



*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

**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
A. Record Attendance		Raul Alcantar	1 m
B. Call the Meeting to Order		Sarah Richardson Baker	1 m
C. Agenda Approval	Vote	Sarah Richardson Baker	1 m
D. Public Comment	Discuss	Sarah Richardson Baker	5 m
<b>II. Consent Agenda</b>			<b>6:08 PM</b>
A. Resolution of Findings under AB 361	Vote	Sarah Richardson Baker	1 m

The Board of Trustees of Community School for Creative Education, in regards to AB 361, has reconsidered the circumstances of the State of Emergency and makes this finding that

the State of Emergency continues to directly impact the ability of members as well as the community to meet safely in person. Therefore, let it be resolved that meetings for the next 30 days forward from the date of this Resolution, for the Community School for Creative Education Board of Trustees and its committees, will continue to take place exclusively via teleconference.

	Purpose	Presenter	Time
<b>B. May 2022 Check Register</b>	Vote	Sarah Richardson Baker	1 m
<b>C. Approve Minutes - Board Meeting - Monday, May 9th, 2022</b>	Approve Minutes	Sarah Richardson Baker	1 m
<b>III. Key School Committee Updates</b>			<b>6:11 PM</b>
<b>A. Governance Committee</b>	FYI	Sarah Richardson Baker	5 m
<b>B. ED Support &amp; Evaluation Committee</b>	FYI	Sarah Richardson Baker	5 m
<b>C. Development Committee</b>	FYI	Sarah Richardson Baker	5 m
<b>D. Academic Excellence Committee</b>	FYI	Anastasia Prentiss	5 m
<b>E. Finance Committee</b>	FYI	Adrienne Barnes	5 m
<b>F. Ad Hoc Facilities Committee</b>	FYI	Velia Navarro	5 m
<b>IV. Governance</b>			<b>6:41 PM</b>
<b>A. Board Member Nominee Ms Allegra Allesandri</b>	Vote	Sarah Richardson Baker	10 m
<b>B. Instruction Partners Contract 22-23</b>	Vote	Sarah Richardson Baker	5 m
<b>C. Oakland Enrolls Contract 22-23</b>	Vote	Sarah Richardson Baker	5 m
<b>D. Report on Head of Schools Search</b>	Discuss	Sarah Richardson Baker	5 m

	Purpose	Presenter	Time
<b>E. Executive Director Report</b>	Discuss	Ida Oberman	10 m

**V. Other Business**

Sunday, June 12thm 2022 10a-1p: Board Retreat on Zoom

**VI. Closing Items 7:16 PM**

<b>A. Adjourn Meeting</b>	Vote	Sarah Richardson Baker	1 m
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THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY The Governing Board’s presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

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.

FOR MORE INFORMATION For more information concerning this agenda or for materials relating to this meeting, please contact Community School for Creative Education, 2111 International Blvd., Oakland CA 94606, tel: 510 686 4131; em: info@communityschoolforcreativeeducation.org. For copies of this agenda and for agendas and minutes of prior meetings, visit our website (www.communityschoolforcreativeeducation.org).

# Coversheet

## May 2022 Check Register

<b>Section:</b>	II. Consent Agenda
<b>Item:</b>	B. May 2022 Check Register
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	CSCE Check Register May 2022.pdf



# Check Register Detail

## Community School for Creative Education

Check Register 5/1/2022 through 5/31/2022

Payment Number	Payment Date	Payee Name	Rec Status	Check Amount	Account	Account Description	Transaction Description	Invoiced GL Amount
40000078	5/3/2022	Only By The Numbers LLC	Cleared	\$2,250.00	62-0000-1110-2700-5873-020-000-000	Financial Services	May 1-15, 2022 Per Agreement - Back Office Support	\$1,575.00
					62-0000-0000-7300-5873-020-000-000	Financial Services	May 1-15, 2022 Per Agreement	\$675.00
40000080	5/3/2022	Swing Education, Inc.	Cleared	\$1,200.00	62-6500-5760-1190-5810-020-000-000	Educational Consultants	Substitute Services - 4/16/22 - 4/22/22	\$1,200.00
40000077	5/3/2022	Maxim Healthcare Staffing Services, Inc.	Cleared	\$1,978.00	62-6500-5760-1190-5810-020-000-000	Educational Consultants	SPED Services - 3/21/22 - 3/31/22	\$1,978.00
40000073	5/3/2022	Ascend Rehab Services, Inc.	Cleared	\$2,332.00	62-6500-5760-1190-5810-020-000-000	Educational Consultants	SPED Consultant - 3/16/22 - 3/31/22	\$2,332.00
40000074	5/3/2022	AT&T	Cleared	\$763.74	62-0000-1110-2700-5900-020-000-000	Communications	Monthly Service - 4/7/22 - 5/6/22	\$763.74
40000079	5/3/2022	Kimberly Palmore	Cleared	\$304.29	62-0000-0000-2700-5820-020-000-000	Fundraising Expense	REIMB:Gala Flyer Copies - 4/22/22	\$304.29
40000081	5/3/2022	Teachers on Reserve	Cleared	\$2,357.77	62-6500-5760-1190-5810-020-000-000	Educational Consultants	Substitute Services - 4/11/22 - 4/15/22	\$2,357.77
40000076	5/3/2022	Kaiser Foundation Health Plan Inc	Cleared	\$8,234.50	62-3213-1110-2700-3402-020-000-000	Health & Welfare Benefits	May 2022 Premium	\$515.72
					62-0000-1110-2700-3402-020-000-000	Health & Welfare Benefits	May 2022 Premium	\$1,507.54
					62-0000-1110-1000-3401-020-000-000	Health & Welfare Benefits Certificated	May 2022 Premium	\$2,457.29
					62-6500-5760-1190-3401-020-000-000	Health & Welfare Benefits	May 2022 Premium	\$1,080.03
					62-0000-1110-2700-3402-020-000-000	Health & Welfare Benefits	May 2022 Premium	\$886.25
					62-0000-1110-1000-3402-020-000-000	Health & Welfare Benefits Classified	May 2022 Premium	(\$488.88)
					62-0000-1110-2700-3401-020-000-000	Health & Welfare Benefits	May 2022 Premium	\$1,286.91
					62-3010-1110-2700-3402-020-000-000	Health & Welfare Benefits	May 2022 Premium	\$577.63
					62-4203-1110-1000-3402-020-000-000	Health & Welfare Benefits	May 2022 Premium	\$412.01
					40000075	5/3/2022	Charter Safe	Cleared

					62-0000-1110-1000-3601-020-000-000	Worker Compensation Insurance	March Premium 2021-2022 - Workers' Compensation	\$1,650.00
40000084	5/5/2022	Amazon Capital Services	Cleared	\$187.45	62-0000-0000-8100-4381-020-000-000	Plant Maintenance	Floor Cleaner, Disinfectant	\$187.45
40000083	5/5/2022	Adriana San Millan School Psychology and Special Ed Svs LLC	Cleared	\$295.00	62-6500-5760-1190-5810-020-000-000	Educational Consultants	Virtual IEP Attendance - 4/20/22	\$295.00
40000082	5/5/2022	Alameda County Office of Education	Cleared	\$354.00	62-0000-0000-7300-5803-020-000-000	Banking & Payroll Service Fees	3rd Quarter STRS FY 21-22 Processing Fee	\$354.00
40000087	5/5/2022	T-Mobile	Cleared	\$1,904.19	62-3213-1110-2700-5900-020-000-000	Communications	Monthly Service - 3/21/22 - 4/20/22	\$335.40
					62-3213-1110-2700-5900-020-000-000	Communications	Past due Monthly Charges	\$1,568.79
40000086	5/5/2022	Townsend Maintenance Co., LLC	Cleared	\$8,270.00	62-3212-0000-8100-5500-020-000-000	Operation & Housekeeping Services	Janitorial Service - May 2022	\$8,270.00
40000085	5/5/2022	CIT	Cleared	\$1,259.49	62-0000-0000-8700-5605-020-000-000	Equipment Rental/Lease Expense	Konica Copier Lease	\$1,259.49
40000088	5/5/2022	Xobee Networks Inc	Cleared	\$108.00	62-0000-1110-2700-5900-020-000-000	Communications	Xobee Voice Hosted Seat & Fax Services - May 2022	\$108.00
40000092	5/12/2022	Anayaxy Barraza	Cleared	\$405.00	62-0000-1110-1000-5800-030-000-000	DO NOT USE	REIMB: Student Field Trip Tickets - 5/7/22	\$405.00
40000091	5/12/2022	MJ Akerland, RN, A Professional Nursing Corporation	Cleared	\$1,675.00	62-0000-0000-2700-5800-020-000-000	Professional/Consulting Services & Operating Expenditures	State Mandated Screenings - 5/5/22	\$1,675.00
40000090	5/12/2022	Amazon Capital Services	Cleared	\$578.71	62-6300-1110-1000-4315-020-000-000	Classroom Materials & Supplies	Zipper Seal Quart Storage Bags	\$48.70
					62-0000-0000-2700-4300-020-000-000	Materials & Supplies	Hammermill Printer Paper	\$519.00
					62-6300-1110-1000-4315-020-000-000	Classroom Materials & Supplies	Lobster Claw Clasps/Open Jump Rings for Jewelry Making	\$11.01
40000094	5/12/2022	DRYCO Construction Inc.	Cleared	\$7,395.00	62-0000-0000-8700-5601-020-000-000	Building Maintenance	Asphalt Improvement Project	\$7,395.00
40000089	5/12/2022	Attitudinal Healing Connection, Inc.	Outstanding	\$12,740.00	62-6010-1110-1000-5810-020-000-000	Educational Consultants	Contracted Services CSCE - 2021-2022 School Year	\$12,740.00
40000093	5/12/2022	Adrienne Barnes	Cleared	\$11,264.65	62-0000-1110-1000-5810-020-000-000	Educational Consultants	REIMB: Placement Fee - 4/10/22 - 5/2/22	\$8,262.04
					62-0000-1110-1000-4410-020-000-000	Software and Software Licensing	REIMB: Timeshare Mobile - 4/28/22	\$106.19
					62-0000-1110-1000-5810-020-000-000	Educational Consultants	REIMB: Placement Fee - 5/7/22	\$2,896.42

