

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

Objective and 5 BIG GOALS

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;
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- 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
I. Opening Items			6:00 PM
A. Record Attendance		Raul Alcantar	3 m
B. Call the Meeting to Order		Anastasia Prentiss	3 m
C. Agenda Approval	Vote	Anastasia Prentiss	3 m
D. Public Comment	Discuss	Anastasia Prentiss	3 m
II. Consent Agenda			6:12 PM
A. Resolution of Findings under AB 361	Vote	Anastasia Prentiss	2 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

	Purpose	Presenter	Time
<p>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.</p>			
B. Approve Minutes - Monday, October 3, 2022	Approve Minutes	Anastasia Prentiss	2 m
C. Approve Minutes - Special Board Meeting October, 13, 2022	Approve Minutes	Anastasia Prentiss	2 m
D. October Check Register	Vote	Kimberly Palmore	2 m
III. Committee Updates			6:20 PM
A. Governance Committee	Discuss		
B. Development Committee	Discuss		
C. Academic Excellence Committee	Discuss		
D. Finance Committee	Discuss		
E. Facilities Committee	Discuss		
IV. Academic Excellence			
V. Development			6:20 PM
A. Gala Update	Discuss	Kimberly Palmore	5 m
VI. Finance			
VII. Governance			6:25 PM
A. Head of School Report	FYI	Phillip Gedeon	10 m
B. Arts Block Grant Plan Template	Vote	Phillip Gedeon	10 m
C. Title IX Policy	Vote	Kimberly Palmore	10 m
D. Life AD&D, LTD, & Voluntary Life Insurance	Vote	Kimberly Palmore	10 m

	Purpose	Presenter	Time
E. AB 361 Update/AB 2449 New Teleconference Option	Discuss	Kimberly Palmore	10 m
F. Board Livescan Reminder	FYI	Kimberly Palmore	10 m

VIII. Closed Session 7:25 PM

A. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of section 54956.9: One case	Discuss	Kimberly Palmore	30 m
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Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of section 54956.9: One case

IX. Other Items

- Monday December 5, 2022
- Monday, January 9, 2023
- Monday, February 6, 2023
- Monday, March 6, 2023
- Monday, April 17, 2023
- Monday, May 8, 2023
- Saturday, June 10th, 2023, 10am – 1pm Board Retreat

X. Closing Items 7:55 PM

A. Adjourn Meeting	Vote	Anastasia Prentiss	1 m
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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.

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Coversheet

Approve Minutes - Monday, October 3, 2022

Section: II. Consent Agenda
Item: B. Approve Minutes - Monday, October 3, 2022
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for 22-23 CSCE Monthly Board Meeting - Monday, October 3, 2022 on October 3, 2022

APPROVED



Community School for Creative Education

Minutes

22-23 CSCE Monthly Board Meeting - Monday, October 3, 2022

Date and Time

Monday October 3, 2022 at 6:00 PM

Location

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.

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。

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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

Directors Present

A. Alessandri (remote), A. Barnes (remote), A. Prentiss (remote), G. Pang (remote), L. Morones, M. Candido (remote), S. Richardson Baker (remote)

Directors Absent

K. Ary

Directors who arrived after the meeting opened

L. Morones

Guests Present

A. Barraza (remote), I. Oberman (remote), K. Palmore (remote), L. Garrison (remote), P. Gedeon (remote), R. Alcantar (remote)

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 Oct 3, 2022 at 6:13 PM.

C. Agenda Approval

S. Richardson Baker made a motion to Approve Agenda with motion to move V. Governance items A and B;

A. Alessandri seconded the motion.

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

Roll Call

A. Barnes	Aye
A. Alessandri	Aye
M. Candido	Aye
L. Morones	Absent
A. Prentiss	Aye
G. Pang	Aye
K. Ary	Absent
S. Richardson Baker	Aye

D. Public Comment

II. Consent Agenda

A. Resolution of Findings under AB 361

No need since we met recently.

B. Approve Minutes - Thursday, September 15, 2022

A. Barnes made a motion to approve the minutes from Rescheduled September Board Meeting - Thursday, September 15, 2022 on 09-15-22.

S. Richardson Baker seconded the motion.

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

Roll Call

M. Candido	Aye
K. Ary	Absent
S. Richardson Baker	Aye
A. Alessandri	Aye
A. Prentiss	Aye
A. Barnes	Aye
L. Morones	Absent
G. Pang	Aye

C. September Check Register

A. Barnes made a motion to Approve September Check Register.

S. Richardson Baker seconded the motion.

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

Roll Call

G. Pang	Aye
A. Alessandri	Aye
A. Prentiss	Aye
S. Richardson Baker	Aye
K. Ary	Absent
L. Morones	Absent
A. Barnes	Aye
M. Candido	Aye

III. Committee Updates

A. Governance Committee

B. Development Committee

C. Academic Excellence Committee

D. Finance Committee

L. Morones arrived.

E. Facilities Committee

IV. Governance

A. Election Chair - Dr. Anastasia Prentiss Sara Tiffany Baker-Richardson is stepping down as chair.

A. Barnes made a motion to Approve Election Chair - Dr. Anastasia Prentiss Sara Tiffany Baker-Richardson is stepping down as chair.

M. Candido seconded the motion.

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

Roll Call

M. Candido	Aye
A. Barnes	Aye
S. Richardson Baker	Aye
K. Ary	Absent
A. Alessandri	Aye
A. Prentiss	Abstain
L. Morones	Absent
G. Pang	Aye

B. Election Vice Chair - Mrs. Adrienne Barnes

S. Richardson Baker made a motion to Approve Election Vice Chair - Mrs. Adrienne Barnes.
M. Candido seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

K. Ary	Absent
G. Pang	Aye
M. Candido	Aye
S. Richardson Baker	Aye
A. Prentiss	Aye
A. Barnes	Abstain
L. Morones	Absent
A. Alessandri	Aye

C. Head of School Report

D. SENCA MOU - NPS Placement

A. Barnes made a motion to Approve SENCA MOU - NPS Placement.
S. Richardson Baker seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

A. Alessandri	Aye
A. Prentiss	Aye
G. Pang	Aye
A. Barnes	Aye
K. Ary	Absent
S. Richardson Baker	Aye
M. Candido	Aye
L. Morones	Aye

E. Free Speech Policy

S. Richardson Baker made a motion to Approve Free Speech Policy.
A. Alessandri seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

S. Richardson Baker	Aye
A. Alessandri	Aye
L. Morones	Aye
M. Candido	Aye
K. Ary	Absent
A. Barnes	Aye
A. Prentiss	Aye

Roll Call

G. Pang Aye

F. Life, AD&D, Long Term Disability Proposal Introduction

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 7:50 PM.

Respectfully Submitted,
A. Prentiss

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Coversheet

Approve Minutes - Special Board Meeting October, 13, 2022

Section: II. Consent Agenda
Item: C. Approve Minutes - Special Board Meeting October, 13, 2022
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for CSCE Special Board Meeting on October 13, 2022

APPROVED



Community School for Creative Education

Minutes

CSCE Special Board Meeting

Date and Time

Thursday October 13, 2022 at 6:00 PM

Location

Adrienne Barnes is inviting you to a scheduled Zoom meeting.

Topic: Special Board Meeting

Time: Oct 13, 2022 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us05web.zoom.us/j/85814065586?pwd=ajJpUkpmaFVQU2FYMmRjOVRVbnlGdz09>

Meeting ID: 858 1406 5586

Passcode: CSCE2111

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

Directors Present

A. Alessandri (remote), A. Barnes (remote), A. Prentiss (remote), G. Pang (remote), K. Ary (remote), L. Morones, M. Candido (remote)

Directors Absent

S. Richardson Baker

Directors who arrived after the meeting opened

L. Morones

Guests Present

I. Oberman (remote), K. Palmore (remote), P. Gedeon (remote), R. Alcantar (remote)

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 Thursday Oct 13, 2022 at 6:05 PM.

