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Alameda Community Learning Center

**Governing Board Meeting Minutes**

**January 8<sup>th</sup>, 2014 - 6:30 PM**

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This meeting was held at ACLC: 400 Grand St. Alameda, CA 94501

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**1. Public Session (ACLC)** 6:30 PM

**a. Call to Order & Attendance**

Meeting was called to order at 6:31PM

<u>Board Members</u>	<u>Present</u>	<u>Absent</u>
David Hoopes, ACLC Lead Facilitator	<u>X</u>	_____
Molly Fenn, ACLC Facilitator	<u>X</u>	_____
Gabrielle Baumgartner, ACLC Facilitator	<u>X</u>	_____
Bara Waters, ACLC Parent Member	<u>X</u>	_____
Catherine Pauling, ACLC Parent Member	_____	<u>X</u>
Patrick Melendez, ACLC Learner	<u>X</u>	_____
Sophia Moore, ACLC Learner	<u>X</u>	_____

**b. Review and Approval of Agenda**

Patrick motioned to approve the agenda, 2nd by Sophia.

David Hoopes, ACLC Lead Facilitator	Aye
Molly Fenn, ACLC Facilitator	Aye
Gabrielle Baumgartner, ACLC Facilitator	Aye
Bara Waters, ACLC Parent Member	Aye
Patrick Melendez, ACLC Learner	Aye
Sophia Moore, ACLC Learner	Aye

Approved (6-0) 0 Abstentions.

**2. Presentations from the floor** 6:35 PM

PRESENTATIONS FROM THE FLOOR - At this time any person wishing to speak to any item not on the agenda will be granted three minutes to make a presentation to the Board of Directors.

Molly: We still need two more community board members to be part of the ACLC board.

**PRESENTATION ON AGENDA ITEMS** - Any person wishing to speak to any item on the agenda will be granted three minutes to make a presentation just prior to the discussion of the agenda item.

### 3. ACLC Lead Facilitator's Report

6:40 PM

#### **Paul Bentz:**

Thank you to Paul Bentz for his years of leadership and service to ACLC. He will be honored this Friday night at a retirement party. He has been a formative figure in the growth and development of our school. We would like to thank him for his continuous hard work over the years, his loyalty to ACLC, and his fearless leadership. Take a look at the Gingerbread house created in his honor by learners:

Paul, You will be sorely missed and we wish you a long, happy and healthy retirement.

#### **Enrollment Saturday**

Saturday, January 11<sup>th</sup>, ACLC will be having enrollment sessions at 10:00 and 11:30. Both sessions will be lasting about an hour and a half. Please join us to share your insights and hear about our program. We have also added additional tours to give applicants more opportunities to join ACLC. January and February are big enrolment months for us at ACLC.

#### **ACLC Graduation**

Our 2014 ACLC Graduation is planned for June 10<sup>th</sup> @ 3pm. As usual, we will be at Kofman Auditorium. This event will be free and open to all, including the younger learners from ACLC. Feel free to invite anyone you like. Following the ceremony, Graduation Dinner will be at the Elks Club around 5:30pm or 6:00pm. The time is yet to be finalized depending on the ceremony. This is a paid event. CCEF pays for the seniors and facilitators. Everyone else must pay for themselves.

#### **College Going Report**

All of our seniors have made their college application lists. Many of these learners are applying to more than two schools but below are their top choices. 22 out of 24 learners are eligible for four-year universities.

Stanford	UC Berkeley
UC Berkeley	UCLA
Johns Hopkins University	UC San Diego
Cal State East Bay	University of Southern California
College of Alameda	
Chico State	Sacramento State
UC Davis	Cal Poly
Laney	College of Alameda
University of Oregon	UC Davis
UC Davis	UC Berkeley
FIDM	Virginia Commonwealth Univ
UC Berkeley	Wellesley

UC Irvine	UC San Diego
Stanford	University of Chicago
Notre Dame de Namur	SF State
San Diego State	UC Irvine
Chico State	Sonoma State
Stanford	Vanderbilt
Sacramento State	SF State
Cal Maritime	SF State
Cal State East Bay	Stanford
Mills College	UC Berkeley
Franklin Pierce	University of Victoria
Pomona	UC Davis

### **Academic Support update**

Academic Support has evolved to include a Google document that is facilitated by our Intervention Specialist (Kumi Hodge). Facilitators working with Kumi, have collaborated to support learners in individual classrooms rather than meeting all in one place. We are striving to include additional supports such as learning labs and parent contacts on a regular basis. These specific routines are designed so that the process is not vague.

