



## Community School for Creative Education

### June 22 2020 Board Meeting

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#### Date and Time

Monday June 22, 2020 at 6:00 PM PDT

#### Location

ida oberman is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/84797676905?pwd=c3hKVU1rUmhHQ3B1SmNWdk52eG1adz09>

Meeting ID: 847 9767 6905

Password: 9Xsc4M

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#### **Rudolf Steiner, Motto of Social Ethics, 1920 (at end of first full year of first Waldorf School founded 1919)**

The healing social life is found when in the mirror of each human being the whole community finds its reflection,  
and when in the community the strength 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。

Heilsam ist nur, wenn Im Spiegel der Menschenseele sich bildet die ganze Gemeinschaft Und in der  
Gemeinschaft Lebet der Einzel Seele Kraft

#### **CSCE 5 BIG GOALS**

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*CSCE annual objective is reaching 80% proficiency in ELA and Math for all student groups grades 3-8 measured by NWEA MAP.*

*To achieve this school-wide objective over the next two years,  
the CSCE has FIVE BIG GOALS*

Goal #1: Develop Waldorf-inspired, Common Core-aligned and equity-focused curriculum;

Goal #2: Test and document Waldorf-inspired, Common Core-aligned practices as measured in student and adult learning outcomes;

Goal #3: Maintain a well-operated school environment in Operations, HR and Budget;

Goal #4: Maintain effective community outreach (including parents, community partners, policy and research community); and

Goal #5: Launch long-term fundraising strategy for scale-up with financial stability

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## **Agenda**

### **I. Opening Items**

- A.** Record Attendance
- B.** Call the Meeting to Order
- C.** Verse
- D.** Recitation of CSCE 5 Goals
- E.** Review and Approve Agenda
- F.** Approve Minutes

Approve minutes for Board Meeting 6pm - 8pm April 13, 2020 on April 13, 2020

- G.** Approve Minutes Meeting May 18 , 2020

### **II. Public Comment**

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

COMMENTS FROM THE FLOOR - At this time any person wishing to speak to any item not on the agenda will be granted two minutes to make a presentation to the Board of Trustees.

COMMENTS ON AGENDA ITEMS – Any person wishing to speak to any item on the agenda will be given three minutes to make a presentation before the board begins its deliberations or takes action on the item

### **III. Consent Agenda**

CSCE May 2020 Check Register

CSCE Traditional Academic Calendar 2020-2021 (subject to change given COVID-19)

- A.** CSCE Check Register May 2020
- B.** CSCE Traditional Academic Calendar 2020 - 2021

### **IV. Discussion & Action Items**

- A.** Board Calendar 2020-2021
- B.** LCAP - COVID-19 Operations Written Report
- C.** Board Resolution 06222020  
Temporarily freezing salaries and wages for the 2020-21 school year due to economic impacts of COVID-19.
- D.** Food Service Director - Appointment  
Appoint Ms. Barnes as Food Service Director with ability to make decisions and execute documents on behalf of CSCE for its food service.
- E.** CharterSafe 2020-21 Contract
- F.** Finance Committee: Preliminary Budget 2020-2021
- G.** CSCE SPED Department Strategic Plan - Kick Off 2020-21 - Preliminary Overview
- H.** CSCE Executive Director Report: On Road To Renewal – 5 Reasons Why In Best Interest of the Students to Renew Community School
- I.** Closed Session - Conference with Legal Counsel - Anticipated Litigation (54956.9 (b))

### **V. Upcoming Meeting August 5 2020 (TBD)**

### **VI. Closing Items**

## A. Adjourn Meeting

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**REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY** Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Community School for Creative Education, 2111 International Boulevard, Oakland CA 94606 510 686 4131.

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# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** F. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting 6pm - 8pm April 13, 2020 on April 13, 2020

APPROVED



## Community School for Creative Education

### Minutes

Board Meeting 6pm - 8pm April 13, 2020

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#### Date and Time

Monday April 13, 2020 at 6:00 PM

#### Location

ida oberman is inviting you to a scheduled Zoom meeting.

Topic: Board Meeting April 13 2020

Time: Apr 13, 2020 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/814899233?pwd=QTQwWXhmZWJWZXhSUjZQS2JRQ1Y4QT09>

Meeting ID: 814 899 233

Password: 8XHyix

PHONE 510 517 0331

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#### **Rudolf Steiner, Motto of Social Ethics, 1920 (at end of first full year of first Waldorf School founded 1919)**

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## **CSCE 5 BIG GOALS**

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*To achieve this school-wide objective over the next two years, the CSCE has FIVE BIG GOALS*

Goal #1: Develop Waldorf-inspired, Common Core-aligned and equity-focused curriculum;

Goal #2: Test and document Waldorf-inspired, Common Core-aligned practices as measured in student and adult learning outcomes;

Goal #3: Maintain a well-operated school environment in Operations, HR and Budget;

Goal #4: Maintain effective community outreach (including parents, community partners, policy and research community); and

Goal #5: Launch long-term fundraising strategy for scale-up with financial stability

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### **Directors Present**

A. Prentiss (remote), B. Ly (remote), P. Walsh (remote), S. Richardson Baker (remote)

### **Directors Absent**

C. Dailey, M. Candido, V. Navarro

### **Ex Officio Members Present**

A. Barnes (remote), M. Brinson (remote)

### **Non Voting Members Present**

A. Barnes (remote), M. Brinson (remote)

### **Guests Present**

I. Oberman (remote)

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## **I. Opening Items**

### **A. Record Attendance**

### **B. Call the Meeting to Order**

A. Prentiss called a meeting of the board of directors of Community School for Creative Education to order on Monday Apr 13, 2020 at 6:09 PM.

