



Alternatives in Action Board of Directors Meeting

November 13, 2018 • 6:30 pm to 9:00 pm

Alternatives in Action Main Office, 2640 International Blvd. Oakland, CA 94601

Please join us at 6:00 pm for dinner!

Agenda Items	Time	Lead	Strategic Planning Goal
<p>1. Welcome! Call to Order; Approval of Agenda (Action) Board members will review agenda 1.1 Alternatives in Action Agenda (attached)</p>	6:30	Katharine	All
<p>2. Consent Calendar (Action) 2.1 Approval of the minutes from the September 11, 2018 Board Meeting (attached) 2.2 Approval of the minutes from the October 30, 2018 Special Meeting of the Board (attached) 2.3 Approval of the Submission of AIAHS Local Indicators (attached) 2.4 Approval of Jennifer Lyle, Interim Executive Director, to complete and submit the Beneficial Ownership Form to the Bank of Marin (attached)</p>	6:35	Katharine	All
<p>3. Public Comment We welcome comments from the general public on non-agendized items.</p>	6:40	Katharine	
<p>4. Student Highlight (Information/Discussion) 4.1 Update on youth project</p>	6:55	TBD	
<p>5. Seating Staff Representative to the Board of Directors (Discussion/Action) 5.1 Resolution to seat Asia Laigo on the Board of Directors as the Staff Representative and will serve on the Governing Committee (attached)</p>	6:45	Robert	
<p>6. Staff Remarks (Information/Discussion) 6.1 Feedback from Org Leads Meeting on November 1, 2018 (attached)</p>	7:05	Staff Member	
<p>7. Budget Review (Information/Discussion) 7.1 Review of AIA Financial Outlook 2018-19 (attached)</p>	7:25	Robert/Jennifer/Dominic	
<p>8. Program Review (Information/Discussion) 8.1 Site changes to Fremont High School and Life Academy 8.2 Site at-risk 8.3 ECEC Updated 8.4 Alternatives in Action High School</p>	7:55	Katharine/Jennifer	

9. Board Comments on Non-Agended Matters	8:20	Everyone	
10. Closed Session: Board Discusses Current Human Resource and Organizational Issues	8:25	Katharine	
11. Acknowledgements & Adjourn	8:45	Katharine	

Board Culture Agreements

- Assume positive intent
 - Mistakes happen and if they happen clean them up
 - No questions are silly!
- Have fun! Keep a positive attitude
- Avoid 3rd party conversations - if you have a concern or complaint, be direct and honest with other members & staff
- Use respectful communication and respectful language
 - One mic! support facilitator and limit sidebar conversations
 - Step up/step back (being mindful to let everyone have a chance to speak)
 - Be willing to hear multiple perspective/stay open minded

Procedural Agreements

- Honor our commitments
 - Attend and prepare for meetings
 - Respect everyone's time – meetings start on time/end on time, members come on time and communicate when they aren't able
 - Ensure measurable outcomes and clear next steps to support accountability and follow through
- Appropriate allotment of time for topics
- Utilize committee structure
 - Keep communication flow between committees and full Board
 - Committees/Staff provide information needed to support decision-making
 - Honor the work of the committees to facilitate effective decision-making (stay out of the weeds)
- Stay on topic; use parking lot for items that require follow up
 - Make sure parking lot items are delegated and come back to the full Board as needed

Alternatives in Action Board of Directors
Minutes of the Regular Meeting of the Board of Directors Meeting
September 11, 2018 - 6:30 pm to 9:00 pm
(Alternatives in Action, 2640 International Blvd., Oakland, CA 94601)

Board Members Present: Donna Fletcher, Beatriz Rojas, Steve Scheier, Greta Brownlow, Jim Burke, Jared Joiner, Katharine Earhart, Patricia Murillo, Dominic McDonald, Veda Bartlow, Abigail Edelman, Crystal Cheng, Jary Ryder

Board Members Absent: Shady Shahid, Shelley Yim, Tracey Moore Edwards

Staff Members Present: Oriana Obligacion, Jennifer Lyle, Adriana Guerrero, Robert Vidana

Guests Present: none

1. Welcome! Call to Order; Approval of Agenda (Action/Activity) Meeting was called to order at 6:37pm

Motion to approve agenda: Steve Scheier

Seconded by: Jared Joiner

All in favor: Donna Fletcher, Beatriz Rojas, Steve Scheier, Greta Brownlow, Jim Burke, Jared Joiner, Katharine Earhart, Patricia Murillo, Dominic McDonald, Veda Bartlow, Abigail Edelman, Crystal Cheng