C. Agenda Approval

M. Candido made a motion to Approve Agenda and add Resolution of Findings.

A. Alessandri seconded the motion.

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

Roll Call

K. Ary	Aye
A. Barnes	Aye
A. Prentiss	Aye
L. Morones	Absent
G. Pang	Aye
A. Alessandri	Aye
M. Candido	Aye
S. Richardson Baker	Absent

A. Barnes made a motion to Approve Resolution of Findings.

A. Alessandri seconded the motion.

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

Roll Call

A. Barnes	Aye
L. Morones	Absent
A. Prentiss	Aye
S. Richardson Baker	Absent
A. Alessandri	Aye
K. Ary	Aye
G. Pang	Aye
M. Candido	Aye

L. Morones arrived.

D. Public Comment

II. Governance

A. CSCE Comprehensive School Safety Plan 2022

A. Barnes made a motion to Approve CSCE Comprehensive School Safety Plan 2022.

A. Alessandri seconded the motion.

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

Roll Call

S. Richardson Baker	Absent
L. Morones	Aye
A. Prentiss	Aye
G. Pang	Aye
A. Barnes	Aye
K. Ary	Aye
M. Candido	Aye
A. Alessandri	Aye

III. 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 6:26 PM.

Respectfully Submitted,
A. Prentiss

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Coversheet

October Check Register

Section: II. Consent Agenda
Item: D. October Check Register
Purpose: Vote
Submitted by:
Related Material: CSCE Check Register October 2022.pdf

Community School for Creative Education

Check Register 10/1/2022 through 10/30/2022

Payment Number	Payment Date	Payee Name	Rec Status	Check Amount	Account	Account Description	Transaction Description	Invoiced GL Amount
40000341	10/4/2022	Oakland Unified School District	Cleared	\$31,288.25	62-0000-0000-8700-5600-020-000-000	Space Rental	2022/2023 First Facility Fee Billing	\$31,288.25
40000348	10/6/2022	Ed Sped Solutions, Inc.	Cleared	\$2,310.00	62-3213-1110-1000-5810-020-000-000	Educational Consultants	Behavior Services - 8/1/22 - 8/15/22	\$2,310.00
40000352	10/6/2022	PowerSchool Group LLC	Cleared	\$1,061.73	62-0000-0000-2700-4410-020-000-000	Software and Software Licensing	PowerSchool SIS Hosted Subscription-9/28/22-8/29/23	\$1,061.73
40000356	10/6/2022	Teachers on Reserve	Cleared	\$379.12	62-0000-1110-1000-5812-020-000-000	Substitute Teacher Expense	Substitute Services - 9/12/22 - 9/16/22	\$379.12
40000359	10/6/2022	Uline	Cleared	\$562.11	62-7028-0000-2700-4400-020-000-000	Noncapitalized Equipment	Heavy Duty Wire Cart	\$320.19
					62-0000-0000-8100-4381-020-000-000	Materials For Plant Maintenance	Trash Liner	\$241.92
40000363	10/6/2022	Jessica Leavitt	Cleared	\$467.74	62-0000-0000-0000-9501-020-000-000	Accrued Salaries	Reissue PR Check 06/01/22	\$467.74
40000367	10/6/2022	Eric Mikuski	Outstanding	\$82.09	62-0000-0000-0000-9126-020-000-000	Cash in Bank Checking	Replacement Check for Excess STRS	\$82.09
40000366	10/6/2022	Kyle Moss	Outstanding	\$5.61	62-0000-0000-0000-9126-020-000-000	Cash in Bank Checking	Replacement of Stale Check	\$5.61
40000362	10/6/2022	Amy Gaerlan	Cleared	\$100.00	62-0000-0000-0000-9126-020-000-000	Cash in Bank Checking	To Reissue 02/28/22 Stale CK# 200035	\$100.00
40000357	10/6/2022	Tech Exchange	Cleared	\$6,915.62	62-3212-1110-1000-4430-020-000-000	Noncapitalized Student Equipment	Chromebooks - Qty 50	\$6,915.62
40000353	10/6/2022	Kimberly Palmore	Cleared	\$750.00	62-0000-0000-2700-4300-020-108-000	Materials & Supplies	REIMB: Gift Cards for ACFB Grant - 10/3/22	\$750.00
40000349	10/6/2022	First-Citizens Bank & Trust Co	Cleared	\$1,259.49	62-0000-0000-8700-5605-020-000-000	Equipment Rental/Lease Expense	Konica Copier Lease	\$1,259.49
40000345	10/6/2022	ChildCare Careers, LLC	Cleared	\$3,121.30	62-0000-1110-1000-5812-020-000-000	Substitute Teacher Expense	Substitute Teacher Services - 9/6/22 - 9/16/22	\$3,121.30
40000342	10/6/2022	Amazon Capital Services	Cleared	\$17.52	62-6500-5760-1190-4300-020-000-000	Materials & Supplies	Snacks for SpedEd Program	\$17.52

Community School for Creative Education

Check Register 10/1/2022 through 10/30/2022

40000347	10/6/2022	East Bay Municipal Utility District	Cleared	\$957.61	62-0000-0000-8100-5501-020-000-000	Utilities	Water Charges from 7/18/22 - 9/15/22	\$957.61
40000351	10/6/2022	Maxim Healthcare Staffing Services, Inc.	Cleared	\$1,480.50	62-6500-5760-1190-5810-020-000-000	Educational Consultants	Behavior Tech - 9/19/22 - 9/23/22	\$1,480.50
40000355	10/6/2022	Townsend Maintenance Co., LLC	Cleared	\$8,270.00	62-3212-1110-2700-5900-020-000-000	Communications	Janitorial Maintenance October 2022	\$8,270.00
40000360	10/6/2022	Xobee Networks Inc	Cleared	\$108.00	62-0000-1110-2700-5900-020-000-000	Communications	Monthly Charges - October 2022	\$108.00
40000364	10/6/2022	Jun Lu	Cleared	\$89.69	62-0000-0000-0000-9126-020-000-000	Cash in Bank Checking	Replacement Check for Excess STRS	\$89.69
40000368	10/6/2022	Shannon Purcell	Cleared	\$39.04	62-0000-0000-0000-9126-020-000-000	Cash in Bank Checking	Replacement Check for Excess STRS	\$39.04
40000365	10/6/2022	Teresa McGinley	Cleared	\$4,080.00	62-9332-1110-1000-5810-020-000-000	Educational Consultants	Teacher Mentoring / Waldorf Braiding and Coaching	\$4,080.00
40000361	10/6/2022	Anaxy Barraza	Outstanding	\$120.00	62-0000-0000-0000-9126-020-000-000	Cash in Bank Checking	To Reissue 02/28/22 Stale CK# 200272	\$120.00
40000358	10/6/2022	T-Mobile	Cleared	\$819.93	62-3213-1110-2700-5900-020-000-000	Communications	Monthly Service - 8/21/22 - 9/20/22	\$819.93
40000354	10/6/2022	Zachary Steele	Cleared	\$79.00	62-0000-0000-7400-5874-020-000-000	Personnel Services	REIMB: Fingerprinting - 9/30/22	\$79.00
40000350	10/6/2022	Greg Holiday	Cleared	\$72.00	62-0000-0000-7400-5874-020-000-000	Personnel Services	REIMB: Fingerprinting - 9/23/22	\$72.00
40000346	10/6/2022	Calculus Roundtable	Cleared	\$800.00	62-0000-1110-1000-4410-020-000-000	Software and Software Licensing	Coaching (Schools)	\$800.00
40000344	10/6/2022	Katherine Au, LMFT	Cleared	\$720.00	62-6500-5760-1190-5810-020-000-000	Educational Consultants	September 2022 Individual Supervision	\$480.00
					62-6500-5760-1190-5810-020-000-000	Educational Consultants	August 2022 Individual Supervision	\$240.00
40000343	10/6/2022	Raul J. Alcantar	Cleared	\$900.00	62-0000-0000-2700-5800-020-000-000	Professional/Consulting Services & Operating Expenditures	Board Secretary Meeting - 9/12/22	\$300.00

