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Nea Community Learning Center  
**Nea Governing Board Meeting Agenda**  
**April 18, 2012 - 6:30 PM**

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

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

**a. Call to Order & Attendance**

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

<u>Board Members</u>	Present	Absent
Maafi Gueye, Nea Lead Facilitator	<u>  X  </u>	<u>      </u>
Laney Erokan, Nea Facilitator	<u>  X  </u>	<u>      </u>
Nancy Lopez-Schreiber, Nea Facilitator	<u>  X  </u>	<u>      </u>
Julia Linke, Nea Learner	<u>  X  </u>	<u>      </u>
Robert Tran, Nea Learner	<u>      </u>	<u>  X  </u>
Fabian Herrera , Nea Parent	<u>  X  </u>	<u>      </u>
Dianne Woon, Nea Parent	<u>  X  </u>	<u>      </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**

Patricia motions to approve the of agenda, 2nd by Dianne. (7-0) 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.

There were no presentations from the floor or on agenda items.

6:35 PM

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

**Lead Facilitator's Report**  
April 2012

**Program Highlights:**

**1) Recent mid-year UV Learner survey results are in:**

## Summarized Comments:

### Overall

- Many positive comments about loving the Nea, facilitators, independence, Tree periods and comfortable learning environment
- Some negative comments about the school as a whole, “unfair” facilitators
- Some concerns over whether their learning is comparable to peers at other schools and that their classes are not challenging enough
- Some concerns about the school being unorganized, not having enough time on cornerstones
- A desire for greater learner input and voice

### Technology

- More supervision of tech--don't let kids goof off on it
- Learn to do more with the technology—maybe a lab or seminar where you learn to use the tech or more tech-related classes

### Extracurricular activities

- More field trips, including extended study trips to Washington D.C., etc.
- More sports teams

### Some ideas for the future:

- Institute true community service placements rather than just cleanup for off-campus lunch privileges
- 8th grade promotion or some other kind of recognition for transitioning to high school
- More uses for the blacktop
- A school store
- Beyond classes for accelerated learners
- More and varied electives
- High school only fun events

## 2) **April UV Staff-Led Demonstration or Mini-Professional Development / Sharing Best Practices**

- Brain Based Learning and Teaching

3) **Numerous fundraising, community building and academic events** scheduled for April, May and June in partnership with Leadership, PTSA and Staff as noted in the Newsletter.

4) **New plan for expansion at the K-5 to accommodate the waiting list and** to try a 4<sup>th</sup> and 5<sup>th</sup> grade Humanities (ELA and Social Studies) and STEM rotation (adding a total of 26 new 4<sup>th</sup> and 5<sup>th</sup> graders).

## Program Challenges

- Facilities and Amenities (paint, water fountains, upgrades to deterioration)
- Parents want to help plan for next year! 1<sup>st</sup> Community Forum to be held on May 9<sup>th</sup> at 6:00 pm in UV Tree

## Nea Governing Board Report

- Board Committee briefs:
  - Program Evaluation:
    - Mid-year survey being analyzed
  - Personnel Committee:
    - 24 Learners, 5 Parents, 4 facilitators and 1 board member have submitted forms to indicate interest as being a part of the April convening of the committee
  - Financial Committee:
    - Revised current operating budget
  - Curriculum and Standards:
    - Developing a Health Education Policy and Curriculum for Nea K-8 to be tried in May using outside providers.

### **Project Based Learning re: Stipend Proposals Submitted a/o April 2012**

1. Carlton Grizzle (ACLC): Linear Regression Analysis (appr. Nov 6)
2. Patricia Williamson (ACLC): Math 6 Clock Project (prelim. idea sub. Nov 2<sup>nd</sup>; appr. Jan 5)
3. Stephanie Krause (Nea LV): Biographies and Timelines (appr. Jan. 9)
4. Carlton Grizzle (ACLC): Matter States Phases and Kinetic Energy (Appr. March 16)
5. Patricia Williamson (ACLC): GMOs (appr. March 18)
6. Patricia Williamson (ACLC): Species Diversity (appr. March 18)
7. Matt Nolan (Nea LV): Watersheds (Prelim submitted)
8. Jana Chabre (Nea LV): Restaurant Day (Prelim submitted)
9. Stephanie Krause (Nea LV): Insects! (Prelim submitted)

