

Community School for Creative Education BOARD GOVERNANCE

Board Job Description

Board members are solely responsible for ensuring the School's policies and operational activities are consistent with and have the highest probability of fulfilling the school's mission.

Each member of the Community School Board is individually and collectively responsible for the ethical and legal mandates that govern the School.

Board members have key responsibilities in the following areas:

COMMUNITY RELATIONS

- Define goals and metrics for ensuring the School's programs and services appropriately meet the needs of the people it serves.
- Develop and maintain a positive relationship with the ACOE and the community.
- Represent the School at key public or charter functions, and serve as emissaries in the community.

PERSONNEL

- Recruit new Board members and provide for the continuance of the School through Board succession.
- Oversee the Executive Director of the School to ensure proper policies and procedures are established and being followed with regards to all employment issues such as hiring, termination, and evaluation.
- Provide support to the Executive Director to ensure that directorial duties may be properly carried out.
- Develop and adopt necessary personnel policies, including guidelines for hiring and termination, salaries, benefits, and grievance procedures.
- Develop and adopt policies for volunteer involvement.

PLANNING

- Uphold and review the School's Mission and Vision.
- Develop short-term and long-range goals for the future of the School.
- Establish and review metrics for fairly evaluating the success of the Executive Director performance relative to goals.
- Approve services and programs provided by the School within a methodology that conforms to the School's mission and protects its fiscal responsibilities.
- Evaluate on a regular basis the School's programs and operations to determine how they are performing relative to goal and offer guidance for improving results.
- Review policies and bylaws that govern the School to ensure they are aligned and in compliance.
- Develop policies to ensure smooth operations and continuance of the School.
- Participate in Community School Charter renewal process.

FINANCE

- Ensure the fiscal accountability and viability of the School.
- Oversee development, approval and review of the School budget.
- Engage in fund raising efforts to ensure that adequate funds are available to support the School's programs and the School's facilities.

OPERATIONS

- Ensure that the School's administrative systems are adequate.
- Ensure that the Board's operations meet all applicable legal and ethical standards.
- Ensure that the organizational and legal structures are adequate and appropriate.
- Ensure that the School and its Board members meet all applicable legal standards and requirements.

MINIMAL JOB REQUIREMENTS

1. Attendance of at least 75% of the Board's monthly meetings.
2. A demonstrated interest in the School's educational programs.
3. A commitment to a two-year term.
4. A willingness to represent the School to the community at large.
5. A willingness to serve as a board liaison to at least one committee.
6. A thorough understanding of the public meeting laws governed by the Brown Act.
7. Participation in at least one board development seminar or workshop per year.
8. Participation in one Brown Act workshop per term.

Community School for Creative Education Board Skills & Capacities Matrix 2020-2021

The Nominating Committee looks for the following skills and capacities when considering Board Candidates. It is the Nominating Committee’s expectation that, particularly during CSCE’s startup phase, Board members will, in addition to serving on the Board, and following the recognized first term of ramp up, perform services in their area of expertise as a donation to CSCE.

The Nominating Committee seeks Board members with the following skills and capacities:

	Financial	Both accounting and bigger picture financial management skills
	Real Estate	Facility identification, negotiation, financing and property management
	Fundraising	Cultivating individual donors, building a donor base & cultivating corporate and foundation giving;
	Public relations/marketing	Especially as it relates to fundraising and community building
	Human Resources	Personnel policies, salaries, benefits
	Legal expertise	General law as opposed to educational law
	Curriculum and Instruction	Curriculum and instruction with focus on serving children in urban highly diverse settings blending the wholistic paradigm of Waldorf with direct instruction paradigm of Open Court
	Governance	Previous governance experience (nonprofit or corporate, charter)
	Waldorf	Knowledge of Waldorf curriculum in public and private schools
	Community Organizing and Development	Experience in, commitment to and knowledge of community organizing and community development, with focus on serving the traditionally underserved of language-rich and culturally diverse Oakland

