



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

REGULAR MEETING

6.10.23
10:00 am

Meeting Location:

Arts in Action Community Middle School
745 S. Kern Ave, Los Angeles, CA, 90022

Ability to attend remotely from:

Arts in Action Community Charter School
5115 Via. Corona, Los Angeles, CA, 90022

[Join Zoom Meeting](#)

ID: 81453641129

Passcode: 829879

OPEN SESSION

Board Members Present:

Ronae Harrison, President
Raul Alarcon, Vice President
Deborah Bronner, Treasurer
Rachel Gibbs, Secretary
Lizette Villaruel, Member
Catherine Belcher, Member

Absent: None

Start time: 10:06 AM

1) Public Comment.

a) none

2) Announcements from Board Members or Board Committees.

a) Ronae Harrison announced that the Adhoc committee for the Executive Director's end of year evaluation will be rescheduled for the next board meeting.

3) Renewal of Board Member Term. The Board considered the renewal of the Treasurer, Deborah Bronner's term which ended May 2023.

a) Kalin Balcomb spoke about Deborah's position with our board – Deborah has been on the board since 2015. She is very reliable when it comes to her treasury responsibilities. She has experience in the legal world and special education. Deborah has shared she is interested in continuing with us, so

Kalin Balcomb recommended her renewal on the board.

- b) Ronae Harrison made a motion to renew Treasurer Deborah Bronner's term, and Rachel Gibbs seconded.
 - i) 6 ayes, 0 nays

4) **Minutes from Past Meetings.** The minutes from the 4.22.23 Board Meeting were reviewed and considered for adoption by the school board.

- a) Ronae Harrison abstained from voting on this item. Raul Alarcon made a motion to approve the minutes, and Rachel Gibbs seconded.
- b) 5 ayes, 0 nays, 1 abstained

5) **2023-2024 Annual Budget.** The Executive Director and Charter Impact presented the draft 2023-2024 annual budget for review and consideration by the school board.

a) Questions:

- i) Ronae Harrison asked about the five additional staffing positions, and what would happen if enrollment decreased. Kalin Balcomb responded that these positions are existing open positions and one additional position. The positions are largely not specific to special education. The new position includes a certificated math specialist.
- ii) Raul Alarcon asked for clarification on how many open positions were aimed at behavior. Kalin Balcomb responded that there was one behavior support opening. The five additional positions also include the number of ongoing openings from the 2022-2023 school year. The only new additional position for the elementary school is the math specialist position.
- iii) Jamie Kikuchi, Elementary School Director, spoke to the co-teach mentorship plan for the TK/Kinder class.
- iv) Ronae Harrison had a question about workshops geared towards special education. Melvin responded that we did have special education workshops this year, but not as many as we would like. With the changes coming next year, the goal is to provide the workshops for the community. Kalin Balcomb added that Melvin is making a lateral move to his role as a Special Education Director. This change should contribute to increasing our ability to provide additional special education and parent workshops. Further, Kalin Balcomb added that we have a few grants that will be able to support delivering workshops for the community.

v) No further questions.

- b) Ronae Harrison made a motion to approve the draft 2023-2024 annual budget. Raul Alarcon seconded the motion.
- c) 6 ayes, 0 nays

6) **2023-2024 EPA Budget.** Charter Impact and the Executive Director presented the EPA Budget and Resolution for review and consideration by the school board.

- a) Ronae Harrison made a motion to approve the EPA Budget and Resolution, Rachel Gibbs seconded.
- b) 6 ayes, 0 nays

7) **Consideration on the Updated Fiscal Policy and Procurement Handbook.** The Executive Director presented updates to the Fiscal Policy and Procurement Handbook for review and consideration.

- a) Kalin Balcomb presented on the updates that were made on the Fiscal Policy and Procurement Handbook. Besy added that our analyst recommended we not do meal program procurement bids in public, as this was not typical and overly complicated, so this portion of the procurement policy was removed. Kalin Balcomb shared that we combined both the Procurement Handbook and the Fiscal Policy Handbook for uniformity/clarity.
- b) Ronae Harrison made a motion to accept the Fiscal Policy and Procurement Handbook, Deborah seconded.

c) 6 ayes, 0 nays

8) **Consideration of Bids.** The Executive Director and the Director of Operations presented competitive bids for prospective services, purchases, and agreements for review and consideration by the school board.

a) Stephanie Conde and Kalin Balcomb Balcomb presented the following bids:

i) School Bus Transportation Bids

(1) **Stephanie is recommending that we move forward with Aspire Transportation.**

(2) Raul Alarcon asked how many more years we'll be offering the transportation.

Stephanie responded by saying that this has been opened up to younger siblings. Due to ongoing enrollment, we anticipate this might continue for another three to five years.

(3) Raul Alarcon asked if we have been doing outreach in the ELA area, or in Boyle Heights. Jesus responded that we have not recruited in the Boyle Heights area, but through word of mouth, we have had families interested and the bus has been offered to them as well.