40000098	5/12/2022	Swing Education, Inc.	Cleared	\$1,200.00	62-0000-1110-1000-5810-020-000-000	Educational Consultants	Substitute Services - 4/23/22 - 4/29/22	\$1,200.00
40000099	5/12/2022	School Food and Wellness Group	Cleared	\$1,000.00	62-5310-1110-3700-5800-020-000-000	Professional/Consulting Services and Operating Expenditures	Administrative Review Support 2021-2022 School Year	\$1,000.00
40000100	5/12/2022	Law Offices of Young, Minney, & Corr, LLP	Cleared	\$917.70	62-0000-0000-7100-5805-020-000-000	Legal Services	Services Through 4/30/22	\$917.70
40000097	5/12/2022	Revolution Foods, PBC	Cleared	\$9,151.70	62-5310-1110-3700-4700-020-000-000	Food & Food Supplies	Meal Service April 2022	\$6,863.70
					62-5320-1110-3700-4700-020-000-000	Food & Food Supplies	Meal Service April 2022	\$2,288.00
40000096	5/12/2022	Guillermo Ortiz, M.Div.	Cleared	\$75.00	62-0000-0000-2700-5820-020-000-000	Fundraising Expense	12th Annual Dragon Gala - Blessing/Invocation-4/22/22	\$75.00
40000095	5/12/2022	Maxim Healthcare Staffing Services, Inc.	Cleared	\$3,531.50	62-6500-5760-1190-5810-020-000-000	Educational Consultants	Behavior Tech Services-4/11/22 - 4/29/22	\$3,531.50
40000102	5/17/2022	Judith Fleming	Cleared	\$83.14	62-0000-0000-0000-8699-020-000-000	All Other Local Revenue	Excess Contributions to STRS 2022	<b>\$83.14</b>
40000101	5/17/2022	Benjamin Amundson	Outstanding	\$52.14	62-0000-0000-0000-8699-020-000-000	All Other Local Revenue	Excess Contributions to STRS 2022	<b>\$52.14</b>
40000103	5/17/2022	Shannon Purcell	Cleared	\$25.67	62-0000-0000-0000-8699-020-000-000	All Other Local Revenue	Excess Contributions to STRS 2022	<b>\$25.67</b>
40000104	5/17/2022	Alameda County Office of Education	Cleared	\$36,826.47	62-0000-0000-0000-9503-020-000-000	Accrued STRS	April 2022 STRS	<b>\$31,300.24</b>
					62-0000-1110-1000-3101-020-000-000	Employer STRS	STRS Corrections	<b>\$5,526.23</b>
40000107	5/19/2022	Amazon Capital Services	Cleared	\$920.26	62-0000-0000-2700-4300-020-000-000	Materials & Supplies	Paper Cups	\$74.48
					62-0000-0000-2700-4300-020-000-000	Materials & Supplies	Arteza Document Frame 8.5"x11" Award Plaque	\$58.44
					62-3213-0000-2700-4300-020-000-000	Materials & Supplies	Bubblw Wands,Balloons,Water,Sports Balls,Hula Hoops,Games	\$361.34
					62-0000-0000-2700-4300-020-000-000	Materials & Supplies	Antibiotic Ointment, First Aid Cream, Bactine Pain Rel. Spra	\$37.97
					62-6300-1110-1000-4315-020-000-000	Classroom Materials & Supplies	Tourna Mesh Carrying Bag of 18 Tennis Balls	\$22.04
					62-3212-0000-2700-4300-020-000-000	Materials & Supplies	Lysol Disinfectant Wipes	\$176.13
					62-3212-0000-2700-4300-020-000-000	Materials & Supplies	Kids Disposable Face Masks	\$112.30
					62-6300-1110-1000-4315-020-000-000	Classroom Materials & Supplies	Duct Tape, Acrylic Paint Set	\$77.56
40000105	5/19/2022	AT&T	Cleared	\$763.74	62-0000-1110-2700-5900-020-000-000	Communications	Monthly Service - 5/7/22 - 6/6/22	\$763.74



40000111	5/19/2022	Teachers on Reserve	Cleared	\$390.97	62-0000-1110-1000-5812-020-000-000	Substitute Teacher Expense	Substitute Services - 4/18/22 - 4/22/22	\$390.97
40000108	5/19/2022	MB	Cleared	\$540.00	62-0000-0000-7200-5807-020-000-000	Legal Settlements	Settlement Reimbursements - 5/1/22	\$540.00
40000110	5/19/2022	Kimberly Palmore	Cleared	\$1,387.39	62-0000-1110-3600-5811-020-000-000	Student Transportation	REIMB: AC Transit, Bart/Ferry Tickets	\$996.00
					62-0000-0000-2700-4300-020-000-000	Materials & Supplies	REIMB: Staff Lunch	\$391.39
40000106	5/19/2022	Adriana San Millan School Psychology and Special Ed Svs LLC	Cleared	\$6,485.00	62-6500-5760-1190-5810-020-000-000	Educational Consultants	Initial Psycho-educational (Bilingual)	\$2,245.00
					62-6500-5760-1190-5810-020-000-000	Educational Consultants	Initial Psycho-educational / Evaluation (Bilingual)	\$4,240.00
40000109	5/19/2022	Charter School Management Corporation	Cleared	\$6,667.00	62-0000-0000-7300-5873-020-000-000	Financial Services	June 2022 - Business Back Office Monthly Support	\$2,000.10
					62-0000-1110-2700-5873-020-000-000	Financial Services	June 2022 - Business Back Office Monthly Support	\$4,666.90
40000119	5/26/2022	Caroline Hopewell	Outstanding	\$105.00	62-0000-0000-2700-4300-020-000-000	Materials & Supplies	OG Teacher Lunches	\$105.00
40000120	5/26/2022	Maxim Healthcare Staffing Services, Inc.	Cleared	\$2,412.50	62-6500-5760-1190-5810-020-000-000	Educational Consultants	Behavior Tech Services Period End 5/9/22	\$2,412.50
40000115	5/26/2022	CoPower	Outstanding	\$685.36	62-0000-1110-1000-3401-020-000-000	Health & Welfare Benefits Certificated	June 2022 Health Premiums	\$685.36
40000113	5/26/2022	Ascend Rehab Services, Inc.	Outstanding	\$2,552.00	62-6500-5760-1190-5810-020-000-000	Educational Consultants	SPED Consultant - 4/16/22 - 4/30/22	\$2,552.00
40000112	5/26/2022	Alameda County Office of Education	Outstanding	\$2,251.38	62-0000-1110-2700-5875-020-000-000	District Oversight Fees	3rd Qtr (Jan-Mar 2022) Oversight & Monitoring Chgs FY 21/22	\$1,575.96
					62-0000-0000-7300-5875-020-000-000	District Oversight Fees	3rd Qtr (Jan-Mar 2022) Oversight & Monitoring Chgs FY 21/22	\$675.42
40000114	5/26/2022	MB	Outstanding	\$405.00	62-0000-0000-7200-5807-020-000-000	Legal Settlements	Settlement Reimbursements - 5/11/22	\$405.00
40000116	5/26/2022	Judith Fleming	Outstanding	\$270.54	62-0000-1110-1000-3101-020-000-000	Employer STRS	STRS Audit Adjustment - Fleming, J	<b>\$270.54</b>
40000117	5/26/2022	Silvia Guzman	Outstanding	\$540.00	62-4035-1110-1000-5810-020-000-000	Educational Consultants	Interpretation Services - 3/2/22 - 4/20/22	\$540.00
40000118	5/26/2022	Golden Bear Fire Equipment INC	Outstanding	\$1,134.60	62-0000-0000-8100-4381-020-000-000	Plant Maintenance	Fire Extinguisher Replacment	\$1,134.60
40000123	5/26/2022	Wilkinson Hadley King & Company LLP	Outstanding	\$1,200.00	62-0000-0000-7191-5806-020-000-000	Audit Services	Preparation 2020 Tax Return(FYE 6/30/21)	\$1,200.00
40000122	5/26/2022	Teachers on Reserve	Outstanding	\$2,314.49	62-0000-1110-1000-5810-020-000-000	Educational Consultants	Substitute Services - 5/9/22 - 5/13/22	\$2,314.49
40000121	5/26/2022	PGedeon Consulting, LLC	Outstanding	\$7,025.00	62-3213-0000-2700-5800-020-000-000	Professional/Consulting Services & Operating Expenditures	Substitute Principal - 4/11/22 - 4/29/22	\$7,025.00

