



# Community School for Creative Education Board of Directors Special Meeting Minutes

Wednesday, July 25, 2012

The meeting was held at 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 was called to order by Peter Hanley, Vice Chair, at 7:16pm. A quorum was present.

### Board Members Present

Jorge Ruiz de Velasco  
Kimberly Register  
Peter Hanley  
Suzanne Larsen

### Board members Absent

John Lundell, Chair  
Jim Hollis, Secretary  
Michele Meyer

### School Leaders Present

Ida Oberman  
Becky Westwood  
Amy Sandoz (Education Pioneer Fellow)

## 2. Public Comments

### CPAC Report:

Aida Salazar, CPAC President, offered update. Aida reported that parents want to see board members at events and at the school. She invited all board members to the Playground Build Day, August 18<sup>th</sup>. She reported further that at the most recent CPAC meetings, the parents brought up the following concerns regarding the school:

- Funding – are there grants or other development work being done for the 2012-2013 school year?
- Instructors – will the students be getting world language and eurythmy instructors?
- Parent Volunteer Time – parents are experiencing burnout yet don't feel that they can leave their volunteer duties because they do not have confidence that someone else will take up the work.
- Site Council – the idea of a site council is in the charter, yet has not been established. Parents request that the site council be established so that they have a formal voice in administrative and board decisions.

## 3. Consent Agenda

Mr. Hanley moved to approve consent agenda

Mr. Ruiz de Velasco seconded.

**Motion carried unanimously 4:0**

## 4. Discussion & Action Items

### Principal's Report:

- Special Education: had a meeting with Pinnacle and are arranging a flat fee service. Pinnacle will give us an offer on this. Have reached out to each parent of a child with an IEP or 504 and will meet with each independently.
- Instructional Calendar & Assessment Calendar: Principal Westbrook is working on instructional & assessment calendar for the year so that events are planned out in advance. Will present at next board meeting.

- Daily Schedule: Principal Westbrook is adjusting the daily instructional schedule so that there is more efficient planning for teachers. She has worked with EdTec to design a schedule that accommodates subject teaching, teacher breaks, & pull-out interventions. She will share this schedule with the board at the next meeting.
- Other items: Met with EdTec to go over each line item of budget. Principal Westbrook offered a big thank you to Aida and Elba for calling every family who had not confirmed enrollment yet. Great play date with the new families. Working on food contract with Food Revolutions.

Director's Report:

Dr. Oberman reported that we are 12 students shy of budgeted enrollment. Will be using 3 outreach strategies to recruit the final 12:

- Targeting unlikely choosers:
  - Outreach to City Team, Bags of Love, Saint Anthony's Church, PLAN, Fruitvale Farmers Market, Laurel Street Fair and Bananas.
- Meeting with community partners on August 1<sup>st</sup>
- Conducting strategic introductions between Becky and community organizers and educators.

Budget Update

none

Discussion: Stand alone 3<sup>rd</sup> & 4<sup>th</sup> Grade:

Principal Westbrook presented the administration's proposal for a stand-alone 3<sup>rd</sup> & 4<sup>th</sup> Grade. As she argued: We could increase the total number of students attending CSCE and thereby increase funding. Stand-alone grades also allows for more diversified recruiting flexibility and better instruction.

Ms Larsen moved to approve stand alone fourth grade.

Ms. Register seconded

**Motion carries unanimously 4:0**

Update & Approval: \_\_\_\_\_ KaBOOM Playground Build

Dr. Oberman reported that the build was on, funded largely by JetBlue, our corporate sponsor. CPAC steering committee and fundraising committee have committed to fundraise for the \$8,500 to meet the goal by December 1 to pay out that sum. Principal Westbrook herself brings a lot of experience in this domain as Principal Westbrook notes.

Discussion & Decision: \_\_\_\_\_ Revision of Sick Days Policy - From No Roll-Over to Sick Days Roll-Over Until Employee Leaves School

The point was made that there is nearly unlimited disability insurance from the state if you are sick for longer than your pay period. Ms Larsen suggested 1 year of roll over and max 5 day carryover of any year of sick leave.

Mr. Hanley asked that EdTec clarify the difference between PTO and sick leave ...

Board asked that administration to do more research on this matter and bring it back.

Review & Approval: \_\_\_\_\_ Mover's Bid for CSCE Move to 2111 International

Ms Westbrook brought forward three bids for the move.

The Board moved for Ms Westbrook to get next bid under \$4,000 and that there be no need to bring the matter back to the board as long as the bid is at or under \$4,000.

Review & Approval: \_\_\_\_\_ Signed Protected Prayer Certification (reviewed by legal)

Mr. Ruiz de Velasco moved to approve the Signed Protected Prayer Certification.

Ms. Register seconded.

**Motion carried unaimiously 4:0**

Review & Approval: Whistleblower Policy (reviewed by legal)

Mr. Ruiz de Velasco moved to approve the Whistleblower Policy.

Ms. Register seconded.

**Motion carried unanimously 4:0**

Board Development and Attendance Plan

On Board Development:

Mr. Hanley speaks of need for members with admin experience – principal of a charter school – instructional, fundraising and need to network to find these people

Ms. Register suggests she may have to step down

Dr. Oberman suggests that all board members and parents identify 3 board members each

Decision: to set up a board development committee at next meeting

On Attendance:

Mr. Hanley summarized actions taken by the board to seek Mr. Hollis' commitment to board attendance.

Mr. Ruiz de Velasco moved to suspend Mr. Hollis till he comes back to the board and makes case for coming back

Mr. Hanley seconded.

**Motion carried unanimously 4:0**

**5. Adjournment**

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Mr. Hanley moved to adjour the meeting.

Mr. Ruiz de Velasco seconded.

Motion carried unanimously 4:0

Mr. Hanley adjourned the meeting at 10:30PM