
**Community Learning Center Schools
Board Meeting: May 21, 2015
Executive Director Report – Patti Wilczek**

Summary

- Facilities update: Portables
- Park and Recreation Department
- Janitorial bids received
- Title I funding
- Charter School Facilities Incentive Grant
- Perkins Grant update
- Parking for 15-16: An update
- CLCS Board budget line item
- April consultation with legal council
- 2015-16 Board meeting dates
- BIIG Grant update

1. Facilities update: Portables

The architectural firm is moving forward with creating drawings for portable placement, and researching expenses and processes associated with installation, including electrical, sewer, water, fire and security alarm, IT and phone hook-up. I have met with AUSD staff to confirm how payment will work for all such expenses, as well as the purchase of the portables themselves. Given that we are on district land, AUSD must oversee every phase of this project, and all invoices must be sent to them directly. We will, in turn, be invoiced by AUSD, to whom payments will be sent.

2. Park and Recreation Department

During recent discussions with the Director of Alameda Park and Recreation Department, it was revealed that that organization plans on giving the land and play structure closest to the portable classrooms to AUSD during 2016-17 school year. A complete renovation of the smaller playground will occur, after which AUSD will take ownership of other play structure and land upon which it is placed. I will be discussing this with AUSD staff in the coming months to determine what will happen with that parcel.

3. Janitorial bids

Janitorial services for our site are quite costly (+/- \$100,000/year), and have not been out for bid in approximately three years. I, therefore, reached out to nine companies,



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five of which agreed to submit bids for 2015-16, including our current provider. Out of these, I received four bids ranging from \$39.6k to \$101k. (Please note that the lowest bid is from a firm that was discontinued by Home Sweet Home due to poor quality and unresponsiveness.) Upon review of these, I sent to the three companies a supplemental list of tasks (reflecting services currently receiving), to insure I was comparing identical services across all providers. These additional services were:

- Litter pick up and sweeping of all courtyards (daily)
- Blowing off parking/play area (weekly)
- Empty trash/recycling bins in all courtyards (daily)
- Trash pick up in classrooms (when it doesn't all get into the bins)
- Stripping and re-waxing all classrooms/offices
- Area carpet cleaning
- Small repairs (e.g., hanging projection screens)

I have disregarded the company dismissed by HSH due to poor service and quality. The final bids for the three companies, inclusive of our current provider, are as follows:

Provider	Total Bid
Current janitorial service	\$101,000
New service A	\$105,000
New service B	\$96,140

Expenses related to items executed during the summer months (e.g., floor waxing, carpet cleaning) were found to be comparable across all companies.

Given the high level of service, attention to detail, and no-cost work completed by our current provider, I recommend we remain with Sergio's Janitorial and Yard Services for 2015-16. As a family operated, local business, Sergio and Blanca are active, highly invested members of our community, and take pride and care in the work they do for us everyday. They are extraordinarily responsive, receiving and replying to calls and texts throughout the day and night (in emergencies). They regularly and eagerly volunteer to complete tasks for us at a moments notice and without additional fees charged (e.g., cleaning the girls bathroom after a trash fire; clearing clogged toilets; cleaning graffiti; making holes in the wall and then patching them so we can examine the building's structure). Given my experiences with other companies, the service and responsiveness we are receiving is high quality.



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4. Title I Funding

Title I Funds are dollars earmarked by the federal government for providing additional support for low-income learners. We have determined that Nea currently qualifies for approximately 40k in Title I funds for 2015-16, while ACLC qualifies for just over 10k. These figures are based upon the percentage of free and reduced lunch learners enrolled in our schools. Given the extensive and complicated documentation that will be required on the part of facilitators and front office staff in order to qualify, we will likely not be moving forward with ACLC, but will be pursuing Title I funds for Nea.

5. Charter School Facilities Initiative Grant

An application on behalf of Nea has been submitted for the Charter School Facilities Initiative Grant (CSFIG). The request for funding was for the purchase and installation of three classroom portable buildings, and a restroom portable, for a total estimate of \$525k. I have been informed that notifications will be sent out in June, and any expenses incurred after that notification date can be reimbursed via the grant, up to the total amount of the award.

CSFIG is based in part upon percentage of free and reduced learners currently enrolled, with a recommended threshold of 50%. While Nea's current percentage falls below that benchmark, at approximately 33%, it seemed reasonable to submit an application on the chance that the percentage may be flexed based upon the number of applications received.

6. Perkins Grant

Further extensive discussion with the Perkins Grant consultant revealed that Nea would, in reality, be eligible for less than 3k in funding for Career Technical Education (CTE). Based upon this new information, and the many challenges associated with negotiating their on-line application system, I opted to not move forward with an application for 15-16. As Nea's Upper Village enrollment numbers increase, and based upon the outcomes of CTE program implementation, we can reconsider applying in future, when we would be eligible for greater funding amounts.

7. Parking for 2015-16

We have been approved for parking in the soccer field lot owned by Alameda Park and Recreation Department for the coming year. Anticipating that the new bike trail will be under construction for the first semester, and completed by December 31, 2015, we will need to look to areas off-site for parking starting in August. Thank you to Park and Rec for their willingness to partner with us in this way.



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8. CLCS Board budget line item

In recent years, a line item has existed in both schools' budgets with just over 7k earmarked for the CLCS Board. These funds are used for Board's professional development, as well as to support any expenses related to the group's ongoing efforts and operations. That said, for 2013-14 and 2014-15, the Board president has agreed that those funds will be moved out of that budget item, and shifted to each school's bottom line.

9. April Legal Summary

During the month of April, consultation with our legal firm related to matters falling into the following categories:

- Personnel
- Special Education
- Anticipated and Pending litigation
- Union negotiations

10. 2015-16 CLCS Board meeting dates

The following dates are proposed for the 2015-16 CLCS Board meeting dates. These align with the Board's historical practice of meeting the third Thursday of each month.

August 27
September 17
October 22
November 19
December 17
January 21
February 18
March 17
April 21
May 19
June 16

11. BIIG Grant update

Schools getting connect to broadband via the BIIG grant are all being routed/connected via a district or county office of education system. In working with the BIIG folks as well as Linde Group through this process, we have determined that it will be best to be



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routed directly to Alameda County Office of Education (OoE), versus connecting to AUSD, and then through OoE to Comcast as the internet provider. And although some questions remain (e.g., Will we have a single contact person at OoE? What is response time should the system go down?), everyone is in agreement that the advantages should far outweigh any challenges in working with OoE staff.

That said, we also want to mitigate any disruptions to service during that the transition from our current system to the new internet connectivity. Toward that end, we will be keeping our own Comcast accounts in place as back up for the first three months. We will determine after that time whether to continue to retain the back up or if we can cancel those accounts.