



Community Learning Center Schools, Inc. (CLCS)
California Public Charter Schools
500 Pacific Ave., Alameda, CA 94501
(510) 263-9266 (510) 995-8910 FAX

Community Learning Center Schools

Board Meeting: June 4, 2014

Executive Director Report –Patti Wilczek

1. The CLCS Board approved our Memorandum of Understanding (MOU) with the Alameda Boys and Girls Club. The document had been changed slightly to reflect an increase in the space we will be utilizing within the B&GC facility. The additional use of their Learning Center was agreed upon last week, so has been added to the MOU. The MOU now provides CLCS with school-hour, exclusive use of the B&GC gymnasium, rest rooms, art classroom, Learning Center, and an office space for the CLCS staff.

2. Progress regarding the upcoming move:

- All three sites will move between June 19 (Nea's UV relocates) and July 3 (when ACLC's move to Woodstock will be completed).
- We have retained Chipman Relocation Company for the lifting and lugging, and packing boxes have been delivered to all three sites.
- We have secured Linde Group for IT consolidation and relocation. Their work will start at the conclusion of the school year, and will continue through July.
- I am in negotiations with the District staff regarding resolution of the three school sites we will be vacating.
- We are planning on reducing our contract for total number of Xerox machines from three to two at the new site. A cost-benefit analysis is underway.
- We will be installing a new phone line into the CLCS office, and will be using the B&GC's network for internet access.
- Dumpsters will be delivered to all three sites this coming week.
- We are in the process of receiving bids for janitorial services for the new site.

3. Hiring and Staffing:

a. Chief Operations Officer (COO): A revamped COO job description has been approved by the CLCS Board. There will be a search conducted for the permanent COO in June, with the new person starting July 1. A personnel committee representing both schools will assist in the search for our new COO.

b. Nea Lead Facilitator: The job opportunity for the Lead Facilitator position at Nea has been posted since Monday, May 12. Nea's Governing Board has identified a personnel

committee that will assist in the search process for that school's next LF. The process being utilized in this search is a slightly modified version of that used to identify ACLC's Lead Facilitator two years ago. It is as follows:

- Personnel Committee will conduct interviews under the direction of the Executive Director (ED).
- ED created a job announcement.
- The job announcement was circulated to CLCS Board and Nea Governing Board members for comment and edits.
- The job announcement has been posted on EdJoin, Charter School bulletin boards, etc.
- The job announcement will remain posted for three weeks, and longer if necessary.
- At the request of the Nea board, two members of the Personnel Committee have been asked by the ED to serve as additional reviewers for vetting applications. Pat Petersen (Nea Governing Board member and UV parent), Caitlin Schwarzman (Educator providing teacher training and supervision at Mills College, and LV parent), and I will select a group of candidates who will then be brought before the full Personnel Committee for group interviews.
- The Executive Director will conduct small-group tours of Nea campuses and the new site with candidates.
- The Personnel Committee will interview selected Lead Facilitator candidates.
- As agreed by Nea's Governing Board, the Personnel Committee will consist of:
 - Approximately 15 members, including:
 - The Executive Director
 - Five parents
 - One to two learners
 - Two Nea Board members
 - Four Nea facilitators
 - One CLCS Board member
 - One community member
- A minimum of four Committee members must be present for an interview to take place.
- Nea Governing Board appointed the parents and learners, and Nea Board member.
- The Interim Lead Facilitator is soliciting facilitator members from both Lower and Upper Villages.
- The ED shall appoint the community member.
- The CLCS Board President shall appoint the CLCS Board member.
- The Personnel Committee shall recommend a maximum of three unranked acceptable candidates to fill the position to the ED.



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- ED shall review the Personnel Committee's written recommendations, and make a recommendation to the CLCS Board for hiring.
- The hiring decision is referred to closed session of CLCS Board for final hiring determination.

To date, we have received eight applications for Nea's LF position, which are being vetted by the three application reviewers. In addition, I have been in communication with Scion Nonprofit Staffing and have received a proposal for services, if it becomes necessary and appropriate to retain an outside search consultant. Scion Nonprofit Staffing had been retained for the Executive Director search, and received strong satisfaction reports from those involved in that process. Scion would charge 20% of the new hire's initial salary to assist in this search. No commitment to retain Scion's services has been made at this time.

4. Collective bargaining meetings with our certificated and classified groups continue, with our next negotiation session scheduled on June 4. In order to ensure job security for our staff and facilitators, contracts similar to those received for this school year will be distributed by mid-week. These will include a \$1,000 base salary increase, as approved by the CLCS Board last spring.

5. Letters outlining material changes to the Nea and ACLC charters have been provided to the AUSD staff. The only revisions indicated in these pertain to slightly altered language with respect to each school's admission policies. A comprehensive progress report will be crafted, and an exhaustive examination of ACLC's charter will be conducted over the summer as part of the charter renewal process.