



Community School for Creative Education

CSCE Board Meeting

Date and Time

Wednesday September 11, 2024 at 6:00 PM PDT

Location

CSCE
2111 International Blvd.
Oakland, CA 94606

Join Zoom Meeting

<https://us06web.zoom.us/j/87364770589?pwd=xflls5EjqENuPYQle25sb4PjbSPOnD.1>

Meeting ID: 873 6477 0589

Passcode: CSCE2111

Martha Candido

22241 S Garden Ave Apt. 4, Hayward CA 94541

William Kappenhagen

952 Sutter Street, SF, CA 94109

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

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

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

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

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

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;

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

BOARD MEMBERS

1. Allegra Alessandri
2. Anastasia Prentiss
3. Martha Candido
4. Jennifer Pellegrine
5. William Kappenhagen

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Call the Meeting to Order		Jennifer Pellegrine	2 m
B. Record Attendance		Jennifer Pellegrine	2 m
C. Land Acknowledgement		Jennifer Pellegrine	2 m
D. Agenda Approval	Vote	Jennifer Pellegrine	3 m
E. Public Comment	Discuss	Jennifer Pellegrine	3 m
II. Closed Session			6:12 PM
A. Public Employment (§ 54957) Title: Director of Finance & Operations	Discuss	Jennifer Pellegrine	15 m
B. Closed Session Report Out	FYI	Jennifer Pellegrine	3 m
III. Consent Agenda			6:30 PM
A. Approve Minutes - August 14, 2024	Approve Minutes	Jennifer Pellegrine	2 m
B. August Check Register	Vote	Jennifer Pellegrine	3 m
IV. Academic Excellence			6:35 PM
A. Head of School Report	FYI	Anaxy Barraza	10 m
B. Tier II Support Presentation	FYI	Anaxy Barraza	15 m
V. Finance			7:00 PM
A. 2023-2024 Unaudited Actuals Approval	Vote	Susan Lefkowitz	20 m
B. EPA Resolution Approval	Vote	Susan Lefkowitz	5 m
VI. Governance			7:25 PM
A. 2024-25 Contract Amendment Approval - Director of Finance and Operations	Vote	Jennifer Pellegrine	5 m

	Purpose	Presenter	Time
B. Stipend Approval Lesson Planning - Head of School	Vote	Kimberly Palmore	10 m
C. Stipend Approval Technology Support - Director of Finance & Operations	Vote	Jennifer Pellegrine	5 m
D. Board Responsibility Discussion	Discuss	Jennifer Pellegrine	15 m
E. 24-25 Admin Calendar Planning	Discuss	Jennifer Pellegrine	10 m
VII. Other Business			8:10 PM
A. Next CSCE Board Meeting - Wednesday, October 9, 2024 6 pm	FYI	Jennifer Pellegrine	2 m
B. Board Retreat Fall 2024 - Agenda Planning	Discuss	Jennifer Pellegrine	10 m
VIII. Closing Items			8:22 PM
A. Adjourn Meeting	Vote	Jennifer Pellegrine	1 m

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

Land Acknowledgement

Section: I. Opening Items
Item: C. Land Acknowledgement
Purpose: FYI
Submitted by:
Related Material: Land Acknowledgement.pdf

Land Acknowledgement

Community School for Creative Education sits in the territory of Huichin, part of the unceded land of the [Chochenyo Muwekma Ohlone](#), the successors of the historic and sovereign Verona Band of Alameda County.

The CSCE community acknowledges the land and labor of the Ohlone people, whose connection to this land we remember and whose presence—past, present, and future—we respect. As part of CSCE’s mission to partner with families and communities to provide a rigorous,

highly personalized, college-preparatory program integrated into a culturally rich, arts-infused curriculum for the diverse students of

Oakland, we acknowledge that the land we are meeting on today is the original homeland of the Ohlone people.

Coversheet

Approve Minutes - August 14, 2024

Section: III. Consent Agenda
Item: A. Approve Minutes - August 14, 2024
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for CSCE Board Meeting on August 14, 2024

APPROVED



Community School for Creative Education

Minutes

CSCE Board Meeting

Date and Time

Wednesday August 14, 2024 at 6:00 PM

Location

CSCE

2111 International Blvd.

Oakland, CA 94606

Join Zoom Meeting

<https://us06web.zoom.us/j/87364770589?pwd=xflls5EjqENuPYQle25sb4PjbSPOnD.1>

Meeting ID: 873 6477 0589

Passcode: CSCE2111

Martha Candido

22241 S Garden Ave Apt. 4, Hayward CA 94541

William Kappenhagen

952 Sutter Street, SF, CA 94109

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

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

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

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

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

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;

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

BOARD MEMBERS

1. Allegra Alessandri
2. Anastasia Prentiss
3. Martha Candido
4. Jennifer Pellegrine
5. William Kopenhagen

Directors Present

A. Prentiss, B. Kopenhagen, J. Pellegrine, M. Candido (remote)

Directors Absent

None

Guests Present

A. Barraza (remote), K. Palmore

I. Opening Items

A. Call the Meeting to Order

J. Pellegrine called a meeting of the board of directors of Community School for Creative Education to order on Wednesday Aug 14, 2024 at 6:12 PM.

B. Record Attendance

C. Land Acknowledgement

The land acknowledgement was read by Dr. Prentiss.

D. Agenda Approval

A. Prentiss made a motion to approve the agenda for the August 14th board meeting.

J. Pellegrine seconded the motion.

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

Roll Call

A. Prentiss	Aye
M. Candido	Aye
J. Pellegrine	Aye
B. Kopenhagen	Aye

E. Public Comment

There was no public comment.

II. Consent Agenda

A. Approve Minutes - June 24, 2024

A. Prentiss made a motion to approve the minutes from CSCE Board Meeting on 06-24-24.

M. Candido seconded the motion.

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

Roll Call

M. Candido	Aye
B. Kopenhagen	Aye
J. Pellegrine	Aye
A. Prentiss	Aye

B. July Check Register

A. Prentiss made a motion to approve the July check register.

M. Candido seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

A. Prentiss Aye
M. Candido Aye
B. Kopenhagen Aye
J. Pellegrine Aye

III. Academic Excellence

A. Head of School Report

A Head of School report was given by Anaxy Barraza. Topics included Staff Institute Week and survey feedback regarding the training, an enrollment update, and upcoming events.

