



## Board of Directors Meeting

February 16, 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
<b>Open Session</b>				
Welcome & Check-In	6:30 – 6:50	Tedra		Informational Only
Community Input	6:50 - 6:55	Karen		Receive input from CACS community members, with BoD as active listeners
Consent Agenda	6:55 – 7:00	Karen	<ul style="list-style-type: none"> <li>Meeting Agenda</li> <li>Minutes from Feb. Board Mtg.</li> </ul>	Approve Consent Agenda
Director Report	7:00 – 7:15	Fernando		Informational Only
Educator Effectiveness Plan	7:15 – 7:25	Fernando	<ul style="list-style-type: none"> <li>Draft Educator Effectiveness Plan</li> </ul>	Informational Only
Auction	7:25 – 7:30	Melanie		Informational Only
Board Recruitment	7:30 – 7:35	Karen		Informational Only
Facilities	7:35 – 7:40	Ania		Informational Only
Strategic planning	7:40 – 8:10	Brent	<ul style="list-style-type: none"> <li>Draft Strategic Planning documents</li> </ul>	Informational Only
Enrollment policy	8:10 – 8:20	Kate	<ul style="list-style-type: none"> <li>Enrollment data presentation</li> </ul>	Informational Only
Financial presentation	8:20 – 8:40	Michelle/ CSMC/Fernando	<ul style="list-style-type: none"> <li>Financial Report</li> </ul>	
Teacher Reflection Survey	8:40 – 8:50	Brent	<ul style="list-style-type: none"> <li>Preliminary survey results presentation</li> </ul>	Informational Only
Issue Bin/Process Check	8:50 – 8:55	Kate		Informational Only
<b>Closed Session</b>				
Personnel Items	8:55 – 9:05	Fernando		Informational Only
Conference with Labor Negotiator	9:05 – 9:30	Agency Negotiator: Fernando Aguilar, Director Employee Organization: United Educators of San Francisco		

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: 15 March 2016

**Development Committee**

Reporter: Jen

Last met on March 8th. Reviewed draft of Development Plan and timeline, and draft Development Consultant job description. Jen and Juliette will continue to work on the Development Plan with hopes to review at the April or May board meeting. Admin "buy-in" is needed for both the Development Plan and Development Consultant job description before we bring it to the Board. Juliette has created draft of our new website, but will need admin and board member support bringing various content over from old site and approving new content. Will propose "go live" date. Still trying to reclassify budget with CSMS, so not sure where we are for Annual Fund, but Michelle suspects we are behind target. Auction happening March 19th, all Board Members should plan to attend and donate wine. Next Meeting: Tues April 5th 9:30-10:30am at Oasis.

**Facilities Committee**

Reporter: Jason

SFUSD is willing to support our request for a 25 year lease (contingent on our charter renewal every 5 years) and contribute \$ 2.1 Million to our expansion project.

We are working on next steps for the New Market Tax Credit Allocation, which include architectural planning and costs for the different phases of architectural planning.

**Finance Committee**

Reporter: Michelle

Corrections and reclassifications year to date through January were finalized this past week resulting in our year to date financials by income and expense category accurate and without suspense. Second interim report was due March 8 but submitted March 11 due to delay in correction processing (CSMC had intended to submit before corrections). While budgets by month for the current year had been provided to CSMC, they've yet to enter into CharterVision, resulting in our board materials being a manual excel effort. Current month board materials to be prepared by Treasurer again to ensure that presentation meets board expectation and is delivered timely. Serious discussions have ensued at top levels with CSMC regarding lack of meeting expectations. EdTec will be bidding on the full service business: proposal expected in April time frame. We will be renewing our contract with our auditors due to continuity, especially with the change in the back office. While the proposal includes increased fees, Fernando and Michelle will attempt to reduce additional expense to the extent possible.

**Outreach Task Force**

Reporter: Kate

A draft vision for equity and diversity at CACS is in process. We have a draft outreach plan we are completing for the remainder of this year and to start the next school year off.

**Strategic Planning Task Force**

Reporter: Brent

The Task Force has met a couple of times to review initial drafts and have made enough progress so that Fernando could share three of the areas with his staff and the teaching staff.

**Teacher/Staff Support Task Force**

Reporter: Maria

The survey has been conducted and Brent is in the process of consolidating the data for us to look at. He will have preliminary pieces for us to ponder at the 3/15/16 BOD meeting. We are looking for guidance for the best way to share and utilize the data to benefit all members of CACS community.

**Dialog on Negotiations**

Reporter: Karen

Karen conducted a debrief of the Board negotiators from last year. Since the labor union has requested a re-opening of the contract, we will move directly into negotiations. This task force will be on hiatus. We may consider reconvening after this negotiation is complete and before the next one starts.

**Governance Working Group**

Reporter: Karen

Board recruitment emails have been sent out with several targeted conversations with individuals. Karen attended BoardMatch with Ann and Fernando and received a lot of interest. We are following up with individuals and inviting them in for a visit. The next governance meeting is being scheduled for before spring break.