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Nea Community Learning Center  
**Nea Governing Board Meeting Minutes**  
**September 19, 2012 - 6:30 PM**

This meeting will be held at the Nea Community Learning Center  
Lower Village Campus, Poggi and Buena Vista, Alameda, CA 94501

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**1. Public Session** 6:30 PM

**a. Call to Order & Attendance**

Meeting is called to order by Maafi at 6:39PM

<u>Board Members</u>	Present	Absent
Maafi Gueye, Nea Lead Facilitator	<u>  X  </u>	<u>      </u>
Lesley Wighton, Nea Facilitator	<u>  X  </u>	<u>      </u>
, Nea Facilitator	<u>  NA  </u>	<u>  NA  </u>
Julia Linke, Nea Learner	<u>      </u>	<u>  X  </u>
Robert Tran, Nea Learner	<u>      </u>	<u>  X  </u>
Fabian Herrera, Nea Parent	<u>  X  </u>	<u>      </u>
, Nea Parent	<u>  NA  </u>	<u>  NA  </u>
Linda Ivey, Community Member	<u>      </u>	<u>  X  </u>
Patricia Drew, Community Member	<u>  X  </u>	<u>      </u>

**2. Review and Approval of Agenda**

Fabian motions to approve the agenda, 2nd by Patricia. (4-0) Approved.

**Presentations from the floor**

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.

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 agenda item.

6:35 PM

**3. Nea Lead Facilitator's Report** 6:40 PM

- 30 Total staff at Nea. 16 returning, 14 new
- 26 Electives offered at UV; 20 offered at LV
- New Community Building Programs at Nea

Woforo - LV Room Parents  
Akoma - LV Homeroom and UV L2L pairings  
Sankofa - Monthly Communications Forums  
Monday Morning Cup-of-Joe Talks

### What We're Working on 2012-2013

- Graduating our first class!
- WASC Deep study readiness
- California Common Core Standard K-12
- Comprehensive Facilitator Evaluation and Support
- Continued Refining of Benchmarks
  - Administered w/e: 10/5, 11/9, 12/21, 2/8, 3/15, 4/19

**Challenges:** As suggested by STAR trends for last 3 years Stabilizing three variables at Nea:

Learner Mobility  
Facilitator Mobility  
Pedagogical Mosaic

ELA 2 (2%), ELA 3 (10%), ELA 4 (-2%), ELA 5 (9%), ELA 6 (8%), ELA 7 (5%), ELA 8 (16%), ELA 9 (-34%), ELA 10 (12%)  
Math 2 (5%), Math 3 (30%), Math 4 (17%), Math 5 (-15%), Math 6 (-5%), General (-4%), Algebra (23%), Algebra (-2%)  
**\*STAR Trends**

### Nea Governing Board Committee Briefs

Financial Committee: Met 9/10/12 and revised budget  
Program Evaluation

#### **4. Executive Director's Report 6:50 PM**

David Maduli, Nea Representative, has resigned from the board. Discussion over the size of the board, and whether the board should prioritize having learners on the board. Board wants to stay at 17 members, including a Nea Facilitator. Jim Nations and Sam Felsing as three year board members; Camila Guiza as a two year member.

2nd Monday meetings are program evaluation.

Projected budget with 506 enrollments. Budget adjustments based on Prop 30. If all goes well, \$320,000 per year will go to Nea. Standard planning for cuts has already been embedded to an alternative budget.

Report on enrollment, with 549 currently enrolled at Nea (budgeted at 530). Currently 337 enrolled at ACLC, budgeted 317. More data regarding enrollment will be presented at the next meeting. Navy not making a decision to sell Miller until 2014.

#### **5. Consent Agenda 7:00 PM**

- a. Approve Special Board Meeting Minutes for June 13, 2012
- b. Approve Check Register June, July and August, 2012

Lesley motions to approve the Consent Agenda, 2nd by Maafi. (4-0) Approved.

#### **6. Discussion Items 7:10 PM**

- a. Presentations by potential parent board members

Brendon Doherty: Two Learners at Nea.

Professional Communicator and Public Relations at Kaiser. Works with Non-Profit organizations with Kaiser. Familiar with Nea community, has very strong beliefs and solutions with the Nea culture, enrollment and support. Sole interest is to help the Nea community improve on its already amazing culture.

Diane Woon: Two Learners at Nea.

Veteran board member on the Nea Board.

b. Nea Parent Concern or Complaint Process

**Nea Parent Concern or Complaint Resolution Process**

**General Principal for Concern or Complaint Resolution:** Concerns and complaints should be resolved at the lowest level possible. This means the adult you are having the concern or problem with. Parents should never attempt to resolve concerns or complaints between two or more learners at the school.

To figure out whom to direct your concern or complaint to, first consider which category your concern or complaint falls into and then follow the procedure outlined below:

1. Concerns or complaints with facilitator staff
2. Concerns or complaints with office staff
3. Concerns or complaints with campus supervisor
4. Concerns or complaints of a learner/learner nature
5. Concerns or complaints with administrative staff
6. Concerns or complaints with another Nea parent
7. Concerns or complaints with school policy
8. Concerns or complains about aftercare.
9. Concerns or complaints about Nea’s Lower Village “After School Enrichment Program.”
10. Concerns or complaints that do not fall into any of these categories

**Follow these pathways to resolution.**

**1. Concerns or complaints with facilitator staff**

If it is a simple concern, try emailing the facilitator for a response. If you do not get an acknowledgement of your email within 2 school days, share your concern for the lack of response with either Lina Miura at the Lower Village or Maafi Gueye at the Upper Village. If it is a more complex concern or complaint, email the facilitator and ask for an appointment with them after school to sit down and discuss your concern. Please do not bring up your concern when dropping off your child at the beginning of the day or try and catch the facilitator at any other time during the school day unless you have made an appointment with them. During the school day, facilitators are totally dedicated to teaching and supervising learners and should never be distracted from this most important task. If you have met personally with the facilitator with whom you have the concern and it has not been resolved, the next step would be to contact the facilitator’s supervisor to inform them of your concern or complaint. Lower Village facilitator concerns and complaints should be directed to Lina Miura, Nea’s Lower Village Assistant Lead Facilitator, and Upper Village facilitator concerns and complaints should be directed to Maafi Gueye, Nea’s Lead Facilitator.

