

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

Approved September 10, 2019

A meeting of the Board of Directors of Schools in Action was held at 5:00 p.m. on August 13, 2019. The meeting was held at Arts in Action Community Charter School, Suite 212, 1241 South Soto Street, Los Angeles 90023.

The following board members were present:

- Ronae Harrison
- Deborah Bronner

The following board members were present by teleconference:

Maria Raffanti  
Nancy Flores  
Bernardo Gallegos

## **Call to Order**

Deborah Bronner called the meeting to order at 5:04 p.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; 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.

Present from Stifel Public Finance were John Kim, Managing Director and Nate Keninitz.

Also present by teleconference was Spencer Styles of Charter Impact.

## **OPEN SESSION**

- 1) **Public Comment.** Public comment was given. Staff expressed their concerns about their current vacation time and 403B matching for classified staff.
- 2) **Announcement for Board Members or Board Committees.** None.

- 3) **Consideration of Minutes from Past Meeting.** Bernardo Gallegos made a motion to approve the minutes from meetings of the Board of Directors held on July 16, 2019. Maria Raffanti seconded the motion. The motion passed with 5 aye votes.
- 4) **Consideration and potential action approving Board resolution.** After a presentation by John Kim of Stifel Public Finance, Ronae Harrison made a motion to authorize the Executive Director to explore school project financing opportunities and to approve the engagement of financial institutions, consultants and legal counsel in that regard. Maria Raffanti seconded the motion. The motion passed with 5 aye votes. Ronae Harrison made a motion to authorize the Executive Director to reimburse the schools from the proceeds of future borrowing for capital expenditures. Nancy Flores seconded the motion. The motion passed with 5 aye votes.
- 5) **Consideration of 18-19 Unaudited Actuals.** Spencer Styles of Charter Impact presented the 2018-2019 unaudited actuals for review and approval for all three entities. Deborah Bronner made a motion to accept the 2018-2019 unaudited actuals for the Elementary School. Ronae Harrison seconded the motion. The motion passed with 5 aye votes. Deborah Bronner made a motion to accept the 2018-2019 unaudited actuals for the Middle School. Ronae Harrison seconded the motion. The motion passed with 5 aye votes. Ronae Harrison made a motion to accept the 2018-2019 unaudited actuals for the CMO. Maria Raffanti seconded the motion. The motion passed with 5 aye votes.
- 6) **Consideration of Increasing Credit Card limits.** After the Board reviewed a proposal by the Executive Director, Deborah Bronner made a motion to authorize the Executive Director to apply for a credit card limit increase up to \$50,000. Nancy Flores seconded the motion. The motion passed with 5 aye votes.
- 7) **Consideration of changing bank account features and services.** After the Board reviewed a proposal by the Executive Director, Ronae Harrison made a motion to change bank account features and services that would decrease bank fees and enhance security. Nancy Flores seconded the motion. The motion passed with 5 aye votes.
- 8) **Consideration of Charter School Management Organization MOU.** After the Board reviewed a proposal by the Executive Director, Deborah Bronner made a motion to accept the Memorandum of

Understanding for the CMO to charge each of the schools 2.5% of revenue. Maria Raffanti seconded the motion. The motion passed with 5 aye votes.

- 9) **Consideration of 19-20 Parent/Student Handbook.** After the Board reviewed a revised Parent/Student 19-20 handbook presented by Kalin Balcomb, Director of Schools, Ronae Harrison made a motion to accept the 19-20 Parent/Student Handbook. Nancy Flores seconded the motion. The motion passed with 5 aye votes.
- 10) **Consideration of 19-20 Employee Handbook.** After the Board reviewed a proposal by the Executive Director, Ronae Harrison made a motion to accept the 19-20 Employee Handbook. Nancy Flores seconded the motion. The motion passed with 5 aye votes.
- 11) **Consideration of Parent Engagement Policy.** After the Board reviewed a parent engagement policy presented by Kalin Balcomb, Director of Schools, Ronae Harrison made a motion to accept the parent engagement policy. Maria Raffanti seconded the motion. The motion passed with 5 aye votes.
- 12) **Report from Administrators.** Kalin Balcomb, Director of Schools, reviewed the current status of the schools, and CMO, including staff recruitment. Stephanie Conde, Director of Operations, reviewed the status of construction of both the Elementary School and the Middle School.
- 13) **Consideration of the Executive Director's Employment Contract.** The Board tabled the Executive Director's employment contract with new terms to the next meeting.
- 14) **Adjournment.** The open meeting adjourned at 6:49 pm.

### **CLOSED SESSION**

Ronae Harrison called the closed session to order at 6:50 p.m.

1. **Executive Director Performance Evaluation.** (pursuant to Section 54957).
2. **Adjournment.** The closed meeting adjourned at 7:35 pm.

## **OPEN SESSION**

Ronae Harrison re-opened the open session 7:35 p.m.

- 15) **Report of Closed Session.** Ronae Harrison reported that the Board will consult with legal counsel regarding some of the language of the Executive Director's Performance Evaluation.
- 16) **Adjournment.** The open meeting adjourned at 7:38 pm.