Community School for Creative Education

Check Register 10/1/2022 through 10/30/2022

					62-0000-0000-2700-5800-020-000-000	Professional/Consulting Services & Operating Expenditures	Board Secretary Meeting - 8/1/22	\$300.00
					62-0000-0000-2700-5800-020-000-000	Professional/Consulting Services & Operating Expenditures	Board Secretary Meeting - 10/3/22	\$300.00
40000370	10/11/2022	Susan Myers	Cleared	\$36.60	62-0000-0000-0000-9126-020-000-000	Cash in Bank Checking	Reissue Stale Check	\$36.60
40000369	10/11/2022	Walter Harris Jr.	Cleared	\$39.70	62-0000-0000-8100-4381-020-000-000	Materials For Plant Maintenance	Painting Supplies	\$39.70
40000371	10/11/2022	Dunia Saleh	Cleared	\$550.00	62-0000-0000-0000-9126-020-000-000	Cash in Bank Checking	Reissue Stale Check	\$550.00
40000372	10/11/2022	Alameda County Office of Education	Cleared	\$30,188.41	62-0000-0000-0000-9503-020-000-000	Accrued STRS	September 2022 STRS	\$30,188.41
40000373	10/12/2022	Attitudinal Healing Connection, Inc.	Outstanding	\$72,524.33	62-6010-1110-1000-5810-020-000-000	Educational Consultants	FY 2022-2023 Contracted Services at CSCE	\$14,931.48
					62-6010-1110-1000-5810-020-000-000	Educational Consultants	FY 2022-2023 Contracted Services at CSCE	\$57,592.85
40000374	10/13/2022	Ascend Rehab Services, Inc.	Cleared	\$6,588.00	62-6500-5760-1190-5810-020-000-000	Educational Consultants	SPED Consultant - 9/1/22 - 9/15/22	\$6,588.00
40000385	10/13/2022	Sonitrol	Cleared	\$1,362.69	62-0000-0000-8100-5500-020-000-000	Operation & Housekeeping Services	Intrusion Monitoring 11/1/2022 - 01/31/2023	\$1,362.69
40000382	10/13/2022	Maxim Healthcare Staffing Services, Inc.	Cleared	\$1,519.04	62-6500-5760-1190-5810-020-000-000	Educational Consultants	ES - Behavior Tech - 9/26/22 - 9/30/22	\$1,519.04
40000377	10/13/2022	Blaisdell's Business Products	Cleared	\$770.95	62-0000-0000-2700-4300-020-000-000	Materials & Supplies	Copy Paper	\$770.95
40000378	10/13/2022	Charter Safe	Cleared	\$5,516.00	62-0000-0000-2700-5400-020-000-000	Insurance	November Premium 2022-2023 - Package Premium	\$3,605.00
					62-0000-1110-1000-3601-020-000-000	Worker Compensation Insurance	November Premium 2022-2023 - Workers Compensation	\$1,911.00
40000376	10/13/2022	Alma Partners	Cleared	\$2,500.00	62-0000-1110-1000-5210-020-000-000	Training & Development Expense	DEIJ Consulting - September 2022	\$2,500.00

Community School for Creative Education

Check Register 10/1/2022 through 10/30/2022

40000375	10/13/2022	Amazon Capital Services	Cleared	\$1,436.85	62-9332-1110-1000-4315-020-000-000	Classroom Materials & Supplies	Small Pocket Binoculars	\$176.32
					62-0000-0000-2700-4400-020-000-000	Noncapitalized Equipment	Laptop Charger, Screen Protector, Surge Protector, Mouse, Ad	\$587.47
					62-6300-1110-1000-4315-020-000-000	Classroom Materials & Supplies	Learning Clock for Kids	\$27.22
					62-3216-1110-1000-4430-020-000-000	Noncapitalized Student Equipment	Earbuds for Classroom Kids	\$165.40
					62-3216-0000-2700-4300-020-000-000	Materials & Supplies	Multipurpose Pine Cleaner	\$64.88
					62-0000-0000-2700-4300-020-000-000	Materials & Supplies	Gel Refrigerant, Bandages, Lamenating Pouches, File Folders	\$260.94
					62-0000-0000-2700-4300-020-000-000	Materials & Supplies	Tote Bags and Reward Stickers	\$47.38
					62-9332-1110-1000-4200-020-000-000	Books & Other Reference Materials	Spanish Materials	\$107.24
40000386	10/13/2022	Law Offices of Young, Minney, & Corr, LLP	Cleared	\$1,466.50	62-0000-0000-7100-5805-020-000-000	Legal Services	Services Through 9/30/22	\$1,466.50
40000383	10/13/2022	PowerSchool Group LLC	Cleared	\$4,005.15	62-0000-0000-2700-4410-020-000-000	Software and Software Licensing	PowerSchool SIS Hosted Subscription-8/30/22 - 8/29/23	\$4,005.15
40000384	10/13/2022	Panorama Education	Cleared	\$4,375.00	62-0000-1110-1000-4410-020-000-000	Software and Software Licensing	Panorama Platform License Fee	\$4,375.00
40000381	10/13/2022	Lionbridge Technologies Inc	Cleared	\$39.12	62-4203-0000-2700-5800-020-000-000	Professional/Consulting Services & Operating Expenditures	Telephonic Charges September 2022	\$39.12
40000380	10/13/2022	Connie Davidson	Cleared	\$2,700.00	62-0000-1110-1000-5810-020-000-000	Educational Consultants	Consulting Services - September 2022	\$2,700.00
40000379	10/13/2022	ChildCare Careers, LLC	Cleared	\$6,336.06	62-0000-1110-1000-5810-020-000-000	Educational Consultants	Substitute Teacher Services - 9/19/22 - 9/23/22	\$3,121.42
					62-0000-1110-1000-5810-020-000-000	Educational Consultants	Substitute Teacher Services - 9/26/22 - 9/30/22	\$3,214.64
40000394	10/20/2022	Walter Harris Jr.	Cleared	\$1,040.00	62-3212-0000-8100-5601-020-000-000	Building Maintenance	Facilities Repairs and Maintenance	\$1,040.00

Community School for Creative Education

Check Register 10/1/2022 through 10/30/2022

40000395	10/20/2022	Maxim Healthcare Staffing Services, Inc.	Cleared	\$1,534.55	62-6500-5760-1190-5810-020-000-000	Educational Consultants	ES - Behavior Tech - 10/3/22 - 10/7/22	\$1,534.55
40000397	10/20/2022	Rex Key & Security	Cleared	\$143.71	62-0000-0000-8100-4381-020-000-000	Materials For Plant Maintenance	Keys	\$143.71
40000387	10/20/2022	Alameda County Office of Education	Outstanding	\$354.00	62-0000-0000-7300-5803-020-000-000	Banking & Payroll Service Fees	1st Quarter STRS Processing Fee FY22-23	\$354.00
40000396	10/20/2022	Revolution Foods, PBC	Cleared	\$15,900.35	62-5320-1110-3700-4700-020-000-000	Food & Food Supplies	September 2022 Lunch Pogram Services	\$5,027.75
					62-5310-1110-3700-4700-020-000-000	Food & Food Supplies	September 2022 Lunch Pogram Services	\$10,872.60
40000392	10/20/2022	CIT	Cleared	\$1,242.52	62-0000-0000-8700-5605-020-000-000	Equipment Rental/Lease Expense	Konica Copier Lease	\$1,242.52
40000393	10/20/2022	Ed Sped Solutions, Inc.	Cleared	\$15,333.20	62-3213-1110-1000-5810-020-000-000	Educational Consultants	Finders Fee - Z. Steel	\$3,500.00
					62-3213-1110-1000-5810-020-000-000	Educational Consultants	Behavior Services September 16-30, 2022	\$11,833.20
40000388	10/20/2022	Ascend Rehab Services, Inc.	Outstanding	\$5,924.00	62-6500-5760-1190-5810-020-000-000	Educational Consultants	Therapist Services - 9/16/22 - 9/30/22	\$5,924.00
40000390	10/20/2022	Gabriel Ben-Shalom	Outstanding	\$35.79	62-4127-1110-1000-4315-020-000-000	Classroom Materials & Supplies	REIMB: Art Supplies - 10/12/22	\$35.79
40000391	10/20/2022	Charter School Management Corporation	Cleared	\$6,667.00	62-0000-0000-7300-5873-020-000-000	Financial Services	November 2022 - Business Back Office Support	\$2,000.10
					62-0000-1110-2700-5873-020-000-000	Financial Services	November 2022 - Business Back Office Support	\$4,666.90
40000389	10/20/2022	Amazon Capital Services	Cleared	\$1,175.52	62-4203-1110-1000-4315-020-000-000	Classroom Materials & Supplies	Language Trans Earbuds	\$297.64
					62-6300-1110-1000-4315-020-000-000	Classroom Materials & Supplies	Webster's New World Spanish Dictionary	\$22.02
					62-6300-1110-1000-4315-020-000-000	Classroom Materials & Supplies	Sports Ball Assortment	\$71.60