### **C.**

## Verse

### D. Recitation of CSCE 5 Goals

### E. Review and Approve Agenda

### F. Approve Minutes

B. Ly made a motion to approve the minutes from Special Board Meeting on 03-25-20.

S. Richardson Baker seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

B. Ly	Aye
S. Richardson Baker	Aye
M. Candido	Absent
P. Walsh	Aye
A. Prentiss	Aye
C. Dailey	Absent
V. Navarro	Absent

### G. Approve Minutes Feb 18, 2020

P. Walsh made a motion to approve the minutes from February Board Meeting on 02-18-20.

B. Ly seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

P. Walsh	Aye
A. Prentiss	Aye
V. Navarro	Absent
S. Richardson Baker	Aye
C. Dailey	Absent
M. Candido	Absent
B. Ly	Aye

### H. Approve Minutes Meeting March 11, 2020

B. Ly made a motion to approve the March 11 2020 board meeting minutes.

S. Richardson Baker seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

V. Navarro	Absent
A. Prentiss	Aye
S. Richardson Baker	Aye
M. Candido	Absent
C. Dailey	Absent



**Roll Call**

B. Ly                   Aye  
P. Walsh               Aye

**I. Approve Minutes Meeting April 6, 2020**

B. Ly made a motion to approve the April 6 2020 board meeting minutes.  
S. Richardson Baker seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

S. Richardson Baker   Aye  
B. Ly                    Aye  
A. Prentiss             Aye  
C. Dailey               Absent  
M. Candido             Absent  
V. Navarro             Absent  
P. Walsh                Aye

**II. Consent Agenda**

**A. Independent Auditor Selection 2020-2021 Wilkinson Hadly King & Co. LLP**

B. Ly made a motion to approve the 2020-21 independent auditor selection of Wikinson  
Hardly King & Co.  
S. Richardson Baker seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

A. Prentiss             Aye  
S. Richardson Baker   Aye  
B. Ly                    Aye  
P. Walsh                Aye  
C. Dailey               Absent  
M. Candido             Absent  
V. Navarro             Absent

**B. CSCE Check Register March 2020**

B. Ly made a motion to approve the March 2020 check register.  
S. Richardson Baker seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

B. Ly                    Aye  
V. Navarro             Absent  
C. Dailey               Absent  
P. Walsh                Aye  
M. Candido             Absent

**Roll Call**

A. Prentiss                   Aye  
S. Richardson Baker Aye

**III. Discussion & Action Items**

**A. Application for Provisional Internship Permit - Califironai Commissionon Teacher Credentialing - Named Employees for School Year 2019-2020**

B. Ly made a motion to approve application for Provisional Intership Permit-California Commission Teacher Credentialing Ms Alison Kearney for School Year 2019-2020.

S. Richardson Baker seconded the motion.

Board notes that staff should make effort to put plan in place to ensure this staff become fully certified

The board **VOTED** to approve the motion.

**Roll Call**

S. Richardson Baker Aye  
C. Dailey                   Absent  
A. Prentiss                   Aye  
V. Navarro                   Absent  
M. Candido                   Absent  
B. Ly                         Aye  
P. Walsh                    Aye

**B. Academic Excellence Committee Job Description**

B. Ly made a motion to approve Academic Excellence Committee Job Description.

S. Richardson Baker seconded the motion.

Board thanks Mr Patrick Walsh and Dr Ida Oberman

The board **VOTED** to approve the motion.

**Roll Call**

S. Richardson Baker Aye  
C. Dailey                   Absent  
B. Ly                         Aye  
A. Prentiss                   Aye  
M. Candido                   Absent  
P. Walsh                    Aye  
V. Navarro                   Absent

**C. CSCE Finance Committee: Finance Report**

**D. Assessment Overview ~ How is Learning Assessed at CSCE?**

**E. The CSCE Urban Intercultural Waldorf Distance Learning Plan Launched March 2020**

**F.**

**CSCE Principal Report: Building strong caring culture in CSCE Distance Learning Setting ~ Grab and Go Waldorf Education Kit; Grand Go Groceries; Grab and Go Arts Esteem Basic Kit; Community Updates**

**G. Finance Committee: Form 700**

We need Form 700 within 30 days of joining the board

**H. CSCE Executive Director Report: On Road To Renewal – Board Resource Mapping & Narrative Shapers Toolkit**

Important next step:

Come up with virtual performance to invite  
Angela Norman

Patrick will put together strategy and how to approach  
Timeline: Talk about Angela Norman by next meeting

We moved the Narrative Shapers Toolkit to May meeting; ask of Board to study the tooling make use

Note the argument that charters are taking billionaires' money. Salesforce etc.