B. Independent Study Plan 24-25

A. Prentiss made a motion to approve the 2024-25 Independent Study plan.
B. Kopenhagen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Candido Aye
B. Kopenhagen Aye
J. Pellegrine Aye
A. Prentiss Aye

C. 24-25 Academic Calendar Revision

A. Prentiss made a motion to approve the 2024-25 updated academic calendar.
B. Kopenhagen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Candido Aye
J. Pellegrine Aye
A. Prentiss Aye
B. Kopenhagen Aye

IV. Development

A. 24-25 Fundraising Plan

Ms. Palmore led a presentation on fundraising plans for the 24-25 school year.

V. Finance

A.

24-25 Fiscal Policies & Procedures

B. Kopenhagen made a motion to approve the 2024-25 Fiscal Policies & Procedures.

M. Candido seconded the motion.

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

Roll Call

A. Prentiss Aye

J. Pellegrine Aye

B. Kopenhagen Aye

M. Candido Aye

VI. Governance

A. 24-25 Family Handbook

B. Kopenhagen made a motion to approve the 2024-25 Family Handbook.

A. Prentiss seconded the motion.

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

Roll Call

B. Kopenhagen Aye

A. Prentiss Aye

M. Candido Aye

J. Pellegrine Aye

B. 24-25 Employee Handbook

B. Kopenhagen made a motion to approve the 2024-25 Employee Handbook.

M. Candido seconded the motion.

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

Roll Call

A. Prentiss Aye

J. Pellegrine Aye

M. Candido Aye

B. Kopenhagen Aye

C. 24-25 Medical Benefits Renewal

A. Prentiss made a motion to approve the 2024-25 medical benefits renewal.

B. Kopenhagen seconded the motion.

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

Roll Call

M. Candido Aye

B. Kopenhagen Aye

A. Prentiss Aye

J. Pellegrine Aye

D.

24-25 Self-Harm Policy

A. Prentiss made a motion to approve the 2024-25 Self-Harm Policy with an updated section pertaining to employee support.

J. Pellegrine seconded the motion.

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

Roll Call

M. Candido Aye

B. Kopenhagen Aye

J. Pellegrine Aye

A. Prentiss Aye

E. 24-25 Title IX Policy

A. Prentiss made a motion to approve the 2024-25 Title IX policy.

J. Pellegrine seconded the motion.

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

Roll Call

A. Prentiss Aye

M. Candido Aye

B. Kopenhagen Abstain

J. Pellegrine Aye

F. 24-25 Suicide Prevention Policy

M. Candido made a motion to approve the 2024-25 Suicide Prevention Policy.

A. Prentiss seconded the motion.

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

Roll Call

J. Pellegrine Aye

A. Prentiss Aye

B. Kopenhagen Aye

M. Candido Aye

G. 24-25 Student Free Speech Policy

A. Prentiss made a motion to approve the 2024-25 Student Free Speech & Expression policy.

J. Pellegrine seconded the motion.

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

Roll Call

J. Pellegrine Aye

B. Kopenhagen Aye

M. Candido Aye

A. Prentiss Aye

H.

CSCE Conflict of Interest Policy 24-25

A. Prentiss made a motion to approve the 2024-25 Conflict of Interest Policy.

B. Kappenhagen seconded the motion.

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

Roll Call

J. Pellegrine Aye

B. Kappenhagen Aye

A. Prentiss Aye

M. Candido Aye

I. CSCE Uniform Complaint Policy 24-24

A. Prentiss made a motion to approve the 2024-25 Uniform Complaint Policy.

M. Candido seconded the motion.

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

Roll Call

A. Prentiss Aye

M. Candido Aye

B. Kappenhagen Aye

J. Pellegrine Aye

J. Harassment, Intimidation, Discrimination and Bullying Policy

B. Kappenhagen made a motion to approve the 2024-25 Harassment, Intimidation, Discrimination and Bullying Policy.

M. Candido seconded the motion.

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

Roll Call

J. Pellegrine Aye

A. Prentiss Aye

B. Kappenhagen Aye

M. Candido Aye

VII. Other Business

A. Next CSCE Board Meeting - Wednesday, September 11, 2024 6 pm

A reminder was given for the next board meeting to be held on September 11th at 6pm.

B. Board Retreat Fall 2024- Set the Date

A doodle will be sent out to board members to solidify a date for the board retreat to be held this fall.

VIII. 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 7:57 PM.

Respectfully Submitted,
J. Pellegrine

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

August Check Register

Section: III. Consent Agenda
Item: B. August Check Register
Purpose: Vote
Submitted by:
Related Material: CSCE Check register August 2024.pdf

