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## Community Learning Center Schools, Inc.

a Non-profit Public Benefit Corporation Operating

Nea Community Learning Center & Alameda Community Learning Center

### Board of Directors' Meeting Agenda

**November 29, 2018 - 6:45 PM**

This meeting will be held in Alameda Community Learning Center's Center Room 12  
Located at 1900 Third Street, Alameda CA 94501

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#### CLCS Board Public Comment Policy

The CLCS Board of Directors (hereafter referred to as Board) welcomes your participation at the Board meetings. The purpose of a public meeting of the Board is to conduct the affairs of the CLCS organization in public. We are pleased that you are in attendance, and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our Schools. To foster clarity and ease in speaking/participating, the following guidelines are provided:

1. Copies of the agenda are available at the door to the meeting for all in attendance to reference.
2. "Request to Speak" forms are available to all who wish to speak on any agenda item(s) or under the general category of "Presentations on Agenda Items" and "Public Comments on Closed Session Topics". Any person may address the Board on agenda or non-agenda items, as indicated in the agenda. To be recognized by the Board President, an individual must write their name and the agenda item(s) on the cards provided and submit this to the Board President or Secretary. The Board President or Secretary will then announce the person's name at the appropriate time during the meeting. Each person will be granted up to three minutes to make his or her presentation. If requested, the Board President may grant additional time to individuals, circumstances permitting.
3. "Presentations from the Floor" is a portion of the meeting set aside for members of the audience to raise issues that are not specifically on the agenda. These presentations are limited to three minutes each and total time allotted to non-agenda items will not exceed fifteen (15) minutes. Due to public meeting laws, the Board can only listen to your issue/concern/comment, and cannot respond or take action. The Board may, however, give direction to staff to respond to your concern.
4. With regard to the items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak for up to three minutes. Following a presentation on an agenda item by staff, committees, or the public to the Board, the President will recognize members of the public who have submitted a "Request to Speak" on that agenda item. This period precedes Board discussion and deliberation.
5. Formal presentations to the Board by members of the public may be scheduled in advance by notifying the President and/or Executive Director (ED) in writing two weeks prior to the next regularly scheduled Board meeting. The President and/or ED shall determine whether the community member request is or is not an item directly related to school business prior to it being placed on the agenda. No community-requested item shall be placed on the agenda if it is repetitive of a previous item that had been placed on the agenda and considered by the Board. Scheduled formal presentations shall not exceed 15 minutes in duration.

In addition to the above, any Board member may ask a member of the public to answer brief questions or make comments on an agenda item under discussion in order to gather information before deliberating on a decision. Furthermore, in order to permit adequate time for public comment prior to any decisions being made, whenever

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practical, new items are initially placed on the agenda for discussion. If a decision is required in this area, the topic or issue will be agendized as an action item for the following month.

Access to the Board meeting is available through the far left gate in the rear of the building, as well as through the Tree door that faces Brush Street.

**A. Call to Order and Attendance**

6:45 PM

Meeting is called to order by the Board President at \_\_\_\_\_

| <u>Board Members</u>                | Present | Absent |
|-------------------------------------|---------|--------|
| Noah Foster (Learner)               | _____   | _____  |
| Ann-Marie Gamble (Community Member) | _____   | _____  |
| Janasha Higgins (Community Member)  | _____   | _____  |
| Alphonso Mance (Vice President)     | _____   | _____  |
| Philip Milestone (Community Member) | _____   | _____  |
| Kymberly Miller (President)         | _____   | _____  |
| Annett Pilz (Community Member)      | _____   | _____  |
| Cheryl Taylor (Treasurer)           | _____   | _____  |
| Tytus Witt (Learner)                | _____   | _____  |

\*Identification of the Facilitator/Staff Representative(s) attending tonight’s meeting: \_\_\_\_\_

**B. Review and Approval of Agenda**

**C. Public Comments:**

6:50 PM

At this time, any person wishing to speak on any item on the agenda (public or closed portion), or not on the agenda will be granted three minutes to make a presentation to the Board of Directors. The Board reserves the right to limit the time for public comments to 10 minutes.

**D. Reports from Administration**

6:55 PM

- 1. Nea Community Learning Center Report - Jana Chabre & Matthew Wienclawski
- 2. Executive Director Report - Annalisa Moore

**G. Consent Agenda**

7:10 PM

- 1. Approval of October 2018 Board Meeting Minutes

**H. Discussion Items**

7:15 PM

- 1. CLCS Reserve Guidelines
- 2. Board Elections
- 3. Board Topic Analysis and Goal Development
- 4. Committee Updates
  - Governance
  - Assessment & Accountability
  - Communications
  - Integration

**I. Financial Presentation**

8:00 PM

**J. Action Items**

8:25 PM

- 1. Board Elections

2. Approval of First Interim Financial Report - ACLC
3. Approval of First Interim Financial Report - Nea

**K. Board announcements and/or future agenda item suggestions**

8:40 PM

**Adjournment**

8:45 PM

Next regular meeting is scheduled for 6:45PM on December 13, 2018, to be held in ACLC Room 12, located at 1900 Third Street, Alameda CA 94501.

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-Keene 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., 1900 Third Street, Alameda, CA 94501, phone (510) 263-9266.

FOR MORE INFORMATION

For more information concerning this agenda or for materials pertaining to the board meeting, please contact Community Learning Center Schools, Inc., 1900 Third Street, Alameda, CA 94501, phone (510)263-9266, during school hours.