**I. Executive Committee: 100 Student Challenge**

**IV. Upcoming Meetings**

**A. Next Board Meeting: May 26,, 2020**

Board asks if they can help find virtual graduation for 5th and 8th grade It was agreed to brief the board

**V. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:05 PM.

Respectfully Submitted,  
B. Ly

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**Documents used during the meeting**

- March 2020 Check Register.pdf

- Academic Excellence Committee Job Description for April 13 2020 Board Approval .docx
  - CSCE Data Presentation FINAL 4.13.20.pptx
  - calassesssystem.pdf
  - Form 700 2019.2020 IA.pdf
  - Mapping Connections to Influentials & Organizations Activity (Template).xlsx
  - Narrative Shapers Toolkit.docx
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# Coversheet

## CSCE Check Register May 2020

**Section:** III. Consent Agenda  
**Item:** A. CSCE Check Register May 2020  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** May 2020 Check Register.pdf

## Community School for Creative Education

Check Register 5/1/2020 through 5/31/2020

Payment Number	Payment Date	Payee Name	Rec Status	Check Amount	Account	Account Description	Transaction Description	Invoiced GL Amount
30000571	5/4/2020	Law Offices of Young, Minney, & Corr, LLP	Cleared	\$57.00	5805-020-65	Legal Services and Audit	Services Through 3/31/20	\$57.00
30000567	5/4/2020	Mara Benitez	Cleared	\$984.45	5807-020-65	Legal Settlements	REIMB: iPads - 4/4/20	\$984.45
30000570	5/4/2020	Waste Management Of Alameda County	Cleared	\$909.74	5501-020-00	Utilities	Trash Service May 2020	\$909.74
30000569	5/4/2020	CIT	Cleared	\$1,178.77	5605-020-00	Equipment Rental/Lease Expense	Konica Copier Lease	\$1,178.77
30000568	5/4/2020	Blaisdell's Business Products	Cleared	\$1,497.29	4381-020-87	Plant Maintenance	INVC 1496612-0 - Antibacterial Wipes	\$557.01
					4300-020-87	Materials and Supplies	INVC 1501207-0 - Paper for Distance Learning Pkts	\$655.28
					5800-020-87	Professional/Consulting Services and Operating Expenditures	INVC 1494112-0	\$285.00
30000572	5/7/2020	Alameda County Office of Education	Cleared	\$19,406.96	9503-020	Accrued STRS	April 2020 EE / ER STRS	\$19,406.96
<b>Total Check Amount</b>				<b>\$24,034.21</b>	<b>Total GL Amount</b>			<b>\$24,034.21</b>

# Coversheet

## Board Calendar 2020-2021

**Section:** IV. Discussion & Action Items  
**Item:** A. Board Calendar 2020-2021  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2020 21 Board Calendar fin for board review and sign off.docx

## **Community School for Creative Education Board Calendar 2020-2021**

### **DRAFT for Board Executive Team & Board Approval**

*Location:*

*Community School for Creative Education  
2111 International Blvd  
Oakland, CA 94606*

*ZOOM Link*

*For ZOOM Link Go To*

*<https://app2.boardontrack.com/public/maUTAb/nextAgenda>  
Conference Line: 1 351 888 7445*

*Times:*

*All meetings re held 6pm – 8pm*

*Dates:*

*Wednesday, August 5, 2020*

*Wednesday, September 2, 2020*

*Wednesday, October 7, 2020*

*Wednesday, November 4, 2020*

*Wednesday, December 2, 2020*

*Wednesday, January 6, 2021*

*Wednesday February 3, 2021*

*Wednesday, March 3, 2021*

*Wednesday, April 7, 2021*

*Wednesday, May 5, 2021*

*Wednesday, June 2, 2021*



*Saturday, June 12<sup>th</sup>, 2020, 9am – 12pm Board Retreat*

# Coversheet

## LCAP - COVID-19 Operations Written Report

**Section:** IV. Discussion & Action Items  
**Item:** B. LCAP - COVID-19 Operations Written Report  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** CSCE LCAP COVID Operations Written Report.pdf

# COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Community School for Creative Education	Adrienne Barnes Chief Business Officer	adrienneb@communityschoolforcreativeeducatio.org	6/22/2020

**Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.**

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

Community School for Creative Education notified families on Friday, March 13<sup>th</sup>, that it could close temporarily due to COVID-19. Given the multiple state and county orders, CSCE did not reopen its physical location to students this school year. Our team was able to pivot nearly overnight to provide both printed packets and online learning opportunities for its students in all grades, TK-8. Teachers and support staff leaned in to aide in gathering and understanding materials, supporting social-emotional needs, and supporting each other during this unprecedented time.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

CSCE continues to offer its English learners, foster youth, and low-income students services that were offered in-person, in a new online format. Our teachers, staff, Dean of School Culture and Principal advised students and families in need, and our team offered at-home deliveries of materials or food as needed.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

CSCE teachers and staff have utilized Zoom, ClassDojo, Google Classroom, and several other online and printed sources to deliver high-quality distance learning to our students. CSCE was committed to ensuring all students had access to Chromebooks and internet access. Our team disseminated resources for free or reduced cost internet, and distributed over 50 Chromebooks to families that required additional access.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

All CSCE students and families were encouraged to pick up the Grab and Go breakfast and lunch meals for students offered by the Oakland Unified School District for all Oakland students. CSCE additionally partnered with the Alameda County Food Bank to provide healthy food to our

families during pickups of distance learning packages. Numi Tea was another valuable partner to the CSCE community by providing home-delivered fresh produce to many of our families that qualified for Free and Reduced Price lunch.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

CSCE staff communicated with all families, including phone calls and surveys, to determine the needs of students and parents during the pandemic. Families were referred to childcare facilities when necessary.