Community School for Creative-CSC CSCE Check register August 2024

Date	Vendor	Document no.	Amount
	Bank: Beneficial Bank Oper - Beneficial State Bank	Account no: 820016559	
	08/27/2024		
08/27/2024	V003798--Amazon Capital Services	40001444	5,086.21
08/27/2024	V007513--AT&T-Box 5019	40001445	1,017.44
08/27/2024	V007858--Bullseye LLC	40001446	5,300.00
08/27/2024	V019900--Casa Pacifica Centers for Children & Families	40001447	40,300.00
08/27/2024	V019643--Catherine Collins	40001448	88.94
08/27/2024	V000003--Charter School Management Corporation	40001449	7,500.00
08/27/2024	V006298--First-Citizens Bank & Trust Company	40001450	1,245.85
08/27/2024	V004551--Mercurius USA Inc	40001451	409.37
08/27/2024	V011341--The Education Team	40001452	7,071.49
08/27/2024	V000018--Wilkinson Hadley King & Co. LLP	40001453	3,675.00
	Total for 08/27/2024		71,694.30
	08/23/2024		
08/23/2024	V003459--Payroll	10832	100.00
08/23/2024	V003459--Payroll	10831	1,470.88
08/23/2024	V003459--Payroll	10830	817.96
08/23/2024	V003459--Payroll	10829	1,409.82
	Total for 08/23/2024		3,798.66
	08/13/2024		
08/13/2024	V007350--Alameda County Office of Education	40001443	7,592.03
08/13/2024	V003798--Amazon Capital Services	40001436	3,389.20
08/13/2024	V014309--Grace Pang	40001437	2,618.00
08/13/2024	V006116--Great Minds PBC	40001438	9,547.91
08/13/2024	V009707--Lionbridge Technologies Inc	40001439	250.00
08/13/2024	V010175--Norcal General Cleaning Solutions	40001440	13,448.00
08/13/2024	V011870--Xobee Networks Inc	40001441	108.00
08/13/2024	V000105--Zoom Video Communications Inc.	40001442	1,935.00
	Total for 08/13/2024		38,888.14
	08/09/2024		
08/09/2024	V003459--Payroll	10828	165.07
	Total for 08/09/2024		165.07
	08/06/2024		
08/06/2024	V007350--Alameda County Office of Education	40001429	4,563.60
08/06/2024	V003798--Amazon Capital Services	40001430	1,346.09
08/06/2024	V003242--CINTAS CORPORATION - 29059	40001431	1,649.54
08/06/2024	V000074--Procopio General	40001432	4,500.00
08/06/2024	V010546--Quadient Finance USA, Inc.	40001433	400.00
08/06/2024	V000081--San Joaquin County Office Of Education -PO 213030	40001434	1,200.00
08/06/2024	V000097--T-Mobile - 742596	40001435	1,032.35
	Total for 08/06/2024		14,691.58
	08/02/2024		
08/02/2024	V003459--Payroll	10827	496.48
	Total for 08/02/2024		496.48
	Total for Beneficial Bank Oper		129,734.23

Community School for Creative-CSC CSCE Check register August 2024

<u>Date</u>	<u>Vendor</u>	<u>Document no.</u>	<u>Amount</u>
-------------	---------------	---------------------	---------------

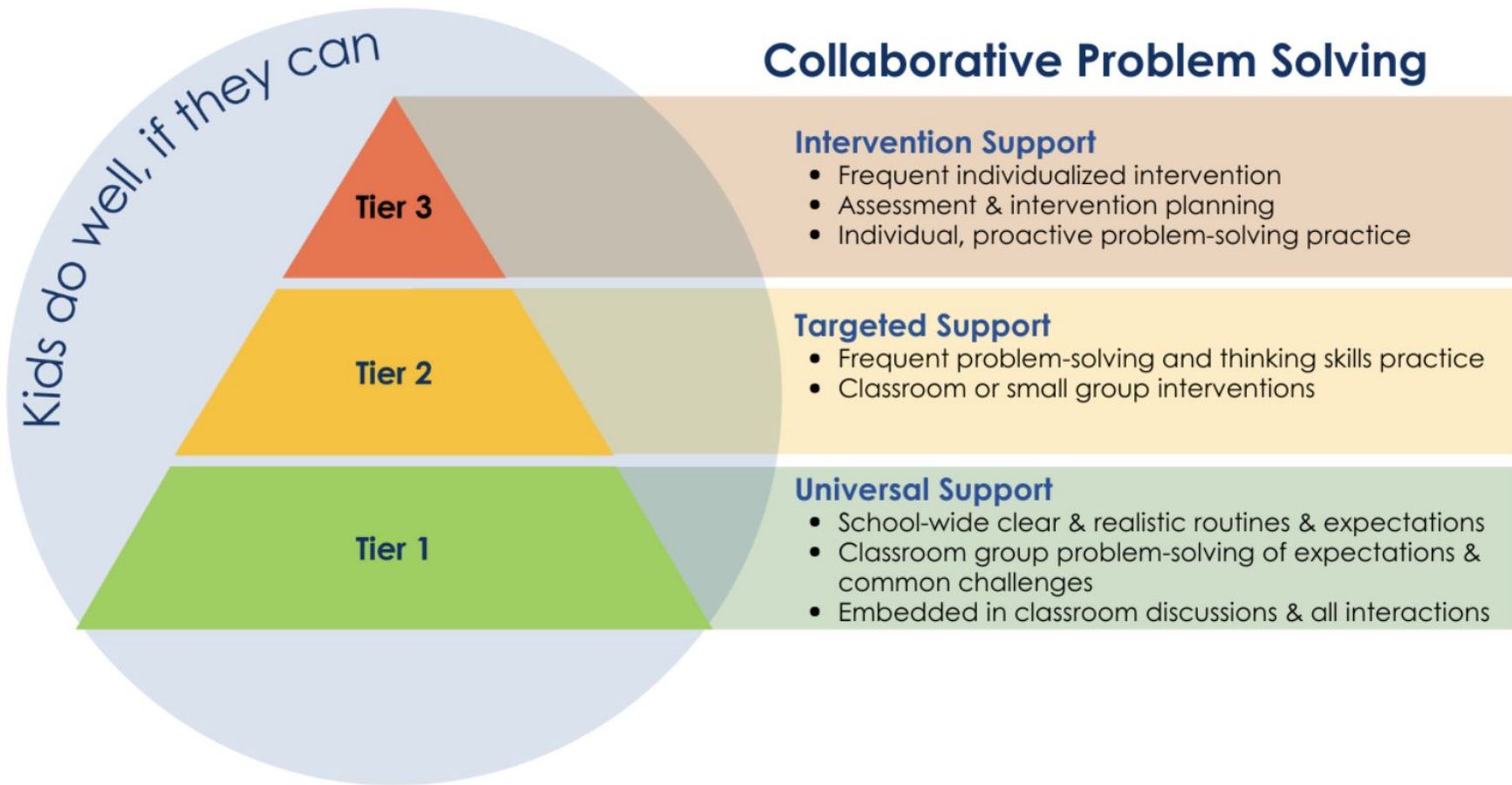
Coversheet

Tier II Support Presentation

Section: IV. Academic Excellence
Item: B. Tier II Support Presentation
Purpose: FYI
Submitted by:
Related Material: Tier II Intervention 24-25.pdf

Tiered Intervention

24-25 School Year



Tier 1 : Classroom Support

Throughout the year our team works together to create an universal approach to help support all students with in class intervention that can meet the needs of students with emerging needs. We work to create a classroom structure and routines that honor the varying developmental needs of each student by

- Creating a safe environment
- Build strong relationships
- Support critical development and thinking
- Give rich instructional practice

If the teacher identifies a student has a need that may need more support they will put in a Student Success Team (SST) referral with our COST team (Coordination of Services Team).

