

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

A meeting of the Board of Directors of Schools in Action was held at 10:30 a.m. on November 02, 2019. The meeting was held at Arts Action Community Charter Middle School, 1241 S. Soto St. Los Angeles 90023.

The following Board members were present:

- Ronae Harrison
- Deborah Bronner
- Nancy Flores
- Maria Raffanti

Call to Order

Ronae Harrison called the meeting to order at 10:36 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, Stephanie Conde, Director of Operations; Jesus Mascorro, Director of Community Engagement and After School and Adrian Canez, Middle School Office Manager. Also present were Mariela Pinedo, potential new Board member and Lizette Villarruel, potential new Board member. Spencer Styles, President and CEO of Charter Impact and Tyler Myers, Director of Client Finance of Charter Impact were also present.

OPEN SESSION

- 1) **Public Comment.** Adrian Canez, Middle School Office Manager, informed the Board that there is an error in the employee handbook regarding the notice to employees about the 403(b) contribution. The staff will correct the error.
- 2) **Announcement of Board Members or Board Committees.** Nancy Flores, member of the Committee for the Performance Evaluation of the Executive Director, announced that an email was sent to staff members to inform them that the organization's website now has a link that can be used to contact the Board President to voice concerns.
- 3) **Consideration of Minutes from Past Meeting.** Ronae Harrison made a motion to approve for adoption the minutes from the meetings of the Board of Directors held on September 10th and

October 16th, 2019. Nancy Flores seconded the motion. The motion passed with 4 aye votes.

- 4) **Consideration of Board Member Candidates.** The Board President proposed the appointment of two parent representatives to serve on the Board of Directors, Mariela Pinedo and Lizette Villarruel.
- 5) **Presentation of Financial Report.** The Board of Directors reviewed the financial information presented by Tyler Myers of Charter Impact based on the current budget-to-actual report, cash flow projection, and next year forecast based on the September financials. Ronae Harrison made a motion to accept the September financials as presented. Maria Raffanti seconded the motion. The motion passed with 4 aye votes.
- 6) **Report from Administrators.** Administrators reviewed the current status of the schools, and CMO, including staff recruitment and construction.
- 7) **Consideration of 2020 Health Insurance premiums.** Executive Director, Glenda Aleman, presented a proposal for the 2020 health insurance premiums to be charged to employees. Ronae Harrison made a motion to keep the current health insurance benefits. Maria Raffanti seconded the motion. The motion passed with 4 aye votes.
- 8) **Consideration of revision to vacation, 403b Matching, and other compensation policies.** Staff presented a proposal for a revision to the current policies for classified salaried staff for potential action. Ronae Harrison made a motion to approve seven (7) blocked days for the classified salaried staff, effective immediately and to be calendared by the administrative staff, and to approve a 3% matching 403(b) for classified salaried employees effective November 1, 2019. Nancy Flores seconded the motion. The motion passed with 4 aye votes.

CLOSED SESSION

1. **Discussion of Personnel Matter.** (pursuant to Section 54957)
The Board discussed a confidential personnel matter with the Executive Director and Director of Schools.
2. **Discussion of Personnel Matter.** (pursuant to Section 54957)

The Board discussed the outcome of the ad-hoc committee's engagement in an interactive process with Executive Director on a confidential personnel matter.

3. Executive Director First Trimester Performance Review.

(pursuant to Section 54957)

The Board tabled the Executive Director's first trimester performance review.

OPEN SESSION

9) Report of Closed Session. Ronae Harrison gave a report of the three confidential matters on the Closed Session Agenda.

10) Adjournment. The meeting adjourned at 2:04 p.m.