California Department of Education  
May 2020

# Coversheet

## Board Resolution 06222020

**Section:** IV. Discussion & Action Items  
**Item:** C. Board Resolution 06222020  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
DOCS--4070010-v1--CSCE Resolution Freezing Salaries and Wages in Light of COVID.pdf

**RESOLUTION NO. 06222020**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
COMMUNITY SCHOOL FOR CREATIVE EDUCATION  
TEMPORARILY FREEZING SALARIES AND WAGES FOR THE 2020-21  
SCHOOL YEAR DUE TO ECONOMIC IMPACTS OF COVID-19**

**WHEREAS**, due to the global outbreak of the Novel Coronavirus (COVID-19), Governor Gavin Newsom declared a State of Emergency on March 4, 2020, and has since issued numerous other Executive Orders including those addressing public school closures and the temporary closure of most businesses;

**WHEREAS**, along with many other school districts and charter schools across California, Community School for Creative Education (“Charter School”) closed effective as of March 16, 2020 and implemented distance learning for the duration of the 2019-20 school year;

**WHEREAS**, California and global economies have suffered severe economic impacts as a result of COVID-19, and on May 14, 2020, Governor Newsom submitted his 2020-21 May Revision budget proposal to the Legislature (the “May Revision”) projecting significant cuts in education funding;

**WHEREAS**, in particular, the May Revision projects a 10% reduction (totaling \$6.5 billion) to the local control funding formula (LCFF), a \$19 million reduction to the Proposition 98 school funding guarantee over three years, reductions or no cost-of-living adjustments for State categorical programs, the withdrawal of nearly all proposals for new or expansion grants, and a total of \$5.3 billion in LCFF funding deferrals;

**WHEREAS**, according to Governor Newsom’s May Revision press release, the State’s collective bargaining units will negotiate to achieve reduced pay of approximately 10% for State employees, nearly all State government operations will be reduced over the next two years, and nonessential contracts, purchases, and travel have already been suspended;

**WHEREAS**, Charter School values its employees and greatly appreciates their services and contributions, but nevertheless recognizes that its Board of Directors is required to make financial decisions to preserve the longevity of Charter School in order to survive the economic crisis as best it can; and

**WHEREAS**, now, recognizing the unprecedented economic crisis caused by COVID-19, the uncertainty of Charter School’s revenue amounts and timing for the 2020-21 school year, and the need to ensure the long term financial viability of Charter School, this Board of Directors of Charter School desires to temporarily freeze all Charter School employee salaries and wages at their current levels and declare that no increases for cost of living pursuant to a salary schedule or for other reasons shall be implemented, while preserving the ability of Charter School to implement these increases retroactively should Charter School choose to do so later in the 2020-21 school year.

**NOW, THEREFORE**, this Board of Directors of Charter School does hereby find, resolve, and order as follows:

Section 1. The foregoing recitals are true and correct.

Section 2. As a result of the unprecedented economic crisis and financial uncertainty caused by COVID-19, this Board hereby declares that all Charter School employee base salaries and wages are hereby frozen, such that there shall be no increases in base salaries or wages provided to any Charter School employee unless filling a new or different position complete with a corresponding job description until further action is taken by this Board. Decreases in salaries or wages are still permitted at the discretion of the Executive Director or, as for the Executive Director, at the discretion of this Board.

Section 3. If this Board determines prior to the end of the 2020-21 school year that Charter School's revenue amounts and timing are sufficient to warrant retroactive increases, Charter School employee salaries and wages for the 2020-21 school year will be increased retroactively to the first day of the 2020-21 school year in an amount commensurate with what the employees would have earned absent the freeze on salaries and wages. Any such determination will be made prior to the end of the 2020-21 school year.

Section 4. The Executive Director of Charter School or his or her duly delegated representative (each an "Authorized Officer"), acting alone or together, is(are) hereby authorized and directed to take or a cause to be taken all such other actions as may be required to fulfill the purposes of the foregoing resolutions.

###

### SECRETARY'S CERTIFICATE

I, \_\_\_\_\_, Secretary of the Board of Directors of The Community School for Creative Education, a California nonprofit public benefit corporation, County of Alameda, California, hereby certify as follows:

The attached is a full, true, and correct copy of the resolutions duly adopted at a meeting of the Board of Directors of The Community School for Creative Education which was duly held on \_\_\_\_\_, 2020, at which meeting all of the members of the Board of Directors had due notice and at which a quorum thereof was present; and at such meeting such resolutions were adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I have carefully compared the same with the original minutes of such meeting on file and of record in my office; the attached resolution is a full, true, and correct copy of the original resolution adopted at such meeting and entered in such minutes; and such resolution has not been amended, modified, or rescinded since the date of its adoption, and the same is now in full force and effect.

WITNESS my hand on \_\_\_\_\_, 2020.

