

## **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 March 14, 2020. The meeting was held at Arts in Action Community Charter Middle School, 1241 S. Soto Street STE 212, Los Angeles, CA, 90023. Brown Act Training was held at 9:30am prior to the meeting.

The following board members were present:

- Deborah R. Bronner
- Maria Raffanti
- Mariela Pinedo
- Nancy Flores
- Ronae Harrison

The following board members were absent:

- Lizette Villareal

### **Call to Order**

Ronae Harrison called the meeting to order at 10:30 am. Maria Raffanti recorded the minutes. The following members of the administrative staff were present: Kalin Balcomb, Interim Executive Director, Stephanie Conde, Director of Operations; Dennis Flicker, Middle School Director of Arts in Action Community Middle School; Jamie Kikuchi, Elementary School Director; Adrian Canez, Middle School Office Manager, Jesus Mascorro, Director of Community Engagement; and Tyler Myers, Director of Client Finance of Charter Impact were present. Melvin Marroquin , Kristin Dust

### **OPEN SESSION**

**1) Public Comment.** No announcements from Public.

**2) Announcement for Board Members or Board Committees.**

Ronae Harrison updated the board regarding potential need for future board meetings to be held via teleconference given concerns for COVID-19.

**3) Consideration of Minutes from Past Meetings.** Ronae Harrison made a motion to approve for adoption the minutes from the meeting of the Board of Directors held on January 25, 2020. Nancy Flores seconded the motion. The motion passed with 5 ayes and 0 nay votes.

**4) Consideration of Board Member Candidates.** The Board President introduced a prospective board member for consideration to serve on the Board of Directors.

**5) Consideration on Organizational Planning:** The Board President and Executive Director proposed a plan to officially review and restructure job duties of 12-month salaried employees.

**6) Discussion of ED position and consideration of change in the position title of the current ED position.** Deborah Bronner made a motion to offer Kalin Balcomb to the position as Executive Director until June 30th 2021 and to remove the current title as Interim Director. Ronae Harrison seconded the motion. The motion passed with 5 ayes and 0 nay votes.

**7) Presentation of the Financial Report. There was a friendly amendment to change the item from February Financials to January Financials (second interim report)** The Board of Directors reviewed the financial reports on the current budget-to-actual, cash flow projection and next year forecast for SIA, the elementary school and the middle school for the month of January and for the second interim period as presented by Tyler Myers of Charter Impact. Ronae Harrison made a motion to accept the January financials, and the second interim reports at the elementary and middle school as presented. Nancy Flores seconded the motion. The motion passed with 5 ayes and 0 nay votes.

**8) Consideration to authorize the Executive Director to enter into lease negotiations.** The Executive Director presented to the board an opportunity to lease a building next to the elementary school facility for the use of the School Food Authority and CMO with a lease start date of next school year. Deborah Bronner made a motion to authorize the ED to enter into lease negotiations to find a new location for the CMO. Nancy Flores seconded the motion. The motion passed with 5 ayes and 0 nay votes.

**9) Consideration of the offer for the current ED position:** Board will present an offer letter for the position of ED to be honored from the date of appointment and for the duration of this 12 month school year (ending June 30th). Ronae Harrison tabled the agenda item.

**10) Consideration of the Shade Structure Bids for Arts in Action Elementary.** The Director of Facilities presented and shared a bid for the Shade Structure for the

Amphitheater for board consideration. The board reviewed the bid with USA Shade. Ronae Harris made a motion to accept the bid and vote for a approval for the contract with USA Shade. Mariela Pinedo seconded the motion. The motion passed with 5 ayes and 0 nay votes.

**11) Consideration on Releasing Bond Funds:** The Director of Facilities and the Executive Director presented the option of releasing bond funds for parking lot costs prior to CUP approval for consideration. The board discussed the progress.

**12) Selection of the Independent Auditor.** The Board reviewed the consideration for Clifton Larsen Allen Firm as the independent audit firm for the 2019-2020 school year audit. Deboarh Bronner made a motion for the organization to hire Clifton Larsen Allen Firm as the independent audit firm for the 2019-2020 school year audit. Ronae Harrison seconded the motion. The motion passed with 5 ayes and 0 nay votes.

**13) Consideration of Revision of Staff Handbook :** The Board reviewed the consideration to change staff handbook to reflect a new policy for the Department of Justice Fees. Ronae Harrison made a motion to accept the change to the handbook to reflect a new policy for the Department of Justice Fees. Nancy seconded the motion. The motion passed with 5 ayes and 0 nay votes.

**14) Consideration of New POS System:** The School Food Authority presented the recommendations for the selection of a POS system for use for the review and consideration of the board based on the outcome of the POS procurement process. Ronae Harrison made a motion to approve the contract with Meals Plus as our POS system provider. Nancy seconded the motion. The motion passed with 5 ayes and 0 nay votes.

**15) Report from Administrators.** Administrators reviewed the current status of the schools, and CMO, CCSA advocacy and renewal and LCAP preparation and timeline, staff recruitment, student recruitment, the meal program, and construction.

## **CLOSED SESSION**

**1. Anticipated Litigation (One Matter) (Gov. Code sect. 54956.9(d)(2, 4).)**

## **OPEN SESSION**

**16) Report Report of Closed Session.** Ronae Harrison called the closed session to order at 12:21 pm. Ronae Harrison then called the open session to order at 12:32 pm. Ronae Harrison reported there is nothing to report from the closed session.

**17) Adjournment.** The meeting adjourned at 12:32 pm.

Requests for disability-related modifications or accommodations shall be made 24 hours prior to the meeting to the Board Secretariat in person or by calling (323) 266-4371.

Individuals wishing to speak at a Board meeting must sign up at the meeting. There will be no sign ups in advance of the meeting. Speakers must sign up prior to the item being acted upon by the Board. Speakers should plan to arrive early as items with no speakers may be acted on at the beginning of the meeting.

Materials related to an item on this Board agenda can be requested and made available for public inspection at the main office of Schools in Action, which is also the main office of Arts in Action Community Charter Schools.