

CIVICORPS SCHOOLS

**BOARD OF DIRECTORS MEETING
101 Myrtle Street**

**Thursday, March 18, 2010
5:00 – 7:00 PM**

MEETING MINUTES

Board

Members Present:

Craig Bloom
Stephen Davenport
Rita Isaacs
Yolanda Peeks
Eric Premack (By phone)
Anne Scheer

Board

Members Absent:

Thomas Mead
Robbie Yohai

Staff Present:

Joanna Lennon, CEO
Brian Hickey
Joycelyn Bishop
Adam Cope
Tessa Christenson

Guests Present:

Ken Breniman
LaTisha Bourelly
Jonas LaMattery-Brownell
Victor Robles

I. Welcome/Meeting Overview

There being a quorum, Anne Scheer, Acting Board President, called the meeting to order at 5:33 PM.

Anne welcomed the members of the public

II. Approval of Minutes: On motion duly made and seconded, the minutes of the Board's February 17, 2010 meeting were approved.

III. Open Public Forum: Anne Scheer

Ken Breniman, Civicorps Case Counselor, expressed concerns that the Employee Handbook seems to infer that they cannot address the Board directly.

Anne explained that all requests to the Board should come through the Executive Director/CEO, Joanna Lennon's office.

Ken would like for the Board to come up with a way for financial documents to be more easily accessible to the public.

He is concerned that as money comes in we need to determine how we will choose to spend it.

Jonas LaMattery-Brownell, former Civicorps Field Supervisor, noted that the questions he raised in the December 16, 2009 Board meeting have not been addressed. He would still like to see a job description and an explanation of the performance evaluation for the CEO. If there is a need for change or improvement of the CEO, how is support or training provided to help see such change or improvement?

He would like an explanation of how Board members are selected and how interested parties can be referred to the Board.

Can the Board provide information on the non-salaried compensation of the CEO for 2009-2010 to date?

Leticia Bourelly, K5 parent, would like proper procedures for contacting Board members. She was told that she should send them to Civicorps directly. She feels that there is a conflict of interest in having to go through the Executive office.

Anne Scheer acknowledged and thanked the public for their comments.

IV. Chief Executive Officer's Report: Joanna Lennon

Charter Renewal – There is now a Charter Renewal team that consists of parents, teachers, community members, and staff. The next meeting is scheduled for this Friday, March 19.

A team is now in place to start the process of selecting a principal for the K-5. Things are going well at the K-5. Yolanda has done an excellent job at the school and things have stabilized nicely.

We will be getting our full bottle bill funding for this year. The Department of Conservation will make it retroactive to January 1, 2010 and we have asked them to extend it to June 30, 2011. It also looks like Civicorps may receive about 1.5 million in July for the next fiscal year. We will not know for sure for a couple of months.

The Caltrans contract is still uncertain because of the state budget.

The East Bay Regional Park District just received \$600,000 in stimulus funds for the fire crew, but they may not come in for a year. We are looking at how we can get something started using AC Hire.

Joanna met with Kathy Hoffman from George Miller's office. She has scheduled a meeting with the Mayor of Vallejo for April 12th that she and Joanna will attend. She is also setting up meetings with Kaiser and the US Forest Service among others.

V. Programs Reports: Adam Cope, Tessa Christenson, Yolanda Peeks

Field Operations – Adam Cope, Contracts Manager

The City of Oakland is starting to open up. We have done a lot to restore our image and to get more exposure. We received a graffiti abatement contract to go along with the litter abatement contract. We have started doing Oakland's rain barrel collection system. The Oakland Housing Authority has requested a bid to start maintenance work in their yards. The Port of Oakland contract has just come back on line.

Our fleet is getting old and there are trucks that need to be replaced. Two are needed immediately.

Civicorps Academy – Tessa Christenson, Interim Principal

The Academy's ADA is 77.95% attendance rate; the target is 89%. We have 129 people in the program including those with high school diplomas who do not count for ADA. The P2 report for ADA is due next month.

There has been no movement in getting a new database. We have made gains on test scores and tracking of attendance rates.

The office staff from the Charter Schools department of the Oakland Unified School district will conduct a site visit to Civicorps Academy on June 8, 2010 at 3:00 pm.