**Total Check Amount**

**\$161,678.34**

**Total GL Amount**

**\$161,678.34**

# Coversheet

## Approve Minutes - Board Meeting - Monday, May 9th, 2022

**Section:** II. Consent Agenda  
**Item:** C. Approve Minutes - Board Meeting - Monday, May 9th, 2022  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for CSCE Board Meeting - Monday, May 9th on May 9, 2022

APPROVED



## Community School for Creative Education

### Minutes

CSCE Board Meeting - Monday, May 9th

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#### Date and Time

Monday May 9, 2022 at 6:00 PM

#### Location

Join Zoom Meeting

<https://zoom.us/j/95930595187?pwd=OTVYM1IFNG5YNTVjRk9tTEJwM1Nkdz09>

Meeting ID: 959 3059 5187

Passcode: CSCE2111

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Join Zoom Meeting

<https://zoom.us/j/95930595187?pwd=OTVYM1IFNG5YNTVjRk9tTEJwM1Nkdz09>

Meeting ID: 959 3059 5187

Passcode: CSCE2111

#### **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.

افش شخب بترشاعم یگدنز سا تقو بناپ پتاج ۛ بج ره ناسنا ۛک ۛ نیئا ۛم یروپ یردارب  
سا یک یساک بترک ۛ، روا بج ۛرشاعم ۛم ره کیا یک تقاط بدنز بتر ۛ ۛ

Shifa baksh muashareti zindagi us waaqt paaye jaati hai jaab haar insaan ka aapne mein puri baradari us ki aaks karti hain, aur jaab muashareti mein haar ek ki taaqat zinda rahti hain.

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



## Public Comment

### II. Consent Agenda

#### A. Resolution of Findings under AB 361

#### B. Approve Minutes - Board Meeting - April 18th, 2022

A. Barnes made a motion to approve the minutes from CSCE Board Meeting - Monday, April 18th, 2022 on 04-18-22.

A. Prentiss seconded the motion.

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

##### Roll Call

A. Prentiss	Aye
L. Morones	Absent
G. Lowe	Aye
S. Richardson Baker	Absent
G. Pang	Aye
V. Navarro	Aye
M. Candido	Absent
A. Barnes	Aye

#### C. April 2022 Check Register

A. Barnes made a motion to Approve April 2022 Check Register.

A. Prentiss seconded the motion.

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

##### Roll Call

A. Prentiss	Aye
V. Navarro	Aye
A. Barnes	Aye
M. Candido	Absent
S. Richardson Baker	Absent
L. Morones	Absent
G. Lowe	Aye
G. Pang	Aye

#### D. Approve Minutes Special Board Meeting - Wednesday, April 20th, 2022

A. Barnes made a motion to approve the minutes from CSCE Special Board Meeting - Wednesday, April 20, 22 on 04-20-22.

A. Prentiss seconded the motion.

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

##### Roll Call

A. Barnes	Aye
G. Lowe	Aye
V. Navarro	Aye
S. Richardson Baker	Absent
L. Morones	Absent
G. Pang	Aye
M. Candido	Absent
A. Prentiss	Aye

### III. Business

#### A. Approve Consent Agenda

A. Barnes made a motion to Approve Consent Agenda.  
A. Prentiss seconded the motion.  
The board **VOTED** unanimously to approve the motion.

##### Roll Call

M. Candido	Absent
A. Prentiss	Aye
G. Lowe	Aye
L. Morones	Absent
V. Navarro	Aye
S. Richardson Baker	Absent
A. Barnes	Aye
G. Pang	Aye

### IV. Governance

#### A. Step Down Vice Chair, Dr Prentiss

#### B. Election Vice Chair Ms Velia Navarro

A. Barnes made a motion to Elect Velia Navarro to Vice Chair.  
G. Lowe seconded the motion.  
The board **VOTED** unanimously to approve the motion.

##### Roll Call

V. Navarro	Aye
G. Lowe	Aye
G. Pang	Aye
L. Morones	Absent
A. Prentiss	Aye
M. Candido	Absent
S. Richardson Baker	Absent
A. Barnes	Aye

#### C. Executive Director Report

#### D. Consideration and Approval of Reclassification of Committees

A. Barnes made a motion to Approve the Consideration and Approval of Reclassification of Committees.  
A. Prentiss seconded the motion.  
The board **VOTED** to approve the motion.

##### Roll Call

L. Morones	Absent
S. Richardson Baker	Absent
M. Candido	Absent
G. Pang	Aye
A. Barnes	Abstain
G. Lowe	Aye
A. Prentiss	Aye
V. Navarro	Aye

#### E.

**CSCE Engagement and Use of Legal Counsel Policy**

A. Barnes made a motion to Approve CSCE Engagement and Use of Legal Counsel Policy with the amendment to replace "ED" with "ED, Head of School or Director of Finance and Operations".

A. Prentiss seconded the motion.

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

**Roll Call**

A. Barnes	Aye
G. Lowe	Aye
L. Morones	Absent
S. Richardson Baker	Absent
G. Pang	Aye
M. Candido	Absent
V. Navarro	Aye
A. Prentiss	Aye

**F. CSCE Board Committee Head of School Search Process**

No Action on this item

Committee: Dr. Prentis, Ms. Pang, Sarah Richardson Baker, Ms. Morones

**G. Declaration of Need for Fully Qualified Educators [D.O.N.] 22/23**

**H. Supplemental LCAP 2021-22**

No Action on this item.

Majority can meet on Monday, June 6th.

**I. IS Addendum per J13**

A. Prentiss made a motion to Approve IS Addendum per J13.

A. Barnes seconded the motion.

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

**Roll Call**

S. Richardson Baker	Absent
A. Barnes	Aye
A. Prentiss	Aye
G. Lowe	Aye
V. Navarro	Aye
M. Candido	Absent
L. Morones	Absent
G. Pang	Aye

**J. 21-22 Academic Calendar Amendment**

A. Barnes made a motion to Approve 21-22 Academic Calendar Amendment.

G. Pang seconded the motion.

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

**Roll Call**

M. Candido	Absent
G. Lowe	Aye



**Roll Call**

A. Prentiss	Aye
A. Barnes	Aye
V. Navarro	Aye
L. Morones	Absent
S. Richardson Baker	Absent
G. Pang	Aye

**K. 22-23 Academic Calendar**

Moved to next Board Meeting due to no quorum

**L. Contract: Instruction Partners 2022-2023**

Moved to next Board Meeting due to no quorum

**M. Register to Vote on home page**

**N. Targeted Level 2**

**O. Williams Act**

**P. Gala Update**

**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 8:00 PM.

Respectfully Submitted,  
V. Navarro

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THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

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.

FOR MORE INFORMATION For more information concerning this agenda or for materials relating to this meeting, please contact Community School for Creative Education, 2111 International Blvd., Oakland CA 94606, tel: 510 686 4131; em: info@communityschoolforcreativeeducation.org. For copies of this agenda and for

agendas and minutes of prior meetings, visit our website  
([www.communityschoolforcreativeeducation.org](http://www.communityschoolforcreativeeducation.org)).

# Coversheet

## Board Member Nominee Ms Allegra Allesandri

<b>Section:</b>	IV. Governance
<b>Item:</b>	A. Board Member Nominee Ms Allegra Allesandri
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Allegra Alessandri Bio.pdf Allegra Alessandri Resume 2022.pdf

Allegra Alessandri is an educator and school reformer. She opened two new Waldorf high schools and turned around a failing high school which became one of the district's top performing schools, George Washington Carver School of Arts and Science, the first public high school in CA to implement Waldorf methods. Since October 2022, Allegra has worked for the California Department of Education as the administrator of the High School Innovations and Initiatives Office distributing millions of dollars to California public middle and high schools.

A native of Fair Oaks, California, Allegra graduated from Sacramento Waldorf high school. Her work in education has taken her to Washington DC, San Francisco, Caracas, Venezuela, and Chengdu, China, where she directed the first Waldorf high school teacher training program.

Mother of two recent college graduates, wife and rose gardener, Allegra lives in the suburbs of Sacramento. She is a graduate of Pomona College, earned a Masters at Georgetown University, and a Doctorate at UC Davis in Educational Leadership. In her spare time, Allegra enjoys reading and writing, swimming, running and gardening.

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# ALLEGRA ALESSANDRI, ED.D.

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Veteran teacher and administrator with a Doctorate in Education, I have more than 30 years experience working as an educator in the US and abroad in various capacities. I believe my experience, skills, competencies, passion and commitment to continuously improve our educational system prepare me to support educational growth for the benefit of our students.