Community School for Creative Education

Check Register 10/1/2022 through 10/30/2022

					62-3216-1110-1000-4430-020-000-000	Noncapitalized Student Equipment	Earbuds for Classroom Kids	\$55.11
					62-3216-0000-2700-4300-020-000-000	Materials & Supplies	Lysol Wipes and Toilet Paper Dispensers	\$594.20
					62-0000-0000-2700-4300-020-000-000	Materials & Supplies	Electrical Protectors	\$17.62
					62-0000-0000-2700-4300-020-000-000	Materials & Supplies	Dry Erase Markers, Sheet Protectors	\$56.18
					62-0000-0000-2700-4300-020-000-000	Materials & Supplies	Toner and Door Stop Rubber Tip Replacement	\$61.15
40000398	10/20/2022	Seneca Family of Agencies	Cleared	\$14,583.33	62-5211-1110-1000-5810-020-000-000	Educational Consultants	1.0 FTE Unconditional Education Coach	\$14,583.33
40000399	10/25/2022	AT&T	Outstanding	\$88.57	62-0000-1110-2700-5900-020-000-000	Communications	Monthly Service - 10/7/22 - 11/6/22	\$88.57
40000403	10/25/2022	Maxim Healthcare Staffing Services, Inc.	Cleared	\$1,167.01	62-3212-1110-1000-5810-020-000-000	Educational Consultants	ES- Behavior Tech - 10/11/22 - 10/14/22	\$1,167.01
40000400	10/25/2022	Adriana San Millan School Psychology and Special Ed Svs LLC	Outstanding	\$3,140.00	62-6500-5760-1190-5810-020-000-000	Educational Consultants	Academic/Initial Psycho-educational Evaluation - 10/17/22	\$3,140.00
40000402	10/25/2022	ChildCare Careers, LLC	Cleared	\$3,629.09	62-0000-1110-1000-5810-020-000-000	Educational Consultants	Substitutue Teacher Services - 10/3/22 - 10/7/22	\$3,629.09
40000401	10/25/2022	Amazon Capital Services	Cleared	\$247.64	62-0000-1110-2100-4300-020-000-000	Materials & Supplies	File Folder Tabs	\$8.70
					62-3212-1110-2100-4300-020-000-000	Materials & Supplies	Child/Adult Face Masks	\$238.94
Total Check Amount				\$281,017.03	Total GL Amount			\$281,017.03

Coversheet

Arts Block Grant Plan Template

Section:	VII. Governance
Item:	B. Arts Block Grant Plan Template
Purpose:	Vote
Submitted by:	
Related Material:	CSCE Arts & Music BG Plan Template 2022.pdf

Arts, Music, and Instructional Materials Discretionary Block Grant 2022 Expenditure Plan Template

LEA Name:	Community School for Creative Education
Contact Name:	Phillip Gedeon
Email Address:	phillipg@communityschoolforcreativeeducation.org
Phone Number:	510-686-4131

Total Amount of funds received by the LEA:	\$ 114,317.00
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Date of adoption at a public meeting:	November 7, 2022
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[AB 181 Sec. 134](#)

[AB 185 Sec. 56](#)

(a) For the 2022–23 fiscal year, the sum of three billion five hundred sixty million eight hundred eighty-five thousand dollars (\$3,560,885,000) is hereby appropriated from the General Fund to the State Department of Education to establish the Arts, Music, and Instructional Materials Discretionary Block Grant, for allocation to county offices of education, school districts, charter schools, and the state special schools to:

(1) Obtain standards-aligned professional development and acquire instructional materials, in the following subject areas:

- (A) Visual and performing arts.**
- (B) World languages.**
- (C) Mathematics.**
- (D) Science, including environmental literacy.**
- (E) English language arts, including early literacy.**
- (F) Ethnic studies.**
- (G) Financial literacy, including the content specified in Section 51284.5 of the Education Code.**
- (H) Media literacy.**
- (I) Computer science.**
- (j) History-social science.**

Planned Activity	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal for this section:	\$ -	\$ -	\$ -	\$ -	\$ -

(2) Obtain instructional materials and professional development aligned to best practices for improving school climate, including training on deescalation and restorative justice strategies, asset-based pedagogies, antibias, transformative social-emotional learning, media literacy, digital literacy, physical education, and learning through play.

Planned Activity	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal for this section:	\$ -	\$ -	\$ -	\$ -	\$ -

(3) Develop diverse book collections and obtain culturally relevant texts, including leveled texts, in both English and pupils’ home languages, to support pupils’ independent reading. It is the intent of the Legislature that these book collections and culturally relevant texts be used to provide support for pupils through the establishment of site-based school and classroom libraries that are culturally relevant to pupils’ home and community experiences and be available in English, pupils’ home language, or a combination of more than one language.

Planned Activity	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal for this section:	\$ -	\$ -	\$ -	\$ -	\$ -

(4) Operational costs, including but not limited, to retirement and health care cost increases.

Planned Activity	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal for this section:	\$ -	\$ -	\$ -	\$ -	\$ -

(5) As related to the COVID-19 pandemic, acquire personal protective equipment, masks, cleaning supplies, COVID-19 tests, ventilation upgrades, and other similar expenditures, if they are necessary to keep pupils and staff safe from COVID-19 and schools open for in-person instruction.

Planned Activity	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal for this section:	\$ -	\$ -	\$ -	\$ -	\$ -

[Per section (c)] ... to support arts and music education programs.

Planned Activity	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Employ part-time staff to teach an Arts elective course.	\$ 28,580.00	\$ 28,579.00	\$ 28,579.00	\$ 28,579.00	\$ 114,317.00
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal for this section:	\$ 28,580.00	\$ 28,579.00	\$ 28,579.00	\$ 28,579.00	\$ 114,317.00

Summary of Expenditures

Section Totals	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Subtotal Section 1: (PD/Instructional Materials)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Section 2: (Improving School Climate)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Section 3: (Diverse Book Collections)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Section 4: (Operational Costs)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Section 5: (COVID - 19)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Section 6: (Arts and Music Education Programs)	\$ 28,580.00	\$ 28,579.00	\$ 28,579.00	\$ 28,579.00	\$ 114,317.00
Totals By Year:	\$ 28,580.00	\$ 28,579.00	\$ 28,579.00	\$ 28,579.00	

Total Planned Expenditures by the LEA:
\$ 114,317.00

(b) The Superintendent of Public Instruction shall apportion funds proportionally to county offices of education, school districts, charter schools, and the state special schools on the basis of an equal amount per unit of average daily attendance for kindergarten and grades 1 to 12, inclusive, as those numbers were reported as of the second principal apportionment for the 2021–22 fiscal year. The average daily attendance for each state special school shall be deemed to be 97 percent of the enrollment as reported in the California Longitudinal Pupil Achievement Data System as of the 2021–22 Fall 1 Submission.

