

## **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 Head of School and Director of Finance and Operations 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 Head of School and Director of Finance and Operations to ensure that directorial duties may be properly carried out.
- Oversee the development and adoption of necessary personnel policies, including guidelines for hiring and termination, salaries, benefits, and grievance procedures.
- Oversee the development and adoption of 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 Head of School 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 the 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 fundraising 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 school year.
9. Complete and submit all required paperwork and legal mandates as related to Board membership (form 700, fingerprinting etc) in a timely manner.
10. Consistent use of the Board management tool Board on Track.

## Community School for Creative Education Board Skills & Capacities Matrix 2023-2024

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: December 5, 2022

**Community School for Creative Education  
Governing Board Roster  
2022-2023**

Name	Board Role	Title	Primary Professional Affiliation
Dr. Anastasia Prentiss	<b>Board Chair</b> Parent	Professor & CSCE Teacher	Holy Names, Oakland
Adriene Barnes	<b>Vice Chair</b> Finance Expert	CBO	Clayton Valley Charter High School
William Kappenhagen	Educator	Self Employed	Self Employed
Martha Candido	Parent	Self Employed & College Student	Self Employed
Jennifer Pellegrine	Educator	Coordinator, Leadership and Administrator Services	San Mateo County Office of Education
Allegra Alessandri	Educator	Administrator	CDE High School Innovations and Initiative Office
Phillip Gedeon	Ex Officio	Head of School	Community School for Creative Education
Kimberly Palmore	Ex Officio	Director of Finance and Operations	Community School for Creative Education

## Advisory Board Roster 2023-2024

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