



Board of Directors Meeting

January 19, 2016 • 6:30pm • Creative Arts Classroom

The mission of Creative Arts Charter School is to provide Kindergarten to 8th-grade students of San Francisco with an innovative, high-quality education that focuses on an arts-integrated, hands-on curriculum, with the overall goal of giving our students a lifetime appreciation of learning and the development of their unique talents and abilities.

Meeting Agenda

Item of Business	Time	Facilitator	Supporting Documents	Desired Outcome
Open Session				
Welcome & Check-In	6:30 – 6:50	Kate		Informational Only
Community Input	6:50 - 6:55	Karen		Receive input from CACS community members, with BoD as active listeners
Consent Agenda	6:50 – 7:00	Karen	<ul style="list-style-type: none"> • Meeting Agenda • Minutes from Dec. Board Mtg. • SARC Report 	Approve Consent Agenda
Teacher retention task force	7:00 – 7:10	Maria	<ul style="list-style-type: none"> • Draft Survey 	Agreement of Board that Task Force can finalize and administer survey on behalf of the Board
Board Goals check-in	7:10 – 7:50	Karen	<ul style="list-style-type: none"> • Board Committee/Goal presentation 	Informational Only
Director Report	7:50 – 8:00	Fernando		Informational Only
Director Mid-Year Check-in	8:00 – 8:25	Karen/Fernando	<ul style="list-style-type: none"> • Mid-Year Director Check-in Form (Board) • Mid-Year Director Self Check-In Form/Presentation 	Informational Only
Financial presentation	8:25 – 8:45	Michelle/CSMC/Fernando	<ul style="list-style-type: none"> • Financial Report 	Delegate to Finance Committee for review and submission of 2016-17 taxes
Educator Effectiveness Plan	8:45 – 8:55	Fernando/Tedra	<ul style="list-style-type: none"> • Draft Educator Effectiveness Plan 	Informational Only (approval at next Bd. Meeting)
Development Update	8:55 – 9:05	Jen/Melanie/Michelle		Informational Only
Issue Bin/Process Check	9:05 – 9:10	Kate		Informational Only
Closed Session				
Closed Session: Personnel Items	9:10 – 9:15	Karen/Fernando		Informational Only

CACS Board Meeting Norms: Stay Engaged, Speak Your Truth, Experience Discomfort, Expect and Accept Non-Closure, Pay Attention to Patterns of Participation, Contextual Confidentiality, Go to the Source (72-hour Rule)

Members of the school community are welcome and invited to attend all board meetings. Public comment is restricted to the beginning of the meeting, but community members are invited to stay for all open sessions of the meeting.

CACS Board Committee/Task Force Update
Board Meeting Date: 19 January 2016

Development Committee

Reporter: Jen

Committee meeting on Monday 01/11. Karen, Melanie and Jen attended. Went through all “action items” from goal sheet and discussed putting together a development plan. A subgroup met with a few fundraising experts from CACS (Jen Schmidt, Sarah Adams) and we have developed a plan to move forward with a Board recommendation on the Development Associate role. Also, determined Capital Campaign would have a different role, and the Fundraising Director for the campaign would be paid for out of the campaign. Juliette is working on the new website with Fernando and Kate. Discussed Auction communications so as to not conflict with Annual Fund. ArtsLab is this Friday, and all Board Members were sent the link to pass around to connections. Next meeting: Tuesday, Feb 9th 9:30am at Oasis (due to holiday on that Monday)

Facilities Committee

Reporter: Jason

No progress to report.

Finance Committee

Reporter: Michelle

Robust discussion with CSMC regarding several outstanding items on the chart of accounts, trending of current year expense and budget schedule for next years MYP. CSMC is in the process of resolving the issues regarding detail lost in chart of account transition. Tax submission is being coordinated with Hosaka. Finance committee is reviewing the planning calendar (and will clarify budgeting process as well as committee input requirements) for draft budget, skeletal version of which is expected at February meeting.

Outreach Task Force

Reporter: Kate

We are waiting on response from Mike Davis on next steps in getting our new enrollment preference passed by SFUSD board. Application deadline for CACS was Friday, Jan 15th. All of our tours were completed, including 4 evening tours, one with Spanish translation and one with Mandarin. We will share data about applications as soon as we have that available. Our next meeting is Monday, January 25th 3:30-4:30pm.

Strategic Planning Task Force

Reporter: Brent

Strategic Planning Committee met. Completed RACI analysis of who needs to be included in which areas of discussion for the Strategic Plan. Completed Action Plan where a committee member will meet with subject matter experts and create first draft, then share that draft with the Committee for discussion at next meeting, February 5.

Teacher/Staff Support Task Force

Reporter: Maria

The “reflection” survey that will help guide the Administration and BOD with staff retention and satisfaction is almost finalized. We are presenting a draft to the Board at the January meeting. We hope to complete and administer the survey in the next month.

Dialog on Negotiations

Reporter: Karen

Maria will have a cursory discussion with the Union negotiating team about possible areas for discussion. Karen will talk with the Board negotiating group and Fernando about debriefing the past negotiations and openness to areas of discussion. We will then set up format and times for each meeting. Our next meeting is scheduled for Friday, January 22 at 8:30am.

Governance Working Group

Reporter: Karen

A draft recommendation for a revised process and forms for the Director Review will be presented in February for Board input. A matrix for Board member skills is being created and will be circulated for input in the next month. We will also be asking Board members to complete the Intent to return form and creating a description of needs for future Board members, attending Board Match and soliciting nominations from our CACS community in the next month. The lawyers will be contacted regarding scope and sequence of the rewriting of the bylaws.