Date Board Approved: May 18, 2017
Date Board Amended: September 24, 2020

**Community School for Creative Education
Governing Board Roster
2020-2021**

Name	Board Role	Title	Primary Professional Affiliation
Dr. Anastasia Prentiss	Board Chair Parent	Professor	Holy Names, Oakland
Sarah Tiffany Richardson-Baker	Board Vice-Chair Parent	Deputy Director	Office of the CEO, Community Engagement, Felton Institute
Chris Dailey	Treasurer	VP of Business Operations	Director of Business Operations NoRedink
Martha Candido	Parent	Self Employed & College Student	Self Employed
Betty Ly	Former Parent	Family Advocate	Oakland Head Start
Ida Oberman	Ex Officio	Founder and ED	Community School for Creative Education
Velia Navarro	Former Parent	Office Manager and OCO Leader	Family Advocate, ARISE High School
Patrick Walsh		Founder	Solutions in Education

Advisory Board Roster 2020-2021

Name	Title	Advisory Affiliation
Linda Darling Hammond	President & CEO	Learning Policy Institute
Jorge Ruiz de Velasco	Deputy Director, John W. Gardner Center for Youth and Their Communities, Stanford University	John W. Gardner Center for Youth and Their Communities, Stanford University
Nick Driver	VP of Strategic Development	Clearthinking
Kent McGuire	Education Program Director	Hewlett Foundation
Ahmed Rahim	Co-Founder and CEO	NUMI Foundation
Maria Petty	Founder	Agora
Chip Romer	Executive Director and Founder	Credo High School
Jost Schieren	Dean of School of Education & Professor	Alanus University, Aachen, Germany
Nancy Sullivan	Chief of Operations Emerita	California School Information Services (CSIS)
Dirk Tillotson	Founder and ED	Great School Choices
Kokomon Clotney	CFO and Co-Founder	Attitudinal Healing Connection
Wendi Williams	Dean School of Education and Professor	Mills College School of Education
Pedro Nava	Professor, Leadership, School of Education, Mills College	Mills College School of Education,
Christoph Wiechert	Director Emeritus	Pedagogical Section, Goetheanum Goetheanum, Switzerland
Peter Hanley	Governing Board Member at San Mateo Union High School District, CA,	Independent

Name	Title	Advisory Affiliation
Abe Doctolero	Associate Superintendent Emeritus; Founding CSCE Board Chair 2008-2010; Returning CSCE Board Member, 2018-2019	Pittsburgh Unified School District (emeritus)
Milbrey McLaughlin	Stanford University	Stanford School of Education
Bernd Ruf	Parzival Schule; Freunde Der Erziehungskunst	CEO & Founder Freunde der Erziehungskunst Karlsruhe, Germany
Betty Staley	Co-Founder Rudolf Steiner College, Author and Emerita Global Waldorf Educator	Rudolf Steiner College (emerita)
Dr Wilfried Sommer	Kassel Lehrerseminar	Professor
Henning Kullak-Ublick	International Project Director Waldorf100, Member, Freunde der Erziehungskunst	Executive Director Association of Waldorf Schools; Board Member Friends of Waldorf Education
Nana Goebel	Managing Director and Co-Founder	Friends of Waldorf Education
Helen Lubin	Founder and Director of the Center for Speech and Drama of North America	Center for Speech and Drama of North America
Reinaldo Nascimento	Social Therapist Monte Azul	Monte Azul Sao Palo Brazil
Jens Heisterkamp	Editor in Chief	Info3
Wilfried Sommer	Professor	Institute fuer Fachdidaktik and er Alanus Hochschule; Lerhereseminar fuer Waldorfpaedagogik Kassel
Liz Beaven	Rudolf Steiner College President (emerita)	Rudolf Steiner College Fair Oaks, CA
Mary Goral	Founder	Transformational Teaching 2517 Country Club Rd, Nashville IN 47448
Anna Rainville	Waldorf Educator	14275 Saratoga Ave, Saratoga, CA 95070
Dana Wellhausen	Senior Director of Strategic Operations	Rogers Family Foundation 10 Clay Street Suite 200, Oakland, CA 94607