Opposed: None

Abstentions: Jay Ryder

2. Approval of the Minutes

Motion to approve the Board Meeting minutes from the June 19, 2018 meeting: Jim Burke

Seconded: Beatriz Rojas

All in favor: Donna Fletcher, Beatriz Rojas, Steve Scheier, Greta Brownlow, Jim Burke, Jared Joiner, Katharine Earhart, Patricia Murillo, Abigail Edelman

Opposed: None

Abstention: Crystal Cheng, Veda Bartlow, Dominic McDonald, Jay Ryder

3. Public Comment

No comment

4. Executive Director Updates

- Staffing updates while reviewing the revised organizational chart.
- Update on the behavioral health team and staffing.
- Add FTE on the ECEC staff.
- Review of the evaluations manager since it is a new position.

5. Development Updates

- Review of Year to Date Development presentation - government funds; individual, corporate, and event; and capital grants and foundation funds.
 - Questions by the Board around the gaps in the amount raised versus the annual targets along with the impact it has on the organization.
- Fundraising for 18-19 goes into November, then we start raising funds for the following year.
- Staffing has been a real barrier to meeting goals for individual, corporate, and event donations.
- May need to revise our projections, then assess what it will take to cultivate those funds.
- From a budgeting perspective, we shouldn't be setting lofty individual fundraising goals since we have not met our targets since 2015-16.
- Tax law has created a downward trend in individual giving.
- Update on Board Give/Get participation.

6. Finance Committee

- Showing and explanation of the cash flow to the Board.
 - Cash flow is typically tight between July and September due to funds coming from the CDE in November.
- Line of credit was reduced due to our financials not looking favorable, which was a result of timing. This has to be paid off every year. A lot of board questions about cash flow, lines of credit, and contract timing.
- The amount we borrow always fluctuates and is dependant on sources of funding and when.
- Questions by the Board around P&L and its impact on the budget.
- Missed revenue targets, but the impact could have been worse due to expense savings. These expense savings may not be carried over until the next year.

7. Board Development Update

- Board members took a few minutes to respond to the individual Board member self-evaluation.
- Review of the Executive Leadership Taskforce benchmarks and committee structure.
- Board is asking for a cultivation calendar and our staff will finish the dates.
- Discussion of the need for the development committee. We may combine the campaign committees into one in order to develop an overarching and coordinated development strategy. Abigail Edelman may serve as a chair.

Motion to approve the 2018-19 Committee Structure and Membership as shown: Dominic McDonald

Seconded: Crystal Cheng

All in favor: Donna Fletcher, Beatriz Rojas, Steve Scheier, Greta Brownlow, Jim Burke, Jared Joiner, Katharine Earhart, Patricia Murillo, Dominic McDonald, Veda Bartlow, Abigail Edelman, Crystal Cheng, Jary Ryder

Opposed: None

Abstention: None

- Jared Joiner will be included and voted on as vice chair for the Governing Committee.

8. Board Comments on Non-Agendized Matters

- [To Do] Jared is asking for a report out on the campaign updates as was promised in the June meeting. We will provide it during the November meeting.
- [To Do] Facebook posts updating the ECEC attendance for funders and folks who committed funds.

9. Closing & Acknowledgements

Meeting Adjourned at 8:08pm and moved into closed session

Board Minutes approved by:

Crystal Cheng, Secretary

Date

Alternatives in Action Board of Directors
Minutes of the Regular Meeting of the Board of Directors Meeting
October 29, 2018 - 5:00 pm to 6:00 pm
(Alternatives in Action, 2640 International Blvd., Oakland, CA 94601)

Board Members Present: Crystal Cheng, Dominic McDonald, Katharine Earhart, Steve Scheier, Jay Ryder, Veda Bartlow, Tracey Moore, Greta Brownlow, Patricia Murillo, Donna Fletcher, Jared Joiner (present but not counted toward quorum), Beatriz Rojas (present but not counted toward quorum), Shelley Yim (present but not counted toward quorum)

Board Members Absent: Abigail Edelman, Shady Shahid

Staff Members Present: Robert Vidana, Lakeisha Luckett, Phung Lai, Logan Manning, Adriana Guerrero, Noah Lopes, Vicky Mattson, Christina Martinez, Oriana Maghoney

Guests Present: Crystal Turlock, Victoria Michael

- 1. Welcome! Call to Order; Approval of Agenda (Action/Activity)** Meeting was called to order at 5:01pm

Motion to approve agenda: Steve Scheier

Seconded by: Dominic McDonald

All in favor: Crystal Cheng, Dominic McDonald, Katharine Earhart, Steve Scheier, Jay Ryder, Veda Bartlow, Tracey Moore, Greta Brownlow, Patricia Murillo

Opposed: none

Abstentions: Donna Fletcher (arrived after approval of the agenda)

- 2. Oral Communication**

Public comment provided by Patricia Murillo, Oriana Maghoney, Crystal Turlock, and Victoria Michael.