(c) Funding appropriated pursuant to this section shall be available for encumbrance through the 2025–26 fiscal year. Local educational agencies are encouraged, but not required, to proportionally use resources received pursuant to this section for the purposes noted in paragraphs (1) to (5), inclusive, of subdivision (a) and to support arts and music education programs.

(d) For purposes of this section, standards-aligned instructional materials includes, but is not limited to, books for school and classroom libraries.

(e) The governing board or body of each school district, county office of education, or charter school receiving funds pursuant to this section shall discuss and approve a plan for the expenditure of funds received pursuant to this section at a regularly scheduled public meeting. It is the intent of the Legislature that each school district, county office of education, or charter school expend any resources received pursuant to this section consistent with their governing board or body approved plan.

Coversheet

Title IX Policy

Section:	VII. Governance
Item:	C. Title IX Policy
Purpose:	Vote
Submitted by:	
Related Material:	CSCE Title IX Policy 22-23.pdf



TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING POLICY

Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors, which interfere with students' ability to learn, negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, Community School for Creative Education ("CSCE") prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying altogether. This policy is inclusive of all acts related to school activity or school attendance at school-sponsored events and activities, regardless of location, through school-owned technology and through other electronic means.

As used in this policy, discrimination, sexual harassment, harassment, intimidation, and bullying are described as the intentional conduct, including verbal, physical, written communication or cyber-bullying, including cyber sexual bullying, based on the actual or perceived characteristics of mental or physical disability, sex (including pregnancy and related conditions, and parental status), sexual orientation, gender, gender identity, gender expression, immigration status, nationality (including national origin, country of origin, and citizenship), race or ethnicity (including ancestry, color, ethnic group identification, ethnic background, and traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twist), religion (including agnosticism and atheism), religious affiliation, medical condition, genetic information, marital status, age or association with a person or group with one or more of these actual or perceived characteristics or based on any other characteristic protected under applicable state or federal law or local ordinance. Hereafter, such actions are referred to as "misconduct prohibited by this policy."

To the extent possible, CSCE will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated, and/or bullied, and will take action to investigate, respond, address and report on such behaviors in a timely manner. CSCE staff that witness acts of misconduct prohibited by this policy will take immediate steps to intervene when safe to do so.

Moreover, CSCE will not condone or tolerate misconduct prohibited by this policy by any employee, independent contractor or other person with which CSCE does business, or any other individual, student, or volunteer. This policy applies to all employees, students, or volunteer actions and relationships regardless of position or gender. CSCE will promptly and thoroughly investigate and respond to any complaint of misconduct prohibited by this policy in a manner that is not deliberately indifferent and will take appropriate corrective action, if warranted. CSCE complies with all applicable state and federal laws and regulations and local ordinances in its investigation of and response to reports of misconduct prohibited by this policy.

Notification

When necessary under Education Code section 48985, if fifteen (15) percent or more of the pupils enrolled in CSCE speak a single primary language other than English, this

policy, and all notices, reports, and statements pertaining to this policy will be translated into the primary language and will be provided to the parent/guardian of any such students in their primary language.

This policy shall be made readily accessible in a prominent location on CSCE's existing internet website in a manner that is easily accessible to parents/guardians and pupils. CSCE shall post the following Title IX requirements in a prominent and conspicuous location on the existing web page:

1. The name and contact information of the Title IX coordinator that public school, school district, county office of education, or charter school which shall include the Title IX coordinator's phone number and email address.
2. The rights of a pupil and the public and the responsibilities of public school, school district, county office of education, or charter school under Title IX, which shall include, but shall not be limited to, internet web links to information about those rights and responsibilities located on the internet websites of the department's Office of Equal Opportunity and the U.S. Department of Education (ED) Office of Civil Rights (OCR), and the list of rights specified in Education Code section 221.8.
3. A description of how to file a complaint under Title IX, which must include all of the following:
 - a. an explanation of the statute of limitations within which a complain must be filed after an alleged incident of discrimination has occurred, and how a complaint may be filed beyond the statute of limitations.
 - b. an explanation of how the complaint will be investigated and how the complainant may further pursue the complaint including, but not limited to, internet web links to this information on the U.S. ED OCR's internet web site.
 - c. an internet web link to the U.S. ED OCR complaints form, and the contact information for the office, which shall include the phone number and email address for the office.
4. The link to the CDE's Title IX information.

**Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator
("Coordinator"):**

Ms. Amy Gaerlan
Title IX Coordinator
510-916-8896
amyg@communityschoolforcreativeeducation.org
21111 International Blvd.
Oakland, CA 94606

Definitions

Prohibited Unlawful Harassment

1. Verbal conduct such as epithets, derogatory jokes or comments, or slurs.
2. Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work or school because of sex, race or any other protected basis.
3. Retaliation for reporting or threatening to report harassment.
4. Deferential or preferential treatment based on any of the protected characteristics listed above.

Prohibited Unlawful Harassment under Title IX

Title IX (20 U.S.C. § 1681 *et. seq*; 34 C.F.R. § 106.1 *et. seq*) and California state law prohibit discrimination and harassment on the basis of sex. In accordance with these existing laws, discrimination and harassment on the basis of sex in education institutions, including in the education institution's admissions and employment practices, is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination and harassment in education programs or activities conducted by CSCE.

CSCE is committed to providing a work and educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action up to and including termination. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be referred to the Coordinator, the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

Sexual harassment consists of conduct on the basis of sex, including but not limited to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct on the basis of sex, regardless of whether or not the conduct is motivated by sexual desire when:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, education, academic status, or progress;
2. submission to, or rejection of, the conduct by the individual is used as the basis of employment, educational or academic decisions affecting the individual;
3. the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; and/or
4. submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against themselves or against another individual.

Sexual harassment may include, but is not limited to:

1. Physical assaults of a sexual nature, such as:
 - a. Rape, sexual battery, molestation or attempts to commit these assaults.
 - b. Intentional physical conduct that is sexual in nature, such as touching, pinching, patting,

grabbing, brushing against another's body, or poking another's body. 2. Unwanted sexual advances, propositions or other sexual comments, such as: a. Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.

- b. Preferential treatment or promises of preferential treatment to an individual for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
 - c. Subjecting or threats of subjecting a student to unwelcome sexual attention or conduct or intentionally making the student's academic performance more difficult because of the student's sex.
3. Sexual or discriminatory displays or publications anywhere in the educational environment, such as:
- a. Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing or possessing any such material to read, display or view in the educational environment.
 - b. Reading publicly or otherwise publicizing in the educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic.
 - c. Displaying signs or other materials purporting to segregate an individual by sex in an area of the educational environment (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy.

Prohibited Bullying

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act.

Bullying includes one or more acts committed by a student or group of students that may constitute sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil* or pupils in fear of harm to that pupil's or those pupils' person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.
3. Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.
4. Causing a reasonable pupil to experience a substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by CSCE.

* "Reasonable pupil" is defined as a pupil, including but not limited to, an exceptional needs pupil, who exercises care, skill and judgment in conduct for a person of the same age, or for a person of the same age with the same exceptional needs.

Cyberbullying is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other

technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Electronic act means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

1. A message, text, sound, video, or image.
2. A post on a social network Internet Website including, but not limited to:
 - a. Posting to or creating a burn page. A "burn page" means an Internet Website created for the purpose of having one or more of the effects as listed in the definition of "bullying," above.
 - b. Creating a credible impersonation* of another actual pupil for the purpose of having one or more of the effects listed in the definition of "bullying" above. *"Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - c. Creating a false profile for the purpose of having one or more of the effects listed in the definition of "bullying," above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
3. An act of "cyber sexual bullying" including, but not limited to:
 - a. The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in the definition of "bullying," above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - b. "Cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
 - c. Notwithstanding the definitions of "bullying" and "electronic act" above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

Formal Complaint of Sexual Harassment means a written document filed and signed by a complainant who is participating in or attempting to participate in CSCE's education program or activity or signed by the Coordinator alleging sexual harassment against a respondent and requesting that CSCE investigate the allegation of sexual harassment.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Bullying and Cyberbullying Prevention Procedures

CSCE has adopted the following procedures for preventing acts of bullying, including cyberbullying.

