

Newman Leadership Academy

Regular Board Meeting Minutes

1314 E. Date Street, San Bernardino, CA 92404
Ecclesia Christian Fellowship, Frazier Bldg. – F204
Phone: (909) 881-1100

January 17, 2017 @ 5:30 p.m.

Board Members appearing by teleconference:

Veronica R. Amerson, 909-537-3053, 5500 University Pkwy, UH-395, San Bernardino, CA 92407

BOARD MEMBERS

Rikke Van Johnson, President
Dr. Jean Peacock, Treasurer
Dr. Lori Caruthers Collins, Secretary
Veronica Ramirez Amerson
Dr. Janet Long

1.0 CALL TO ORDER

The meeting was called to order at **5:33 p.m.**

2.0 OPEN GENERAL SESSION

| ROLL CALL | Present | Absent |
|------------------|---------|--------|
| Johnson | X | |
| Peacock | X | |
| Collins | X | |
| Amerson | | X |
| Long | X | |

3.0 PLEDGE OF ALLEGIANCE

4.0 APPROVAL OF THE AGENDA

Motion: LC Second:JP Vote: 4-0

| ROLL CALL | Aye | Nay | Abstained | Absent |
|------------------|-----|-----|-----------|--------|
| Johnson | X | | | |
| Peacock | X | | | |
| Collins | X | | | |
| Amerson | | | | X |
| Long | X | | | |

5.0 INVITATION TO ADDRESS THE BOARD, OPEN SESSION ITEMS: Comments should be limited to 3 minutes. Unless an item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken, nor should there be comments on, responses to, or discussion of a topic not on the agenda. The Board members may: (1) acknowledge receipt of information/report; (2) refer to staff with no direction as to action or priority; or (3) refer the matter to the next agenda.

6.0 CONSENT ITEMS

6.1 Approve Minutes for Regular Board Meeting held November 20, 2016 (Attachment 6.1)

6.2 2016-2017 Employment Agreements:
a. Expanded Learning Program Youth Leader
b. Expanded Learning Program Youth Leader -

Motion: RJ Second: LC Vote: 4-0

6.1 edited: November changed to December

6.2 b. Expanded Learning Program Youth Leader – Deleted: Agreement not extended

| ROLL CALL | Aye | Nay | Abstained | Absent |
|------------------|-----|-----|-----------|--------|
| Johnson | X | | | |
| Peacock | X | | | |
| Collins | X | | | |
| Amerson | | | | X |
| Long | X | | | |

7.0 INFORMATION SESSION

7.1 Executive Director’s Report – Presented by Doug Reid

7.2 Financials Report – Presented by Roy Kim, SavantCo

8.0 INVITATION TO ADDRESS THE BOARD, CLOSED SESSION ITEMS: Comments should be limited to 3 minutes. Unless an item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken, nor should there be comments on, responses to, or discussion of a topic not on the agenda. The Board members may: (1) acknowledge receipt of information/report; (2) refer to staff with no direction as to action or priority; or (3) refer the matter to the next agenda.

9.0 CLOSED SESSION:

Adjourn to Closed Session at **6:27 p.m.**

**9.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Paragraph (1) of subdivision (d) of Section 54956.9**

Case name unspecified as disclosure could jeopardize service of process.

10.0 RECONVENE OPEN GENERAL SESSION:

The board reconvened to General Session at **6:34 p.m.**

11.0 REPORT OUT OF CLOSED SESSION, IF APPLICABLE

Nothing to report.

12.0 ACTION ITEMS

**12.1 Approve Changing 2016-2017 Board Meeting Calendar to the Third Tuesday of each Month:
[January 17, 2017, February 21, 2017, March 21, 2017, April 18, 2017, May 16, 2017 and June 20, 2017]**

Motion: JP

Second: LC

Vote: 4-0

ROLL CALL

| | Aye | Nay | Abstained | Absent |
|---------|------------|------------|------------------|---------------|
| Johnson | X | | | |
| Peacock | X | | | |
| Collins | X | | | |
| Amerson | | | | X |
| Long | X | | | |

12.2 Approve NLA Student Homework Policy (Attachment 12.2)

Motion: JP

Second: RJ

Vote: 4-0

ROLL CALL

| | Aye | Nay | Abstained | Absent |
|---------|------------|------------|------------------|---------------|
| Johnson | X | | | |
| Peacock | X | | | |
| Collins | X | | | |
| Amerson | | | | X |
| Long | X | | | |

12.3 Approve Classified Employee Evaluation Forms: Walkthrough Feedback and Evaluation Calendar. (Attachment 12.3)

Motion: LC Second:JP Vote: 4-0

| ROLL CALL | Aye | Nay | Abstained | Absent |
|------------------|-----|-----|-----------|--------|
| Johnson | X | | | |
| Peacock | X | | | |
| Collins | X | | | |
| Amerson | | | | X |
| Long | X | | | |

12.5 Approve NLA Financial Operations (method of accounting) policy (Attachment 12.5)

Motion: RJ Second:JL Vote: 4-0

| ROLL CALL | Aye | Nay | Abstained | Absent |
|------------------|-----|-----|-----------|--------|
| Johnson | X | | | |
| Peacock | X | | | |
| Collins | X | | | |
| Amerson | | | | X |
| Long | X | | | |