\_\_\_\_\_  
Secretary of the Board of Directors of  
The Community School for Creative Education



# Coversheet

## CharterSafe 2020-21 Contract

**Section:** IV. Discussion & Action Items  
**Item:** E. CharterSafe 2020-21 Contract  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
The Community School for Creat.1279.CharterSAFEProposal2021.06-10-2020.pdf

# CharterSAFE

BE SAFE • FEEL SAFE

## 2020-2021 Membership Proposal

*Prepared for:*

**The Community School for Creative Education**

*Coverage Effective:*

July 01, 2020 at 12:01 AM - July 01, 2021 at 12:01 AM

California Charter Schools Joint Powers Authority  
P.O. Box 969, Weimar, CA 95736  
Phone: 888.901.0004 Fax: 888.901.0004  
[www.chartersafe.org](http://www.chartersafe.org)

Issued: June 10, 2020 at 12:36 pm

DISCLOSURE: This proposal is an outline of the coverages proposed by California Charter Schools Joint Powers Authority (CCSJPA) based on the information provided by the Named Member. It does not include all of the terms, coverages, exclusions, limitation and conditions of the actual contracts. The policies themselves must be read for those details. Policy forms for your reference will be made available upon request to CCSJPA. As set forth in this document, CCSJPA DBA CharterSAFE shall be referred to as CharterSAFE.

Dear Adrienne,

CharterSAFE is pleased to present your membership proposal for the 2020-2021 year. Your membership includes the following:



For a more detailed listing of our member services, please contact **Karen Bianchini**, Managing Director, Risk Management, at [kbianchini@chartersafe.org](mailto:kbianchini@chartersafe.org) or (916) 880-3460.

All of CharterSAFE's coverage placements are with insurance companies that have a financial rating with A.M. Best of A- (Excellent), financial size category VII (\$50M policyholder surplus minimum) or higher or are placed with an approved California scholastic joint powers authority.

#### **REQUIRED SIGNATURES:**

To bind coverage, you must complete and sign the following:

1. The proposal acceptance at the end of the "Member Contribution Summary" page

We look forward to working with you in the 2020-2021 year!

Thank you,

The CharterSAFE Team

# CharterSAFE

## 2020-2021 CLAIMS AND INCIDENT REPORTS GUIDELINES

**Member schools must notify CharterSAFE by submitting an online report, as soon as practicable, of an occurrence, accident, injury, claim, or suit or of circumstances that may reasonably result in a claim or suit.** A delay in reporting could mean lapse in coverage.

For your protection, claims will not be accepted by phone, email, or fax.

### CLAIMS FILING PROCESS ON THE WEB PORTAL

- Go to [www.chartersafe.org](http://www.chartersafe.org) and log in.
- If you need to reset your login credentials, please reach out to your CharterSAFE Representative: **Egan Yu** at [eyu@chartersafe.org](mailto:eyu@chartersafe.org).
- Hover over the "Claims" tab, choose "Submit a Claim" and our website will prompt you with a series of questions to help you determine the appropriate claim form to submit.
- Complete the online questions and select the "Submit" icon at the bottom. After submission, you will receive a confirmation email with information regarding next steps.

### CLAIMS RESOURCES AND FORMS

- Hover over the "Claims" tab, choose "Resources and Forms" and you will find all supporting documents you might need when filing a claim or incident report, such as:
  - Student Accident Claim Packet (English and Spanish)
  - Volunteer Accident Claim Packet (English and Spanish)
  - Statement of No Insurance
  - Workers' Compensation Claim Form (DWC-1)
  - Employee Fact Sheet
  - Kaiser on the Job Clinics
  - Employee Injury Card

For any claim reporting questions, please contact **Dennis Monahan**, Managing Director, Claims, at (619) 878-6221 or email [dmonahan@chartersafe.org](mailto:dmonahan@chartersafe.org).

**CharterSAFE • Protecting Schools. Promoting Safety. Customizing Insurance.**

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## MEMBER CONTRIBUTION SUMMARY

The Community School for Creative Education

Coverage Effective: July 01, 2020 at 12:01 AM - July 01, 2021 at 12:01 AM

Your CharterSAFE Insurance Program includes the following coverages:

<b>Liability &amp; Property Package Member Contribution</b>	<b>\$37,426</b>
<p>Core Liability Program</p> <ul style="list-style-type: none"> <li>• Directors &amp; Officers Liability</li> <li>• Employment Practices Liability</li> <li>• Fiduciary Liability</li> <li>• General Liability</li> <li>• Employee Benefits Liability</li> <li>• Educator's Legal Liability</li> <li>• Sexual Abuse Liability</li> <li>• Law Enforcement Liability</li> <li>• Automobile Liability &amp; Physical Damage</li> </ul>	<p>Crime Property Student &amp; Volunteer Accident</p> <p>Additional Program Coverages</p> <ul style="list-style-type: none"> <li>• Pollution Liability and First Party Remediation</li> <li>• Terrorism Liability and Property</li> <li>• Cyber Liability</li> </ul>
<b>Workers' Compensation &amp; Employer's Liability Member Contribution</b>	<b>\$21,488</b>
<b>Total Member Contribution</b>	<b>\$58,914</b>

Choose One Payment Option

- Payment in Full \$58,914**
- Installment Plan**
  - Deposit (25%) - Due Now - \$14,729
  - 9 Monthly Installments - \$4,910

\*Refer to the CharterSAFE Invoice for details and instructions on payment by ACH Debits

Invoices shall become delinquent thirty (30) calendar days from installment due date. CharterSAFE membership, including insurance coverage, is subject to cancellation for any invoice over sixty (60) days past due.

### Proposal Acceptance:

By signing below, I, representing the Named Member in this proposal, acknowledge that I have read the complete proposal and agree to the terms outlined within.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**DISCLOSURE:** This proposal is an outline of the coverages proposed by California Charter Schools Joint Powers Authority (CCSJPA) based on the information provided by the Named Member. It does not include all of the terms, coverages, exclusions, limitation and conditions of the actual contracts. The policies themselves must be read for those details. Policy forms for your reference will be made available upon request to CCSJPA. As set forth in this document, CCSJPA DBA CharterSAFE shall be referred to as CharterSAFE.

