 6:0

Board advised that full time be defined by role:
aides 37.5
office admin 40
subject 37.5
recess afterschool 40

Ms Larsen offered to write the language of the revised At Will Agreements.

Mr. Hanley advised that the handbooks need to be copy edited. Ida will send most current version exempt and non at will and Suzanne will fix at

FAMILY HANDBOOK

1.

Mr. Hanley moved and Ms Meyer seconded to adopt the following language for expulsion process. from Ed Code, 48915:

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

(5) Possession of an explosive.

(d) The governing board of a school district shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c),

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Motion passed unanimously 6:0

f. Approval of Compensation tmve to approve employee handbook o Trustee Meyer for time bound mentoring

Mr. Lundell moved to approve Ms Meyer receiving comparable compensation in time bound contract

Mr. Hanley seconded.

Motion passed unanimously 6:0

g. Contract: Lincoln Child Center

Mr. Lundell moved to approve contract with Lincoln Child Center.

ACTION

Mr. Hanely seconded.

Motion passed unanimously 6:0

h. Contract: Dr. Mary Goral, Waldorf Training

ACTION

Mr. Andrew moved to approve under the condition that ' payment within one week' be changed to 'payment within 30 days.

Ms. Meyer seconded.

Motion passed unanimously 6:0

i Contract: Townsend & Snyder Custodial Services

ACTION

Mr. Hanley advised to hear from California Charter School Association what the pros and cons and timeline are

Ms Meyer moved to approve Townsend Scenario Two for services.

Mr. Lundell seconds.

Motion passes unanimously 6:0

j. Upcoming Deliverables

DISCUSSION

k. Adjourn

9:00
