



Community Learning Center Schools, Inc.

a Non-profit Public Benefit Corporation Operating

Nea Community Learning Center & Alameda Community Learning Center

Board of Directors' Special Meeting

February 19th, 2015–8:00 PM

This meeting will be held in Nea Community Learning Center's Tree (Multi-Purpose Room),
located at 1900 Third Street, Alameda CA 94501

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.

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

SPECIAL MEETING

Board Member	Present	Absent	Board Member	Present	Absent
Hameed Abbasi, Treasurer		X	Lisa Maxwell, Community Member*	X	
Jennifer Afdahl Rice, President	X		Jim Nations, Secretary	X	
Daniel Chesmore, Community Member	X		Lyan Pernala, Community Member	X	
Brendan Doherty, Community Member	X		Will Robison, Community Member	X	
Sam Felsing, Community Member	X		Xavier Sanders, Learner Member		X
Gretchen Finer, Community Member	X		Joan Uhler, Community Member	X	
Ryan Kelley-Cahill, Learner Member	X		Mike Williams, Community Member	X	
Alphonso Mance, Community Member	X				

Also in attendance: Patti Wilczek, Executive Director; Peter Laub, Michelle Cho & Kate Feeney, EdTec; Annalisa Moore, Nea Interim Lead Facilitator; David Hoopes, ACLC Lead Facilitator; Attorneys from Young, Minney and Corr

*Lisa Maxwell joining via phone

A. Call to Order & Attendance		Time
The meeting was called to order by the Board President		8:01 PM
B. Consent Agenda		
	<p>Discuss a complaint filed to the board regarding greater transparency and accountability in Finance Committee Meeting processes</p> <ol style="list-style-type: none"> 1. Peter Laub re: transparency and fiscal policy with respect to this case <ol style="list-style-type: none"> a. Having a third-party back-office provider like EdTec reinforces the checks and balances in the CLCS fiscal policy established by the CLCS board. Financials are regularly monitored and summarized by Edtec and made available to the CLCS board and the broader CLCS community. The Nea/ACLC board’s role in reviewing check registers is to be informed of school activities through expenditures and are welcome to ask questions about the expenditures. b. Auditor Role: auditor is not affirming that fiscal controls of school are infallible. But to note where there are deficiencies in process that would lead to internal control problems. No deficiencies were highlighted by the auditor. 2. Discussed the merits of the complaint in light of the current practices. The regular finance committee meetings help the school leaders make decisions real-time, and in an environment where there can be unanticipated events that affect revenues and expenses. The meetings also make this process transparent to the community. The meetings are not as formal as the board meetings, which could be confused for lack of transparency/adherence to the fiscal policy. Discussed the requirements of 	8:02 PM (end 8:49)

	<p>the Brown Act as they relate to the meetings.</p> <p>3. Decision: The complaint found to be without merit and no further action is required at this time.</p>	
C. Action Items		
	Adjourn Special Meeting	8:51 PM

The next regular meeting of the CLCS Board is scheduled at 6:45 pm on March 12, 2015, to be held in Nea's Tree, location at 1900 Third Street, Alameda, CA 94501.