

# Board of Directors Annual Retreat

September 22, 2019 • 9am-3pm • Creative Arts Classroom

1601 Turk St. San Francisco, CA

If gate is locked call:

# CREATIVE ARTS

CHARTER SCHOOL

EST · 1994

*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

**Facilitator:** Deniz    **Timekeeper:** Caroline    **Secretary Support:** Scot    **Process Checker:** Laura L.

**CACS Board Meeting Norms:** Maintain confidentiality, Step Up/ Step Back, Challenge and discuss issues and ideas, not people, Disrupt inequities/Speak your truth, Keep students at the heart of our work, Reflect and Repair

Item of Business	Time	Facilitator	Supporting Documents	Desired Outcomes
Coffee and Share Learnings	8:45-9	Deniz	Grab coffee and snacks Share a learning from your board buddy check in on the poster paper	Community Building
Welcome & Purpose	9:00-9:15	Kate	Understanding Goals: <ul style="list-style-type: none"><li>• Build Trust &amp; Community</li><li>• Center ourselves in the mission and vision of CACS</li><li>• Understand my role as a Board Member and to articulate my commitments...</li></ul>	Community Building
Community Input	9:15-9:20	Deniz		Receive input from CACS community members with BoD as active listeners
Consent Agenda	9:20-9:25	Deniz	<ul style="list-style-type: none"><li>• 2018-09-15 Retreat Meeting Notice &amp; Agenda</li><li>• <a href="#">2019-09-17 Meeting Minutes - DRAFT</a></li><li>• <a href="#">UCP policy and complaint form</a> and <a href="#">UCP annual notice</a></li><li>• <a href="#">Title IX, Harassment, Intimidation, Discrimination and Bullying Policy</a></li><li>• <a href="#">Homeless Student Policy</a></li><li>• <a href="#">Cell Phone policy and agreement</a></li><li>• <a href="#">Nondiscrimination Statement</a></li></ul>	Informational and approval of consent agenda and items

			<ul style="list-style-type: none"> <li>• <a href="#">Conflict Resolution Policy</a></li> </ul>	
Community Builder	9:25-9:50	Ann	<ul style="list-style-type: none"> <li>• Leaf, Trunk, Root</li> </ul>	Informational Only
Norms Review	9:50-10:00	Maria		Informational Only
Agenda Review	10:00-10:05	Kate		Informational Only
Board Member Update	10:05-10:10	Kate	<p>Appoint Eric Talber to a 1 year appointment for 2019-20 school year.</p> <p>Appoint Janice Cavaliere as Co-Development Chair</p>	Informational and consideration for approval
Board Member Role and Responsibilities	10:10-11:00	Kate & Fernando	<ul style="list-style-type: none"> <li>• <a href="#">BOD Duties PowerPoint</a></li> <li>• Tableau</li> <li>• Activites (scenarios)</li> </ul>	Informational Only
BREAK	11:00-11:10			
Strategic Plan & Goal Setting	11:10-12:10	Kate, Fernando, Judy	<ul style="list-style-type: none"> <li>• <a href="#">2018-19 Strategic Plan-Draft</a></li> <li>• <a href="#">Goal Setting Example Poster</a></li> <li>• SMART goals</li> <li>• Highlights from 18-19, challenges from 18-19, biggest impacts and needs</li> </ul>	Informational Only
Lunch	12:10-12:45			
Draft Committee Goals	12:45 - 1:30	All		Informational Only
Chalk Talk on Committee Goals	1:30-2:00	All		Informational Only
Finalize Goals & Present	2:00-2:30	All	<ul style="list-style-type: none"> <li>• <a href="#">19-20 Strategic Plan Working Doc</a></li> </ul>	Informational Only
Committee Logistics	2:30-2:45	Kate	<ul style="list-style-type: none"> <li>• <a href="#">19-20 Committee Meeting Dates</a></li> </ul>	Informational Only
Commitments and Next Steps	2:45-3:00	Kate & Fernando	<p>Exit Ticket: 3 commitments - shared out in small groups and then to whole-</p> <p>HW: Write your CACS Pocket Story to share out at October board meeting</p>	Informational and consideration for approval

Community members are welcome and invited to attend all open sessions of board meetings. At regular meetings, speakers may speak to any item being voted on or may give general public comment during the time reserved for "Public Comment on General Matters." If you want to speak on an agenda item, you must sign up in advance, either by emailing [kmasellizimman@creativeartscharter.org](mailto:kmasellizimman@creativeartscharter.org) before the meeting or filling out a speaker card at the meeting and handing it to Joe Adams. Speaker cards must be turned in before the agenda item being spoken to is officially "called." You do not need to sign up in advance to speak during general comments. Members of the public are typically be allowed two minutes to speak, but time given may be shorter if there are a large number of speakers.

**This legislative body conducts business under the meeting requirements of the Ralph M. Brown Act.**

**MEETING AGENDA & RELATED MATERIALS**

Agendas for regular board meetings as defined by the Brown Act will be posted at the meeting site and the legislative body's website, if applicable, 72 hours prior to the start of the meeting. Agendas for special meetings as defined by the Brown Act will be posted at the meeting site and the legislative body's website, if applicable, 24 hours prior to the start of the meeting. Materials relating to an agenda topic that is a matter of public record in open session, will be made available for public inspection 72 hours prior to the start of the meeting, or, alternatively, when the materials are distributed to at least a majority of board members.

**THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE**

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

**REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY**

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

**SPECIAL PRESENTATIONS MAY BE MADE**

Notice is hereby given that, consistent with the requirements of the *Bagley-Keene Open Meeting Act*, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only.

**REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY**

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting may request assistance by contacting Creative Arts at 1601 Turk St., San Francisco, CA 94115 or (415) 749-3509.

**FOR MORE INFORMATION**

For more information concerning this agenda or for materials relating to this meeting, please call (415) 749-3509.