## Distinctions

- Best High Schools in California Award by U.S. News and World Reports 2018
- Sacramento Business Journal Top 25 Schools with the Best Teachers 2019
- 15 years as Principal at high school & elementary level; 25 years teaching middle and high school
- WASC team member and Visiting Committee Chair in public, charter, private and Catholic schools
- Leader and chair for five WASC self-study teams
- Knowledgeable of private school administration and educational law
- Recipient of Principal of Arts Leadership Award, Sacramento County Office of Education, 2012
- Doctorate in Educational Leadership, University of California, Davis 2010
- Master's Degree in English; Georgetown University, Washington D.C. 1994
- Diverse experiences from teaching, leading, college advising and founding two high schools
- Excellent planner, motivator, decision-maker and coach

## Work Experience

**Education Administrator**— California Department of Education, High School Innovations and Initiatives Office, Sacramento, CA 2022 to present

- Administer and supervise statewide middle school and secondary education improvement, and other programs within the CDE
- Provide and coordinate the statewide leadership needed to improve, expand, and/or initiate secondary education programs, and improve secondary student performance.
- Develop policy analysis, recommendations, and programs for improving high school performance.
- Plan, develop, and direct statewide education programs for middle school career technical education and secondary education focused on career and college readiness.
- Provide presentations, workshops, and other professional development activities related to secondary education programs, initiatives, and opportunities.
- Coordinate the statewide review and evaluation of secondary education programs, as needed.
- Foster statewide programs, policies, resources, and approaches that define and advance rigor, relevance, and relationships in high schools to improve student performance and reduce the dropout rate in California.

**Principal** —George Washington Carver School of Arts and Science; Sacramento CA 2008 to 2022

- Founding principal, developed and opened the first public Waldorf high school in the US in Sacramento City Unified School District
- Designed and developed curriculum integrating Social and Environmental Justice pathway
- Lead WASC accreditation five times
- Recruited, hired, coached and evaluated faculty
- Interfaced with middle school faculty, staff, students, families and community for admissions
- Community engagement with city council members, businesses, middle schools and families.

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## ALLEGRA ALESSANDRI, ED.D.

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- Grant writing and program development. Sam Mazza Foundation Arts and Garden Grant \$300K for 5 years; Assets Grant, Sac City Parks and Recreation \$180K per year. Annual grants ranging from \$5,000 to \$20,000 from Rancho Cordova Community Enhancement grant.
- Designed and administered Professional Development (WEST) opportunities
- Utilized multiple technologies daily including student data system, HR software, Google drive
- High School program development serving K-12 programs, support and coach effective instructional strategies, classroom management, community engagement • Served as Interim principal at AM Winn K-8 from January to June 2012

### **Founder and Teacher**—Chengdu High School Teacher Training Program 2012-2015

- Developed curriculum and program for high school teacher training in Chengdu, China • Recruited master teachers internationally to teach in the program
- Planned field trips, experiential learning and coach school opening

### **Founder, Teacher, Principal, College Adviser**— San Francisco Waldorf School; San Francisco, CA

1994 to 2007

- Conducted viability studies to develop high school curriculum with administrative and faculty team
- Created public relations material including a quarterly newsletter; performed outreach to greater Bay Area community
- Recruited and hired teachers
- Opened high school in 1997-1998 school year
- Wrote Waldorf curriculum for UC a-g approval
- Recruited, interviewed and accepted students
- Served as College Advisor offering College Information presentations, college advising to students, interfaced with admissions representatives
- Served as a Class Teacher grades 7 and 8, 1994-1995

### **English Teacher**— Escuela Campo Alegre, Caracas, Venezuela 1989-1991

- English teacher in grades 8 and 10
- Literary Magazine Advisor, Outdoor Education Coordinator for eighth grade

## **Education**

University of California, Davis, CA Ed.D. Educational Leadership June 2010

University of California, Berkeley, Berkeley, CA

Certificate, College Admissions and Career Counseling, Awarded with Distinction 2003

Rudolf Steiner College, Fair Oaks, CA Certificate, Waldorf High School Teacher Training 2000

Georgetown University, Washington, D.C. M.A. English Literature 1994

Columbia University, Teachers College, New York, NY

Klingenstein Summer Institute Award Recipient 1991

Pomona College, Claremont, CA

B.A. Spanish Literature and Anthropology 1986

## ALLEGRA ALESSANDRI, ED.D.

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Instituto Internacional, Madrid, Spain 1984

### **Certifications/ Professional License:**

- Administrative Services Credential #081045387
- Single Subject Teaching Credential in English #081034667
- College Admissions and Career Counseling Certificate

# Coversheet

## Instruction Partners Contract 22-23

**Section:** IV. Governance  
**Item:** B. Instruction Partners Contract 22-23  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
Community School for Creative Education.SY2223.Contract 1.Rev.20220601.pdf





# **Instruction Partners Partner Service Agreement**

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Community School for Creative Education

2022–2023 school year

June 1, 2022



# Instruction Partners

## Partner Services Agreement

### A. The Parties.

1. **Instruction Partners, Inc.** (“Instruction Partners”).
2. **Community School for Creative Education** ("Partner").

### B. Term.

Agreement will begin on July 1, 2022 and terminate automatically on June 30, 2023.

### C. Services.

During the term of the Agreement, Instruction Partners will provide the following services:

#### **Instructional Support across one (1) school, Community School for Creative Education:**

1. One (1) set of virtual comprehensive partnership launch meetings
2. Two (2) rounds of observing and collecting evidence across ELA
  - a. One (1) in-person walkthrough
  - b. One (1) virtual walkthrough
3. One (1) virtual progress monitoring bundle
  - a. One (1) virtual mid-year mini instructional diagnostic
  - b. Two (2) virtual progress monitoring check-ins
4. Two (2) ELA building and adding capacity support packages
  - a. Two (2) on-site days
  - b. Twenty (20) virtual support hours
5. Five (5) virtual support hours for leadership support

### D. Financial Arrangements.

1. **Compensation:** \$41,580.00 for the above deliverables.
2. **Payment Schedule:** Payable within thirty (30) days after submission of an invoice by Instruction Partners.
3. Instruction Partners will submit an invoice for the Services upon the following schedule:

Date	Amount
September 1, 2022	\$20,790.00
February 1, 2023	\$20,790.00



## **E. General Terms and Conditions.**

The general terms and conditions applicable to this Agreement are attached as Annex A and are incorporated by reference.

## **F. Contact Information.**

### **Instruction Partners**

#### **Program Contact**

Golda Sharpe  
Managing Director of Instructional Support  
golda.sharpe@instructionpartners.org  
662.402.8866

#### **Program Contact**

Justin Testerman  
Executive Director, Autonomous Partnerships  
justin.testerman@instructionpartners.org  
615.310.6525

#### **Financial Contact**

Suzette Johnson  
Director of Accounting  
Instruction Partners  
604 Gallatin Ave., Suite 202  
Nashville, TN 37206  
suzette.johnson@instructionpartners.org  
931.413.9692

#### **Contracting Contact**

Alexandra Clay  
Partnership Engagement Lead  
alexandra.clay@instructionpartners.org  
281.692.4185

### **Community School for Creative Education**

#### **Program Contact**

Dr. Ida Oberman  
Executive Director & Founder  
ida@communityschoolforcreativeeducation.org  
510.686.4131

#### **Billing Contact**

Kimberly Palmore  
Interim Director of Finance and r  
kimberlyp@communityschoolforci  
5109168893  
2111 International Blvd  
Oakland CA 94606



## G. Signatures.

### Instruction Partners

### Community School for Creative Education

*Benjamin G Fenton*

*Authorized Signature*

*Authorized Signature*

Signatory: Benjamin G. Fenton  
Title: Chief, Growth and Delivery  
Email Address: ben.fenton@instructionpartners.org  
Date: 06 / 01 / 2022

Signatory: Dr. Ida Oberman  
Title: Executive Director & Founder  
Email Address: ida@communityschoolforcreativeeducation.org  
Date:

**Annex A**

## General Terms and Conditions

### **I. Cancellation and Rescheduling of Services.**

The Partner must provide Instruction Partners at least 14 days' written notice of any proposed cancellation or rescheduling of an in-person service and 48 hours written notice of any proposed cancellation or rescheduling of a virtual service. In the event the Partner cancels or requests rescheduling of any service with less than 14 days' written notice for an in-person service or 48 hours for a virtual service, the Partner will be responsible for the cost of any non-refundable travel expenses that Instruction Partners has incurred and, in Instruction Partners' discretion, the Partner may forfeit the scheduled service, without reimbursement to the Partner.

If a service is cancelled due to weather, school-level emergencies, or public health concerns Instruction Partners will exercise commercially reasonable efforts to reschedule or provide equivalent services by the end of the Term.

If, other than due to weather or the Partner, Instruction Partners needs to cancel or reschedule a service, Instruction Partners will reschedule the service with the Partner or provide equivalent services by the end of the Term.

### **II. Intellectual Property.**

Instruction Partners exclusively owns all intellectual property relating to, created by, or arising as a result of, the services provided by Instruction Partners, including, without limitation, all "aggregate data". For these purposes, "aggregate data" means all information and data derived from the provision of the services and the use and application by the Partner of the services which is not specific to an individual, does not identify a specific individual, and cannot reasonably be used to identify an individual. Without limiting the generality of the foregoing, Instruction Partners may use "aggregate data" for (i) conducting analysis, (ii) publishing and/or publicizing results and (ii) developing service improvements and modifications. Nothing in this Agreement grants the Partner, without prior written consent of Instruction Partners, any rights to use any trademarks, trade names or logos owned or used by Instruction Partners.

### **III. Termination.**

Either party may terminate this Agreement without cause prior to its scheduled termination date upon providing at least 14 days' prior written notice to the other party.