Student Success Team Referral form

This form is just a step 1 in the process. Once a form has been completed, the Tier II team will plan for observations and meetings.

The form is simple and accessible to both staff and families. The basic questions are based on concerns for academics, behaviors, and mental health.

- After the initial form request, staff should get an initial response and observation schedule within 10 days.
- <https://forms.gle/qgvwwjSS9fgEg7gc7>
- Once data has been collected, a 6 week intervention plan will be created.

Tier 2 : Targeted Support

During the next 6 weeks our team will be tracking services provided and a fresh assessment will be completed after the cycle.

Initial Assessment Data Collected :

F&P / BPST

NWEA MAP Data

(Any past state scores like ELPAC, SBAC)

Any local testing relevant to in-class needs

[Student Self-Assessment](#)

Support May Include :

- Push-In Services / Suggestions for within the classroom.
- Small Groups or 1:1 lessons outside of the classroom.
- Tutoring Services before or after school
- Extended Homework / Resources for families

Tier 2 : Targeted Support (Cont.)

Each student will have an individualized tracker that is accessible to the Tier II support team. It will be pre-planned to ensure that anyone working with the student during or outside of school hours (tutors) can utilize the resources suggested for the student.

Example Tracker

Progress will be tracked both by in-class success as well as a new self-assessment, grammar/phonics assessments, and reading assessments.

The team (including teacher and family) will meet again to make a plan for the upcoming 6 week cycle. If the student has made progress they will continue with Tier II intervention to ensure success in bridging the gap in their learning.

Tier 3 : Personalized Intervention Support

If a student has not been successfully making progress after their 6 weeks of small group intervention, the COST team may suggest that they move to Tier 3 for a more individualized approach where they set appropriate goals and interventions for another 6 week cycle.

Interventions at this level will likely include tutoring recommendations outside of the general classroom hours.

After this 6 week cycle, depending on the student and their needs, the COST team may also move forward with the suggestion of further testing which may lead towards an IEP.

Our goal is to do our best within this Tiered program to ensure students are not referred to the Special Education department without appropriate data or attempts at supporting the student (as well as their teacher) in how to best support them in the classroom.

Social Emotional Learning (SEL)

This school year we are working hard to incorporate SEL into our Tier II program.

When things happen throughout the school day staff members write referrals explaining the situation. While many of us are on the list, we have Ms. Desiree who does the initial check-ins with students and has them write reflections if there were conflicts.

For students who may need ongoing SEL support we have been developing a spreadsheet where she (or anyone who has supported the student) can jot down notes and will have them on a regular rotation of check-ins.

Depending on the need and Ms. Esther's availability she has asked to stay in the loop with Tier II students to try and give students in need a 6 week cycle of counseling.

ELD Interventions

We are currently at 53% ELD and after completing the last few Initial ELPAC tests we will likely be closer to 55%.

These students are at various levels of the acquisition of the English language and will be monitored throughout the school year.

Tier II intervention for these students have already started, for our students that are near grade level support is pushed into the classroom at various times throughout the week.

Other students have regular pull-out times where they work on reading and writing skills with Ms. Amy or Mr. Jose.

For our students new to English they are part of daily conversation clubs where students focus first on speaking and listening to the English language as they begin to practice reading and writing in English.

We also work with our ELOP program to do tutoring outside of school hours for targeted students who stay in extended day.

Phonics TK-8th Support

This school year we have implemented phonics times in every grade.

TK/K is led by Ms. Maggie using the same Launch to Literacy system that Ms. Amy uses in many of the classrooms. It was developed with English learners in mind.

1st-8th all have phonics support that is either a classroom lesson led by Ms. Amy or this is time where Ms. Amy can pull students for Tier II support.

What does middle school phonics look like?

We utilize Off2Class that is a mix of phonics and grammar lessons. This system was also created for ELD students and is broken down in a way where students at various intervention levels can participate.

After each lesson, students are given a creative writing prompt based on the skills given so we can monitor progress throughout the year.

Coversheet

2023-2024 Unaudited Actuals Approval

Section: V. Finance
Item: A. 2023-2024 Unaudited Actuals Approval
Purpose: Vote
Submitted by:
Related Material: CSCE FY2324 Unaudited Actuals - Narrative.docx
CSCE FY 23-24 UAR.pdf

FY2324 Unaudited Actuals Narrative – CSCE

Total Unaudited Actuals Revenue: \$4,556,504

Estimated Actuals Projection June 30th: \$4,383,983

LCFF Sources: Slight increase in total LCFF revenue.

Federal Revenue: We received more child nutrition reimbursement revenue than originally projected.

Other State Revenue: There was a slight increase in ELOP funding. We recognized more in ESSER relief funding expenses for the Learning Recovery Block Grant.

Total Unaudited Actuals Expenses: \$5,090,987

Estimated Actuals Projection June 30th: \$5,076,772

Salaries & Benefits: Less than \$9k overage in salaries and benefits.

Books & Supplies: Every 4000 category was underspent.

Services & Operating: Under \$15k overage in 5000. Overage tied to SPED NPS placement for July 2024.

Deferred Revenue: We ended the year with \$41,191.67 in Deferred Revenue.