12.6 Approve NLA Financial Operations Procedure (Attachment 12.6)

Motion: LC Second:JP Vote: 4-0

| ROLL CALL | Aye | Nay | Abstained | Absent |
|------------------|-----|-----|-----------|--------|
| Johnson | X | | | |
| Peacock | X | | | |
| Collins | X | | | |
| Amerson | | | | X |
| Long | X | | | |

12.7 Approve NLA Financial Audit policy (Attachment 12.7)

Motion: JP Second:RJ Vote: 4-0

| ROLL CALL | Aye | Nay | Abstained | Absent |
|------------------|-----|-----|-----------|--------|
| Johnson | X | | | |
| Peacock | X | | | |
| Collins | X | | | |
| Amerson | | | | X |
| Long | X | | | |

12.8 Approve NLA Fiscal Management policy (Attachment 12.8)

Motion: RJ Second:LC Vote: 4-0

| ROLL CALL | Aye | Nay | Abstained | Absent |
|------------------|-----|-----|-----------|--------|
| Johnson | X | | | |
| Peacock | X | | | |
| Collins | X | | | |
| Amerson | | | | X |
| Long | X | | | |

12.9 Approve NLA Budget policy (Attachment 12.9)

Motion: JP Second:RJ Vote: 4-0

| ROLL CALL | Aye | Nay | Abstained | Absent |
|------------------|------------|------------|------------------|---------------|
| Johnson | X | | | |
| Peacock | X | | | |
| Collins | X | | | |
| Amerson | | | | X |
| Long | X | | | |

12.10 Approve NLA Budget Procedure (Attachment 12.10)

Motion: LC Second:JP Vote: 4-0

| ROLL CALL | Aye | Nay | Abstained | Absent |
|------------------|------------|------------|------------------|---------------|
| Johnson | X | | | |
| Peacock | X | | | |
| Collins | X | | | |
| Amerson | | | | X |
| Long | X | | | |

12.11 Approve NLA Purchasing Deposit Cash Regulations Policy (Attachment 12.11)

Motion: JP Second:RJ Vote: 4-0

| ROLL CALL | Aye | Nay | Abstained | Absent |
|------------------|------------|------------|------------------|---------------|
| Johnson | X | | | |
| Peacock | X | | | |
| Collins | X | | | |
| Amerson | | | | X |
| Long | X | | | |

12.12 Approve NLA Travel and Conference Expenses Policy (Attachment 12.12)

Motion: JL Second:JP Vote: 4-0

| ROLL CALL | Aye | Nay | Abstained | Absent |
|------------------|------------|------------|------------------|---------------|
| Johnson | X | | | |
| Peacock | X | | | |
| Collins | X | | | |
| Amerson | | | | X |
| Long | X | | | |

12.13 Approve NLA Travel Reimbursement Procedure (Attachment 12.13)

Motion: JL Second:RJ Vote: 4-0

| ROLL CALL | Aye | Nay | Abstained | Absent |
|------------------|------------|------------|------------------|---------------|
| Johnson | X | | | |
| Peacock | X | | | |
| Collins | X | | | |
| Amerson | | | | X |
| Long | X | | | |

12.14 Approve NLA Professional Consultants, Resource Persons and Student Service Providers Policy (Attachment 12.14)

Motion: JL Second:JP Vote: 4-0

| ROLL CALL | Aye | Nay | Abstained | Absent |
|------------------|-----|-----|-----------|--------|
| Johnson | X | | | |
| Peacock | X | | | |
| Collins | X | | | |
| Amerson | | | | X |
| Long | X | | | |

12.15 Approve NLA Bids policy (Attachment 12.15)

Motion: LC Second:RJ Vote: 4-0

| ROLL CALL | Aye | Nay | Abstained | Absent |
|------------------|-----|-----|-----------|--------|
| Johnson | X | | | |
| Peacock | X | | | |
| Collins | X | | | |
| Amerson | | | | X |
| Long | X | | | |

12.16 Approve NLA Bids Procedure (Attachment 12.16)

Motion: JP Second:LC Vote: 4-0

| ROLL CALL | Aye | Nay | Abstained | Absent |
|------------------|-----|-----|-----------|--------|
| Johnson | X | | | |
| Peacock | X | | | |
| Collins | X | | | |
| Amerson | | | | X |
| Long | X | | | |

12.17 Approve new NLA Logo (Attachment 12.17)
NO VOTE

13.0 BOARD COMMENTS

The Governing Board will take comments/updates from fellow board members, and the Director/Principals for future agenda items.

- Add Enrollment to Information session
- Add Marketing to information session

14.0 ADJOURNMENT

Motion: RJ Second:LC Vote: 4-0

| ROLL CALL | Aye | Nay | Abstained | Absent |
|------------------|-----|-----|-----------|--------|
| Johnson | X | | | |
| Peacock | X | | | |
| Collins | X | | | |
| Amerson | | | | X |
| Long | X | | | |

The meeting was adjourned at **7:03 p.m.**