1. Cyberbullying Prevention Procedures

CSCE advises students:

- a. To never share passwords, personal data, or private photos online.
- b. To think about what they are doing carefully before posting and by emphasizing that comments cannot be retracted once they are posted.
- c. That personal information revealed on social media can be shared with anyone including parents, teachers, administrators, and potential employers. Students should never reveal information that would make them uncomfortable if the public had access to it.
- d. To consider how it would feel receiving such comments before making comments about others online.

CSCE informs its employees, students, and parents/guardians of its policies regarding the use of technology in and out of the classroom. CSCE encourages parents/guardians to discuss these policies with their children to ensure their children understand and comply with such policies.

2. Education

CSCE employees cannot always be present when bullying incidents occur, so educating students about bullying is a key prevention technique to limit bullying from happening. CSCE advises students that hateful and/or demeaning behavior is inappropriate and unacceptable in our society and at CSCE and encourages students to practice compassion and respect each other.

CSCE educates students to accept all student peers regardless of protected characteristics (including but not limited to actual or perceived sexual orientation, gender identification, physical or cognitive disabilities, race, ethnicity, religion, and immigration status) and about the negative impact of bullying other students based on protected characteristics.

CSCE's bullying prevention education also discusses the differences between appropriate and inappropriate behaviors and includes sample situations to help students learn and practice appropriate behavior and to develop techniques and strategies to respond in a non-aggressive way to bullying-type behaviors. Students will also develop confidence and learn how to advocate for themselves and others, and when to go to an adult for help.

CSCE informs its employees, students, and parents/guardians of this policy and encourages parents/guardians to discuss this policy with their children to ensure their children understand and comply with this policy.

3. Professional Development

CSCE annually makes available the online training module developed by the California Department of Education pursuant Education Code section 32283.5(a) to its certificated

employees and all other CSCE employees who have regular interaction with students.

CSCE informs certificated employees about the common signs that a student is a target of bullying including:

- a. Physical cuts or injuries
- b. Lost or broken personal items
- c. Fear of going to school/practice/games
- d. Loss of interest in school, activities, or friends
- e. Trouble sleeping or eating
- f. Anxious/sick/nervous behavior or distracted appearance
- g. Self-destructiveness or displays of odd behavior
- h. Decreased self-esteem

CSCE also informs certificated employees about the groups of students determined by CSCE, and available research, to be at elevated risk for bullying. These groups include but are not limited to:

- a. Students who are lesbian, gay, bisexual, transgender, or questioning youth (“LGBTQ”) and those youth perceived as LGBTQ; and
- b. Students with physical or learning disabilities.

CSCE encourages its employees to demonstrate effective problem-solving, anger management, and self-confidence skills for students.

Grievance Procedures

Scope of Grievance Procedures

CSCE will comply with its Uniform Complaint Procedures (“UCP”) policy when investigating and responding to complaints alleging unlawful harassment, discrimination, intimidation or bullying against a protected group or on the basis of a person’s association with a person or group with one or more of the protected characteristics set forth in the UCP that:

- a. Are written and signed;
- b. Filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying, or by one who believes any specific class of individuals has been subjected to discrimination, harassment, intimidation or bullying prohibited by this part, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying; and
- c. Submitted to CSCE UCP Compliance Officer not later than six (6) months from the date the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

The following grievance procedures shall be utilized for reports of misconduct prohibited by this policy that do not comply with the writing, timeline, or other formal filing requirements of a uniform complaint. For formal complaints of sexual harassment, CSCE will utilize the following grievance procedures in addition to its UCP when applicable.

Reporting

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this policy, to intervene when it is safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of misconduct prohibited by this policy.

Any student who believes they have been subject to misconduct prohibited by this policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Coordinator:

Ms. Amy Gaerlan
Title IX Coordinator
510-916-8896
amyg@communityschoolforcreativeeducation.org
21111 International Blvd.
Oakland, CA 94606

Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights. Civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders may also be available to complainants.

While submission of a written report is not required, the reporting party is encouraged to submit a written report to the Coordinator. CSCE will investigate and respond to all oral and written reports of misconduct prohibited by this policy in a manner that is not deliberately indifferent. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

Students are expected to report all incidents of misconduct prohibited by this policy or other verbal, or physical abuses. Any student who feels they are a target of such behavior should immediately contact a teacher, counselor, the program director, Coordinator, a staff person or a family member so that the student can get assistance in resolving the issue in a manner that is consistent with this policy.

POLICY

CSCE acknowledges and respects every individual's right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process to the greatest extent possible. This includes keeping the identity of the reporter confidential, as appropriate, except to the extent necessary to comply with the law, carry out the investigation and/or to resolve the issue, as determined by the Coordinator or designee on a case-by-case basis.

CSCE prohibits any form of retaliation against any individual who files a report or complaint, testifies, assists, participates, or refuses to participate in any investigation or proceeding related to misconduct prohibited by this policy. Such participation or lack of participation shall not in any way affect the status, grades, or work assignments of the individual. Individuals alleging

retaliation in violation of this policy may file a grievance using the procedures set forth in this policy. Knowingly making false statements or knowingly submitting false information during the grievance process is prohibited and may result in disciplinary action.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff and any individuals designated as a coordinator, investigator, or decision-maker will receive sexual harassment training and/or instruction concerning sexual harassment as required by law.

Supportive Measures

Upon the receipt of an informal or formal complaint of sexual harassment, the Coordinator will promptly contact the complainant to discuss the availability of supportive measures. The Coordinator will consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint of sexual harassment, and explain the process for filing a formal complaint of sexual harassment.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint of sexual harassment or where no formal complaint of sexual harassment has been filed. Such measures are designed to restore or preserve equal access to CSCE's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or CSCE's educational environment, or deter sexual harassment. Supportive measures available to complainants and respondents may include but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. CSCE will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of CSCE to provide the supportive measures.

Investigation and Response

Upon receipt of a report of misconduct prohibited by this policy from a student, staff member, parent/guardian, volunteer, visitor or affiliate of CSCE, the Coordinator or administrative designee will promptly initiate an investigation. In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the Coordinator, or administrative designee determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the Coordinator or administrative designee will inform the complainant of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.

At the conclusion of the investigation, the Coordinator or administrative designee will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However the Coordinator or administrative designee will not reveal confidential information related to other students or employees.

For investigations of and responses to formal complaints of sexual harassment, the following grievance procedures will apply:

1. Notice of the Allegations

- a. Upon receipt of a formal complaint of sexual harassment, the Coordinator will give all known parties written notice of its grievance process, including any voluntary informal resolution process. The notice will include:
- b. A description of the allegations of sexual harassment at issue and to the extent known, the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident;
- c. A statement that the respondent is presumed not responsible for the alleged conduct until a final decision is reached;
- d. A statement that the parties may have an advisor of their choice, who may be an attorney, and may inspect and review evidence; and
- e. A statement that CSCE prohibits an individual from knowingly making false statements or knowingly submitting false information during the grievance process.

2. Emergency Removal

- a. CSCE may place a non-student employee respondent on administrative leave during the pendency of a formal complaint of sexual harassment grievance process in accordance with CSCE's policies.
- b. CSCE may remove a respondent from CSCE's education program or activity on an emergency basis, in accordance with CSCE's policies, provided that CSCE undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.
- c. This provision may not be construed to modify any rights under the IDEA, Section 504, or the ADA.

