Alameda Community Learning Center

Governing Board Meeting Minutes

May 2, 2012 – 6:30 PM

This meeting will be held at ACLC: 210 Central Ave., Room 603, Alameda, CA 94501

1. Public Session (ACLC) 6:30 PM

a. **Call to Order & Attendance**
Meeting is called to order at ____6:35PM_____

Board Members	Present	Absent
Lynn Kameny, ACLC Lead Facilitator	_____	__X___
Patricia Williamson, ACLC Facilitator	__X___	_____
Molly Fenn, ACLC Facilitator	__X___	_____
Anne Melendez, ACLC Parent	__X___	_____
Cynthia Yu, ACLC Parent	__X___	_____
Robyn Beckwith, Community Member (Board-approved leave of absence until 9/2012)	_____	__X___
Heather Dutton, Community Member	__X___	_____
Susannah Champlin, ACLC Learner	__X___	_____
Conner Finn, ACLC Learner	__X___	_____

b. **Review and Approval of Agenda**

Heather motions to approve the agenda, 2nd by Anne. (5-0) Approved.

2. Presentations from the floor 6:35 PM

PRESENTATION ON AGENDA ITEMS – Any person wishing to speak to any item on the closed session agenda will be granted three minutes to make a presentation.

Adjourn to Closed Session

With respect to every item of business to be discussed in closed session pursuant to Section 54957:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Counselor and Facilitator

Reconvene to Public Session

Report out on Decisions made in Closed Session

No decisions were made in the Closed Session.

3. Presentations from the floor 7:05 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: Budget

Slashing the college counseling to $7,500 to help reduce expenses for ACLC. Another alternative would be to reduce it to $4,000 and have Molly be the point person for college counseling. Molly would attend UC Berkeley to get certified for college counseling.

Molly: Senior Classes

Both ACLC/Nea have very small senior classes. The thought of combining both senior classes together would cause issues in terms of commute and enrollment. ACLC seniors would have to commute to Nea for English 4 classes and Nea seniors would have to commute to ACLC for science classes. There are some concerns about how efficient an inexperienced Nea facilitator will be teaching a senior class, who has never done so in the past.

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

4. Executive Director's Report 7:15 PM

At this point in time, ACLC is on the verge of interviewing selected and qualified candidates for the Lead Facilitator position. There were a total of 22 applications and 6 out of the 22 were selected for interviews. Out of the 6 interviews, 2 withdrew due to personal reasons.

Enrollment:

Acceptance letters have been sent out. Intent to enroll forms are slowly trickling in.

5. Consent Agenda 7:25 PM

a. Approval of April 11, 2012 Minutes
b. Approval of check register for March 2012

Connor motions to approve the consent agenda, 2nd by Heather. (7-0) Approved.

6. Action Item

a. Should ACLC seek to obtain access for its learners to compete on Encinal High School Interscholastic Athletic teams? 7:30 PM
(Patrick Melendez will present)

Volunteer coaches may or may not be able to continue to coach for free or due to time constraints.
Not all sports will be available due to time, money, space and coaching. Without sports, new enrollees might be discourage to enroll at ACLC.

Connor motions to approve Patrick Melendez to seek access for ACLC learners to compete on Encinal High School Interscholastic Athletic teams, 2nd by Cynthia. (7-0) Approved.

6. Discussion Items 7:45 PM

a. ACLC Budget for 2012-13; Review of Finance Committee Recommendations

CLCS Board Guidelines for Budgeting for 2012-13 School Year Adopted 4/25/12 by CLCS Board

The CLCS Board has provided the following direction for the ACLC and Nea Governing Board budgets for Fiscal 2013, except as otherwise stated.

	Recommendation	Direction
Operating Income	3% of expenses for ACLC, or targeted operating income of $63,000. 4% of expenses for Nea.	5% is the CDE/EdTec's recommendation for good practice for charter schools. At the board retreat, CLCS & ACLC had agreed on $100,000 this year. ACLC can target 3% $63,000) in FY12/13. The target should be 4% in FY 13/14, target of 5% for 14/15. Nea can target 4% ($134,000) in FY12/13. The target should be 4% in FY 13/14, target of 5% for 14/15.
School Calendar	Learner days from180 to 178 Facilitator Days from 187 to 182 $27k ACLC savings	ACLC Board is considering a 2.67% across the board salary reduction, based on the calendar changes, including closing ACLC for the entire Thanksgiving week. Nea would not be required to adopt this calendar change – however otherwise the two schools calendars would be the same as much as possible. This would not necessarily be a permanent calendar change. This change would not apply to the CLCS executive director ED Administrative Assistant, ACLC Office Manager, ACLC Campus Supervisor, paraprofessional, and all others not on the facilitator salary and counselor salary schedule. Their work year and pay is determined by their individual contracts. This is an allowable option, but not required.
CLCS Cost Allocation – ED, ED Admin Assistant, Executive Search funding, other	ED and assistant ED costs allocated on a general purpose public funds. $25,000 reallocation between Nea and ACLC. .5% each school revenue allocated to CLCS In the 2012-13 the Schools need to allocate $35,000	ED and ED Admin assistant costs have been allocated to each school 50/50%. Other charter school organizations allocate based on each school's revenue. We will allocate ED and ED costs based on revenue in FY12/13. We will continue the .5% allocation ($7,000 in 2012-13) from each school to CLCS. 1.0% for 2013-14. Each school should budget $17,500 for its share of hiring an Executive search Firm to help hire new ED

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	to hire an Executive Director search firm to help recruit and screen applicants	
Performance Pay Stipends	$7,000 ACLC – (after school enrichment only)	ACLC and Nea boards may reduce these stipends for project based learning curriculum development. These are already in the boards' proposed budget.
If state funding higher than expected	Consider increasing budget, but no automatic spending increases if State funding restored	ACLC has made budget reductions listed below, and may make more reductions depending on targets set above. It is best practice not to increase spending if revenues are higher than expected (since the reverse may occur.)
ACLC / Nea salary schedule	No change this year Nea, new ACLC employees are AUSD + $2000 Legacy ACLC employees AUSD + $3500	We are not recommending a change this year to our practice of paying 2009 AUSD salaries plus $2000 (+$3,500 for legacy ACLC facilitators) We will start discussions this year on revamping salary structures to avoid being constrained by AUSD's salary schedule.
New ACLC Lead Facilitator Training	Send new ACLC Lead Facilitator to CSDC Leadership Institute	Professional development for Lead Facilitator is $1000, $800 for conference and $200 for travel incidentals. (A bargain price for five days of training including hotel and meals.) Should be in ACLC Budget

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b. Interviews for new parent members, facilitators, learners; create plan for how to ask for candidates and how to interview parent Board members

Adjourn 9:30 PM

The next ACLC Board Meeting is scheduled for June 6, 2012

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 x101, 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) 521-7543 x101, fax (510) 521-7350, during school hours