(4) Catherine Belcher added her understanding that the bus is paying for itself right now due to increased enrollment numbers.

ii) Access points and Camera/Security System Bids

(1) **Kalin Balcomb and Stephanie are recommending that we move forward with Blue Wave Action Point.**

(2) Raul Alarcon asked if folks are able to have mobile access to the cameras, Stephanie Conde responded yes.

(3) Raul Alarcon asked for clarification on the cost, cost per school was clarified on the bid document.

(4) Catherine Belcher asked if the cameras were internal and external, Stephanie Conde said it was both.

iii) Speaker and Intercom System Bids

(1) Stephanie spoke on why the schools need a PA system, The one we have is only in halls and not in the classrooms. There have been issues with sound. The proposed systems would give the classes access, for outside, emergency drill incorporation. Further, these new systems include panic buttons, so there would be a lot of safety-enhancing for what we have now.

(2) **Stephanie is recommending Wahsega as the vendor.**

(3) Since the bids are less than \$50,000, no board approval is needed.

(4) Raul Alarcon recommended All World Communications if another vendor recommendation is needed.

iv) Furniture Bids

(1) **School picnic tables—this item will be revisited at the next board meeting.**

v) Voting on Bus Transportation, this is the only item that needs voting per policy.

(1) Stephanie Conde is recommending we move forward with Aspire Transportation based on track record and price.

(2) Ronae Harrison made a motion to accept the School Bus Transportation Bids and the recommendation to go with Aspire Bus Transportation, Rachel Gibbs seconded.

(3) 6 ayes, 0 nays

9) **Vendor Contracts for the Meal Program.** The Executive Director and District Meal Program Director presented the outcomes of the procurement process for new meal program vendors and the draft vendor contracts for review and consideration by the school board for the following schools:

a) **Magnolia Science Academy Santa Ana (1 school)**

i) **Selected Vendor: Sapphire at School**

b) **Bright Star Schools (6 schools)**

- i) Rise Kohyang Elementary School
- ii) Rise Kohyang Middle School
- iii) Rise Kohyang High School
- iv) Stella Elementary Charter Academy
 - (1) Stella ES Location 1 (TK-1st Grade)
 - (2) Stella ES Location 2 (2nd-4th Grade)
- v) Stella Middle Charter Academy
- vi) Stella High Charter Academy
- vii) Selected Vendor: Top Notch**
- c) LA Area Sites (4 schools)**
 - i) Arts in Action Community Charter School
 - ii) Arts in Action Community Middle School
 - iii) Learning by Design Charter School
 - iv) Valley International Preparatory High School
 - v) Selected Vendor: Top Notch**
- d) Allegiance Sites (2 schools)**
 - i) Allegiance Steam Academy Thrive Chino
 - ii) Allegiance Steam Academy Fontana
 - iii) Selected Vendor: Top Notch**
- e) Bay Area, Oakland and Stockton Sites (15 schools)**
 - i) KIPP King Collegiate High
 - ii) KIPP Summit Academy
 - iii) KIPP Heartwood Academy
 - iv) KIPP Prize Preparatory Academy
 - v) KIPP San Francisco Bay Academy
 - vi) KIPP San Francisco College Preparatory
 - vii) KIPP Bayview Academy
 - viii) KIPP Bridge Rising Academy
 - ix) KIPP Esperanza High School
 - x) Gateway Middle School
 - xi) Gateway High School
 - xii) Creative Arts Charter School
 - xiii) The New School Francisco
 - xiv) KIPP Stockton K-12
 - xv) KIPP University Park
 - xvi) Selected Vendor: Lunch Masters**
- f) CACFP Vended Meals- (14 schools)**
 - i) Arts in Action Community Charter School
 - ii) Arts in Action Community Middle School
 - iii) Palmdale Aerospace Academy
 - iv) Magnolia Science Academy #1
 - v) Magnolia Science Academy #2
 - vi) Magnolia Science Academy #3
 - vii) Magnolia Science Academy #6
 - viii) Magnolia Science Academy #7
 - ix) Valor Academy Elementary
 - x) Valor Academy Middle
 - xi) Stella High Charter Academy
 - xii) Rise Kohyang Elementary School
 - xiii) Rise Kohyang Middle School

xiv) East Los Angeles Youth Center

xv) **Selected Vendor: Top Notch**

- g) Ronae Harrison made a motion to accept the final contracts contingent on YM&C's final review and feedback on the language on the contracts, Catherine Belcher seconded.
- h) 6 ayes, 0 nays

10) Consideration of Administrators' Report. School Leadership presented information about the Clifton Larson audit governance information for the board, audit updates, recruitment updates, grant updates, the outcome of staff, student, and parent surveys, end of year i-Ready schoolwide benchmark testing and school-wide events and graduations.

