

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

Approved September 15, 2018

A meeting of the Board of Directors of Schools in Action was held at 10:30 a.m. on July 28, 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

Call to Order

Ronae Harrison called the meeting to order at 10:34 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, along with Geetha Huma of Charter Impact.

OPEN SESSION

- 1) **Public Comment.** None.
- 2) **Announcements from Board Members and Board Committees.** None.
- 3) **Consideration of Minutes from Past Meeting.** Ronae Harrison made a motion to approve for adoption the minutes from the meeting of the Board of Directors held on June 30, 2018. Bernardo Gallegos seconded the motion. The motion passed with 3 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 June financials.
 - A. The elementary school enrollment was at 318 with attendance rate at 96.0%; the ADA was forecasted at 306, which was 8 lower than budget; the expected surplus was \$768,000, which is \$441,000 greater than was budgeted. The ending fund balance is expected to be \$1.3M, which is 30.3% of annual expenses.
 - B. The middle school had an enrollment of 123, an ADA of 118, which is 9 greater than budget; an expected surplus of \$261,000, which is \$251,000 greater than budget. Revenue is forecast at \$2.0M, which is \$208,000 greater than budget. Expenditures are forecast at \$1.7M, which is \$43,000 less than budget. The ending fund balance is expected to be \$1.3M, which is 30.3% of annual expenses.

- C. The CMO revenue is expected to be \$781,000, which is \$1.5M less than budget. The expenses are projected to be \$690,000, which is \$1.6M less than budget level. The surplus is forecast at \$101,000, which is \$101,000 greater than budget. The ending fund balance is forecast at \$254,000, which is 36.8% of annual expenses.

Deborah Bronner made a motion to accept the June financials as presented. Bernardo Gallegos seconded the motion. The motion passed with 3 aye votes.

The Board reviewed the Consolidated Application for the Elementary School for the school year 2017 – 2018, Title II and Title III and for the Middle School for the school year 2017 – 2018, Title II and Title III. Deborah Bronner made a motion to approve the Consolidated Application as presented. Bernardo Gallegos seconded the motion. The motion passed with 3 aye votes.

- 5) **Consideration of 17-18 Unaudited Actuals.** The Board reviewed the 2017- 2018 unaudited actuals. Deborah Bronner made a motion to approve the Unaudited Actuals as presented. Bernardo Gallegos seconded the motion. The motion passed with 3 aye votes.

- 6) **Consideration of 18-19 Parent/Student Handbook.** The Board reviewed the updated Parent/Student Handbook for the school year 2018 -- 2019. Bernardo Gallegos made a motion to approve the Parent/Student Handbook for the school year 2018 – 2019 as presented. Deborah Bronner seconded the motion. The motion passed with 3 aye votes.

- 7) **Consideration of 18-19 Employee Handbook.** The Board reviewed the updated Employee Handbook for the school year 2018 -- 2019. Deborah Bronner made a motion to approve the Employee Handbook for the school year 2018 – 2019 as presented. Bernardo Gallegos seconded the motion. The motion passed with 3 aye votes.

- 8) **Consideration of Consultant and Vendor Contracts for 18-19.** The Board reviewed the following three contracts:

Gigakom--E-rate approved vendor for cabeling of new site.

Powerful Choices--Reader's and Writer's Instructional coaches.

Charter Impact--Renewal of back office services.

Bernardo Gallegos made a motion to approve the proposal for the 3 consultant and vendor contracts. Ronae Harrison seconded the motion. The motion passed with 3 aye votes.

- 9) **Report from Administrators.** Administrators reviewed the current status of the schools, and CMO, including staff recruitment. Kalin Balcomb, Director of Schools, provided updates on the teacher positions for both schools. Glenda Aleman, Executive Director, updated the Board on the progress of the new building and the plans to provide a rendering for parent review.

- 10) **Announcement of Closed Session Agenda Items.** The Board was informed of the Closed Session agenda items.

CLOSED SESSION

1. **Conference with Labor Negotiators** (pursuant to Section 54957.7)

- a. Unrepresented employee: Director of Schools

2. **Executive Director Performance Evaluation.** (pursuant to Section 54957)

The Board will complete the Executive Director's performance evaluation and set goals for the 18-19 fiscal year.

OPEN SESSION

- 1) **Report of Closed Session.** The closed session was called to order at 11:40 am and adjourned at 12:30 p.m.

- 2) **Adjournment.** The open session adjourned at 12:30 p.m. after the closed session was held.