## Mailing Address

2111 International Blvd.  
Oakland, CA 94606

## Continuity and Retroactive Dates

**Directors & Officers Liability Continuity Date:** **07/01/2011**

**Employment Practices Liability Continuity Date:** **07/01/2011**

**Fiduciary Liability Continuity Date:** **07/01/2012**

## Vehicles

None scheduled.

## EXPOSURES & LOCATIONS

Member contributions are calculated based on the following exposures:

### Students/Employees/Payroll

Location Address(es)	Students	Employees	Payroll
Community School for Creative Education 2111 International Blvd. Oakland, CA 94606	270	28	\$1,763,010.00
<b>Total:</b>	<b>270</b>	<b>28</b>	<b>\$1,763,010.00</b>

### Property Values

Location Address(es)	Building Value	Content Value	Electronic Data Processing (EDP)	Total Insured Value (TIV)
Community School for Creative Education 2111 International Blvd. Oakland, CA 94606	\$0.00	\$249,000.00	\$249,000.00	\$498,000.00
<b>Total:</b>	<b>\$0.00</b>	<b>\$249,000.00</b>	<b>\$249,000.00</b>	<b>\$498,000.00</b>

## CORE LIABILITY PROGRAM

Core Liability Program Coverage Limits: **\$5,000,000** Per Member Aggregate

The Core Liability Program Breaks Down As Follows:

### Directors & Officers, Employment Practices, and Fiduciary Liability

Coverages	Limits	Deductibles
<b>Directors &amp; Officers and Company Liability</b>	\$5,000,000 per <b>claim</b> and member aggregate	Varies*
<b>Employment Practices Liability</b>	\$5,000,000 per <b>claim</b> and member aggregate	Varies*
<b>Fiduciary Liability</b>	\$1,000,000 per <b>claim</b> and member aggregate	\$0

\*Subject to Named Member's claim experience beginning five years prior to the inception of the period of coverage up to the date of loss. One or more claims on your loss history will increase the deductible. Refer to the Memorandum of Coverage (MOC) for the detailed tiered deductibles.

0 Claim:	\$15,000.00 per occurrence
1 Claim:	\$25,000.00 per occurrence
2 Claims:	\$50,000.00 per occurrence
3 or more Claims:	\$100,000.00 per occurrence

**Reporting:** Claims must be reported to CharterSAFE within 60 days after policy expiration. Coverage is provided on a claims-made basis.

### General Liability

Coverages	Limits	Deductibles
<b>Bodily Injury Property Damage</b>	\$5,000,000 per occurrence and member aggregate	\$500 per occurrence for bodily injury arising out of participation in a school sponsored <i>High-Risk Activity</i> *
<b>Medical Payments</b>	\$10,000 per person \$50,000 per occurrence	\$0
<b>Products and Completed Operations</b>	\$5,000,000 per occurrence and member aggregate	\$0
<b>Armed Assailant Sublimit</b>	\$100,000 per occurrence and aggregate	\$0

\*A list of *High-Risk Activities* is available at [www.chartersafe.org](http://www.chartersafe.org) or you may contact **Karen Bianchini** (kbianchini@chartersafe.org / (916) 880-3460) of CharterSAFE's Risk Management team.

### Employee Benefits Liability

Coverages	Limits	Deductibles
<b>Employee Benefits Liability</b>	\$5,000,000 per occurrence and member aggregate	\$0

### Educator's Legal Liability

Coverages	Limits	Deductibles
<b>Educator's Legal Liability</b>	\$5,000,000 per occurrence and member aggregate	\$2,500 per occurrence
<b>IEP (Individualized Education Program) Defense Sublimit</b>	\$50,000 per occurrence and aggregate sublimit	\$7,500 per occurrence



## Sexual Abuse Liability

Coverages	Limits	Deductibles
<b>Sexual Abuse Liability</b>	\$5,000,000 per occurrence and member aggregate	\$0 if school completes training requirement \$100,000 if school did not complete training requirement
<p><b>*Training Mandate</b> Sexual Abuse Prevention Training by CharterSAFE is available under the CharterSAFE Learning Center and is <b>REQUIRED</b> to be completed by 90% or more of staff within 90 days of coverage renewal. New employees are required to complete the training within 6 weeks of employment.</p>		

## Law Enforcement Activities Liability

Coverages	Limits	Deductibles
<b>Law Enforcement Activities Liability</b>	\$5,000,000 per occurrence and member aggregate	\$0

## Automobile

Coverages	Limits	Deductibles
<b>Auto Liability, including autos scheduled with CharterSAFE, non-owned autos, and hired autos</b>	\$5,000,000 per occurrence and member aggregate	\$0
<b>Auto Physical Damage*</b>	\$1,000,000 per occurrence and member aggregate	\$500 per occurrence for Hired Auto Physical Damage
<p>*Auto Physical Damage described herein for hired automobiles is secondary to any/all rental coverage offered by the rental company(ies). CharterSAFE strongly advises our members to purchase auto physical damage when renting vehicles.</p>		

## Excess Liability - SELF

<b>Coverage Provided by:</b>	Schools Excess Liability Fund (SELF)
<b>Coverage:</b>	Excess Liability with separate Memorandum of Coverage with separate terms, conditions, and exclusions.
<b>Limits:</b>	\$50,000,000 per occurrence/claim and member aggregate as outlined by the SELF Memorandum of Coverage. This coverage is excess of the \$5M limits above to total a limit of \$55M.