<b>Issue</b>	<b>Action</b>
If a learner is missing an assignment/has trouble on specific content	Academic Support
If a learner is missing multiple assignments/routinely turns in work late/serious understanding issues	Academic Support* Learning Labs* Email/call parents*
If a learner is failing multiple courses/routinely turns in work late	Academic Support* Learning Labs* 1-on-1 meetings* Email/call parents*

### **Technology and Computer update:**

In accordance with the technology plan we voted on last month, facilitators have selected the Lenovo laptops, which are being purchased this week. We are excited to use them in classrooms, instead of bringing a whole class to the center.

### **PAC update:**

PAC met last month to troubleshoot the after school pick up challenges. We have a few folks working to create solutions. Those ideas include

- ***Additional reminders for our parents within the community***
- ***Maps to show alternative pick up locations***
- ***Creative ways to pick up***
- ***Additional communication at the curb to show both Wood and ACLC Families where our pick-up and drop-off area is.***
- ***Communication with the city to install a crosswalk and additional signage.***

## **CCEF/PAC Warming Hut success!**

Thank you to Christine Kovach and other PAC volunteers who organized, set-up, served and cleaned up for our first big event with ACLC and Wood Middle School. The goal of spreading some good will and letting the young people know they are all appreciated was achieved. We saw lots of happy people enjoying all of the gorgeous baked goods and hot cocoa (drinks donated by catering company Pacific Fine Food) as they mingled across campus lines. Several Wood MS staff had positive things to say about ACLC.

### **4. Executive Director's Report**

6:45 PM

1. Nea's Charter Renewal: Following a resoundingly positive report regarding Nea's program from the AUSD visiting committee, Nea's charter renewal was approved by the AUSD school board on December 17. We are pleased and proud of Nea's many accomplishments since opening its doors just five short years ago. ACLC's current charter is valid through June 2015. As such, we will engage in the renewal application process with the district in fall 2014. I'm looking forward to working with David and the ACLC facilitators in revising the current charter, and gathering an exhaustive list of supporting documents required for application. We anticipate submitting our application packet in September, and will certainly keep everyone posted as we engage in this most important process.
2. We have received sunshine proposals from both classified and certificated employee groups, and are in the process of drafting CLCS sunshine proposals addressing each group. Sunshine proposals will be publically reviewed, with opportunities for discussion during the January CLCS board meeting, scheduled on January 23, for those wishing to attend.
3. Members for the Site Master Plan Committees for Nea and ACLC have stepped forward, and will be contacted this week. Once those who initially volunteered confirm their willingness to help on this committee, I will publish the full list to the community. As you may recall, the AUSD-retained architect and district leaders are providing both ACLC and Nea the opportunity to meet twice with the district representatives to discuss long-term facilities needs of each school. These meetings are scheduled for February and March. A third meeting for each school is tentatively scheduled in March. These final meetings would involve the discussions between schools that share sites, i.e., Wood and ACLC; Nea and Academy of Alameda.

### **5. Committee and Leadership Reports**

6:50 PM

Curriculum Committee:

Gabrielle: Has not met, will meet next week.

Leadership:

Patrick: Annual gingerbread competition at ACLC. New competition with recycling components used to build miniature cities.

Molly: Last CCC of the semester. LLC fall topic is one that is decided by leadership. There are two topics. Reflection about change from Encinal to adapt to Wood campus. Reflection on permanent mascot for ACLC. How the Hawk represents our school and the back story of the hawk.

Patrick: Finished Constitutional Convention. Excited to hear results.

## Financial Committee:

Gabrielle: Financial Committee met and there was some verification needed for the check registers. A payment to CPM for slightly over \$10K was issued and some clarification is needed.

### 6. Consent Agenda

7:10 PM

- a. Approval of check register for November 2013
- b. Approval of December, 2013 Minutes

Gabrielle motions to approve the check registry with the condition of verifying CPM 6271, 2nd by Bara.

David Hoopes, ACLC Lead Facilitator	Aye
Molly Fenn, ACLC Facilitator	Aye
Gabrielle Baumgartner, ACLC Facilitator	Aye
Bara Waters, ACLC Parent Member	Aye
Patrick Melendez, ACLC Learner	Aye
Sophia Moore, ACLC Learner	Aye

Approved (6-0) 0 Abstentions.

