

MINUTES FOR A MEETING OF THE BOARD OF DIRECTORS OF SCHOOLS IN ACTION
Approved March 10, 2018

A meeting of the Board of Directors of Schools in Action was held at 10:30 a.m. on January 27, 2018. The meeting was held at Action Community Charter School, Suite 212, 1241 South Soto Street, Los Angeles 90023.

The following board members were present by teleconference:

- Nancy Flores

The following board members were present:

- Deborah R. Bronner
- Ronae Harrison
- Eric Belland
- Bernardo Gallegos

Call to Order

Eric Belland called the meeting to order at 10:35 a.m. Deborah Bronner recorded the minutes. The following members of the administrative staff were present: Glenda Aleman, Executive Director, Kalin Balcomb, Director of Schools and Stephanie Conde, Operations Manager. Dawn Bastin, Director of Accounting Services at Charter Impact was also present.

OPEN SESSION

- 1) **Public Comment.** None
- 2) **Announcements from Board Members and Board Committees.** None
- 3) **Consideration of Renewal of Board Member Term.** Secretary Deborah Bronner made a motion to renew Eric Belland's term to the Board of Directors. Ronae Harrison seconded the motion. The motion passed with 5 aye votes.
- 4) **Consideration of Officer Assignments.** Eric Belland nominated Ronae Harrison for President. Bernard Gallegos seconded the motion. The motion passed with 5 aye votes. Eric Belland nominated Nancy Flores for Vice-President. Bernard Gallegos seconded the motion. The motion passed with 5 aye votes. Bernard Gallegos nominated Deborah Bronner for Secretary. Ronae Harrison seconded the motion. The motion passed with 5 aye votes. Bernard Gallegos nominated Eric Belland for Treasurer. Ronae Harrison seconded the motion. The motion passed with 5 aye votes.
- 5) **Consideration of Minutes from Past Meetings.** Eric Belland made a motion to adopt the minutes from the meeting of the Board of Directors on December 9, 2017. Bernard Gallegos seconded the motion. The motion passed with 5 aye votes.

- 6) **Presentation of Financial Report.** The Board of Directors reviewed the financial information presented by Dawn Bastin of Charter Impact based on the current budget-to-actual report, cash flow projection, and next year forecast based on the December financials.
- A. The elementary school enrollment was reduced to 311, attendance rate was 95% and the expected surplus was \$347,000, which is \$21,000 more than was budgeted. The ending fund balance is expected to be \$893,000, which is 20.8% of Annual Expenses.
- B. The middle school had an enrollment of 120, attendance rate of 95.5% and an expected surplus of \$113,000, which is \$103,000 greater than budget. The ending fund balance is forecasted at \$312,000, 17% of annual expenses.
- C. The CMO revenue is expected to be \$2.6 million, \$365,000 higher than budget. The expenses are also projected to be at higher than budget level, with a positive cash balance at year end. The annual surplus is forecasted at \$36,000, which is \$36,000 greater than budget.
- 7) **Resolution of Lease Contract with Avirom Realty.** Executive Director presented a resolution to enter into an 18 month lease contract for CMO offices. Deborah Bronner made a motion to authorize Glenda Aleman, Executive Director, to sign the proposed lease. Eric Belland seconded the motion. The motion passed with 5 aye votes.
- 8) **Report from Administrators.** Administrators reviewed the current status of the schools, and CMO, including current student count, facilities and personnel. The elementary school will add 3 students this month for a total of 320 students. The middle school will add 1 student this month for a total of 123 students. The schools are fully staffed, with vacancies filled.
- 9) **Progress Report on Executive Director's Goals.** Executive Director presented a progress report on her performance goals for the 2017—2018 academic year.
- 10) **Consideration to Change Date of May 19th Board Meeting.** The secretary proposed new meeting times due to schedule conflicts. The calendar of dates for the Board of Directors meetings for the rest of the 2017 – 2018 academic year is as follows: March 10, April 14, May 19, June 23.
- 11) **Adjournment.** The meeting adjourned at 12:38 p.m.