

## **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:

|  |   |   |
|--|---|---|
|  | <b>Financial</b>                            | Both accounting and bigger picture financial management skills  |
|  | <b>Real Estate</b>                          | Facility identification, negotiation, financing and property management   |
|  | <b>Fundraising</b>                          | Cultivating individual donors, building a donor base & cultivating corporate and foundation giving;   |
|  | <b>Public relations/marketing</b>           | Especially as it relates to fundraising and community building  |
|  | <b>Human Resources</b>                      | Personnel policies, salaries, benefits  |
|  | <b>Legal expertise</b>                      | General law as opposed to educational law   |
|  | <b>Curriculum and Instruction</b>           | 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              |
|  | <b>Governance</b>                           | Previous governance experience (nonprofit or corporate, charter)  |
|  | <b>Waldorf</b>                              | Knowledge of Waldorf curriculum in public and private schools   |
|  | <b>Community Organizing and Development</b> | 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         | <b>Board Chair</b><br>Parent      | Professor                       | Holy Names, Oakland                                       |
| Sarah Tiffany Richardson-Baker | <b>Board Vice-Chair</b><br>Parent | Deputy Director                 | Office of the CEO, Community Engagement, Felton Institute |
| Chris Dailey                   | <b>Treasurer</b>                  | VP of Business Operations       | Director of Business Operations<br>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  |
|------------------------------|--|---|
| <b>Linda Darling Hammond</b> | President & CEO  | Learning Policy Institute   |
| <b>Jorge Ruiz de Velasco</b> | Deputy Director, John W. Gardner Center for Youth and Their Communities, Stanford University | John W. Gardner Center for Youth and Their Communities, Stanford University |
| <b>Nick Driver</b>           | VP of Strategic Development  | Clearthinking   |
| <b>Kent McGuire</b>          | Education Program Director   | Hewlett Foundation  |
| <b>Ahmed Rahim</b>           | Co-Founder and CEO   | NUMI Foundation   |
| <b>Maria Petty</b>           | Founder  | Agora   |
| <b>Chip Romer</b>            | Executive Director and Founder   | Credo High School   |
| <b>Jost Schieren</b>         | Dean of School of Education & Professor  | Alanus University, Aachen, Germany  |
| <b>Nancy Sullivan</b>        | Chief of Operations Emerita  | California School Information Services (CSIS)                               |
| <b>Dirk Tillotson</b>        | Founder and ED   | Great School Choices  |
| <b>Kokomon Clotney</b>       | CFO and Co-Founder   | Attitudinal Healing Connection  |
| <b>Wendi Williams</b>        | Dean School of Education and Professor   | Mills College School of Education   |
| <b>Pedro Nava</b>            | Professor, Leadership, School of Education, Mills College                                    | Mills College School of Education,  |
| <b>Christoph Wiechert</b>    | Director Emeritus  | Pedagogical Section, Goetheanum Goetheanum, Switzerland                     |
| <b>Peter Hanley</b>          | Governing Board Member at San Mateo Union High School District, CA,                          | Independent   |
| <b>Abe Doctolero</b>         | Associate Superintendent Emeritus;   | Pittsburgh Unified School District (emeritus)                               |

|                                  |  |   |
|----------------------------------|--|---|
|                                  | Founding CSCE Board Chair<br>2008-2010; Returning CSCE<br>Board Member, 2018-2019    |   |
| <b>Milbrey<br/>McLaughlin</b>    | Stanford University  | Stanford School of Education  |
| <b>Bernd Ruf</b>                 | Parzival Schule; Freunde Der<br>Erziehungskunst                                      | CEO & Founder<br>Freunde der Erziehungskunst<br>Karlsruhe, Germany                                      |
| <b>Betty Staley</b>              | Co-Founder Rudolf Steiner<br>College, Author and Emerita<br>Global Waldorf Educator  | Rudolf Steiner College (emerita)  |
| <b>Dr Wilfried<br/>Sommer</b>    | Kassel Lehrerseminar   | Professor   |
| <b>Henning<br/>Kullak-Ublick</b> | International Project Director<br>Waldorf100, Member, Freunde<br>der Erziehungskunst | Executive Director Association of<br>Waldorf Schools;<br>Board Member Friends of Waldorf<br>Education   |
| <b>Nana Goebel</b>               | Managing Director and<br>Co-Founder  | Friends of Waldorf Education  |
| <b>Helen Lubin</b>               | Founder and Director of the<br>Center for Speech and Drama<br>of North America       | Center for Speech and Drama of North<br>America   |
| <b>Reinaldo<br/>Nascimento</b>   | Social Therapist Monte Azul  | Monte Azul Sao Palo Brazil  |
| <b>Jens Heisterkamp</b>          | Editor in Chief  | Info3   |
| <b>Wilfried Sommer</b>           | Professor  | Institute fuer Fachdidaktik and er<br>Alanus Hochschule; Lerhereseминаr<br>fuer Waldorfpädagogik Kassel |
| <b>Liz Beaven</b>                | Rudolf Steiner College<br>President (emerita)  | Rudolf Steiner College<br>Fair Oaks, CA   |
| <b>Mary Goral</b>                | Founder  | Transformational Teaching 2517<br>Country Club Rd, Nashville TN 37214                                   |
| <b>Anna Rainville</b>            | Waldorf Educator   | 14275 Saratoga Ave, Saratoga, CA<br>95070   |
| <b>Dana Wellhausen</b>           | Senior Director of Strategic<br>Operations   | Rogers Family Foundation 10 Clay<br>Street Suite 200, Oakland, CA 94607                                 |