The Civicorps Academy and the San Francisco Shakespeare Festival's Midnight Shakespeare Program will perform *The Life and Death of Julius Caesar* at 7:30 PM on Thursday, April 29, 2010 at the Lake Merritt Garden Center, 666 Bellevue Ave Oakland, CA 94610.

Elementary School – Yolanda Peeks, Interim Principal

The ADA is 198 and the attendance rate is around 92%. There will be more information about the ADA key enrollment strategies at next month's Board meeting.

The School Site Council started development of the 3-year strategic plan for the school. The next step is to identify the priority needs of the school according to curriculum areas of the instructional program and parent engagement. Following the needs assessment, they will identify goals for each year, interim targets they want to reach and solutions to achieve goals and targets. They hope to complete the 3-year strategic plan the by end of May.

The Charter Renewal Narrative Team meets this Friday. They have two parent representatives; Deon Nelson and LaTisha Bourelly, two teacher representatives; Jenny Rikers and Tammy Muniz and the administrative team. They will develop a work plan to finish the draft of the narrative by the end of the school year.

A team of representatives, including parents and teachers, have mobilized to start the principal selection process. They hope to be able to make announcements next week.

Parent teacher conferences are currently happening. They are going to be looking at what they need to focus on between now and the end of the school in order for our students to be prepared to be successful next year.

The National Service Learning Conference is next week. On Thursday, April 25 four of our teachers will be presenting at the conference. One teacher and five corpsmembers from the Academy will be joining the K-5 teachers at the conference. Thirty of the conference participants will perform a service project at the school on Friday, April 26 from 1:30 – 7:00 PM.

The Parent Teacher Core (PTC) launched a new link on the website that enables families to donate monthly through Network for Good.

VI. Finance Committee Report: Brian Hickey

Our line of credit with Bank of America was approved at \$500,000 through November 30. We finished our process of selecting an auditor. We will stay with David Bott's firm, Wilson, Markle, Stuckey, Hardesty, and Bott LLC. They also gave us a ten percent discount on last year's fees. It was suggested that we send a letter to the alternate auditor thanking them for their very detailed proposal.

We found out that there will be a cash deferral by the State Department for ADA payments to charter schools . Brian will clarify further when he issues his next cash flow statement.

Eric explained that the State Department did a revision to the monthly cash flow schedule at the school level.

Resolutions:

In order for all future state apportionment payments to continue, Alameda County Office of Education is requesting Board resolutions with a change of operating address for Civicorps Academy, Civicorps Middle School and Civicorps Elementary School. The resolutions confirm that Civicorps Schools operating address has moved from 1021 Third Street, Oakland, CA 94607 to 101 Myrtle Street, Oakland, CA 94607 effective as of January 1, 2009

On a motion duly made and seconded, the Board approved the resolutions that Alameda County Office of Education forwards all future apportionment payments to Civicorps’ new address.

VII. Development Report: Joanna Lennon for Rebecca Grove

As part of our Spring fundraising drive staff tickets are being sold to the Fresh Express golf outing April 12 – 19. Whichever staff member sells the most tickets will receive dinner for two. The department that sells the most tickets gets a pizza party. Tickets can also be purchased online at www.FreshExpressClassic.com. An anonymous donor donated \$100 towards the dinner for two during the meeting.

Civicorps submitted an HR assessment grant proposal to the Taproot Foundation.

Civicorps will apply to Give Something Back in their Education/Environment/Community Needs and Arts and Culture categories for \$20,000 to bolster Professional Development related to Signature Service Projects and academics. The deadline is April 30.

Civicorps is fundraising for Michael Barton’s 3rd Grade Class trip to Raleigh, NC. We have raised just over \$9,000, but need an additional \$6,000. The Parent Teacher Corps has also set up a fundraising drive through Network for Good. An anonymous donor donated \$1,000 toward the trip during the meeting.

Joanna is working with one of the parents at the K-5 to start a farmer’s market at the school. She will look into the liabilities involved.

The Chevron proposal is still pending.

VIII. Schedule Next Meeting

The next Board meeting is scheduled for 5:00 PM Wednesday, April 21, 2010 at 101 Myrtle Street.

There being no further business, the meeting adjourned at 6:40 PM.

Comments from the membership are welcome and should be forwarded to the Secretary at drbloom@berkeleyoralsurgery.net

Craig Bloom

Approved:

Tom Mead, President

Date