Upon termination for any reason, the Partner shall compensate Instruction Partners for the value of all unpaid services that have been performed (based on a reasonable pro ration methodology) and any reimbursable expenses properly incurred and documented by Instruction Partners prior to the effective date of termination. Instruction Partners shall submit a final invoice to the Partner within 30 days after the termination date.

**IV. Certain Agreements.**

Instruction Partners agrees that in providing the services it shall comply in all material respects with all applicable laws. The Partner agrees that it will take all actions reasonably necessary to permit Instruction Partners to provide the services as contemplated. While Instruction Partners will use its reasonable, good faith efforts in providing the services, the Partner recognizes that Instruction Partners is a non-profit enterprise and so is not making any representations or warranties, express or implied, with respect to the services and such services are provided on an “as is” basis. In no event will Instruction Partners have any liability or obligation as a result of this Agreement or the services in excess of the compensation actually received by Instruction Partners from the Partner.

**V. Confidentiality.**

The parties acknowledge that under this Agreement each party will likely receive or be privy to non-public, confidential information regarding the other party and the other party’s employees, officers, directors and other relationships. The parties agree that, except to the extent compelled by law, they will not disclose publicly or to any third party any confidential information of the other party without prior written consent of the applicable other party. Notwithstanding the foregoing, (i) some, or all, of the materials, documents, and correspondence that the Partner creates, develops, produces, or shares with Instruction Partners may be subject to public records act requests, inspection, and copying and the Partner therefore acknowledges that Instruction Partners cannot guarantee the anonymity of the Partner’s officials or employees as it relates to public records and (ii) Instruction Partners may, without the prior consent of the Partner, use the name and logo of the Partner in press releases, publicity materials, and marketing materials, but only to the extent necessary to identify the Partner as a current or prior user of the Instruction Partners services.

**VI. Subcontracting.**

Instruction Partners may use subcontractors to perform the services required hereunder without the prior written consent of the Partner.

**VII. No Employee Hiring or Solicitation.**

During the term of the Agreement, each party agrees not to solicit or approach full-time staff members of the other party for full-time employment opportunities within their own organizations.

**VIII. Amendments.**

No amendment, modification, extension, or rescission of any term or provision of this Agreement shall be effective unless agreed upon in writing by both parties.

# Coversheet

## Oakland Enrolls Contract 22-23

**Section:** IV. Governance  
**Item:** C. Oakland Enrolls Contract 22-23  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
CSCE-Oakland Enrolls MOU for SY23 Enrollment - Community School for Creative Education (1).docx



**OAKLAND ENROLLS  
MEMORANDUM OF UNDERSTANDING  
FOR PARTICIPATING CHARTER PARTNERS  
(2022-2023 School Year)**

This **Memorandum of Understanding** (“**MOU**”) is entered into by Community School for Creative Education (“**Charter Partner**”) and Oakland Enrolls, a California Nonprofit Public Benefit Corporation, effective August 1, 2022 (“**Effective Date**”) Charter Partner and Oakland Enrolls are sometimes referred to in this MOU individually as “**Party**” and together as “**Parties.**”

**BACKGROUND**

Oakland Enrolls is responsible for the Oakland common charter application project. Prior to the Oakland common charter application project, a fragmented system of school enrollment existed in Oakland, making it difficult for families to navigate the public-school enrollment process. The Oakland common charter application project aims to address this problem, in collaboration with schools and other stakeholders, by providing a simplified enrollment process, where families can use a single platform to fill out one application for charter schools, applying to multiple schools at once. Charter Partner wishes to participate in this Oakland common charter application project, in order to enhance school choice, make the process for families easier, and share data to gain more insight into application and enrollment trends in Oakland. Therefore, in exchange for good and valuable consideration, the Parties agree as follows:

**RIGHTS AND RESPONSIBILITIES**

**1. Description of Oakland common charter application Project.**

a. **Timeline** – Charter Partners participating in the city-wide charter enrollment system will follow the following timeline for the 2022 - 2023 School Year (“**SY**”), in service of preparing for the 2023 - 2024 enrollment year. The timeline is subject to change at the discretion of Oakland Enrolls, and Charter Partner will be required to follow any changes implemented by Oakland Enrolls:

- September 30, 2022 – Review and finalize lottery preferences for SY 2023-2024
- November 14, 2022 – On-Time application launch for SY 2023-2024
- December 9, 2022 - Charter Partner will share their Fall 1 Submission CALPADS 8.1 Student Profile List as of October 2022
- January 2023 – Lottery verification
- February 3, 2023 – On-Time applications due
- February 6, 2023 – Late applications launch
- March 6-8, 2023 – Schools run lotteries, offers remain in Pre-Offer status
- March 9, 2023 – All offers made public by Oakland Enrolls
- March 23, 2023 – On-Time lottery confirmation deadline
- March 24, 2023 – Bulk rescind of On-Time lottery offers by Oakland Enrolls
- May 24, 2024 – Application closes for all schools (best guess date)



**b. Key System Functionalities of Charter Enrollment Program**

- i. *Multiple Languages*: the common application is available in five languages (English, Spanish, Chinese, Arabic, Vietnamese) .
- ii. *School Offer and Acceptances*: A family is only allowed to accept one offer per student in the common charter application system.
- iii. *On-Time Lottery Offer Launch*: All Charter Partners will publicize On-Time lottery offers to families on the same date via Oakland Enrolls.
- iv. *On-Time Lottery Offer Rescind*: Oakland Enrolls will automatically rescind any outstanding On Time lottery offers on the same date, March 24, 2023. Oakland Enrolls' standard messaging gives families 10 business days to accept an offer, but schools may choose to use their own messaging and timeline..

**c. Data Sharing Features** – The Oakland common charter application project involves and requires data sharing related to applications, enrollments, transfers, waitlists, and accepted offers, as follows:

- i. By the start of December 2022, Charter Partner will share their Fall 1 Submission CALPADS 8.1 Student Profile List as of October 2022;
- ii. Oakland Enrolls will use the CALPADS data to assess the full enrollment pipeline, subgroups enrollment information, and pipeline attrition (see [Oakland Enrolls – Spring Enrollment Reports](#)). Oakland Enrolls agrees to handle this data in accordance with the terms set out in **Appendix C**.
- iii. Oakland Enrolls will share the CALPADS data with third parties for research purposes.
- iv. Shared data will also be used for joint marketing and outreach activities by the Parties and Oakland Enrolls' individual marketing and outreach activities, in accordance with applicable law.
- v. Select data may be shared with OUSD and/or research partners as part of the Community of Schools work and/or to enhance the family experience.
- vi. Charter Partner represents and warrants that in assigning the applicable Student Profile Data to and sharing information with Oakland Enrolls including, but not limited to (Confidential Information as defined in **Appendix C**) that Charter Partner is in compliance with the provisions of FERPA, and any amendments thereto. Oakland Enrolls represents and warrants that it is also in compliance with any applicable provisions of FERPA, if any, and any amendments thereto. Furthermore, Charter Partner represents and warrants that it has the requisite consents and is allowed under FERPA, and other applicable laws, to assign Student Profile Data with Oakland Enrolls that Oakland Enrolls would then share with third parties for research purposes. Nothing in this Agreement may be construed to allow either Party to maintain, use, disclose or share information in a manner not allowed by state or federal law or regulation.

## 2. Charter Partner's Commitments.

- a. Charter Partner will complete the following Appendixes prior to signing and returning the MOU:
  - i. **Appendix A** – Confirmation of Commitments and Services.
  - ii. **Appendix B** – Key Organization Contacts
- b. Oakland Enrolls implements the charter enrollment program, in part, through an online school enrollment platform. To participate in the charter enrollment program, Charter Partner must create a portal and give Oakland Enrolls access to Charter Partner's portal. Charter Partner agrees and understands that in order to maintain the health and efficiency of the common application, Oakland Enrolls will have certain access to data and the permission to alter data on Charter Partner's portal.
- c. Charter Partner will be responsible for ensuring that the applications are accurate and updated in accordance with parent and/or legal guardian wishes.
- d. Charter Partner will only accept applications to its school(s) through the Oakland Enrolls common charter application project. All applicants to Charter Partner's school(s) must submit an Oakland Enrolls common charter application during the On-Time (Open Enrollment) and/or Late (Post Enrollment) Application periods during the common application timeline. Charter Partner will not create or distribute a school-specific application for any grades it serves and will only accept applications per the Oakland Enrolls common application timeline.
- e. Charter Partner will provide information to Oakland Enrolls for school choice collateral in a timely fashion and is responsible for updating its editable online school finder profile and attributes as necessary.
- f. Charter Partner will use Oakland Enrolls' tools and protocols for lotteries, waitlist management, collecting verification documentation, and communicating offers to families. If the tools provided by Oakland Enrolls cannot accommodate specific lottery configurations, Oakland Enrolls will collaborate with the software vendor and Charter Partner to develop a solution.
- g. Charter Partner will not require verification documentation before running any lottery unless approved by Oakland Enrolls.
- h. Charter Partner will publicly post on each of its schools' websites links to Oakland Enrolls website and display the common application verbiage and lottery date(s) on or before launch as specified in 1.a.
- i. Charter Partner will have the appropriate people in its organization review Oakland Enrolls' training materials, best practices, and checklists. Charter Partner will ensure staff attend training session(s) as required.
- j. ***Participation Requirements and Estimated Fees***