#### **4. Executive Director's Report**

6:50 PM

April 15, 2012

Executive Director's Report – Paul Bentz

#### **Current Enrollment**

ACLC – 303 down from 307 in February

Nea - 471 up from 463 in February

Up to date current enrollment projections for 2012-13 will be reviewed in detail during meeting

#### **Financial**

##### **ACLC**

- ACLC has a reserve of about \$752,000
- Current operating income forecast of \$28,000
- Cash balance at end of March \$394,000

##### **Nea**

- Nea has a reserve of about \$308,000
- Current operating income forecast of \$54,000
- Cash balance at end of March \$89,000
- Nea borrowed \$60,000 from ACLC in February and the loan is outstanding

#### **Governor's Proposed 2012-13 Budget**

- -\$370/ADA funding loss if November ballot measures fail
- + \$50/ADA funding gain if November ballot measures pass

## Facilities

- Nea and ACLC to remain in current facilities for 2012-13 with roughly equivalent space. Split campus for next year continues. Looking for solution to reunite Nea in 2013-14 on one campus.
- Continue to explore possible purchasing or of Miller School site. First available opportunity is not for at least 16 months. I have been successful in getting Navy to do an appraisal. (2-3 months) However, they will probably not tell us what it is but will use it to help them determine whether or not to split the property off for sale.

## ACLC Lead Facilitator Search

- 22 applications
- 5-6 with experience
- Group Tours April 17-27
- ACLC Governing Board formed “Personnel Committee”
- Interviews in May

## CLCS Initiative on Performance Pay for Enrichment Activities

- **ACLC**
  - Randy – Rocketry Club
  - Terry – Martial Arts Program
  - Cathy – Poetry Workshops
  - Patricia – Robotics Club
  - Carlton – Engineering Alliance for the Arts
- **Nea**
  - Feifei – Tutoring Program
  - Katie – Tutoring Program
  - Laney – Tutoring Program
  - Soren – Tutoring Program
  - Dustin – Swing Dance Class for Elementary

### 5. Consent Agenda

- Approve Board Meeting Minutes for March 18, 2012
- Approve Check Registers for March 2012
- Approve Proposition 39 Facilities Offer from AUSD

7:00 PM

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

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### 13. Action Items

7:10 PM

- Board appointment of a school Personnel Committee

## **CLCS Human Resource Policy Related to Hiring and Dismissal of Employees (Approved 4/19/12)**

### **Hiring**

#### **Certificated Staff**

ACLCS and Nea "Personnel Committees" shall conduct certificated staff interviews for open positions under the direction of the Lead Facilitator. The Lead Facilitator shall conduct a search for good candidates by creating appropriate job descriptions and having them posted on EdJoin and other advertising mediums. "Personnel Committees" shall be formed at each school by the applicable Governing Board (ACLCS or Nea). A "Personnel Committee" shall be composed of 4-12 members consisting of the Lead Facilitator and a minimum of one learner, one parent and one facilitator. The Boards shall make the best effort to include Governing Board and community members on the Personnel Committee by having equal proportional representation of learners, parents and facilitators. The "Personnel Committee" shall insure a rigorous process such that candidates are clear on job description, school model and philosophy, and fit the qualifications and expectations of the position. "Personnel Committees" shall make a list of ranked recommendations to the Lead Facilitator and Executive Director. The Lead Facilitator shall review the "Personnel Committee's" recommendations, contact references, review background checks, and make a single recommendation to the Executive Director for hiring. If the Lead Facilitator and Executive Director agree, the hiring proceeds. If the Lead Facilitator and Executive Director disagree, the hiring decision will be referred to a closed session of CLCS Board for final hiring determination.