Ending Surplus

Total Unaudited Actuals Excess/(Deficit) \$ (574,153)

Estimated Actuals Projection Excess/(Deficit) \$ (689,789)

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT - ALTERNATIVE FORM
July 1, 2023 to June 30, 2024**

Charter School Name: Community School for Creative Education
CDS #: 1100170123968
Charter Approving Entity: Alameda County Office of Education
County: Alameda
Charter #: 1284
Fiscal Year: 2023/24

This charter school uses the following basis of Accounting:

(Please enter an "X" in the applicable box below; check only one box)

- Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 6910, 7438, 9400-9489, and 9660-9669, 9796 and 9797)
 Modified Accrual Basis (Applicable Capital Outlay / Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600,7438, 7439 and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. Revenues				
1. LCFF Sources				
State Aid - Current Year	8011	1,501,621.00		1,501,621.00
Education Protection Account State Aid - Current Year	8012	249,046.00		249,046.00
State Aid - Prior Years	8019	1,779.00		1,779.00
Transfer to Charter Schools In Lieu of Property Taxes	8096	609,517.00		609,517.00
Other LCFF Transfers	8091, 8097			-
Total LCFF Sources		2,361,963.00	0.00	2,361,963.00
2. Federal Revenues				
No Child Left Behind/Every Student Succeeds Act	8290		104,770.00	104,770.00
Special Education - Federal	8181, 8182		29,419.00	29,419.00
Child Nutrition - Federal	8220		100,805.22	100,805.22
Donated Food Commodities	8221		0.00	-
Other Federal Revenues	8110,8260-8299		339,801.03	339,801.03
Total Federal Revenues		0.00	574,795.25	574,795.25
3. Other State Revenues				
Special Education - State	StateRevSE		146,655.00	146,655.00
All Other State Revenues	StateRevAO	40,568.55	1,312,890.59	1,353,459.14
Total, Other State Revenues			1,459,545.59	1,500,114.14
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	56,287.78	63,343.89	119,631.67
Total, Local Revenues		56,287.78	63,343.89	119,631.67
5. TOTAL REVENUES				
		2,458,819.33	2,097,684.73	4,556,504.06
B. EXPENDITURES (see NOTE in section L)				
1. Certificated Salaries				
Certificated Teacher's Salaries	1100	590,044.87	150,789.13	740,834.00
Certificated Pupil Support Salaries	1200		396,376.53	396,376.53
Certificated Supervisors' and Administrators' Salaries	1300	323,630.11	113,813.84	437,443.95
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		913,674.98	660,979.50	1,574,654.48
2. Non-Certificated Salaries				
Non-certificated Instructional Aides' Salaries	2100	62,866.45	275,507.16	338,373.61
Non-certificated Support Salaries	2200		12,520.00	12,520.00
Non-certificated Supervisors' and Administrator's Salaries	2300	202,587.84	3,269.60	205,857.44
Clerical and Office Salaries	2400	70,941.61	1,165.65	72,107.26
Other Non-certificated Salaries	2900			0.00
Total, Non-certificated Salaries		336,395.90	292,462.41	628,858.31

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT - ALTERNATIVE FORM
July 1, 2023 to June 30, 2024**

Charter School Name: Community School for Creative Education
CDS #: 1100170123968

Description	Object Code	Unrestricted	Restricted	Total
3. Employee Benefits				
STRS	3101-3102	157,465.69	107,859.10	265,324.79
PERS	3201-3202			0.00
OASDI/Medicare/Alternative	3301-3302	38,493.75	31,638.64	70,132.39
Health and Welfare Benefits	3401-3402	98,549.74	58,186.28	156,736.02
Unemployment Insurance	3501-3502	4,429.14	4,308.51	8,737.65
Workers' Compensation Insurance	3601-3602	10,523.06	10,844.94	21,368.00
OPEB, Allocated	3701-3702			0.00
OPEB, Active Employees	3751-3752			0.00
Other Employee Benefits	3901-3902	418.07		418.07
Total, Employee Benefits		309,879.45	212,837.47	522,716.92
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	6,785.08	18,240.46	25,025.54
Books and Other Reference Materials	4200	536.81	2,224.58	2,761.39
Materials and Supplies	4300	48,520.16	33,946.28	82,466.44
Noncapitalized Equipment	4400	84,401.38	23,028.58	107,429.96
Food	4700	336.26	148,246.27	148,582.53
Total, Books and Supplies		140,579.69	225,686.17	366,265.86
5. Services and Other Operating Expenditures				
Subagreements for Services	5100			0.00
Travel and Conferences	5200	67,044.15	10,411.41	77,455.56
Dues and Memberships	5300	11,124.75		11,124.75
Insurance	5400	41,194.00		41,194.00
Operations and Housekeeping Services	5500	163,314.77	113,250.00	276,564.77
Rentals, Leases, Repairs, and Noncap. Improvements	5600	154,428.38		154,428.38
Transfer of Direct Costs	5700-5799	(9,689.66)	9,689.66	0.00
Professional/Consulting Services and Operating Expend.	5800	412,906.86	1,003,409.29	1,416,316.15
Communications	5900	9,009.93	12,398.11	21,408.04
Total, Services and Other Operating Expenditures		849,333.18	1,149,158.47	1,998,491.65
6. Capital Outlay (Object 6100-6170, 6200-6500 for modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Lease Assets	6600			0.00
Depreciation Expense (for accrual basis only)	6900			0.00
Amortization Expense-Lease Assets	6910			0.00
Total, Capital Outlay		0.00	0.00	0.00
7. Other Outgo				
Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfer of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299			0.00
Transfers of Indirect Costs	7300-7399			0.00
Debt Service:				
Interest	7438			0.00
Principal (for modified accrual basis only)	7439			0.00
Total, Other Outgo		0.00	0.00	0.00
8. TOTAL EXPENDITURES		2,549,863.20	2,541,124.02	5,090,987.22

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT - ALTERNATIVE FORM
July 1, 2023 to June 30, 2024

Charter School Name: Community School for Creative Education
CDS #: 1100170123968

Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		(91,043.87)	(443,439.29)	(534,483.16)
D. OTHER FINANCING SOURCES / USES				
1. Other Sources	8930-8979			0.00
2. Less: Other Uses	7630-7699	(483,109.65)	483,109.65	0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero) <i>Unrestricted to Restricted ONLY</i>	8980-8999			0.00
4. TOTAL OTHER FINANCING SOURCES / USES		(483,109.65)	483,109.65	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE (C+D4)		(574,153.52)	39,670.36	(534,483.16)
F. FUND BALANCE, RESERVES				
1. Beginning Fund Balance				
a. As of July 1	9791	1,970,937.80	123,999.00	2,094,936.80
b. Adjustments to Beginning Balance	9793, 9795	(32,377.94)		(32,377.94)
c. Adjusted Beginning Balance		1,938,559.86	123,999.00	2,062,558.86
2. Ending Fund Balance, June 30 (E + F.1.c.)	Must Equal Line K >>	1,364,406.34	163,669.36	1,528,075.70
Components of Ending Fund Balance (Modified Accrual Basis ONLY)				
a. Nonspendable				
1. Revolving Cash (equals object 9130)	9711			0.00
2. Stores (equals object 9320)	9712			0.00
3. Prepaid Expenditures (equals object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
3. Components of Ending Net Position (Accrual Basis only)				
a. Net Investments in Capital Assets	9796	11,141.29		11,141.29
b. Restricted Net Position	9797		163,669.36	163,669.36
c. Unrestricted Net Position	9790A	1,353,265.05	0.00	1,353,265.05

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT - ALTERNATIVE FORM
July 1, 2023 to June 30, 2024**

Charter School Name: Community School for Creative Education
CDS #: 1100170123968

Description	Object Code	Unrestricted	Restricted	Total
G. Assets				
1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustments to Cash in County Treasury	9111			0.00
In Banks	9120	907,335.80	163,669.36	1,071,005.16
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200	25,000.00		25,000.00
4. Due from Grantor Governments	9290	802,406.61		802,406.61
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	88,831.92		88,831.92
7. Other Current Assets	9340	6,827.00		6,827.00
8. Lease Receivable	9380			0.00
9. Capital Asset (accrual basis only)	9400-9489	40,795.41		40,795.41
				<i>Obj.9796a must be reported IF an amount is reported here</i>
10. TOTAL ASSETS		1,871,196.74	163,669.36	2,034,866.10
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflow of Resources	9490	0.00	0.00	0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	94,413.13		94,413.13
2. Due to Grantor Governments	9590	171,572.00		171,572.00
3. Current Loans	9640			0.00
4. Unearned Revenue	9650	41,191.67		41,191.67
5. Long-Term Liabilities (accrual basis only)	9660-9669	199,613.60		199,613.60
6. TOTAL LIABILITIES		506,790.40	0.00	506,790.40
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources		0.00	0.00	0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K. FUND BALANCE / NET POSITION				
Ending Fund Balance/Net Position, June 30 (G10 + H2) - (I6 + J2)				
(must agree with Line F2)		1,364,406.34	163,669.36	1,528,075.70

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT - ALTERNATIVE FORM
July 1, 2023 to June 30, 2024**

Charter School Name: Community School for Creative Education
CDS #: 1100170123968

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT
NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFOR REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (if no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. NONE	\$ 0.00	0.00	0.00
b. _____			0.00
c. _____			0.00
d. _____			0.00
f. _____			0.00
g. _____			0.00
h. _____			0.00
i. _____			0.00
j. _____			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local Funds reported in Section B that were expended for Community Services Activities:

Object of Expenditures	Amount (Enter "0.00" if none)
a. Certification Salaries 1000-1999	0.00
b. Noncertificated Salaries 2000-2999	0.00
c. Employee Benefits Except 3801-	0.00
d. Books and Supplies 4000-4999	0.00
e. Services and Other Operating Expenditures 5000-5999	0.00
TOTAL COMMUNITY SERVICES EXPENDITURES	0.00

3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster

Brief Description i.e., COVID-19 (if no amounts, indicate "NONE")

a. NONE	0.00
b. _____	0.00
c. _____	0.00
d. _____	0.00
TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)	0.00

4. State and Local Expenditures to be used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used in comparison with 2022-23 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2024-25.

a. Total Expenditures (B8)	5,090,987.22
b. Less Federal Expenditures (Total A2) (Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred)	574,795.25
c. Subtotal of State & Local Expenditures (a minus b)	4,516,191.97
d. Less Community Services (L2 Total)	0.00
e. Less Capital Outlay & Debt Service (Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910)	0.00
f. Less Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster	0.00
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE	4,516,191.97

Coversheet

EPA Resolution Approval

Section: V. Finance
Item: B. EPA Resolution Approval
Purpose: Vote
Submitted by:
Related Material: CSCE FY2425 EPA Resolution.docx

FY 2024-25 Education Protection Account (EPA)

Community School for Creative Education
 2111 International Boulevard
 Oakland, CA 94606
 (510) 686-4131

RESOLUTION OF THE GOVERNING BOARD OF

Community School for Creative Education

BE IT RESOLVED that the Education Protection Account funds to be received by CSCE for FY 2024-25 in the amount of approximately \$595,067 will be used solely for instructional, non-administrative expenses.

PASSED AND ADOPTED at a meeting of the Board of Directors of Community School for Creative Education.

Dated this

 Board Chair, CSCE

Fiscal Year 2023-24

Description	Amount
EXPENDITURES AND OTHER FINANCING USES	
Certificated Salaries (Object 1100)	206,591.46
Certificated Benefits (Objects 3101-3602)	42,454.54
TOTAL EXPENDITURES AND OTHER FINANCING USES	249,046
AMOUNT AVAILABLE FOR THIS FISCAL YEAR	
Revenue Limit Sources (Object 8012)	249,046
TOTAL AVAILABLE	249,046
BALANCE (Total Available minus Expenditures & Other Financing Uses)	0.00

Coversheet

2024-25 Contract Amendment Approval - Director of Finance and Operations

Section: VI. Governance
Item: A. 2024-25 Contract Amendment Approval - Director of Finance and Operations
Purpose: Vote
Submitted by:
Related Material: CSCE 2023-24 Kimberly Palmore Director of Finance Operations At Will Employment Agreement (part-time with legal edits).pdf

AT-WILL EMPLOYMENT AGREEMENT
Between
THE COMMUNITY SCHOOL FOR CREATIVE EDUCATION AND KIMBERLY PALMORE
2023-2024

THIS AT-WILL EMPLOYMENT Agreement (“Agreement”) is entered into by Kimberly Palmore (“Employee”) and The Community School for Creative Education (“CSCE”), a California non-profit public benefit corporation (collectively, the “Parties”). This agreement supersedes the At-Will Employment Agreement previously entered into between the parties on [7/1/2024].