- i. **Required - Enrollment System Requirements:** Charter Partner will purchase the following application modules through Oakland Enrolls for a licensing period of September 1, 2022 through August 31, 2023:
    1. Common Application, Communication, Lottery, Waitlist with a cost of \$4,200 per school
  - ii. **Required - Enrollment System Support Service Tier:** Charter Partner must purchase *ONE* of the following Oakland Enrolls tiered support packages for a period of August 1, 2022 through July 31, 2023. Please see **Appendix E** for a more detailed description of service tiers.
    1. **Baseline Support:** Standard Operations Support, Standard Marketing & Recruitment Support, Standard Data & Analysis, Network Benefits, Oakland Enrolls Council Membership. \$4,120 per school
    2. **Light Support:** Additional Operations Support, Standard Marketing and Recruitment Support, Additional Data & Analysis, Network Benefits, Oakland Enrolls Council Membership. \$6,180 per school
    3. **Medium Support:** Additional Operations Support, Additional Marketing and Recruitment Support, Additional Data and Analysis, Network Benefits, Oakland Enrolls Council Membership. \$10,300 per school
    4. **Intensive Support:** Additional Operations Support, Additional Marketing and Recruitment Support, Additional Data and Analysis, Charter Advocacy, Network Benefits, Oakland Enrolls Council Membership. \$15,450 per school
  - iii. **Optional - Oakland Enrolls additional services:** Charter Partner may opt to purchase the following optional Oakland Enrolls services (dates of service). Please see **Appendix F** for a more detailed description of optional services.
    1. On-Time Applications Operations Support (Nov 2022 – Feb 2023). \$3,090 per school.
    2. Custom Outreach & Marketing Plan and Support (Sep 2022 – Apr 2023). \$2,575 - \$8,755 per school depending on level of service.
    3. Graphic Design Support (Sep 2022 - Feb 2023). \$3,400 - \$5,850 depending on level of service.
    4. Seat Offer Tool and Custom Reports (varies). \$2,575 per school
    5. Managing Ongoing Offers (Mar 2023 – Jun 2023). \$3,090 per school.
  - iv. **Optional - Enrollment System components:** Charter Partner may opt to purchase additional modules from the software vendor, including registration and re-enrollment modules, if applicable. Oakland Enrolls recommends the module license(s) start/end dates align with the Common Application license:
- k. Summary of Roles and Responsibilities**
- i. Oakland Enrolls has summarized roles and responsibilities for Charter Partner, Oakland Enrolls, and the software vendor to help provide clarity around who is responsible for what. This is not meant to be comprehensive, rather a summary to provide guidance. See **Appendix D**.
- l. Indemnification** – Charter Partner agrees that it will defend, indemnify and hold harmless Oakland Enrolls and its officers, directors, employees, and agents (collectively, the “indemnified parties”) against and from any and all claims,

actions, demands, losses, causes of action, damages, expenses or liabilities, including attorneys' fees, to which any Indemnified Party may become subject or which it may suffer as a result of or arising out of any negligent, willful or reckless acts or omissions, breach of this MOU, dishonesty or fraud of or by Charter Partner, its agents, employees or representatives.

- m. ***LIMITATION OF LIABILITY.*** CHARTER PARTNER AGREES AND UNDERSTANDS THAT OAKLAND ENROLLS SHALL NOT BE LIABLE UNDER ANY CIRCUMSTANCES, WHETHER IN CONTRACT, TORT, EQUITY OR OTHERWISE, FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, PUNITIVE OR EXEMPLARY DAMAGES (EVEN IF SUCH DAMAGES ARE FORESEEABLE, AND WHETHER OR NOT OAKLAND ENROLLS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES), INCLUDING DAMAGES FOR LOSS OF PROFITS, ANY OVERHEAD EXPENSES, OR COMMITMENTS TO THIRD PARTIES. OAKLAND ENROLLS' MAXIMUM AGGREGATE LIABILITY ARISING FROM OR RELATING TO THIS MOU SHALL BE LIMITED TO THE AMOUNTS PAID BY CHARTER PARTNER TO OAKLAND ENROLLS UNDER THIS MOU.

3. **Oakland Enrolls' Commitments.** In addition to the services described elsewhere in this MOU, Oakland Enrolls commits to the following:

- a. Charter Partner's participation in the uniform charter enrollment program will be fully supported by Oakland Enrolls, with training and development of school staff, standard operating procedures, communication templates and best practices, direct support provided to families, school and sector-level data analysis, and information sharing including real-time visibility of applications to Charter Partner's school(s).
- b. Oakland Enrolls may collaborate with Oakland Unified School District on choice collateral, options activities, summary data sharing, and developing a blueprint towards a citywide application system.

Oakland Enrolls is and will continue to explore new policies to enhance the universal enrollment process. In assessing new policies, Oakland Enrolls retains ultimate decision-making authority to decide what policies to implement and how, but it commits to bringing potential policies to the Council for review.

4. **Mutual Commitments, Terms and Conditions.**

- a. ***Term*** – The term of this MOU is from August 1, 2022 to July 31, 2023 ("**Term**"), at which point Oakland Enrolls shall have no obligation or duties to Charter Partner to provide services under this MOU. Charter Partner's obligation to pay any fees due under this MOU shall survive the Term of this MOU. The provisions of section 3(k) and 3(l), all of the provisions of section 4, and any other provision reasonably intended to survive the Term of this MOU will survive the termination or expiration of this MOU.

- b. **Governing Law** – This MOU is governed by California law, without regard to any conflict of laws rules. Each Party consents to exclusive jurisdiction and venue of state or federal courts located in Oakland, California.
- c. **Assignment** – Charter Partner may not assign its rights or obligations under this MOU without the express prior written consent of Oakland Enrolls.
- d. **Integration, Modification, Waiver** – This MOU, and its appendixes, constitute the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements whether oral or written relating to Oakland Enrolls and the Oakland common charter application project. This MOU may be amended or modified only in writing, signed by all Parties. No delay or omission by Oakland Enrolls in exercising any right under this MOU will operate as a waiver of that or any other right provided for in this MOU.
- e. **Counterparts, Electronic Signatures and Delivery** – This MOU may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Parties agree that electronic signatures of the Parties shall have the same force and effect as original signatures. Delivery of a copy of this MOU by facsimile, electronic mail as an attached file (e.g., pdf), or by any other electronic means (e.g., DocuSign) shall be acceptable to bind the Parties and shall not in any way affect this MOU’s validity.

**WITH INTENT TO BE BOUND**, Charter Partner and Oakland Enrolls, by signature of their authorized representatives, have executed this MOU as of the Effective Date.

Accepted and agreed to by: Community School for Creative Education Accepted and agreed to by: Oakland Enrolls

Signature: \_\_\_\_\_

Signature: *Lisa Gibes de Gac*

Name: \_\_\_\_\_

Name: Lisa Gibes de Gac

Title: \_\_\_\_\_

Title: Executive Director

**APPENDIX A:**

**Confirmation of Commitments and Services for**

**August 1, 2022 through July 31, 2023**

Charter Partner will purchase:	Brief Description	Cost Per School
<b>Required Services</b>		
✓ Yes	Common charter application with modules: application, communication, lottery, and waitlist. Fee includes enhancements and translation costs	\$4,200 per school
<p><b>Required Enrollment System Support Service Tier: Charter Partner must purchase ONE of the following Oakland Enrolls tiered support packages for a period of August 1, 2022 through July 31, 2023. (see Appendix E for description of services).</b></p> <p><b>Please choose a Tier below by checking the box on the left. We have noted what you Tier you chose last year for your reference.</b></p>		
<input type="checkbox"/>	Baseline Support	\$4,120 per school
<input checked="" type="checkbox"/>	Light Support	\$6,180 per school
<input checked="" type="checkbox"/>	Medium Support ( <i>what you chose last year</i> )	\$10,300 per school
<input checked="" type="checkbox"/>	Intensive Support	\$15,450 per school
<p><b>Optional Services offered by Oakland Enrolls (see Appendix F for description of services).</b>  <b>Please choose a service below by checking the box on the left.</b>  <i>Note: the items below are Oakland Enrolls services, not software modules.</i></p>		
<input checked="" type="checkbox"/>	On-Time Applications Operations Support ( <i>what you chose last year</i> )	\$3,090 per school (Nov 2022- Feb 2023)
<input checked="" type="checkbox"/>	Custom Outreach & Marketing Plan and Support	\$2,575 - \$8,755 per school (Sep 2022 – Apr 2023)
<input checked="" type="checkbox"/>	Graphic Design Support	\$3,400 - \$5,850 per school (varies)
<input checked="" type="checkbox"/>	Seat Offer Tool and Custom Reports	\$2,575 per school (varies)
<input checked="" type="checkbox"/>	Managing Ongoing Offers	\$3,090 per school (Mar 2023 – Jun 2023)
<b>Total Cost</b>		
	<b># Schools</b>	<b>TOTAL COST</b>

**Accepted and agreed to by: Community School for Creative Education**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**APPENDIX B:**

**Key Systems & Organization Contacts**

In the spaces provided below please review, update, and/or identify the key systems and contacts in your organization for each of the following roles. If a staff member serves multiple roles, please enter their name and contact information for each role.