#### **Classified Staff**

Interviews for open classified positions shall be conducted under the direction of the Lead Facilitator. For full time positions the Lead facilitator shall use the school "Personnel Committee", but for part time positions the use of a committee is up to the discretion of the Lead Facilitator. The Lead Facilitator shall conduct a search for good candidates by creating appropriate job descriptions and having them posted on EdJoin and other advertising mediums. The Lead Facilitator shall insure a rigorous process such that candidates are clear on job description, school model and philosophy, and fit the qualifications and expectations of the position. The Lead Facilitator shall make recommendations to the Executive Director for hiring. If the Lead Facilitator and Executive Director agree, the hiring proceeds. If Lead Facilitator and Executive Director disagree, the hiring decision will be referred to a closed session of CLCS Board for final hiring determination.

#### **Lead Facilitator**

In the event of an opening for a "Lead Facilitator", a school "Personnel Committee" shall conduct interviews for the position under the direction of the Executive Director. The Executive Director shall create a job announcement and circulate it to CLCS Board members for comments. The job announcement shall be posted on EdJoin, charter school job boards, and other advertising mediums. (The CLCS Board may also direct the Executive Director to employ an outside search consultant to find good candidates.) The ACLCS or Nea Governing Board shall appoint a representative to review the applications with the Executive Director to select a group of candidates to be interviewed. "Personnel Committees" for interviewing potential "Lead Facilitators" shall be formed at each school composed of 7-12 members consisting of the Executive Director and a minimum of one parent, learner, facilitator, ACLCS or Nea board member, CLCS Board member, and community member. The ACLCS or Nea Governing Board may choose up to five additional members. A minimum of four committee members must be present for an interview to take place. The ACLCS or Nea Governing Board shall appoint the parent, learner, facilitator, and ACLCS or Nea board member. The Executive Director shall appoint the community member and the CLCS Board President shall appoint the CLCS Board member. "Personnel Committees" shall recommend a maximum of three unranked acceptable candidates to fill this position to the Executive Director. The Executive Director shall review the "Personnel Committee's" recommendations and make a recommendation to the CLCS Board for hiring. The hiring decision is referred to a closed session of CLCS Board for final hiring determination.

#### **Executive Director**

In the event of an opening for CLCS "Executive Director", a CLCS "Personnel Committee" shall conduct interviews for the position under the direction of the appointed CLCS "Executive Search Coordinator(s)." The "Executive Search Coordinator(s)" shall conduct a search for good candidates by having CLCS approved job announcements and job descriptions posted on EdJoin, charter school job boards, and other advertising mediums. (The CLCS Board may also direct the "Executive Search Coordinator(s)" to employ an outside search consultant to find good candidates.) A CLCS "Personnel Committee" for interviewing Executive Director candidates shall be created by the

CLCS Board and be composed of 3-12 members consisting of parents, learners, facilitators, ACLC and Nea board members, CLCS Board members, and community members. CLCS "Personnel Committee" shall recommend a maximum of three unranked acceptable candidates to fill this position to the CLCS Board. The CLCS Board shall review the CLCS "Personnel Committee's" recommendations and the Executive Director's recommendation and make a final determination on hiring.

*If none of the candidates recommended by the Personnel Committees established per above are approved by the approving body, the established Personnel Committee may continue their search for new candidates to recommend. If after 2 attempts to provide an acceptable recommendation, no candidate is approved, the CLCS Board shall have the right to establish a new procedure to fill the position. In no case shall the 3 attempts take longer than 30 days.*

#### Contracts

CLCS hires the Executive Director, Lead Facilitators, academic facilitators, resource specialists, counselors, and psychologists as salaried employees exempt from federal overtime laws.

CLCS shall negotiate any type of "Fixed Term Contract" it desires with the Executive Director and Lead Facilitators. All academic facilitators, resource specialists, counselors, and psychologists shall be hired with "At Will Contracts" for up to their first three years of employment. Two years from their date of first employment, a facilitator in good standing may be considered for a "One Year Fixed Term Contract" to replace their "At Will Contract" for their third year of employment. Thereafter, they can be recommended by the Lead Facilitator to the Executive Director to receive a "One Year Fixed Term Contract" for future employment.