- 3. Convene to Closed Session**

Board members hold discussion in closed session.

- 4. Convene to Public Session**

Board has authorized the release of 2 employees and appointed Katharine Earhart to handle the separation of the two employees. All voting Board Members voted 'aye'.

Meeting Adjourned at 8:06pm

Board Minutes approved by:

Crystal Cheng, Secretary

Date

Memo

TO: Alternatives in Action Board of Directors
From: Governing Committee & Logan Manning
Date: 11/08/18
Re: Local Indicators 2018-19

Background

As part of the California School Accountability Model, the California Department of Education (CDE) has rolled out the California School Dashboard as a public accountability measure for schools. As a result of Alternatives in Action High School being designated as a Dashboard Alternatives School Status (DASS) school, the 2018-2019 school year is the first year that we will have access to the dashboard system. In addition to the state data measures, we report locally on the goals and measures articulated in our LCAP. These local indicators are submitted to the CDE through the online dashboard system. The data we are using for the local indicators has already been publicly presented in our LCAP public hearing from the 2017-2018 school year, but because we did not then have access to the dashboard, we are asking for consent to finalize the local indicators with the CDE.

The local indicators are based on a self-reflection tool and speak to the state priorities for LCFF funding. We will report the following based on our LCAP data analysis.

Resolution

The Alternatives in Action Governing Committee has reviewed the Alternatives in Action High School Local Indicators and recommends to the Board of Directors of Alternatives in Action to approve their submission to the California Department of Education by the November 16th deadline.

Priorities

Priority 1:

Appropriately Assigned Teachers, Access to Curriculum-Aligned Instructional Materials, and Safe, Clean and Functional School Facilities (Priority 1)

This is the submission form for the local educational agency (school district, charter school, and county office of education) to complete on the local performance indicator for appropriately assigned teachers, access to curriculum-aligned instructional materials, and safe, clean and functional school facilities (Priority 1).

Standard: Local educational agency annually measures its progress in meeting the Williams settlement requirements at 100% at all of its school sites, as applicable, and promptly addresses any complaints or other deficiencies identified throughout the academic year, as

applicable; and provides information annually on progress meeting this standard to its local governing board and to stakeholders and the public through the evaluation rubrics.

Met

Priority 2:

Self-Reflection Tool for Implementation of State Academic Standards (Priority 2)

This is the submission form for the local educational agency (school district, charter school, and county office of education) to complete on the local performance indicator for the implementation of state academic standards (Priority 2).

Standard: Local educational agency annually measures its progress implementing state academic standards and reports the results to its local governing board at a regularly scheduled meeting of the local governing board and to stakeholders and the public through the evaluation rubrics.

Met

Priority 3:

Self-Reflection Tool for Parent Engagement (Priority 3)

This is the submission form for the local educational agency (school districts, charter school, and county office of education) to complete on the local performance indicator for parent engagement (Priority 3).

Standard: Local educational agency annually measures its progress in: (1) seeking input from parents in decision making; and (2) promoting parental participation in programs, and reports the results to its local governing board at a regularly scheduled meeting of the local governing board and to stakeholders and the public through the evaluation rubrics.

Met

Priority 6:

School Climate (Priority 6)

This is the submission form for the local educational agency coordinator (school district, charter school, and county office) to complete on the local performance indicator for school climate (Priority 6).

Standard: The LEA administers a local climate survey at least every other year that provides a valid measure of perceptions of school safety and connectedness, such as the California Healthy Kids Survey, to students in at least one grade within the grade span(s) that the LEA serves (e.g., K–5, 6–8, 9–12), and reports the results to its local governing board at a regularly scheduled meeting of the local governing board and to stakeholders and the public through the California School Dashboard.

Met

Priority 7:

Self-Reflection Tool (Priority 7) - Access to a Broad Course of Study

Standard: Local educational agencies (LEAs) annually measure their progress in the extent to which students have access to, and are enrolled in, a broad course of study that includes the adopted courses of study specified in the California Education Code for Grades 1-6 and Grades 7-12 , as applicable, including the programs and services developed and provided to unduplicated students and individuals with exceptional needs, and report the results to their local governing board at regularly scheduled meetings of the local governing board and to stakeholders and the public through the Dashboard.

