

**CIVICORPS SCHOOLS**

**BOARD OF DIRECTORS MEETING  
101 Myrtle Street**

**Wednesday, May 21, 2010  
4:30 – 7:00 PM**

**MEETING MINUTES**

<b><u>Board Members Present:</u></b>	<b><u>Board Members Absent:</u></b>	<b><u>Staff Present:</u></b>	<b><u>Guests Present:</u></b>
Craig Bloom Stephen Davenport Rita Isaacs (on phone) Thomas Mead Yolanda Peeks Anne Scheer Robbie Yohai	Eric Premack	Joanna Lennon, CEO Brian Hickey Joycelyn Bishop Adam Cope Tessa Nicholas Bruce Groulx Rebecca Grove Bill Zenoni	Ken Breniman LaTisha Bourelly Karuna Schweig Naima Hart

**I. Welcome/Meeting Overview**

There being a quorum, Tom Mead, Board President, called the meeting to order at 4:40 p.m.

Tom welcomed the members of the public.

**II. Approval of Minutes:** On motion duly made and seconded, the minutes of the Board's April 21, 2010 meeting were approved.

**III. Report on Closed Session from April 21, 2010: Joanna Lennon**

No actions resulted from the closed session items regarding personnel matters and real estate negotiations.

**IV. Open Public Forum: Tom Mead**

Karuna Schweig, former Civicorps supervisor, expressed the need to harness the positive and to bring in new ideas from all areas of the organization.

Tom Mead acknowledged and thanked the public for their comments.

**IV. Chief Executive Officer's Report**

**Joanna Lennon reported the following:**

The City of Berkeley has signed a fuel abatement contract for \$505,000 for three years with the possibility of two one-year extensions.

Tomorrow Joanna will be meeting with Senator Loni Hancock and Caltrans to discuss renewing the contract.

We will be receiving a contract through the Friends of Oakland Parks and Recreation to plant 500 trees in West Oakland. We are also putting in a bid to maintain them once planted. This was funded by stimulus funds awarded to the Friends organization.

We just got The East Bay Municipal District (EBMUD) contract for another \$85,000 in addition to the \$15,000 that we already knew about. It will be going to EBMUD's Board on June 22.

We are meeting with Congressman George Miller's office to acquire work with the National Park Service and the Forest Service.

Rebecca Grove reported that Civicorps would be collaborating with the Youth Employment Partnership (YEP) this summer to help implement the summer job program. We will receive \$30,000 to supervise two teams for litter pickup in West and North Oakland. We are meeting with YEP tomorrow to discuss other possibilities.

Rebecca explained that we received \$57,000 from the Green Jobs Corps funding from the City of Oakland. We have already hired two Field supervisors from Cypress Mandela.

**V. Finance Report: Bill Zenoni, Brian Hickey**

The Board reviewed the schedule for development of the FY 2010-11 Civicorps Budget. Brian Hickey and Bill Zenoni provided an overview of the budget development activities that have occurred to date. The Board discussed key assumptions that will be utilized for projecting revenue for the coming fiscal year including the availability of grant funds from the State of California Department of Conservation, the projected average daily attendance (ADA) for both the elementary school and academy and projected revenue from field service and recycling contracts. The Board also discussed significant expenditure assumptions concerning payroll, facility rent and capital costs. Staff presented preliminary budget figures and discussed with the Board activities that will occur during the next several weeks to refine these preliminary projections. It was agreed that the Finance Committee would meet on June 1 to review the draft budget and that a Board Budget Workshop would be scheduled for June 9.

**VI. Program Committee Report: Yolanda Peeks, Steve Davenport**

The Program Committee consisting, of Yolanda Peeks, Eric Premack, Steve Davenport, LaTisha Bourelly, and Dion Nelson is recommending that there be two Board members from the K-5 nominated by the faculty. There would be one or more nominees one of which would be nominated by the Parent Teacher Corps (PTC). They would then go through the normal vetting process. They would have a one-year renewable term and would be obligated to represent the entire organization. Ultimately, there would be four people from both the K-5 and the Academy. Board training would be provided. The proposed members will go through the exact process as all Board members. This allows Board members from both organizations to become familiar with each program.

Rita Isaacs suggested that they select one person rather than two from each organization because of the size of the Board. She also recommended that the term be for two rather than one year.

Robbie expressed a concern with an employee being a voting member of the Board.

Niema Hart, a K-5 parent, wanted to know the length of the selection and training process.

Joanna offered to provide the information regarding the Board job descriptions and requirements, found in the Board Governance binder.

The next step is for the Program Committee to meet on June 1, to discuss and write out all of the suggested policy and bylaw recommendations. This will be presented to the Board in advance for review and voted on at the June 16, Board meeting. Tessa Nicholas offered to be a part of the Program committee to represent the Academy.

## **VI. Program Reports: Adam Cope, Bruce Groulx**

### **Field Program – Adam Cope**

Adam walked through and summarized the Program Goals, Strategies, and Outcomes for the Field Academy. They are monitoring crew slots, dictated by contracts, to try to come up with a strategy to make sure they do not drop below the level of 98 set in Goal one. The various strategies to meet this goal, including acquiring additional contracts and year round school were discussed. Projected crew slots and the actual crew slots for the most part have been on target if not a bit higher.

Rebecca Grove explained that they are currently working on the staffing model so they will have an actual picture of the year. More detail is needed because of the on going yearly fluctuations.

They are in the process of identifying which vehicles are no longer cost effective to keep in service and researching various ways to replace them. Once the budget is approved, they will proceed with the purchase or lease and retire the older vehicles.

Tessa and Adam are working to design a measurable goal to coordinate with the academy and to integrate academic learning in the field.

### **Recycling – Bruce Groulx**

Changes in the economy required an adjustment in the Recycling goals. They were fortunate that they were able to hold on to existing accounts and maintain the high level of service. Just as the single stream recycling was up and running they were setback by the lack of the Department of Conservation (DOC) funding. Volume was lost, but they were able to supplement by maintaining larger accounts. Recycling has had a full crew since the second week of May. They were able to train three interns as collection drivers. At least two are training to take the Class B written test. Two interns have also been trained to be equipment operators. Our model is to operate like a for profit company and to provide real world experience to corpmembers. The drivers will be trained in-house to Class C level. They are then eligible to take the two-part test at DMV to get their permit.

## **VII. Open Public Forum: Tom Mead**

Ken Breniman, Civicorps Academy Case Counselor, expressed concern that a former corpmember who planned to come to the meeting decided not to come after an interaction with Joanna Lennon.

**VIII. Schedule Next Meeting**

The next Board meeting is scheduled for 5:00 p.m. on Wednesday, June 16, 2010 at 101 Myrtle Street.

There being no further business, the meeting adjourned at 6:20 p.m.

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