- a) Ronae Harrison made a motion to approve the Administrators' Report, Raul Alarcon seconded.
- b) 5 ayes, 0 nays
- c) Catherine Belcher did not vote on the measure.

11) Annual Special Education Local Plan Areas (SELPA) Opt-Out Collective Notice. The Executive Director presented the collective notice of intent to exit the LAUSD SELPA letter to retain the right to opt out of the LAUSD SELPA for review and consideration by the school board.

- a) Ronae Harrison made a motion to accept the Annual Special Education Local Plan Areas (SELPA) Opt-Out Collective Notice, Deborah seconded.
- b) 6 ayes, 0 nays

12) Consideration of the 2023-2024 Staff Handbook. The Executive Director presented the 2023-2024 Staff Handbook for review and consideration by the school board.

- a) Kalin Balcomb discussed the updates pertaining to the staff handbook for the 2023-2024 school year.
- b) Ronae Harrison made a motion to accept the 2023-2024 Staff Handbook, Raul Alarcon seconded.
- c) 6 ayes, 0 nays

13) Consideration of the 2023-2024 Parent and Student Handbook and Parent Engagement Plan. The Executive Director presented the Parent and Student Handbook and Parent Engagement Plan for review and consideration by the school board.

- a) Kalin Balcomb presented the changes on the 2023-2024 Parent and Student Handbook and Parent Engagement Plan.
- b) Jamie Kikuchi spoke about wanting to consider the Birthday Celebration Policy and wants to hear about other perspectives from other administrators. Kalin Balcomb mentioned that there were strong considerations for equity in the classrooms.
 - i) Raul Alarcon's school does an end-of-the-month celebration per class. They encourage families to not bring cupcakes. Parents are provided a list of what to bring. Catherine Belcher added that this process might also consider classroom time.
- c) Ronae Harrison recommends that we add a reference to the handbook that the comprehensive safety plan is located at the office and available to review by request.
 - i) Raul Alarcon added that his school has two versions; one that is comprehensive and the other one only has the information that can be made public.
- d) Ronae Harrison made a motion to accept the 2023-2024 Parent and Student Handbook and Parent Engagement Plan, Deborah seconded.
- e) 6 ayes, 0 nays

14) Consideration of the 2023-2024 Comprehensive Safety and Security Plan. The Executive Director presented the 2023-2024 Comprehensive Safety and Security Plan for review and consideration by the school board.

- a) Ronae Harrison made a motion to accept the 2023-2024 Comprehensive Safety and Security Plan,

Catherine Belcher seconded.

b) 6 ayes, 0 nays

15) Consideration of the Additional Targeted Support and Improvement (ATSI) notice and plan. The Executive Director presented information about the ATSI designation and the next steps for review and consideration by the school board.

a) The board was notified of the Additional Targeted Support and Improvement (ATSI) notice and plan, no vote was needed by the board.

16) Consideration and review of the LCAPs and LCAP documents. The Executive Director presented the final draft LCAPS and LCAP documents, including parent budget overviews and annual summaries for review and consideration by the school board.

a) Ronae Harrison made a motion to approve the LCAPs and LCAP documents, Deborah seconded.

b) 6 ayes, 0 nays

17) Consideration of the 2023-2024 School Plans for Student Achievement. The Executive Director presented the SPSAs for review and consideration by the school board.

a) Ronae Harrison made a motion to approve the 2023-2024 School Plans for Student Achievement, Catherine Belcher seconded.

b) 6 ayes, 0 nays

18) Consideration of the 2023-2024 Board Calendar. The school board reviewed and considered the proposed board meeting dates for the upcoming school year.

a) The board agreed to continue the meetings at 10:00 am. Meetings might shift to happen every six weeks instead of 8. A revised calendar will be shared with the board for consideration at the next meeting.

b) Ronae Harrison motioned to continue the discussion on the board calendar. Still, the board will meet again on Saturday, July 22nd at 10:00 am. Catherine Belcher seconded the motion.

c) 6 ayes, 0 nay

CLOSED SESSION

1. Conference with Real Property Negotiator

Property: 5136 and 5140 Via Corona

Agency negotiator: Kalin Balcomb Balcomb

Under negotiation: Rent and other terms.

~~2. Executive Director Performance Evaluation. (pursuant to Section 54957). The Board will engage in the Executive Director's performance evaluation and draft goals for the upcoming 2023-2024 fiscal/school year. This item was moved to the next board meeting~~

19) Report from Closed Session.

a) Nothing to report.

20) Consideration of Bids. The Executive Director and the Director of Operations tabled the competitive bids for prospective work on new rental facilities.

a) Flooring

b) HVAC

c) Electricity

- d) Lighting
- e) **This item was tabled until the next meeting.**

21) Adjournment at 12:19pm.

Requests for disability-related modifications or accommodations shall be made 24 hours prior to the meeting to the schools' main offices 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 or by contacting: Jessica Benitez, at jessicab@artsinactioncharter.org