

MINUTES FOR A MEETING OF THE BOARD OF DIRECTORS OF SCHOOLS IN ACTION

Approved July 28,2018

A meeting of the Board of Directors of Schools in Action was held at 10:30 a.m. on June 30, 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:

- Deborah R. Bronner
- Ronae Harrison
- Bernardo Gallegos

The following board member was present by teleconference:

- Eric Belland

Call to Order

Ronae Harrison called the meeting to order at 10:30 a.m. Deborah Bronner recorded the minutes. The following members of the administrative staff were present: Glenda Aleman, Executive Director and Kalin Balcomb, Director of Schools. 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.** Ronae Harrison announced that the Performance Evaluation of the Executive Director will be presented to the Board at the next meeting.
- 3) **Consideration of Minutes from Past Meeting.** Bernardo Gallegos made a motion to approve for adoption the minutes from the meeting of the Board of Directors held on June 25, 2018. Eric Belland seconded the motion. The motion passed with 4 aye votes.
- 4) **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 May financials.
 - A. The elementary school enrollment was at 318 with attendance rate at 96.0%; the expected surplus was \$334,000, which is \$8,000 greater than was budgeted. The ending fund balance is expected to be \$880,000, which is 20.4% of Annual Expenses.
 - B. The middle school had an enrollment of 123 and an expected surplus of \$92,000, which is \$82,000 greater than budget. Expenditures are greater than budget but offset by revenue.

- C. The CMO revenue is expected to be \$2.9 million, which is \$347,000 higher than budget. The expenses are projected to be at higher than budget level, with a positive cash balance at year end. The projected surplus is \$42,000, with the ending fund balance at \$196,000, which is 6.9% of annual expenses.

Bernardo Gallegos made a motion to accept the May financials as presented. Deborah Bronner seconded the motion. The motion passed with 4 aye votes.

- 5) **Consideration of Consolidated Application for Federal Funds.** Deborah Bronner made a motion to table this agenda item. Bernardo Gallegos seconded the motion. The motion passed with 4 aye votes.
- 6) **Consideration of Charter School Management Organization MOU.** Executive Director Glenda Aleman presented a Memorandum of Understanding pursuant to which the Elementary School and the Middle School would each pay 0% interest to the CMO as a management fee. Bernardo Gallegos made a motion to approve the MOU with 0% management fee assessed against both the Elementary School and the Middle School. Ronae Harrison seconded the motion. The motion passed with 4 aye votes.
- 7) **Consideration of Interschool Borrowing Policy Extension.** Executive Director Glenda Aleman presented a proposal to extend the borrowing policy. Bernardo Gallegos made a motion to accept the interschool borrowing proposal as presented, which will be reflected in the fiscal policy. Ronae Harrison seconded the motion. The motion passed with 4 aye votes.
- 8) **Consideration of Change to Assistant Principal Salary Range.** Director of Schools Kalin Balcomb presented a proposal to increase the starting salary for Assistant Principals. Bernardo Gallegos made a motion to approve the Assistant Principal salary range as presented. Deborah Bronner seconded the motion. The motion passed with 4 aye votes.
- 9) **Consideration of 2018-2019 Budgets.** The Board reviewed the budget for the 2018 –2019 academic year for the Elementary School, the Middle School and the CMO. Deborah Bronner made a motion to accept the budget for the 2018 –2019 academic year for the Elementary School, the Middle School and the CMO. Eric Belland seconded the motion. The motion passed with 4 aye votes.
- 10) **Consideration of Change to Educational Program.** Director of Schools Kalin Balcomb presented a proposal to change the model of instruction for third grade from two specialized teachers teaching the two third grade classes to a self-contained model for each class. Deborah Bronner made a motion to approve the change for each of the third grade classrooms to become self-contained. Bernardo Gallegos seconded the motion. The motion passed with 4 aye votes.
- 11) **Consideration of Immigration Enforcement and Immigration Detention Deportation Policy.** Executive Director Glenda Aleman presented a directive to enforce new state legislation that was enacted regarding the enforcement or immigration laws in schools.

Deborah Bronner made a motion to adopt the immigration enforcement and immigration and detention deportation policy as presented. Bernardo Gallegos seconded the motion. The motion passed with 4 aye votes.

- 12) **Report from Administrators.** Director of Schools Kalin Balcomb provided updates on the staffing and programs at the schools. A new dance teacher has been hired. All teacher vacancies but one has been filled. The LCAPs were submitted. Summer school starts on July 2. Following an application, the schools were awarded a grant that will provide \$50,000 for professional development.
- 13) **Consideration of Executive Director's Annual Performance Evaluation.** Ronae Harrison announced that the Executive Director's Performance Evaluation will be presented at the next Board of Directors meeting scheduled on July 28, 2018.
- 14) **Set Board Meeting Calendar for 2018-2019.** Executive Director Glenda Aleman presented a proposal with the following dates for Board of Directors meetings for the 2018 – 2019 academic year, to take place from 10:30 a.m. to 12:30 p.m.:

July 28, 2018
September 15, 2018
October 27, 2018
December 1, 2018
January 12, 2019
March 2, 2019
April 13, 2019
May 18, 2019
June 22, 2019

Deborah Bronner made a motion to adopt the dates for Board of Directors meetings for the 2018 – 2019 academic year as proposed. Ronae Harrison seconded the motion. The motion passed with 4 aye votes.

- 15) **Adjournment.** The open session adjourned at 11:54 a.m.

CLOSED SESSION

1. **Conference with Labor Negotiators** (pursuant to Section 54957)
 - a. Executive Director

OPEN SESSION

- 1) **Report of Closed Session.** The closed open session was called to order at 11:55 am and adjourned at 12:25 p.m.
- 2) **Adjournment.** The open session adjourned at 12:25 p.m. after the closed session was held.