3. Informal Resolution

- a. If a formal complaint of sexual harassment is filed, CSCE may offer a voluntary informal resolution process, such as mediation, to the parties at any time prior to reaching a determination regarding responsibility. If CSCE offers such a process, it will do the following:
 - i. Provide the parties with advance written notice of:
 - The allegations;
 - The requirements of the voluntary informal resolution process including the circumstances under which the parties are precluded from resuming a formal complaint of sexual harassment arising from the same allegations;
 - The parties' right to withdraw from the voluntary informal resolution process and resume the grievance process at any time prior to agreeing to a resolution; and
 - Any consequences resulting from participating in the voluntary informal resolution process, including the records that will be maintained or could be shared; and

ii. Obtain the parties' advance voluntary, written consent to the informal resolution process.

a. CSCE will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

4. Investigation Process

a. The decision-maker will not be the same person(s) as the Coordinator or the investigator. CSCE shall ensure that all decision-makers and investigators do not have a conflict of interest or bias for or against complainants or respondents.

b. In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the investigator determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the investigator will inform the complainant and any respondents in writing of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.

c. The parties will be provided with an equal opportunity to present witnesses, to inspect and review any evidence obtained that is directly related to the allegations raised, and to have an advisor present during any investigative meeting or interview.

d. The parties will not be prohibited from discussing the allegations under investigation or to gather and present relevant evidence.

e. A party whose participation is invited or expected at an investigative meeting or interview will receive written notice of the date, time, location, participants, and purpose of the meeting or interview with sufficient time for the party to prepare to participate.

f. Prior to completion of the investigative report, CSCE will send to each party and the party's advisor, if any, a copy of the evidence subject to inspection and review, and the parties will have at least ten (10) days to submit a written response for the investigator's consideration prior to the completion of the investigation report.

g. The investigator will complete an investigation report that fairly summarizes relevant evidence and send a copy of the report to each party and the party's advisor, if any, at least ten (10) days prior to the determination of responsibility.

5. Dismissal of a Formal Complaint of Sexual Harassment

a. If the investigation reveals that the alleged harassment did not occur in CSCE's educational program in the United States or would not constitute sexual harassment even if proved, the formal complaint with regard to that conduct must be dismissed. However, such a dismissal does not preclude action under another applicable CSCE policy.

b. CSCE may dismiss a formal complaint of sexual harassment if: i. The complainant provides a written withdrawal of the complaint to the Coordinator; ii. The respondent is no longer employed or enrolled at CSCE; or iii. The specific circumstances prevent CSCE from gathering evidence sufficient to reach a decision on the formal complaint or the allegations therein.

c. If a formal complaint of sexual harassment or any of the claims therein are dismissed, CSCE will promptly send written notice of the dismissal and the reason(s) for the dismissal simultaneously to the parties.

6. Determination of Responsibility

a. The standard of evidence used to determine responsibility is the preponderance of the evidence standard.

- b. CSCE will send a written decision on the formal complaint to the complainant and respondent simultaneously that describes:
 - i. The allegations in the formal complaint of sexual harassment;
 - ii. All procedural steps taken including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 - iii. The findings of facts supporting the determination;
 - iv. The conclusions about the application of CSCE's code of conduct to the facts;
 - v. The decision and rationale for each allegation;
 - vi. Any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the complainant; and
 - vii. The procedures and permissible bases for appeals.

Consequences

Students or employees who engage in misconduct prohibited by this policy, knowingly make false statements or knowingly submit false information during the grievance process may be subject to disciplinary action up to and including expulsion from CSCE or termination of employment. The Coordinator is responsible for effective implementation of any remedies ordered by CSCE in response to a formal complaint of sexual harassment.

Right of Appeal

Should the reporting individual find CSCE's resolution unsatisfactory, the reporting individual may, within five (5) business days of notice of CSCE's decision or resolution, submit a written appeal to the Chief Executive Officer, who will review the investigation and render a final decision.

The following appeal rights and procedures will also apply to formal complaints of sexual harassment:

- a. The complainant and the respondent shall have the same appeal rights and CSCE will implement appeal procedures equally for both parties.
- b. CSCE will notify the other party in writing when an appeal is filed.
- c. The decision-maker for the appeal will give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

Recordkeeping

All records related to any investigation of complaints under this policy are maintained in a secure location.

CSCE will maintain the following records for at least seven (7) years: a. Records of each sexual harassment investigation, including any determination of responsibility; any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent; and any remedies provided to the complainant. b. Records of any appeal of a formal sexual

harassment complaint and the results of that appeal.

- c. Records of any informal resolution of a sexual harassment complaint and the results of that informal resolution.
- d. All materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.
- e. Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment.

**Title IX, Harassment, Intimidation, Discrimination & Bullying
COMPLAINT FORM**

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the Community School for Creative Education to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand that providing false information in this regard could result in disciplinary action up to and including termination.

Complainant Date _____ Signature of

Print Name

To be completed by CSCE:

Received by: _____ Date _____ Follow up

meeting with complainant held on: _____

Coversheet

Life AD&D, LTD, & Voluntary Life Insurance

Section: VII. Governance
Item: D. Life AD&D, LTD, & Voluntary Life Insurance
Purpose: Vote
Submitted by:
Related Material: Life AD&D LTD Vol Life Proposal.pdf
MetLife EAP.pdf

THE COMMUNITY SCHOOL FOR CREATIVE EDUCATION

Effective Date: December 1, 2022

Basic Life/AD&D

Life - Carrier Name	
General Plan Information	
Benefit Amount	\$50,000
Maximum	\$50,000
Guaranteed Issue Amount	\$50,000
Contributory (employee paid) or Non-contributory (100% employer paid)	non-contributory (100% employer paid)
Reduction of Benefits	
Age 65	35%
Age 70	50%
Age 75	
Age 80	
Age 85	
Rate Guarantee	2 years
Bundled or Stand-alone Rates	Bundled
Rates	
Volume	\$1,200,000
Life Rate per \$1,000	\$0.129
AD&D Rate per \$1,000	\$0.014
Monthly Premium	\$171.60
Total Annual Premium	\$2,059.20

THE COMMUNITY SCHOOL FOR CREATIVE EDUCATION

Effective Date: December 1, 2022

Long Term Disability	
LTD - Carrier	
Name	
General Plan Information	
Benefit Percentage	60%
Monthly Benefit Maximum	\$6,500
Guarantee Issue	\$6,500
Elimination Period	<u>90 days</u>
Contributory (employee paid) or Non-contributory (100% employer paid)	Contributory * (tax free benefit)
Definition of Disability	2 year own occupation
Minimum Benefit	\$100
Employee Assistance Program	Yes, 5 face to face sessions
Benefit Duration - Social Security Normal Retirement	SSNRA
Pre-Existing Condition Limitations	3/12
Participation Requirement	100%
Rate Guarantee	2 years
Bundled or Stand-alone Rates	Bundled
Rates	
Covered Monthly Payroll	\$124,813
Rate per \$100 of Covered Payroll	\$0.115
Monthly Premium	\$143.53
Total Annual Premium	\$1,722.42

THE COMMUNITY SCHOOL FOR CREATIVE EDUCATION

Effective Date: December 1, 2022

Voluntary Life/AD&D

Voluntary Life/AD&D - Carrier Name



General Plan Information

Employee Life Benefit	
Increment / Times Salary	\$10,000 increments
Minimum Benefit	\$10,000
Maximum Benefit	<5x Annual Earnings or
Guarantee Issue Amount*	\$50,000
Spouse Life Benefit	
Increments / Specified Amount	\$5,000 increments
Minimum Benefit	\$5,000
Maximum Benefit	\$100,000
Benefit Cap - % of EE Election	Not to Exceed 50%
Guarantee Issue Amount*	\$25,000
Child(ren)	
Increments / Specified Amount**	\$1k, \$2k, \$4k, \$5k or \$10k
Maximum Benefit	\$10,000
Benefit Cap - % of EE Election	Not to Exceed 50%
Guarantee Issue Amount*	\$10,000
Reduction of Benefits	
Age 65	No Age
Age 70	Reduction
Age 75	
Age 80	
Additional Benefits	
Conversion	yes
Portability	yes
Accelerated Death Benefit	up to 80% or \$500,000
Participation	> 10 lives or 42%
Rate Guarantee	2 years

Employee Assistance Program

Professional support and guidance for everyday life

Life doesn't always go as planned. And while you can't always avoid the twists and turns, you can get help to keep moving forward.