Existing salaried employees having "3-5 Year Fixed Term Contracts" can be recommended for one of the following options when their contracts expire:

1. CLCS "One Year Fixed Term Contract"
2. Non-Renewal. Non-renewal shall be reviewed by the CLCS Board to be finalized.

The Lead Facilitator shall recommend to the Executive Director one of the two possible options above. The Executive Director shall approve or disapprove the recommendation (subject to additional requirements set forth below in "Dismissal and Non-Renewal of Contracts").

#### Dismissal and Non-Renewal of Contracts

The Lead Facilitator shall be able to recommend dismissal of any "At Will" employee under their supervision to the Executive Director at any time. If the Executive Director agrees, the Executive Director shall inform the employee of the dismissal. The Executive Director shall determine the exact date of termination and has the authority to command the employee to turn in their keys and school equipment and not return. If the Executive Director disagrees with the Lead Facilitator related to an immediate dismissal, the Lead Facilitator may appeal the decision to the closed session of the CLCS Board for resolution.

The Lead Facilitator shall make recommendations to the Executive Director for the renewal or non-renewal of all "Fixed Term Contracts" 75 days before they are set to expire. If a non-renewal recommendation is made, and if the Executive Director agrees, the non-renewal shall be reviewed by the CLCS Board to be finalized at a meeting. If upheld, the Executive Director will notify the employee in writing the intent of the Executive Director and the CLCS Board not to renew the contract by the date noted in the fixed term contract. There is no automatic renewal of fixed term contracts. Employees must be offered new contracts after old contracts expire for the employee to remain employed at CLCS.

Final Personnel Committee Ballot Results are as follows:

#### Nea Lower Village:

##### **Learners:**

1. Alejandro Sanchez
2. Vivi Mckee
3. Emiliano Haro (Alternate)

##### **Parents:**

1. Jill Mariani

2. Matthew Morgan
3. Donna Eyestone (Alternate)

**Facilitators:**

1. Jana Chabre
2. Lina Miura

**Nea Upper Village:**

**Learners:**

1. Kai Smith
2. Francis
3. Dahaba (Alternate)

**Parents:**

1. Amy Beek
2. Dianne Woon (Board Member)

**Facilitators:**

1. Niki Patel
2. Laney Eroken
3. Soren Tjernell

**14. Discussion Items**

7:30 PM

a. Nea 2012-13 Budget Preparation

Increasing learner enrollment will be the key feature to generating more revenue for both schools. For 2012-2013 the target for enrollment will be 516 learners. The current projection is currently at 517. After mass mailings, emails and phone calls out to families to gauge a tally of who will be returning and will not. The results are 24 of the 6th graders will be returning as 7th graders and 33 8th graders will be returning to 9th graders as high school freshmen. Waitlists are now exhausted for both ACLC and Nea.

Some facilitators that were part time will be contracted to be full time. Other regular substitutes will be contracted to be part time.

At the moment the revenue is set at \$3,3485,877 for 500 learners at Nea. Expenses/Operations included will be roughly \$96,276, that's about 2.9% at the minimum.

CDE 5% \$162,630

The future plan is to expand the elementary to gain more enrollment and ADA.

\$60,000 will be received from parent donations and company matching donations.

Projected spending for books/supplies and other operating expenses will be roughly \$125,727.

Nea will be starting a new program for 4th/5th graders called "STEM (Science, Technology, Engineering and Math)."

- 2 person rotation (Humanity/STEM).
- 26 learners total maximum.
- 4th and 5th graders only.

Judy Blank will be in charge of starting the "STEM" program and Carlton Grizzle has already started applying for grants.

ACLC cannot take any more learners as staff is changing to 178 days instead of 180 instructional days to offset the budget to save some money. The other idea is to have 187 to 182 days and 6% to 8% salary deduction.

Union has to have a start date for school by May 8th.

## 15. Adjourn

8:31 PM

The next Nea Board Meeting is scheduled May 16, 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.