

# CIVICORPS SCHOOLS

## BOARD OF DIRECTORS MEETING 101 Myrtle Street

Wednesday, October 21, 2009  
5:00 – 7:00 PM

### MEETING MINUTES

<u>Board Members Present:</u>	<u>Board Members Absent:</u>	<u>Staff Present:</u>	<u>Guests Present:</u>
Craig Bloom Stephen Davenport Rita Isaacs Thomas Mead Yolanda Peeks Eric Premack (by phone) Anne Scheer	Robbie Yohai	Joanna Lennon, CEO Brian Hickey Bill Zenoni Joycelyn Bishop Rebecca Grove Kate Nicol Adam Cope	None

#### **I. Welcome/Meeting Overview**

There being a quorum, Tom Mead, Board President, called the meeting to order at 5:09 PM.

#### **II. Approval of Minutes:** On motion duly made and seconded, the minutes of the Board's June 17, 2009 meeting were approved.

#### **III. Board Retreat Review: Tom Mead, Yolanda Peeks**

Tom and Yolanda provided a brief overview of the Board Retreat. The two major strategic focuses were the launch of the middle school and enhancing current programs. This will be discussed in detail during the meeting.

#### **IV. Financial Status Update – Bill Zenoni**

Bill Zenoni provided an update on projected revenues and expenditures for the 2009/10 fiscal year. The Board reviewed in detail projected reductions in Bottle Bill, ADA and field contract revenue totaling \$1,140,008 and discussed proposed expenditure reductions of \$918,809 to partially offset this reduction in revenue. The Board reviewed cash flow projections for the 2009/10 fiscal year and discussed strategies for managing the projected cash shortfall. The Board also discussed the funding required to support middle school planning activities during the remaining eight months of the fiscal year and agreed to appropriate \$25,000 as part of this budget amendment to fund those costs.

On a motion duly made and seconded, the Board approved a resolution amending the Fiscal Year 2009/10 Budget to reflect revenue reductions of \$1,140,008 and expenditure adjustments totaling \$893,809 including the appropriation of \$25,000 to fund middle school planning activities.

**V. Middle School Launch: Joanna Lennon**

Expert facilitator Cathleen Micheals has been contracted to a team of Civicorps staff and Board Members to facilitate the start up planning for the middle school. The scheduled middle school planning meetings are November 4, 2009 and December 2, 2009

After much discussion it was suggested that the Board make the first level decisions about finances and facilities for the middle school at the December 16, 2009 Board Meeting.

**VI. K-4 Charter Renewal: Steve Davenport, Kate Nicol**

Steve Davenport discussed the importance of the Board's relationship to the K-4 in the charter renewal process. Board members need to be actively engaged in K-4's program. Board members will contact Kate to set up a time to tour the K-4 as part of the charter renewal.

Kate Nicol presented a detailed overview of the charter renewal process and the role of the Board. The process consists of a performance narrative, a 3-day visit by the district and a third party review. The district and a third party team will visit the K4 for three days, December 15 - 17, 2009. Kate will find out from the district exactly what the expectations will be for Board members.

**VII. Affirming Election of Directors for Fiscal Year 2009 - 2011: Bill Zenoni**

On motion duly made and seconded, the Board approved the resolution to appoint Tom Mead as Chair; Eric Premack as Vice-Chair; Craig Bloom as Secretary; and Anne Scheer as Treasurer as officers for Fiscal Year 2009 – 2011. The resolution also provides that all directors shall be elected to terms of two years with elections held annually for those directors who are nominated and wish to continue to serve.

**VIII. Authorizing Execution of Agreements on Behalf of Civicorps Schools: Bill Zenoni**

On a motion duly made and seconded, the Board approved the resolution authorizing the Chief Executive Officer or her designee to serve as the representative of Civicorps Schools Board of Directors in the negotiation, execution and management of all grants and contracts.

**IX. Board Committees Calendaring: Tom Mead**

The Audit Committee will meet in December before the Audit RFP goes out. To be scheduled.

The Finance Committee will meet once a month or quarterly. Bill Zenoni and Anne Scheer will setup the meetings with Eric Premack and Robbie Yohai.

The Program Committee will focus on the K-4 through the charter renewal. Steve Davenport and Yolanda Peeks will meet one hour before each Board meeting to give Craig Bloom updates.

The Executive Committee will meet one week prior to the Board meetings to establish the upcoming agenda. They will meet on December 10, 2009 at 5:00 PM. They also agreed to meet on November 18, 2009 at 4:00 PM.

**X. Schedule Next Meeting**

The next Board meeting is scheduled for 5:00 PM Wednesday, December 16, 2009 at 101 Myrtle Street.

There being no further business, the meeting adjourned at 7:25 PM.

Comments from the membership are welcome and should be forwarded to the Secretary at [drbloom@berkeleyoralsurgery.net](mailto:drbloom@berkeleyoralsurgery.net)

Craig Bloom

**Approved:**

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Tom Mead, President

Date