**Representative for Oakland Enrolls Council:** Each Charter Partner should have at least one member on the Oakland Enrolls Council. Ideally, council members have **decision-making authority** at their school and are well-informed about enrollment processes and challenges at their organization. Oakland Enrolls expects a council member to attend quarterly meetings to participate in key decision making.

<b>School(s)</b>	<b>Name</b>	<b>Title</b>	<b>Email</b>	<b>Phone</b>
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Community School For Creative Education	Ida Oberman	Executive Director	<a href="mailto:idao@communityschoolforcreativeeducation.org">idao@communityschoolforcreativeeducation.org</a>	510-5170331

**Lottery Configuration Signatory:** A person with **the authority to** review and approve final lottery preferences, weightings, and quotas prior to the On-Time launch. For a multi-school organization, please list a lottery configuration signatory for each school.

<b>School(s)</b>	<b>Name</b>	<b>Title</b>	<b>Email</b>	<b>Phone</b>
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Community School For Creative Education	Ida Oberman	Executive Director	<a href="mailto:idao@communityschoolforcreativeeducation.org">idao@communityschoolforcreativeeducation.org</a>	510-5170331

Community School For Creative Education	Adrienne Barnes	Chief Business Officer	<a href="mailto:adrienneb@communityschoolforcreativeeducation.org">adrienneb@communityschoolforcreativeeducation.org</a>	

**Special Education information:** Each Charter Partner should identify an individual, ideally an individual at each school, who Oakland Enrolls can contact when families have questions about Special Education services.

School(s)	Name	Title	Email	Phone
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Community School For Creative Education	Delana Hill	Dean of Instruction	adrienneb@communityschoolforcreativeeducation.org	
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Community School For Creative Education	Adrienne Barnes	Chief Business Officer	adrienneb@communityschoolforcreativeeducation.org	
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**Website Updates:** Each Charter Partner should identify an individual at each school who Oakland Enrolls can contact when website updates are required. This may be a centralized role for a CMO or each school may have individual contacts.

School(s)	Name	Title	Email	Phone
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Community School For Creative Education	Yolanda Cordova	Office Mngr.	yolandaa@communityschoolforcreativeeducation.org	
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Community School For Creative Education	Ida Oberman	Executive Director	<a href="mailto:idao@communityschoolforcreativeeducation.org">idao@communityschoolforcreativeeducation.org</a>	510-5170331
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**Operations contact(s):** Charter Partner may have as many operations contacts as needed, with at least 1 per school. Operations contacts are staff at your organization who deal with applications and enrollment on a regular basis and need to be “in-the-know”. Please clearly identify the lead operations contact for each individual school in your organization (if applicable).

School(s)	Name	Title	Email	Phone
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Community School For Creative Education	Yolanda Cordova	Office Mngr.	yolandaa@communityschoolforcreativeeducation.org	
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Community School For Creative Education	Ida Oberman	Executive Director	<a href="mailto:idao@communityschoolforcreativeeducation.org">idao@communityschoolforcreativeeducation.org</a>	510-5170331
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Community School For Creative Education	Raul Icantar	Dean Of School Culture	raula@communityschoolforcreativeeducation.org	
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Community School For Creative Education	Adrienne Barnes	Chief Business Officer	adrienneb@communityschoolforcreativeeducation.org	
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**Outreach contact(s):** Oakland Enrolls wants to ensure we have a clear point of contact at each participating school for outreach activities so we can stay in the loop on school level outreach and ensure staff are aware of Oakland common charter application activities. This may be the same person as previously listed or another person (and may vary school-to-school). Our goal is to get a better understanding of how much outreach Oakland Enrolls and school partners do throughout the community.

<u>School(s)</u>	<u>Name</u>	<u>Title</u>	<u>Email</u>	<u>Phone</u>
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**School Information System (SIS):** \_\_\_\_\_

**School Student Registration System (SchoolMint, Aeries, etc):** \_\_\_\_\_

**APPENDIX C:**

Policy Regarding Data Shared under the MOU

One of the purposes of the MOU is the sharing of information by Charter Partners with Oakland Enrolls to enable Oakland Enrolls to analyze enrollment data, in a manner that is consistent with the Family Education Records Privacy Act of 1974 (“FERPA”), in order to develop reports regarding application, offer, and acceptance patterns. Oakland Enrolls agrees to abide by the following policies with respect to certain data shared with it under the MOU.

1. In the performance of its services under the MOU, Oakland Enrolls may have access to or receive “Confidential Information,” which shall include: (i) student data comprised of (a) directory information, or (b) aggregate and individual level student information, including information that identifies or could reasonably be used to identify a particular student; and (ii) school level data comprised of information or data not generally known to the public which identifies or could reasonably be used to identify a particular school. Confidential Information does not include any information that (x) is or becomes generally known or available by publication, commercial use or otherwise through no fault of each Party; (y) lawfully obtained by each Party from a third party who has the right to make such disclosure; or (z) is released for publication by another Party in writing.

2. Oakland Enrolls will exercise at least the same degree of care with respect to Confidential Information that it uses with its own data and confidential information, but in no event less than reasonable care, to protect the Confidential Information from unauthorized use or disclosure. For example, Oakland Enrolls agrees to limit internal distribution of Confidential Information only to its employees and agents who have a need to know, and to take reasonable steps to ensure that the dissemination is so limited.
3. When transmitting Confidential Information, Oakland Enrolls will take reasonable steps to ensure that the following things are done:
  - a. Confidential Information is encrypted prior to transmitting it electronically.
  - b. Descriptions of the Confidential Information are not included with passwords.
  - c. Physical copies of Confidential Information are secure under lock and key, or that other sufficient physical access control measures are in place to prevent unauthorized access.
  - d. Confidential Information stored on portable or removable electronic media, such as electronic CDs, DVDs, or flash drives, is encrypted and that such media is stored under lock and key or in another controlled manner to prevent unauthorized access.
  - e. That workstations and laptops are password protected and that enabling screen locks are activated.
4. Within five business days of becoming aware of an unauthorized use or disclosure of Confidential Information, Oakland Enrolls shall promptly provide an impacted Charter Partner with notice of the unauthorized use or disclosure. In the event of an unauthorized use or disclosure, Oakland Enrolls shall cooperate with a remediation that Charter Partner reasonably determines is necessary to fulfill any reporting obligations required by law and to mitigate any effects of such unauthorized use or disclosure of the Confidential Information, including measures necessary to restore good will with teachers, students, or other stakeholders.

**APPENDIX D:**

Purpose: Provide guidance on primary and secondary responsibilities around key Oakland common charter application activities throughout the school year.

	OAKLAND ENROLLS	PARTICIPATING SCHOOLS	SOFTWARE VENDOR
GATHER INFO FOR APPLICATION, LOTTERIES	primary	secondary	
CONFIRM LOTTERY PREFERENCES	secondary	primary	
BUILD APPLICATION	secondary		primary
MANAGE APPLICATION, PROVIDE TRANSLATIONS, PROVIDE MESSAGING	primary	secondary	
DATA CLEAN UP: DUPLICATES (NO DATA SHARED WITH ANY PARTY ASIDE FROM SCHOOL OR APPLYING FAMILY)**	only (On-Time)	only (Late)	
SUPPORT LOTTERY SETUP	secondary		primary
CONFIRM/APPROVE LOTTERY SETUP		only	
RUN LOTTERY		only	
BUILD REGISTRATION PACKETS		primary	secondary
SETUP ONLINE REGISTRATION		primary	secondary
MANAGE ONLINE REGISTRATION		primary	secondary
ONGOING OPERATIONS SUPPORT	primary (depending on level)		primary (depending on level)
PRODUCT USER TRAINING	primary		secondary
SCHOOLFINDER UPDATES	secondary*	primary	
OUTREACH: SCHOOL-SPECIFIC		only	

OUTREACH: GENERAL PROCESS	primary	secondary	
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Primary – main party responsible for ensuring completion of the task

Secondary – support the main party with technical support, guidance, implementation support, and/or feedback

Only – sole party responsible for the task

\* Oakland Enrolls makes bulk updates to the school finder around key dates and data, schools are responsible for school profile maintenance

\*\* Oakland Enrolls only does Data Cleanup during the On-Time enrollment period

### **APPENDIX E: OAKLAND ENROLLS TIERED SERVICES REQUIREMENT**

Purpose: Describe the tiered services offered by Oakland Enrolls in more detail. Schools must choose one level of support.