CharterSAFE joined SELF, a nonprofit scholastic JPA in California, as a single member of SELF for excess liability coverage. Please note that SELF is a separate entity from CharterSAFE and carries a separate Memorandum of Coverage with different limits, terms, conditions and exclusions. You can access SELF JPA's information at [www.selfipa.org](http://www.selfipa.org).

Employment Practices Liability coverage within the SELF layer includes ONLY these three types: wrongful termination, discrimination, and/or sexual harassment.

## CRIME

Coverages	Limits	Deductibles
<b>Money and Securities</b>	\$1,000,000 per occurrence and member aggregate	\$500 per occurrence
<b>Forgery or Alteration</b>	\$1,000,000 per occurrence and member aggregate	\$500 per occurrence
<b>Employee Dishonesty</b>	\$1,000,000 per occurrence and member aggregate	Varies*
<b>Computer and Funds Transfer Fraud</b>	\$1,000,000 per occurrence and member aggregate	\$500 per occurrence

\*Subject to Named Member's claim experience beginning five years prior to the inception of the period of coverage up to the date of loss. One or more claims on your loss history will increase the deductible. Refer to the Memorandum of Coverage (MOC) for the detailed tiered deductibles.

0 Claim: \$500.00 per occurrence  
 1 Claim: \$5,000.00 per occurrence  
 2 Claims: \$10,000.00 per occurrence  
 3 or more Claims: \$20,000.00 per occurrence

## PROPERTY

**Perils Include:** Direct Physical Loss subject to all the terms, conditions, and exclusions established in the applicable policy(ies)

**Valuation:** Replacement Cost as scheduled with CharterSAFE, see "Exposures & Locations" section

Coverages	Limits	Deductibles
<b>Property</b>	As scheduled with CharterSAFE subject to the maximum limit of \$100,000,000 per occurrence.  See "Exposures & Locations" section for scheduled limits.	\$1,000 per occurrence
<b>Boiler &amp; Machinery / Equipment Breakdown</b>	As scheduled with CharterSAFE subject to the maximum limit of \$100,000,000 per occurrence.  See "Exposures & Locations" section for scheduled limits.	\$1,000 per occurrence
<b>Business Interruption</b>	\$10,000,000 per occurrence	\$1,000 per occurrence
<b>Extra Expense</b>	\$10,000,000 per occurrence	\$1,000 per occurrence
<b>Causes of Loss:</b>  <b>Water Damage</b> <b>Wildfire</b>	As scheduled with CharterSAFE subject to the maximum limit of \$100,000,000 per occurrence.  See "Exposures & Locations" section for scheduled limits.	Varies*

\*Subject to Named Member's claim experience beginning five years prior to the inception of the period of coverage up to the date of loss. One or more claims on your loss history will increase the deductible. Refer to the Memorandum of Coverage (MOC) for the detailed tiered deductibles.

0 Claim: \$1,000.00 per occurrence  
 1 Claim: \$5,000.00 per occurrence  
 2 Claims: \$10,000.00 per occurrence  
 3 or more Claims: \$20,000.00 per occurrence

### PLEASE NOTE:

If you have a renovation/construction project valued over \$200,000 in hard and soft costs, please contact your CharterSAFE Representative: Egan Yu at [eyu@chartersafe.org](mailto:eyu@chartersafe.org). CharterSAFE is able to endorse builder's risk coverage for renovation projects up to \$10,000,000 onto your policy. Additional premium would apply.

If you are interested in a separate policy for flood and/or earthquake coverage, please contact Kiki Goldsmith ([Kiki\\_Goldsmith@ajg.com](mailto:Kiki_Goldsmith@ajg.com)/ 949-349-9842).

## STUDENT AND VOLUNTEER ACCIDENT

Coverages	Limits	Deductibles
<b>Student Accident</b>	\$50,000 per injury/accident 104 Week benefit period	\$500 per injury/accident for <i>High-Risk Activities</i> *
<b>Volunteer Accident</b>	\$25,000 per injury/accident 104 Week benefit period	\$500 per injury/accident for <i>High-Risk Activities</i> *

\*A list of *High-Risk Activities* is available at [www.chartersafe.org](http://www.chartersafe.org) or you may contact Karen Bianchini (kbianchini@chartersafe.org / (916) 880-3460) of CharterSAFE's Risk Management team.

### Terms & Conditions:

- Coverage is provided on an excess basis, but would become primary should the student not have health insurance.
- Claim submission deadline: 90 days after the Covered Accident.

### Optional Catastrophic Student Accident Coverage:

If interested in obtaining higher limits with or without sports included, please contact:

Gallagher  
18201 Von Karman Avenue, Suite #200  
Irvine, CA 92612

**Kiki Goldsmith**  
Client Service Executive  
[Kiki\\_Goldsmith@ajg.com](mailto:Kiki_Goldsmith@ajg.com)  
949-349-9842

## ADDITIONAL PROGRAM COVERAGES

### Pollution Liability And First Party Remediation

Coverages	Limits	Deductibles
<b>Pollution Liability and First Party Remediation</b>	\$1,000,000 per pollution condition or indoor environmental condition \$5,000,000 CharterSAFE Members' Combined Annual Aggregate	\$10,000 per occurrence

**Reporting:** Claim must be reported to CharterSAFE within 60 days after policy expiration.  
Coverage is provided on a claims-made basis.