**2. Concerns or complaints with office staff**

Upper Village Office Manager Jessie Korich and Lower Village Manager Mary McKee are supervised by Lead Facilitator Maafi Gueye. If you have concerns with their interactions with your child or you, please first make those concerns known to them. If you still have concerns or complaints, notify the Lead Facilitator Maafi Gueye.

Executive Director Administrative Assistant Calvin Chai works for Executive Director Paul Bentz. Calvin’s only interaction with Nea parents should related to the processing of “Free or Reduced

Lunch” applications. Concerns or complaints about that program should be addressed directly to Calvin. Calvin occasional substitutes when Nea’s office managers are our sick. Concerns or complaints about Calvin’s work that cannot be resolved by Calvin should be forwarded to Paul Bentz, Executive Director.

### **3. Concerns or complaints with campus supervisor**

Ingrid Dayton is the Nea Lower Village campus supervisor. Ingrid’s sole responsibility is the safety of our Lower Village learners. Please do not distract Ingrid during the school day from this important responsibility. Concerns about campus supervision or playground conduct should be forwarded to Lina Miura, Nea’s Assistant Lead Facilitator of the Lower Village.

### **4. Concerns or complaints of a learner/learner nature**

Parents should never try and resolve a learner/learner concern or complaint by approaching or talking to another parent’s learner. Parents should be discourage to contact other parents about learner to learner issues or conflicts. This is the job of the school staff. If the concern relates to the K-12 classroom, please contact the learner’s facilitator. If the concern relates to non-classroom time at school (for example, on the playground, after school, or in the Nest or Tree, contact Maafi Gueye for 6-12 and Lina Miura for K-5.

### **5. Concerns or complaints with administrative staff**

Concerns or complaints with Nea’s administrative staff, should be resolved by requesting a face to face meeting with Maafi Gueye or Lina Miura. If you have had such a meeting with Lina Miura and you still have concerns, you should request a meeting with her supervisor Maafi Gueye. If you have had a meeting with Maafi Gueye for any concern or complaint, and you feel your concerns and/or complaints have not been satisfactorily resolved, you may request a meeting with Paul Bentz, CLCS Executive Director.

### **6. Concerns or complaints with another Nea parent**

Concerns or complaints about the behavior of another Nea parent should be directed to either Lina Miura or Maafi Gueye depending upon whether it is an Upper or Lower Village concern.

### **7. Concerns or complaints with school policy**

The Nea Governing Board makes school policy and Nea administration implements Nea school policy. You should request a meeting with Lead Facilitator Maafi Gueye if you have concerns or complaints about the implementation of Nea school policy. If that meeting does not resolve your concern, you may request a meeting with CLCS Executive Director Paul Bentz. If that meeting does not resolve your concerns about the implementation of Nea school policy, you should attend a public meeting of the Nea Governing Board and express your concerns during the public comments section of the meeting.

### **8. Concerns or complains about aftercare.**

These concerns or complaints should first be addressed to Ingrid Dayton, Nea's afterschool coordinator. If they are not resolved, you should contact Lina Miura, Nea's Lower Village Assistant Lead Facilitator.

## **9. Concerns or complaints about Nea's Lower Village "After School Enrichment Program."**

You should contact Lina Miura, Nea's Lower Village Assistant Lead Facilitator.

## **10. Concerns or complaints that do not fall into any of these categories**

Direct your concern or complaint to Paul Bentz, CLCS Executive director and he will direct your complaint to the appropriate person or governing body. Concerns or complaints about the performance of the Executive Director should be directed to Joan Uhler, CLCS Board President.

The CLCS Board is the ultimate and final governing body of all CLCS schools. Please do not make complaints to the Alameda Unified School District. Such complaints will just be sent back to the CLCS Executive Director Paul Bentz to be resolved with the normal Nea complaint resolution process

### **7. Action Items**

7:20 PM

#### **a. Lower Village House Leader Stipends**

Maafi motions to create a Stipend for Lower Village House Leaders : K-2 and 3-5. Lesley 2nds the motion. (4-0) Approved.

**PRESENTATION ON CLOSED SESSION AGENDA ITEMS** - Any person wishing to speak to any item on the closed session agenda will be granted three minutes to make a presentation prior to the start of the agenda item discussion.

### **Adjourn to Closed Session**

8:00 PM

**With respect to every item of business to be discussed in closed session**

**Title:** Decision on New Board Members

### **Reconvene to Public Session**

**Report out on any decisions made in closed session.**

The Nea Board is proud to announce, Brendon Doherty as our newest Nea Board Member.

### **8. Adjourn**

8:30 PM

**The next Nea Board Meeting is scheduled October 17, 2012 at Nea Upper Village.**

#### 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-Keene 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.