



# Community School for Creative Education Board of Directors Meeting Minutes

Wednesday, September 12, 2012 - 7:00 PM

The meeting will be held at Community School for Creative Education, 2111 International Boulevard, Oakland CA 94606  
Dial-in Number: (800) 747-5150; Password: 203 4870

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## 1. Call to Order and Attendance

Meeting is called to order by the Board Chair at 7:10pm

<u>Board Members</u>	Present	Absent
John Lundell, Chair		<u>  X  </u>
Peter Hanley, Vice Chair	<u>  X  </u>	
Michele Meyer	<u>  X  </u>	
Suzanne Larsen	<u>  X  </u>	
Kimberly Register		<u>  X  </u>
Jorge Ruiz de Velasco	<u>  X  </u>	
 <u>Staff</u>		
Ida Oberman	<u>  X  </u>	
Becky Westbrook	<u>  X  </u>	

## Verse

<i>The healthy social life is found When in the mirror of each human being The whole community finds its reflection, and when in the community The virtue of each one is living.</i>	<i>La vida social saludable se encuentra Cuando en el espejo de cada ser humano La comunidad entera se encuentra reflejada Y en la comunidad vive la virtud de cada uno.</i>	<i>尋找到健康之社交生活, 就是當每個人對著鏡子 能從整個社區的影像中找到自己的反映, 這樣在社區內每人都能活出精彩。</i>
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## 2. Public Comments

CPAC Report - CPAC secretary offered update on CPAC activities.

## 3. Consent Agenda

- Approval of Meeting Minutes: July 25, 2012
- Approval of Check Registers: July 2012
- Removal of Director from Board
- Approval of 2012-2013 Title I Application, Part A (Basic Grant)
- Approval of Consolidated Application Legal Assurances
- Approval of 2011-2012 Unaudited Actuals

Ms. Larsen moved to approve consent agenda  
Ms. Meyer seconded.

Motion carried unanimously 4:0

It was agreed to use speaker cards going forward

## 4. Discussion & Action Items

- Principal's Report (Westbrook)  
The principal reported that Oakland delivered an unfit building. The list of outstanding items was detailed to the board. It was suggested to hold back the rent till outstanding items were repaired and building up to

code and to consider at what point to send a letter to the Superintendent. The recommendation was made to reach out to OUSD Board Member David Kakishiba, OUSD charter director David Montes de Oca and with Superintendent Tony Smith. It was noted that the school had set a date to receive a "Safety Audit" from its CCSA -provided insurance in early October in order to lend ammunition to its ask from the district.

b. Director's Report (Oberman)

The director reported on recruitment, community outreach and fundraising status, and next steps planned. The work with Lao Family on building back a lower San Antonio Action Group (joining businesses and support providers and schools) was noted along with the Lao Family's ability to secure a 2.3 mill grant, and their interest in doing joint fundraising with Community School as early as February 2013. Further noted was Community School's adoption by the San Antonio Pastors Cluster, a group of African American Pastors working in alliance with OCO to adopt Community School and Roosevelt Middle School for mentoring of its children in the achievement gap.

Following Principal Westbrook and Dr. Oberman offered the data reports.

It was agreed that staff will take further time to refine reading assessment strategies

It was also agreed that we cannot make public disaggregated data by ethnic subgroups because of the small size of our school, in protection of privacy, but that staff internally conduct gap analysis to guide practice.

c. Financial Report (EdTec)

Mr. Bonino reported on the school's financial status.

For July and August things were in line with what expected.

2012 13 forecast revision--We need to enroll 6 more students

2013-2014 we have to reorganize: there won't be Stuart or PCSGP

We can run the school with 146 kids

We have to consider over the next two months what potential things can help bridge the funding gap.

The question of preschool as funding source was mentioned. The point was made that it's not easy to get into the black on preschool.

It was decided to take this matter to the next meetings.

d. Discussion of business manager position

Principal Westbrook pointed out that she and the director had been working hard to manage front and back office needs of the school at the current staffing levels and that it was not working easily.

It was agreed to try for one more month to manage, but keep close watch and report back.

e. Review of Building Safety (Review status of building and Sonitrol contract)

The item was dealt with in principal's report above.

f. Review of Special Ed Services

Principal Westbrook asked approval that the resource position be moved from 50% to 75%. This expansion of time would allow for her expansion of duties now that she is providing 20 hours of services and doing IEPs. Principal Westbrook pointed out the tension that we are mandated to provide services not fully refundable from the state. Community School made the adjustment to have a full time resource teacher instead of having services. CSCE is still contracting out speech and behavior.

Principal Westbrook signed a one month contract before the board meeting. There are no changes in the rate from last year

Mr. Hanley asked about whether our special Ed services as planned keep within in our budget. They do not but with last year's arrangements of contracting for all services with an outside provider, Pinnacle, we would be further out of budget. Community School does hold a monthly contract with Pinnacle for specific services.

The question was in light of parent and staff concerns about Pinnacle whether we had critically reviewed them. It was pointed out that the contract gives 30 days out.

Mr. Ruiz de Velasco moved to accept the principal recommendation and move the resource specialist to .75 and renew Pinnacle contract  
Ms. Meyer seconded. **Motion carried unanimously 4:0**

g. Approval of Letter of Indemnity with Mark Graham  
No letter had been submitted by Mr. Graham. It was decided to advise Mr. Graham that a letter would be considered as soon as he filed it.

h. Discussion & Approval of Uniform Complaint Policy and Procedures (reviewed by legal)

Ms. Larsen moved to approve  
Ms. Meyer seconded

**Motion carried unanimously 4:0**

i. Discussion & Approval of CSCE Calendar (year-long and daily calendar and instructional minutes)

Ms. Larsen moved to approve  
Ms. Meyer seconded

**Motion carried unanimously 4:0**

j. Clarification of Sick Days Policy as stated in Employee Handbook 2012 -2013

It was noted that if staff or administration exceed their six day allocation, they can use state disability. A state employee and private employee are entitled to disability.

k. Discussion & Approval of Employee Handbook 2012-2013 (updates from 2011-2012 highlighted)  
Pulled

l. Discussion & Approval of Policy Relative to Supervision of Students Before & After School & While on Campus (reviewed by legal)

Ms. Larsen moved to approve  
Ms. Meyer seconded

**Motion carried unanimously 4:0**

m. Board Standards, adapted from California School Board Governance Standards  
pulled

### Verse

*The healthy social life is found  
When in the mirror of each human being  
The whole community finds its reflection,  
and when in the community  
The virtue of each one is living.*

*La vida social saludable se encuentra  
Cuando en el espejo de cada ser humano  
La comunidad entera se encuentra  
reflejada Y en la comunidad vive la virtud  
de cada uno.*

*尋找到健康之社交生活,  
就是當每個人對著鏡子  
能從整個社區的影像中找到自己的反映,  
這樣在社區內每人都能活出精彩。*

## 5. Adjournment

10:00 PM