A. RECITALS

1. CSCE desires to secure the services of Employee as Director of Finance and Operations and to provide certain benefits, to establish certain conditions of employment, and to set working conditions for Employee; and
2. Employee desires to perform such services for CSCE, on the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement, CSCE and Employee agree as follows:

B. EMPLOYMENT TERMS AND CONDITIONS

1. **Duties**

The Employee shall work in the position of Director of Finance and Operations. Employee will assume and perform the duties set forth in the Job Description (attached as Attachment “A” and incorporated by reference herein) as well as other such duties as CSCE may reasonably assign. These duties may be amended from time to time in the sole discretion of CSCE. Employee understands that additional or different duties may be assigned to Employee in the School’s sole discretion based on impacts to operational needs. In the performance of these duties, Employee will abide by all of CSCE’s policies and procedures as adopted and amended from time to time. The Employee further agrees to abide by CSCE’s charter.

Employee will devote his or her utmost knowledge and best skill to the performance of his or her duties. Employee shall abide by all of School’s policies and procedures as adopted, amended, or modified from time to time. To the extent any of School’s policies and procedures differ from the terms of this Agreement, the terms of this Agreement shall prevail.

Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during scheduled work hours. While employed by School, Employee may not engage in any outside activity, including paid employment, which would be a conflict of interest and/or would conflict with his/her responsibilities to School without first obtaining School’s written approval.

2. **Employment Term**

Subject to the Employment At-Will provision in Section C of this Agreement, Employee shall be employed beginning July 1, 2023 and concluding no later than June 30, 2024 (“the Term”). Pursuant to the Employee At-Will provision of this Agreement, either party has the right to terminate the Employee’s employment at any time, with or without advance notice, and with or without cause whether effective before or after the expiration of the stated Term. Employee acknowledges and understands that he or she has entered into this employment relationship with School voluntarily and acknowledges and understands that there is no specific length or agreed upon period of employment.

3. **Work Schedule**

4. The work schedule for this position shall be part-time consisting of approximately twenty (20) hours per week. The Employee is prohibited from working hours in excess of this work schedule, including overtime, without the prior written consent of the Board Chair. Workdays for the Employee shall be consistent with the applicable calendar of workdays for this position. The current year schedule is attached hereto and incorporated by reference herein. The Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with CSCS. **Compensation**

The annual compensation for this position shall be at a salary rate of \$63,500 at the 0.5 FTE level. The salary is subject to all regular withholdings, which shall be paid in twenty-four (24) monthly installments. The Employee’s compensation may be prorated depending on whether she is employed, or in active work status, for the entire year. As an exempt employee, Employee shall not be eligible to earn overtime.

Employee shall be eligible for a fiscal year-end bonus at an amount of: a) the greater of an equivalent to the Measure G-1 retention bonus or b) \$2,000.00.

5. **Benefits:**

a. **Health/Retirement Benefits.** At CSCE’s expense, the Employee shall be afforded such health and other benefits of employment as shall be granted to CSCE’s management employees including entitlement to participation in CSCE’s 403(b)/457(b) plan. The Director of Finance and Operations shall be entitled to up to 100% of Employee’s applicable Medical, Vision, and Dental monthly premium payments, to cover Employee and as applicable, Employee’s Spouse and legal dependents, made by CSCE. Alternatively, shall the Employee decline such benefits, the Employee shall receive an in-lieu benefit of \$500.00 per month, not to exceed \$6,000.00 annually.

- b. **Vacation Leave.** The Employee is also entitled to vacation to be accrued at the management rate of 1.25 day per month (15 days annually), up to a maximum accrual of 30 days. Requests to utilize vacation days should be submitted in writing at least two (2) weeks in advance to the Board. Thereafter, vacation days may be used by the Employee subject to the prior approval of the Board.
- c. **Sick Leave.** The Employee shall be entitled to nine (9) days of sick leave annually. Sick leave is not paid out upon separation from employment. Please refer to the employee handbook for additional details related to sick leave.

6. **Performance Evaluation**

The Board shall evaluate the performance of Employee at least once annually. This evaluation shall be based on the job description and performance objectives as determined by the Board. If applicable, the evaluation shall include recommendations as to areas of improvement in all instances where the Board deems such to be necessary or appropriate. A copy of the written evaluation shall be delivered to Employee and she shall have the right to make an oral or written response to the evaluation. Within thirty (30) days of the delivery of the written evaluation to Employee, the Board shall meet with Employee to discuss the evaluation. Failure to evaluate the Employee in no way alters the at-will nature of employment.

7. **Licensure**

Employee understands that employment is contingent upon verification and maintenance of any applicable licensure and/or credentials. Employee is expected to take at least one course annually to progress towards Waldorf certification as recognized by the Alliance for Public Waldorf Education within 5 years. Waldorf certification tuition is fully covered by CSCE.

8. **Child Abuse and Neglect Reporting**

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

By executing this Agreement, the Employee acknowledges she is a child care custodian and is certifying that she has knowledge of California Penal Code section 11166 and will comply with its provisions.

9. **Fingerprinting/TB Clearance**

Fingerprint clearance for the Employee will be acquired through submitting the Employee's fingerprints to the California Department of Justice. The Employee will be required to assume the cost of all fees related to the fingerprinting process. The Employee will be required to submit evidence from a licensed physician and/or licensed entity that she was found to be free from active tuberculosis. Both clearances must be in place prior to the first day of service.

10. **Conflicts of Interest**

The Employee understands that, while employed at the School, she will have access to confidential and proprietary information. The Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with her employment with CSCE.

11. **Outside Professional Activities**

Upon obtaining prior written approval of the Board, the Employee may undertake for consideration outside professional activities, including consulting, speaking, and writing. The outside activities shall not occur during regular work hours. CSCE shall in no way be responsible for any expenses attendant to the performance of such outside activities.

12. **Expense Reimbursement**

CSCE shall reimburse the Employee for all documented actual and necessary expenses personally incurred within the scope of employment in accordance with applicable CSCE policy and authorization.