Patrick motions to approve the December, 2013 Minutes, 2nd by David.

David Hoopes, ACLC Lead Facilitator	Aye
Molly Fenn, ACLC Facilitator	Aye
Gabrielle Baumgartner, ACLC Facilitator	Aye
Bara Waters, ACLC Parent Member	Aye
Catherine Pauling, ACLC Parent Member	Aye
Patrick Melendez, ACLC Learner	Abstention
Sophia Moore, ACLC Learner	Aye

Approved. (5-0) 1 Abstention (Patrick)

### 7. Action Items

7:15 PM

- a. Learner fundraising protocols and accounts with community money

David Hoopes, ACLC Lead Facilitator	Aye
Molly Fenn, ACLC Facilitator	Aye
Gabrielle Baumgartner, ACLC Facilitator	Aye
Bara Waters, ACLC Parent Member	Aye
Catherine Pauling, ACLC Parent Member	Aye
Patrick Melendez, ACLC Learner	Aye
Sophia Moore, ACLC Learner	Aye

Approved. (6-0) 0 Abstention.

## 8. Discussion Items

8:05 PM

### a. Card Playing in the Center

Alex: Playing cards should be allowed with the rule of respecting other learners in the center by being quiet.

Joshua: Main concern from facilitators was that the focus would be not academic. However, playing cards will help learners socialize better with each other. Most learners finish their homework at home or early so they can use card playing as a socializing skill.

Jenny: When ACLC was at Encinal, the center and the front office was located in the exact same area. Impression shown to new families did not set a good example for new learners or visitors. Now that the office is in a different location at Wood, things are different.

Angela: There was a trial period for 5th and 6th period last year. Appreciates Alex bringing this back to the governing board. Back at Encinal, the center was mated with where the front office is and the impression shown to new families did not set a good example for new learners. There was also an issue of gambling as well. However, if these issues are kept in check it will help with social bonding among learners.

Molly: We as facilitators do not all share the same prospective.

Cons: We have a much smaller center this year. Using the space for card playing when someone is working on an assignment will be limited. Facilitators also noticed when learners are playing cards, it can be very disruptive to others who are trying to work or study.

Pros: Playing cards is indeed for social bonding and other certain games such as chess has been proven to be educational.

Patrick: Easy way to resolve this. For example, if there is a learner that needs space for academic purposes, they have the right to have another learner be excused from that space as academics has priority. Believes school is both academic and social. For example, Josh and I got to know each other by playing chess in the center. Even though we were classmates, we did not socialize or talk much until we started playing chess.

Jenny: We do not many educational games here. Most of the games, such as Monopoly is considered to be really disruptive game. Some learners bring hand held video game consoles which is disruptive due to sound. Card playing is not the only game that is disruptive.

Gabrielle: Grew up playing cards. Torn in between and understands, but it is really disruptive. My suggestion is, if this is to pass. Prioritize what the steps are in concerns to gambling and disruptiveness.

David H: Cards are an amazing thing. It's a setup, as card playing is loud and noisy. Learners can and should be playing cards outside in the yard instead of the center. The center is a small space and it would be unfair to the learners who need peace and quiet to do their work. That's why I strongly encourage to take the games outside the yard and I have seen gambling between learners. I love cards personally, but I cannot support card playing in the center.

Joshua: I've never seen any gambling, but it doesn't mean it does not happen. Personally, gambling is not an issue.

Camilla: It's not black and white. Leadership monitors the floor daily. It is possible to negotiate a proposal to come in agreement with the games. We need to all work together and have guidelines.

Patrick: Traditionally this proposal comes up during January, February and March. I believe the reason why is because it is cold and no one will go outside to play cards or other loud games.

Joshua: If you are playing in the outback, it is indeed too cold.

Tallulah: What about having a card area? A dedicated area to play cards and not disturb other learners.

David T: As a card player, it is definitely a social tool. Social value is very proportional to the loudness and noise during the game. The inherent conflict on measuring the social activity vs academics.

Jake N: Collateral for games.

Angela: It seems like all the bad examples are given, except for the good examples. There were situations where the games were quiet and none disturbing to others. I hope we can have a trial period again.

Joshua: Some games are loud. For example, Egyptian war. Therefore, some games should definitely be not permitted as it transits too much noise.