Met



Memo

TO: Alternatives in Action Board of Directors

From: Robert Vidaña

Date: 11/01/18

Re: Beneficial Ownership Form Change

Background:

Alternatives in Action currently holds a line of credit with the Bank of Marin in the sum of \$300,000 due in full on October 31, 2018. The previous Executive Director acted as the Control Person in order to certify all loan documents. With the transition of the Executive Director, we are in need of a new Control Person for all line of credit documents. This resolution will allow Jennifer Lyle, Interim Executive Director, to complete a Beneficial Ownership form as the Control Person on behalf of Alternatives in Action. This will result in a due date extension for our line of credit to February 2019 and allow Jennifer to communicate on behalf of AIA on any loan issues or documents.

Resolution:

The Alternatives in Action Board of Directors resolves to authorize the approval of Jennifer Lyle to replace the previous Executive Director as Control Person on the Beneficial Ownership form.

Memo

TO: Alternatives in Action Board of Directors

From: Robert Vidaña & Governing Committee

Date: 11/08/18

Re: Nomination of Asia Laigo to serve as the Staff Representative

Background:

The Governing Committee would like to present Asia Laigo to be voted to serve as the Staff Representative on the Alternatives in Action Board of Directors and Governing Committee. Asia Laigo will be replacing April Angeles who served as the staff representative for the previous three years.

Asia currently teaches Humanities 3, Poetry, Arts and Crafts and Leadership at Alternatives in Action High School. She joined the Alternatives in Action community in 2008 as a student where she has fond memories of working on Community Impact Projects. After graduating from BASE, Asia attended the University of San Francisco for her bachelor's degree in Sociology. While in College, Asia became the Co-founder and Co-president of the Future Teachers' Association (FTA). Additionally, she also developed a mentoring program for the Dual Degree in Teacher Preparation Program in which upperclassmen were matched with incoming students to be a support for them throughout the program.

After college, Asia returned to the AIA community to pursue her teaching career at AIAHS. Asia began working and volunteering for AIA in 2013, but officially began teaching in 2015. During her time at AIAHS, Asia has taught both 10th and 11th grade Humanities. Last year, her class raised \$1,200 in book sales at the Scholastic Book Fair as part of their schoolwork efforts to encourage literacy development.

Asia Laigo is no stranger to Board service. As a student, Asia's mother served as the parent representative to the Alternatives in Action Board of Directors and spent many late nights at school while her mom was attending meetings. Asia was presented to the Governing Committee during its first meeting in August and looks forward to serving on both the Governing Committee and the Board of Directors.

Resolution:

The Alternatives in Action Board of Directors resolves to authorize the approval of Asia Laigo to serve as the Staff Representative with voting rights on the Board of Directors and the Governing Committee.

Organizational Leads Meeting Notes – 11.1.2018

Background:

On Thursday, November 1st, Katharine and Shelley met with Org Leads to provide organizational and leadership updates. Org Leads consists of all managers and directors within the organization and across all sites. Katharine provided a summary to the investigation with its findings, explained the transition of the Executive Director and Director of Operations & Finance, updates on how the organization is moving forward to minimize disruption, an explanation on the new subcommittees and their work streams, and provided next steps. Afterwards, Org Leads asked a variety of questions until time ran out surrounding leadership gaps, expectations for growth, supervision, thoughts & feelings around the executive leadership transition, and ideas about moving forward.

After Katharine and Shelley left, Org Leads had an internal discussion around what is the communication to our staff and external folks, in addition to figuring out how this group can heal from the process. Here are the takeaways:

What is the Communication?	How Do We Heal?
<ul style="list-style-type: none"> - Same message to all staff, but not uniform communication. - Feeling of empowerment so folks can provide feedback and where they are at. How are we practicing cascading leadership? <ul style="list-style-type: none"> - Systemize a process that allows folks to get things to the Board. - Certainty on efforts to stabilize the org. - Board meeting schedule email to staff and describing what is the role of the Board. - Aware of finance situation - Create a Factsheet: transition (JBL interim, interim ED, subcommittees, don't spend money, business as usual) <ul style="list-style-type: none"> - Communicate what you know, not what you don't. 	<ul style="list-style-type: none"> - Want staff to be informed, to feel secure (holding of the messiness / how do we move forward?) - Neutral feelings - understand that there are mixed emotions and different levels of connections/relationships with staff who transitioned. <ul style="list-style-type: none"> - Holding uncertainty with employment in a gentle and supportive way. (Life & Fremont) - What are triggers that folk have in processing crisis? - Provide space for ourselves and others to have all of the emotions around what is happening and guide that into how we fuel it to move us forward.