We can help you and your family, those living at home, get professional support and guidance to make life a little easier. Our Employee Assistance Program (EAP) is available to you in addition to the benefits provided with your MetLife insurance coverage. This program provides you with easy-to-use services to help with the everyday challenges of life — at no additional cost to you.



Help is always at your fingertips.

Our mobile app makes it easy for you to access and personalize educational content important to you.

Search “LifeWorks” on iTunes App Store or Google Play. Log in with the user name: **metlifeeap** and password: **eap**

Expert advice for work, life, and your well-being

The program's experienced counselors provided through LifeWorks — one of the nation's premier providers of Employee Assistance Program services — can talk to you about anything going on in your life, including:

- **Family:** Going through a divorce, caring for an elderly family member, returning to work after having a baby
- **Work:** Job relocation, building relationships with co-workers and managers, navigating through reorganization
- **Money:** Budgeting, financial guidance, retirement planning, buying or selling a home, tax issues
- **Legal Services:** Issues relating to civil, personal and family law, financial matters, real estate and estate planning
- **Identity Theft Recovery:** ID theft prevention tips and help from a financial counselor if you are victimized
- **Health:** Coping with anxiety or depression, getting the proper amount of sleep, how to kick a bad habit like smoking
- **Everyday Life:** Moving and adjusting to a new community, grieving over the loss of a loved one, military family matters, training a new pet

Convenient and confidential help when you want it, how you want it

Your program includes up to 5 in person, phone or video consultations with licensed counselors for you and your eligible household members, per issue, per calendar year. You can call **1-888-319-7819** to speak with a counselor or schedule an appointment, 24/7/365.

When you call, just select “Employee Assistance Program” when prompted. You'll immediately be connected to a counselor.

If you're simply looking for information, the program offers easy to use educational tools and resources, online and through a mobile app. There is a chat feature so you can talk with a consultant to guide you to the information you are looking for or help you schedule an appointment with a counselor.

Log on to metlifeeap.lifeworks.com, user name: **metlifeeap** and password: **eap**



Navigating life together

Answers to important questions

Are Employee Assistance Program services confidential?

Yes. Any personal information provided to LifeWorks stays completely confidential.*

How do I get help?

Getting professional help is just a phone call away. Simply call 1-888-319-7819 to speak with a counselor or to schedule an in person, phone or video conference appointment. These services are available 24 hours a day, 7 days a week.

When is the right time to call?

That's up to you. Counselors are here whenever you need them —whether you simply need to talk or want guidance on something you are going through.

Is my Employee Assistance Program included with my MetLife coverage?

Yes. There is no cost to you because your employer pays for the services provided within our program. While we offer a broad range of services, there may be some assistance that's not included. You can still work with counselors for these services by arranging to pay for them directly.

Does the program have any limitations?

While we offer a broad range of services, we may not cover all services you may need. Your Employee Assistance Program does not provide:

- Inpatient or outpatient treatment for any medically treated illness
- Prescription drugs
- Treatment or services for intellectual disability or autism
- Counseling services beyond the number of sessions covered or requiring longer term intervention
- Services by counselors who are not LifeWorks providers
- Counseling required by law or a court, or paid for by Workers' Compensation

Does the program offer Cognitive Behavioral Therapy (CBT)?

Many LifeWorks EAP providers are trained in this type of counseling and the foundation of LifeWorks' CareNow digital programs, available through the programs website and mobile app, are built upon Cognitive Behavioral Therapy (CBT) techniques. CareNow provides instant access to a range of self-service programs developed by world leading experts, focused on behavior change in the areas of anxiety, stress, depression, and more.

When you need some support,
we're here to help.



Phone

1-888-319-7819



Web

metlifeeap.lifeworks.com

user name: **metlifeeap**
and password: **eap**



Mobile App

user name: **metlifeeap**
and password: **eap**

*MetLife and LifeWorks abide by federal and state regulations regarding duty to warn of harm to self or others. In these instances, the consultant may have a duty to intervene and report a situation to the appropriate authority.

Some restrictions may apply to all of the above-mentioned services. Please contact your employer or MetLife for details. EAP services provided through an agreement with LifeWorks US Inc. (LifeWorks by Morneau Shepell). LifeWorks is not a subsidiary or affiliate of MetLife.



Metropolitan Life Insurance Company | 200 Park Avenue | New York, NY 10166

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Coversheet

AB 361 Update/AB 2449 New Teleconference Option

Section: VII. Governance
Item: E. AB 361 Update/AB 2449 New Teleconference Option
Purpose: Discuss
Submitted by:
Related Material: AB 2449 - New Teleconferencing Option.pdf

AB 2449 – New Teleconferencing Option



New Teleconferencing Option

- Signed by the Governor on September 13, 2022; effective on January 1, 2023
- Amends the Brown Act teleconferencing rules to allow relaxed teleconferencing requirements for members' personal **emergencies** and for **just cause**
- Allows teleconferencing without any obligation to
 - Identify the teleconferencing location on the agenda
 - Allow public access to the teleconferencing location
- Member must participate through both audio and visual technology



AB 2449 – New Teleconferencing Option



Teleconferencing is available under these rules where one of the following circumstances applies:

- The member notifies the governing board at the earliest opportunity possible, up to the start of a regular meeting, for **just cause** up to twice per calendar year
- The member requests to participate in the meeting remotely due to **emergency circumstances** and the governing board takes action to approve the request.
 - A general description of an item generally need not exceed 20 words (no need to disclose medical diagnosis or disability, or any personal medical information that is already exempt under existing law)

AB 2449 – New Teleconferencing Option



“Emergency circumstances” means a physical or family medical emergency that prevents a member from attending in person.

“Just cause” means any of the following:

- A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely.
- A contagious illness that prevents a member from attending in person.
- A need related to a physical or mental disability as defined in law and not otherwise accommodated
- Travel while on official business of the governing board or another state or local agency.

AB 2449 – New Teleconferencing Option



Teleconferencing based on an **emergency** requires that:

- The member shall make a request to participate remotely as soon as possible.
- The member must make a separate request for each meeting in which they seek to participate remotely.
- If the request does not allow sufficient time to place proposed action on such a request on the posted agenda for the meeting for which the request is made, the legislative body may take action at the beginning of the meeting.

AB 2449 – New Teleconferencing Option



- Under no circumstances can a member participate in meetings solely by teleconference from a remote location for a period of more than:
 - three consecutive months;
 - 20 percent of the regular meetings within a calendar year;
or
 - more than two meetings if the legislative body regularly meets fewer than 10 times per calendar year.



AB 2449 – New Teleconferencing Option



Other requirements:

- At least a quorum of members must participate in person from a singular physical location clearly identified on the agenda and which is open to the public and situated within the local agency's jurisdiction.
- Members of the public must be provided a means to “remotely hear and visually observe the meeting, and remotely address” the governing board, ” i.e., a two-way audiovisual platform or a two-way telephonic service and a live webcasting of the meeting.
- Agenda must provide notice of how members of the public can access the meeting and provide public comment. Cannot require public comments to be submitted in advance.



AB 2449 – New Teleconferencing Option



- If the broadcast is disrupted, the board may not take action until remote access to the meeting is restored.
- Board cannot require public comments to be submitted in advance.
- The member shall publicly disclose before any action is taken, if any individuals 18 years of age or older are present in the room at the remote location, and the general nature of the member's relationship with any such individuals.

