

## 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 5:00 p.m. on September 10, 2019. The meeting was held at Arts Action Community Charter Elementary School, 5115 Via Corona St. Los Angeles 90022.

The following board members were present:

- Ronae Harrison

The following board members were present by teleconference:

- Deborah Bronner
- Nancy Flores

### **Call to Order**

Ronae Harrison called the meeting to order at 5:16 p.m. Deborah Bronner recorded the minutes. The following members of the administrative staff were present: Kalin Balcomb, Director of Schools, Stephanie Conde, Director of Operations; Jamie Kikuchi, Director of the Elementary School; Maria Ramirez, Human Resources Coordinator; Jesus Mascorro, Director of Community Engagement and After School; Karin Kroener Valdivia, Director of Middle School; Adrian Canez, Middle School office manager; and Jessica Benitez Elementary School office manager.

Spencer Styles, President and CEO of Charter Impact and Tyler Myers, Director of Client Finance of Charter Impact were also present. Dawn Bastin, Director of Accounting Services at Charter Impact, was als

### **OPEN SESSION**

- 1) **Public Comment.** Jesus Mascorro, Director of Community Engagement and After School, informed the Board that donor letters have been distributed.
- 2) **Announcements from Board Members and Board Committees.** None.
- 3) **Consideration of Minutes from Past Meetings.** Nancy Flores made a motion to approve for adoption the minutes from the meeting of the Board of Directors held on August 13<sup>th</sup>, 2019.

Deborah Bronner 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 Tyler Myers of Charter Impact based on the current budget-to-actual report, cash flow projection, and next year forecast based on the July financials. Ronae Harrison made a motion to accept the July financials as presented. Nancy Flores seconded the motion. The motion passed with 3 votes.
- 5) **Report from Administrators.** Administrators reviewed the current status of the schools, and CMO, including current student count, facilities and personnel. The administrators also presented reports on the Elementary School building, the bus information transporting students from the Soto Street site to the Corona Street site and the Middle School building.
- 6) **Consideration of Revised Board meeting calendar.** The Board considered revising the 19-20 board meeting calendar to include a date in October, but no date was added.
- 7) **Consideration of Revised Fiscal Policies.** After considering a proposal to increase the credit line limit to an overall credit line of \$50,000, Ronae Harrison made a motion to set the limits on credit line as follows: \$20,000 for the Elementary School, \$20,000 for the Middle School and \$10,000 for the CMO. Nancy Flores seconded the motion. The motion passed with 3 votes.
- 8) **Discussion on revision of vacation, 403b matching and other compensation policies.** Administrators and Board discussed current compensation policies and tabled the discussion until next meeting for further consideration.
- 9) **Consideration of 19-20 Safety Policy and Procedures.** The Administration presented a revised Safety Policy for adoption. Deborah Bronner made a motion to accept the revised Safety Policy for adoption. Nancy Flores seconded the motion. The motion passed with 3 votes.
- 10) **Consideration of 19-20 Concussion Management Policy.** The Administration presented a new and required policy for sports

programs for adoption. Ronae Harrison made a motion to accept the Concussion Management Policy for adoption. Nancy Flores seconded the motion. The motion passed with 3 votes.

- 11) **Consideration of 19-20 EL Masterplan.** The Administration presented a revised English Learner Masterplan for both schools for adoption. Nancy Flores made a motion to accept the revised Safety Policy for adoption. Ronae Harrison seconded the motion. The motion passed with 3 votes.
- 12) **Presentation of Academic Data.** Administration presented data from the latest benchmark administration, including data on student sub-groups.
- 13) **Consideration of Executive Director's Employment Contract.** This agenda item was tabled until the next meeting.
- 14) **Adjournment.** The open session adjourned at 7:09 p.m.

### **CLOSED SESSION**

Ronae Harrison called the closed session to order at 7:11 p.m.

1. **Executive Director Performance Evaluation.** (pursuant to Section 54957).
2. **Adjournment.** The closed meeting adjourned at 7:28 pm.

### **OPEN SESSION**

Ronae Harrison re-opened the open session 7:28 p.m.

- 1) **Report of Closed Session.** Ronae Harrison reported that the Executive Director's rubric remains the same.
- 2) **Adjournment.** The re-opened open meeting adjourned at 7:29 pm.