Alex: A lot of great points, but I still feel that it can be controlled in a quiet state.

Elle: Can understand the point of being loud when playing cards in the center, however I can also get loud on my own.

#### b. Report on school population committees established last month

Joshua: Since 2011, salaries, enrollment, facilitators and expenses. There will have to be cuts in a lot of areas. Would it be worth it to cut, salaries and facilitators for a smaller school. I believe yes it would be. \$180,000 jump in operating expenses from 2011 to 2012.

David H: Consultants, such as Edtec, Linde Group, Eon Technologies and Lawyer Consulting.

Joshua: To make this community what it used to be, we need to reduce the enrollment and have the facilitators interact with the learners more. Every year facilitators receive a \$1,000 raise and it is hard to cut that. Most facilitators were asked what the ideal size of classes and most of them answers 60 learners per class and 3 periods. Ideally it would be best to have 55 6th graders and retain them.

Chloe: Does ACLC receive federal grants?

David H: Yes we do.

Bara W: Has anyone ever considered of a block system? It would provide more of settled environment and projects could be done in a classroom. There are different ways to do block systems. For example, 4x4 (four classes per semester). It would be interesting to check out and learn more about it. As it can resolve spacing issues without the worry of overcrowding.

Camilla: Not familiar with block systems.

Bara W: Longer class periods, for example 90 minutes instead of 60 minutes. It would bond in project learning time within the class itself. AP Classes would be the issue for block system, but this is not an issue with ACLC. It is almost like a college class schedule and resolves the issue of having a overcrowded school. For example, different lunch periods and longer class periods with less classes per semester. Studies have shown significant improvement with SAT scores and class grades.

Julie: Will there be any free periods and retain the way ACLC used to be?

Bara W: Certain grades would be able to use the center and switch off.

Molly: Teaching classes 4 days a week instead of 3 days a week. There are other scheduling choices and options that can be implemented instead of what we have now. Having fewer facilitators is not the answer and is not worth it.

Tallulah: How are the college requirements reflecting the block system?

David H: Each semester in a block system will cover the requirement of instructional minutes for each subject as class time would be longer.

Tallulah: 120 minutes would be too long for a class. I would get hungry and sleepy in a 55 minute class let alone being in a 120 minutes class.

Patti: I have concerns about having a smaller program with smaller amount of learners. Electives would be cut due to budget. That affects new learner decisions about attending ACLC as a whole. Facilitators would have to teach more preps if we wanted to keep the same level of course offerings. Being responsible of the organization and letting someone go due to downsizing the school is a very serious situation. Salaries and expenses are not the only things that are rising. Facilities and utilities are also rising in cost.

Patrick: Would like to hear from the Constitutional Committee.

David H: Keep in mind, if we laid off a facilitator, who would teach those classes in their absence? Facilitators teach 5-6 classes per day, by eliminating a facilitator to reduce the school size, it would put more strain on the remaining facilitators. Ever 32 learners we lose, we will be losing a classroom.

Molly: I want to point out that administration hires new personnel in administration and more enrollment pays for those salaries. However, even though the administrative staff does not

interact with learners, they still have important roles within the community to keep the schools functioning.

Camilla: Constitutional Committee sent out 700 surveys and received 333 responses.

Jenny: Social Recognition for the learner body. To each of the grades and interviewed 71 learners. Asked learners if they could identify their classmates in their own grade level. Our learners do not have time to bond within our population. Having a bigger class means not knowing everyone in the classroom. It is not a problem in the scheduling or the teaching. Seniors named 150 learners out of the 348, due to free periods.

Camilla: Not enough space overall. District does not consider Non-Alameda Residents. Fewer learners; seek foundation dollars. Focus on recruiting more Alameda residents (put a cap on how many learners we can have from out of town); use all our available space (beach, field, etc.) lobby the district to count all our bodies.

Ability to help learners who need it: Facilitators are overbooked (too many courses, too many sections, a lot less free periods), affecting their relationships with learners.

Middle school is bigger than high school. Put a cap on the number of learners that we accept in middle school grades; Focus on marketing to high school.

CCC's and small groups are too big: Fewer learners; Middle school classes feel divided by their schedules. Create schedules that bring classes together.

The goal would be to cap the population at 300 learners. Gradually decrease learners throughout the years in a way that is financially feasible. A smaller, tighter community will lead to higher retention rates.

