



Community Learning Center Schools, Inc. (CLCS)
California Public Charter Schools
1900 Third Street, Alameda, CA 94501
(510) 263-9266 (510) 995-8910 FAX

Community Learning Center Schools

Board Meeting: September 18, 2014

Executive Director Report –Patti Wilczek

1. The Move: At the time of this writing, the current status of our new campus is as follows:

- Phone systems are up and running. We are working with our phone installer to ensure everyone knows how to use the intercom system, in case of urgent matters.
- Nea has been provided with a new Xerox machine. The second machine will be replaced in the next week or two. We are hopeful that this will end a period of high frustration among our staff and facilitators.
- We continue to have glitches with IT. The reasons are complex, and we are working closely and as quickly as possible to resolve these matters as they arise. Calvin Chai has increased his service to the Nea and ACLC facilitators and staff in this arena, providing us with an in-house technology person. We look to increasing his knowledge and expertise over time, working more intentionally with our Linde Group folks to ensure our technology needs are met for efficiently as we move forward.
- Our working relationship with the BGC continues to develop, as we collaborate to solve emergent questions (e.g., classes scheduled later than our MOU indicates; using far more paper products than anticipated; ensuring we are picking up after ourselves; security). We are meeting regularly with BGC staff, working swiftly to mitigate problems, thus ensuring a positive relationship with BGC well into the future.

2. Hiring and Staffing: As we continue to adjust to and work to meet the demands of our new site, with robust enrollment within both schools, the following new hires have been made or are in process:

ACLC:

- a. Special Education has increased demands from 21 IEPs last year, to a current enrollment of 32 learners with IEPs. We have collaborated closely with Carrie Blanche, and agreed to post and hire a half-time Resource Specialist to manage the increased case load.
- b. Based upon several months' of careful tracking and observation, we have brought on



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board additional front office support at a rate of three hours per day.

Nea:

a. Based upon the need for increased supervision of bathroom use and learners exiting and entering the BGC, we have hired an additional part-time campus supervisor for Nea.

3. D&O Insurance for Nea and ACLC:

Discussed briefly during last month's meeting, I have provided the Board with quotes for D&O insurance for both the Nea and ACLC Boards. It is my hope that we can move this to an approval vote this month, thus supplying liability insurance coverage for all board members, across all three such groups.

4. ACLC Charter Renewal Application:

The ACLC Charter has been updated to reflect recent changes in policies. As such, the only substantive changes are the revised admission policy (approved last spring, to give enrollment preference for siblings of out-of-district currently enrolled learners), and fiscal policy. Changes in the latter document were approved by the CLCS Board last winter and spring, and involve a new Board spending clause, as well as greater redundancy in terms of who can approve larger expenditures.

The Charter and Performance Review Report will be brought before the ACLC and CLCS Boards for final review in October. At the end of October, the approved documents will be submitted to the AUSD School Board. Once received, the District will schedule a two to three day site visit, and we will finalize the date at which we will provide a formal presentation to the School Board. More information is to follow.

5. Site storage:

In order to create more storage space on our campus, I approached the District about purchasing an empty 40-yard storage container, currently placed in between the two rows of portable classrooms. After some negotiations, we have agreed to purchase the unit for \$1100., thus providing each school with a much needed, separate storage container.

6. Professional Development:

I am pleased to have been selected as a peer reviewer for the new charter implementation grant program with California Department of Education. I look forward to learning more about the application process, as well as the state's rubric for rating grant documents.



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