13. **Confidentiality**

All CSCE Confidential Information of which Employee has knowledge or to which Employee has access shall be the exclusive property of CSCE both during and after Employee's employment. Employee shall hold such information in strictest confidence and shall not use or disclose Confidential Information to any person or entity without the prior written consent of CSCE, except to the extent such use or disclosure is made by reason of Employee's job responsibilities.

For the purposes of this section, Confidential Information shall mean all information, data, or knowledge regarding CSCE, its operations, clients, students, employees, contractors or vendors not known generally to the public, including, but not limited to, trade secrets, existing or proposed programs, purchases, fundraising strategies, financial and marketing data, lesson plans, student information, private employee information or benefits information, and documents protected by the attorney-client privilege and/or any other privilege or legal protection.

Materials developed by Employee for purposes of her employment at CSCE shall

be the property of CSCE.

Employee shall not take any Confidential Information that is in written form, electronic, computerized, machine readable, model, sample, or other form capable of physical delivery, upon or after termination of Employee's employment with CSCE without the prior written consent of CSCE. Upon the termination of Employee's employment with CSCE, Employee shall deliver promptly and return to CSCE all such materials, along with all other property of CSCE, in the Employee's possession, custody or control.

14. **Required Contract Provisions**

The following provisions are required to be included in this Agreement by the California Government Code:

a. **Limitations on Cash Settlement**

In no case upon termination of this Agreement shall the maximum cash settlement exceed an amount equal to the monthly salary of Employee multiplied by twelve (12).

b. **Required Reimbursements**

Employee shall be required to reimburse CSCE for any salary or fees she receives from CSCE in relation to her placement on paid administrative leave pending criminal charges if she is convicted of a crime involving the abuse of office/position. Regardless of the term of this Agreement, if the Agreement is terminated, Employee must reimburse CSCE for any cash settlement she receives in relation to her termination if she is convicted of a crime involving the abuse of office/position.

C. **EMPLOYMENT AT-WILL**

Either CSCE or Employee may terminate this Agreement and the Employee's employment at any time with or without cause, and with or without advance notice. Further, the terms and conditions of Employee's employment, including job title, job duties, and benefits, may be modified at the discretion of CSCE. Employee shall not acquire or accrue tenure or any employment rights with CSCE as a result of this Agreement.

No one other than the Board of Directors of CSCE has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to the term of this Agreement. Any agreement that alters the at-will nature of employment must be in writing and must be approved by the Board.

D. **GENERAL PROVISIONS**

1. **Complete Agreement**

This Agreement, along with its attachments, constitutes the entire agreement between the Parties and contains all the agreements between them with respect to the subject matter hereof and is a final, complete and exclusive statement of the terms of the Agreement. It also supersedes any and all other agreements or contracts, either oral or written, between the Parties with respect to the subject matter hereof.

2. **Waiver**

The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.

3. **Assignment**

Neither party shall have the right to assign this personal Agreement, or any rights or obligations hereunder, without the consent of the other party.

4. **Governing Law; Venue**

This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of California. Venue to any action arising out of this Agreement shall be in Alameda County, California.

5. **Severability**

If any provision of the Agreement is held to be invalid or unenforceable by any court or tribunal of competent jurisdiction, the remainder of this Agreement shall not be affected by such judgment, and such provision shall be carried out as nearly as possible according to its original terms and intent to eliminate such invalidity or unenforceability.

6. **Execution in Counterparts**

This Agreement may be executed in counterparts, each of which shall be deemed an original and together shall constitute one complete instrument. Photographic, scanned, digital or electronic or faxed copies of such signed counterparts may be used in lieu of the originals for any purpose.

E. ACCEPTANCE OF EMPLOYMENT

By signing below, the Employee declares as follows:

1. I have read this Agreement and accept at-will employment with CSCE on the terms specified herein.
2. All information I have provided to CSCE related to my employment is true and

accurate.

3. A copy of the job description is attached hereto as Attachment A.

Employee Signature: _____ Date: _____

CSCE Approval:

Dated: _____
Dr. Jennifer Pellegrine, Board Chair

**This Employment Agreement is subject to ratification
and approval by the Governing Board of CSCE.**

Coversheet

Stipend Approval Lesson Planning - Head of School

Section: VI. Governance
Item: B. Stipend Approval Lesson Planning - Head of School
Purpose: Vote
Submitted by:
Related Material: Head of School - Lesson Planning Stipend 24-25.docx.pdf



September 10, 2024

Head of School Stipend Recommendation

Stipend Purpose: This stipend is being proposed for 1st/2nd grade lesson planning

Stipend Amount Recommendation: \$112.50 per day

Duties include:

- Creating daily lesson plans for 1st/2nd grade curriculum implementation in all subjects except for movement
- Designing a slide show presentation for the 1st/2nd grade teacher to use to follow lesson plan implementation throughout the entire day
- Following up with 1st/2nd grade teacher regarding lesson plan implementation to ensure that plans are being followed, and that there is a clear understanding of how to teach classroom curriculum

This stipend will be in place until the 1st/2nd grade teacher has taken over these duties on their own long-term.

Coversheet

Stipend Approval Technology Support - Director of Finance & Operations

Section: VI. Governance
Item: C. Stipend Approval Technology Support - Director of Finance & Operations
Purpose: Vote
Submitted by:
Related Material: Director of Finance and Operations - Tech Stipend August & September.pdf



September 10, 2024

Director of Finance & Operations Stipend Recommendation

Stipend Purpose: This stipend is being proposed for technology coordination duties performed throughout the month of August, and from 9/1-9/15 of the 24-25 school year. This was a budgeted position that was not filled.

Stipend Amount Recommendation: \$1,500

Duties include:

- Monitor and replenish tech inventory on a monthly basis
- Provide staff assistance with chromebook troubleshooting
- Facilitate all student technology distribution
- Facilitate and coordinate the repair of devices
- Coordinate tech orders with vendors
- Wipe all old chromebook software on current devices and update with google chrome OS
- Set up all technology for distribution to staff and students
- Serve as point of contact for Oakland Undivided technology partnership
- Secure licensing and enroll all chromebooks for CSCE admin monitoring