Baseline Support	Light Support	Medium Support	Intensive Support
\$4,120	\$6,180	\$10,300	\$15,450
<p><b>Operations</b></p> <ul style="list-style-type: none"> <li>- Operations Scorecard</li> <li>- Access to resource folder</li> <li>- Operations Newsletter</li> <li>- Operations Calendar</li> <li>- Operations Trainings</li> <li>- Creating portal logins for school admins</li> <li>- Standard automatic messaging</li> <li>- Support with troubleshooting, lottery setup, and registration (from software vendor support team only)</li> <li>- Ad hoc data pulls for aggregate student information</li> </ul> <p><b>Marketing &amp; Recruitment</b></p> <ul style="list-style-type: none"> <li>- Website language for On-Time &amp; Late application period</li> <li>- Virtual School Enrollment Fair</li> </ul> <p><b>Data &amp; Analysis</b></p> <ul style="list-style-type: none"> <li>- OE will correct On Time duplicate applications by calling all families with duplicate apps, confirming information, cancelling duplicate apps and making changes</li> </ul> <p><b>Network Benefits</b></p> <ul style="list-style-type: none"> <li>- Participate in a network that includes over 97% of Oakland's charter schools</li> <li>- Reap the benefits of a system maintained by an organization solely focused on enrollment, with institutional knowledge, and a focus on continuous improvement</li> <li>- Contributing to a system striving for equity in enrollment practices</li> <li>- Community of support and solidarity in face of shifting political winds</li> </ul> <p><b>Oakland Enrolls Council Membership</b></p> <ul style="list-style-type: none"> <li>- Voting</li> <li>- Quarterly update meetings</li> <li>- Network-wide enrollment updates</li> <li>- Updates from Oakland Enrolls Executive Director &amp; Team</li> </ul>	<p><b>Everything in Baseline, PLUS:</b></p> <p><b>Additional Operations:</b></p> <ul style="list-style-type: none"> <li>- Support with login issues</li> <li>- Help navigating reports/app index</li> <li>- Help navigating communications tab</li> <li>- Help editing student applications</li> <li>- Help managing student profiles</li> <li>- Customized automatic messaging</li> <li>- Support with application portal/vendor troubleshooting (from Oakland Enrolls team)</li> </ul> <p><b>Additional Data &amp; Analysis</b></p> <ul style="list-style-type: none"> <li>-OE will correct On Time age/grade inconsistent applications by calling all families with age/grade discrepancies, collecting information, making changes and reporting to schools</li> </ul> <p><b>Marketing/Recruitment:</b></p> <ul style="list-style-type: none"> <li>- Marketing opportunities</li> <li>- Oakland Enrolls enrollment presentation/workshop to your school</li> <li>- Oakland Enrolls events calendar</li> </ul>	<p><b>Everything in Low-Touch, PLUS:</b></p> <p><b>Additional Marketing/Recruitment:</b></p> <ul style="list-style-type: none"> <li>- Creating and translating messages in application portal</li> <li>- Soft copy enrollment marketing materials for On-Time and Late Application periods</li> <li>- Outreach Trainings</li> <li>- Newsletter with resources and tips</li> <li>- Transition grade family enrollment packet materials</li> <li>- Will list your school in marketing materials to community partners</li> </ul> <p><b>Additional Data &amp; Analysis:</b></p> <ul style="list-style-type: none"> <li>- Pipeline report with applicant trajectory from application to enrollment</li> </ul>	<p><b>Everything in Medium-Touch, PLUS:</b></p> <p><b>Additional Marketing/Recruitment</b></p> <ul style="list-style-type: none"> <li>- Hard copy enrollment marketing materials for On-Time and Late Application periods</li> </ul> <p><b>Additional Data &amp; Analysis</b></p> <ul style="list-style-type: none"> <li>- Summary of On-Time enrollment reports for each school</li> <li>- OE summarizes and sends duplicate, age/grade, 'submitted' apps, and stagnant offers in Late application period</li> </ul> <p><b>Charter Advocacy:</b></p> <ul style="list-style-type: none"> <li>- OE's support in charter advocacy within Oakland</li> </ul>

### **APPENDIX F: OAKLAND ENROLLS OPTIONAL SERVICES**

Purpose: Describe the optional services offered by Oakland Enrolls in more detail

### 1. On-Time Applications Operations Support (Nov - Feb) \$3,090

Oakland Enrolls creates an On-Time enrollment operations plan and completes the plan in partnership with school staff. Includes:

- Weekly report to school with summary of: number of new applications, number of canceled applications, aggregated applicant demographics (race/ethnicity and region), analysis of type of priorities of applicants, and analysis of time/date of application
- Suggested messaging content and frequency for applicants
- Sending suggested messaging
- Tracking of success of messages (how many received/bounced, etc.) for follow up
- Phone outreach to families who applied to let them know of upcoming tours, events, etc.
- Phone outreach to follow up with school tour/event attendees to help them apply

Basically, this service would take the day-to-day application management off of your hands up until the lottery. This would also include answering school-specific questions from families (though this shouldn't take the place of families interacting with the school specifically).

Schools would need to:

- Confirm application questions in accordance with lottery
- Have the ability to help families apply who walk in to their school
- Work with Oakland Enrolls to build timelines around when communications should go out, to whom, what they should say (though OE would execute these)

### 2. Custom Outreach & Marketing Plan and Support (Sept - April) \$2,575 - \$8,755 depending on level of service.

Oakland Enrolls partners with schools to review and develop a custom outreach and marketing plan that schools will execute.

The most intensive version includes:

- One-on-one strategic planning session with historical school data to help school come up with individualized marketing plan (setting goals, strategies, tactics, and tracking metrics)
- Creation of calendar of social media posts and communications outreach
- Calendar of events throughout Oakland where school can attend
- Template for tracking event attendance
- Template for tracking outreach and marketing metrics and progress
- Graphic design support for marketing materials
- Translation services for marketing materials
- Support planning an options fair or other enrollment event at the school
- Recommended tactical/strategy changes throughout the enrollment season based on tracked metrics

The lighter version includes:

- One-on-one strategic planning session with historical school data to help school come up with individualized marketing plan (setting goals, strategies, tactics, and tracking metrics)
- Creation of calendar of social media posts and communications outreach
- Calendar of events throughout Oakland where school can attend
- Template for tracking event attendance
- Template for tracking outreach and marketing metrics and progress
- Recommended tactical/strategy changes throughout the enrollment season based on tracked metrics

Oakland Enrolls will not be marketing or distributing school-specific collateral during our outreach events or to families who come to Oakland Enrolls support center.

Schools would need to:

- Have an outreach point person with whom Oakland Enrolls can work and who can execute the marketing plan
- Conduct their own outreach activities such as attending school options fairs and community events on behalf of the school
- Track their progress toward goals and metrics
- Manage their own websites, social media channels, etc.
- Send/distribute their own communications to families (emails, text messages, mailers, flyers, etc.)
- Pay for all costs associated with running an event (facility, food, materials, technology, childcare, etc.)
- Pay for printing marketing materials that are produced for the school

### 3. Graphic Design Support (Sep - Feb) \$3,400 - \$5,850 depending on level of service.

Oakland Enrolls partners with a graphic design vendor and Charter Partner to aid in Charter Partner's marketing efforts. Packages are listed below.

Services	Package 3	Package 2	Package 1
<b>Price per school</b>	\$5,850	\$4,600	\$3,400
<b>Toolkit</b>			
Marketing Planning Worksheets	X	X	X
Email Planning & Metrics Templates	X	X	
<b>Strategy Sessions</b>			
Branding and Messaging	X (2 total)	X (1 total)	
Content Collaboration	X (3 total)	X (2 total)	X (1 total)
<b>Brand Style Guide (based on current branding)</b>			
Mission Statement	X	X	
Vision Statement	X	X	
Brand Voice	X		
Logo Usage	X	X	X
Color Palette	X	X	X
Typeface	X	X	X
<b>Custom Collateral &amp; Social Media Design</b>			
Social Media Editable Templates	X (14 total)	X (10 total)	X (6 total)
Collateral Editable Templates   Poster, Postcard, or Flyer	X (5 total)	X (3 total)	X (1 total)
Oakland Enrolls Graphics Pack   Sp. & Eng.	X (5 total)	X (5 total)	X (5 total)
Social Media Template Pack	X (10 total)	X (5 total)	
<b>Email</b>			
Email Newsletter Banner	X	X	
Email Signature Graphic	X		

### 4. Seat Offer Tool and Custom Reports (varies) \$2,575

Oakland Enrolls creates a more in-depth report to assist schools with analyzing enrollment policies and practices. Oakland Enrolls will also create the Seat Offer tool before lottery season and create custom reports during On Time enrollment, as well as Late enrollment. Oakland Enrolls will partner with schools to determine whether there are additional reports they would like to see that we can produce.

Reports Included:

1. Seat Offer Tool
2. Current Students Activity
3. Enhanced Demand Report

**5. Managing Ongoing Offers (Mar - Jun) \$3,090**

Oakland Enrolls partners with a school to set up a process for managing Offers, Rescinds, Waitlist Confirmations, etc. through the end of the school year. Includes:

- Weekly report to school with summary of: number of new applications, number of canceled applications, number of new accepts, status of registering students (if using SM registration), aggregated applicant demographics (race/ethnicity and region), analysis of type of priorities of applicants, and analysis of time/date of application
- Making/rescinding offers based on school's enrollment strategy
- Suggested messaging content and frequency for applicants in various application statuses, and execution of sending messaging
  - Ex: sending messaging to accepted students to outline registration process, sending messaging to offered students to let them know about orientation/events, etc.
- Tracking of success of messages (how many received/bounced, etc.) for follow up
- Follow up by phone with families with pending offers to make sure they're aware and help take action

Oakland Enrolls would also field school-specific registration questions (but would not include supporting families over the phone or in person) about the registration process. Oakland Enrolls runs this process, which goes up until the registration process.

Schools would need to:

- Run their lottery
- Work with Oakland Enrolls to build timelines around when communications should go out, to whom, what they should say (though OE would execute these)
- Work with us to determine how many offers should be made (though OE would execute)
- Be able to answer family questions when they call
- Be able to support their families through the entire registration process by phone or in person