Bara W: After meeting with WASC, the enrollment goal for the school was to reach 600. Was an informal discussion, but ultimately the goal was to reach a 600 enrollment.

Joshua: We need to reduce learners without reducing facilitators. Our expenses are increasing too much too quickly. We have a lead facilitator that does not teach or is in the classroom like our previous lead facilitator.

Patrick: Discussion of space and learners. If we lose 32 "Alameda Residents", ACLC will lose classroom space. We can find money elsewhere without cutting facilitators when reducing enrollment. We have to have tradeoffs.

Gabrielle: I agree with Patrick in regards to keeping Alameda Residents. ACLC was founded when Arthur Andersen that was funded such as Arthur Andersen. Likes the idea of room spacing.

Patti: The decision to add new administration because the recognition of the difficulty for the Executive Director to manage the responsibilities. It would be humanly impossible to do all of those things. Just because the work is not seen by the public does not mean it is there. I'm concerned that we still have not heard of a resolution proposal to solve these issues.

Jake: Decreasing population and facilitators won't change the fact that the classroom won't still be big.

Joshua: Assuming a feasible plan is engaged. The classroom will still have 55 learners or more. The school will get bigger before we can get smaller. The purpose of these committees was to get factual data and not submit a proposal. Something has to be done about this before it is too late.

Jenny: There were some solutions brought up during this meeting. The path we are trying to show as learners is a solution towards the problems being addressed. We didn't prepare for such a big population.

Julie: Facilitators do not get any pension. Pension is measured by the highest 3 salaries by federal standards. The growth of the school greatly increased within the last 3 years. The need for more administration is due to more enrollment.

Bara W: I believe the problem is a lot of change in such a short time frame. There is no real time to adjust to these things in this organization. This has to be taken into account. I was part of the lead facilitator search committee, due to the fact that no one wanted the job as lead facilitator. We as a committee had to find someone outside the box. When learners say it is okay to cut electives, I am saying it is not. As it is a vital marketing tool to attract more learners.

Molly: I do not believe that the new administration hires are not important. Also believes that the duties for administration is inhumanly impossible as Patti mentioned.

Patrick: We have to do something about this. The last comment from community committee of reducing the school by 5-10 per year. See where we can find more money and find more Alameda Residents. My friends in my grade level left due to growing population and changes within the school. If I am an active participant at this school and I am thinking of leaving, something is definitely wrong.

Camilla: We need to come to a solution. It doesn't have to happen overnight, but gradually happen over time. Facilitators, Administration, learners could come together and have a retreat to figure out a solution for all of this.

Mike Melendez: Everyone needs the right information, before making any proposal or decision. The school has gone through a lot of changes, but the difference is faculty and democracy. Nea has a completely different staff since they opened, there is probably only one facilitator there that is still there from the beginning. A lot of things that Patti mention, was that there are a lot of CLCS administration that does work that a lot of learners and facilitators who do not know. We need to join hands and work together to solve this issue.

Joshua: I think that the lead facilitator should teach a few classes and have learners get to know you better.

Jenny: When I enrolled in the 9th grade, there were only 20 learners in my class. When other learners left ACLC, I was devastated.

Julie: Jenny told me something interesting, when she told me about how she observed at ACLC for a year before being fully active at ACLC. I also endorse the retreat for CLCS and facilitators.

Cindy Chavez: I am the mother of Camilla and I glad to hear the involvement with the learners here at ACLC. I am truly grateful for the passion and commitment from CLCS and the facilitators.

**Adjourn**

9:55 PM

The next ACLC Board Meeting is scheduled for February 5th, 2014

**THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE**

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

**REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY**

The Board of Directors' presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

**SPECIAL PRESENTATIONS MAY BE MADE**

Notice is hereby given that consistent with the requirements of the *Bagley Open Meeting Act*, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only.

**REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY**

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Board of Directors may request assistance by contacting Community Learning Center School, Inc., 210 Central Ave. #603, Alameda, CA 94501, phone (510) 521-7543, fax (510) 521-7350.

**FOR MORE INFORMATION**

For more information concerning this agenda or for materials pertaining to the board meeting, please contact Community Learning Center Schools, Inc., 210 Central Ave. #603, Alameda, CA 94501, phone (510)263-9266, fax (510) 521-7350, during school hours