### Terrorism Liability

Coverages	Limits	Deductibles
<b>Terrorism Liability</b>	\$5,000,000 per occurrence and CharterSAFE Members' Combined Annual Aggregate	\$0

**Reporting:** Claim must be reported to CharterSAFE within 60 days after policy expiration.  
Coverage is provided on a claims-made basis.

### Terrorism Property

Coverages	Limits	Deductibles
<b>Terrorism Property</b>	As scheduled with CharterSAFE subject to the maximum limit of \$20,000,000 per occurrence. See "Exposures & Locations" section for schedule limits.	\$1,000 per occurrence

### Cyber Liability

Coverages	Limits	Deductibles
<b>Cyber Liability</b>	\$1,000,000 per <b>claim</b> \$5,000,000 CharterSAFE Members' Combined Annual Aggregate	\$2,500 per <b>claim</b>

**Coverage Includes:**

- Privacy Notification Costs
- Regulatory Fines and Claim Expenses for Privacy Liability
- Extortion Damages for Extortion Threat
- Crisis Management Expenses
- Business Interruption

**Reporting:** Claim must be reported to CharterSAFE within 60 days after policy expiration.  
Coverage is provided on a claims-made basis.

**Requirement for Coverage to be in effect:** Completed cyber application.

## WORKERS' COMPENSATION & EMPLOYER'S LIABILITY

Coverages	Limits	Deductibles
<b>Workers' Compensation</b>	Statutory	\$0
<b>Employer's Liability</b>	\$5,000,000 per Accident \$5,000,000 by Disease per Employee \$5,000,000 by Disease Policy Limit	\$0

**Auditable:**

The estimated payroll figure will be audited at the end of each coverage period. CharterSAFE will request copies of the 941 Federal Quarterly Reporting Forms on a quarterly basis to verify the payroll figure. If the estimated payroll figure has been overestimated, a refund will be issued. If the estimated payroll figure has been underestimated, an invoice for the additional amount due will be issued.

# Coversheet

## Finance Committee: Preliminary Budget 2020-2021

**Section:** IV. Discussion & Action Items  
**Item:** F. Finance Committee: Preliminary Budget 2020-2021  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Board Budget Presentation 6.22.2020.pdf



**Community School  
for Creative Education**

社羣創新學校  
Escuela Comunitaria de Educación Educativa  
Trường Học Cộng Đồng Cho Sáng Kiến Học Tập

# 2020-21 Preliminary Budget Overview



# Assumptions

- FCMAT LCFF Calculator - no adjustments
- Enrollment 270
- ADA 93% or 251.1
- Increase in personnel (positions, not salaries)
- Increase in expenses (Food Service, Insurance, Utilities, Janitorial)
- Increase Healthcare Premium coverage from \$600/mo to \$650/mo

# Assumptions (addt'l)

- ASES funding may decrease
- State funding may change as early as summer, as late as spring
- SBA PPP loan conversion NOT assumed in budget projections
- Ensure strong educational focus and long-term stability of the school

# Next Steps

- Approve this Preliminary Budget
- Update at the beginning of 2020-21 school year
- Apply for PPP forgiveness
- Continue to seek grants, PPE & tech donations, etc.
- Prepare for increases or decreases to funding

# 2020-21 Preliminary Budget

Community School for Creative Education					
Budget Summary					
Multi-Year Budget Projections					
SACS	Code Description	2019-20	2020-21	2021-22	2022-23
<b>Revenue</b>					
	State	2,830,706	2,626,638	2,851,203	2,877,098
	Federal	130,550	178,651	126,074	128,574
	Local	350,237	346,425	357,996	363,646
	<b>Total Revenue</b>	<b>\$ 3,311,493</b>	<b>\$ 3,151,715</b>	<b>\$ 3,335,273</b>	<b>\$ 3,369,319</b>
<b>Expenses</b>					
1000	Certificated Salaries	860,149	1,096,399	1,146,602	1,146,603
	Classified Salaries	832,880	515,401	529,098	529,098
3000	Benefits	387,964	421,647	453,577	476,937
4000	Books and Supplies	129,554	112,134	126,102	129,532
5000	Services and Other Operating Expenses	1,012,919	945,585	994,864	1,022,268
6000	Capital Outlay	58,643	58,643	58,643	58,643
7000	Other Outgoing				
	<b>Total Expenses</b>	<b>\$ 3,282,110</b>	<b>\$ 3,149,810</b>	<b>\$ 3,308,887</b>	<b>\$ 3,363,082</b>
<b>Surplus / (Deficit)</b>		<b>\$ 29,383</b>	<b>\$ 1,904</b>	<b>\$ 26,386</b>	<b>\$ 6,237</b>
	As a % of LCFF revenue	1%	0%	1%	0%
<b>Beginning Fund Balance</b>		<b>842,295</b>	<b>871,678</b>	<b>873,582</b>	<b>899,968</b>
	Total Net Assets				
<b>Ending Fund Balance</b>		<b>\$ 871,678</b>	<b>\$ 873,582</b>	<b>\$ 899,968</b>	<b>\$ 906,205</b>
	As a % of Total Expenditures		28%	27%	27%
	(min. 1% required by ACOE; drop below 3% requires explanation)				