

Pacoima Charter School
Special Governance Board Meeting
Tuesday, November 13, 2018

Members Present: Ruben Castorena, Pablo Escobar, Steve Holle, and Gonzalo Vasquez.

Members Not Present: Esther Villa.

Council Representatives Present: Veronica Rojas, and Ángela Tilghman

Directors Present: Maureen Clarke, Sylvia Fajardo, Agustin Mena, and Deonna Williams

Others Present: Adelina Contreras, Anibal Guerrero, Yolanda Gutierrez, and Deborah Nobles (ASCIP).

I. Meeting called to order at 4:15 pm

Roll Call: roll was taken

- II. Minutes:** Motion to adopt the September 18, 2018 minutes, as written, was made by Gonzalo Vasquez and seconded by Ruben Castorena. The Board was in consensus and the September 18, 2018 minutes were adopted as written.

III. Public Comment: none

IV. Informational Items:

- a. **Academic Report (Director of Instruction):** Deonna Williams presented the Academic report to the Board.
- b. **Middle School Information:** tabled
- c. **E-RATE Executive Summary:** Maureen Clarke presented the Learningtech.org's E-Rate Executive Summary.

V. Action Items – Review and Approve:

- a. **Fundraising Proposal:** Adelina Contreras presented the Fundraising Proposal for the 2018-2019 school year as drafted by the Student Council. The proposal includes two school-wide fundraisers and three charity drives. Steve Holle made the motion to approve the Fundraising Proposal as presented and Ruben Castorena seconded the motion. The Board was in unanimous consensus and the proposal was approved.
- b. **Suicide Awareness and Prevention Policy:** Sylvia Fajardo presented the proposed Suicide Awareness and Prevention Policy. The policy outlines the process that school personnel will undergo to protect the health and well-being of all students. The policy includes education and services. Gonzalo Vasquez made the motion to ratify the Suicide Awareness and Prevention Policy as presented. Ruben Castorena seconded the motion and the Board was in unanimous consensus.
- c. **AB699 Policy Immigration and Customs Enforcement (ICE) Requests to Access School Site:** Sylvia Fajardo presented the proposed Policy regarding Education Equity based on the Immigration and Citizenship Status Bill (AB 699). The policy outlines the process to be followed in the instance that ICE agents or other federal immigration officials come on campus for any reason. Pablo Escobar made the motion to adopt the proposed AB699 Policy

Immigration and Customs Enforcement (ICE) Requests to Access School Site. Ángela Tilghman seconded the motion and the Board adopted the policy by unanimous consensus.

- d. **Review and Adopt School Safety Plan:** tabled
- e. **Board Resolution #1: Add Volunteers to Worker's Compensation (ASCIP):** Deborah Nobles presented the rationale for adding volunteer personnel to Pacoima Charter School's Workmen's Compensation Coverage. The Board requested additional information pertaining to cost of premium if such coverage was to be added.
- f. **Compliance Monitoring Certification & Certification of Board Compliance Review:** Maureen Clarke presented the items completed on the Compliance Monitoring Certification document. She also made the artifacts and documentation available for the Board to review. She reported that some items such as the School Safety Plan is in the process of revision and further discussed the items already marked as compliant. The Board acknowledged the receipt of this information and will certify at the following Board meeting prior to the January 2019 deadline for submission.
- g. **Board Resolution #2 – Add New Credit Card for 4th Administrator:** Maureen Clarke presented the rationale for the request to add a new credit card for the fourth administrator, Mr. Mena. Steve Holle made the motion to approve the addition of a new credit card for the fourth administrator as stated on Board Resolution #2. Gonzalo Vasquez seconded the motion. The Board was in unanimous consensus.
- h. **Board Resolution #3 - Add New Credit Card for the Executive Chef of the Cafeteria:** Maureen Clarke presented Board Resolution #3 and the rationale for the request. After a short discussion, Agustin Mena made the motion to approve Board Resolution #3 as presented. Angela Tilghman seconded the Motion and the Board was in unanimous consensus.
- i. **Board Member Nomination:** Anibal Guerrero presented his resumé to the Board and gave a brief introduction of himself and his interest to join the Pacoima Charter School's Board.
- j. **Financials:**
 - i. **Financial Dashboard (June 2018)**

Yolanda Gutierrez, ExED representative, presented and explained the Financial Analysis (June 2018) and the financial reports including the June Check Register. Motion to approve the June Financials was made by Gonzalo Vasquez and seconded by Pablo Escobar. The Board was in consensus.
 - ii. **Un-Audited Actuals for FY2017-2018**

Yolanda Gutierrez presented the Un-Audited Actuals for 2017-2018. Motion to acknowledge receipt of the Un-Audited Actuals for 2017-2018 was made by Gonzalo Vasquez and seconded by Pablo Escobar. The Board was in consensus.
 - iii. **Audit 2017-2018**

Yolanda Gutierrez presented the 2017-2018 Audit with condition to review. Motion to acknowledge receipt of the 2017-2018 Audit was made by Gonzalo Vasquez and seconded by Ruben Castorena.
 - iv. **Actuary 2017-2018**

- v. Yolanda Gutierrez presented the 2017-2018 Actuarial Report. Gonzalo Vasquez made a motion to approve the 2017-2018 Actuarial Report and Agustin Mena seconded the motion. The Board was in unanimous consensus.

vi. September 2018 Financials:

July – September Check Register - Gonzalo Vasquez acknowledged receipt of the July-September 2018 check register. Ruben Castorena seconded that motion and the Board was in consensus.

- a. **Balance Sheet** (tabled)
- b. **Income Statement** (tabled)
- c. **Cash Flow** (tabled)

VI. Agenda Building:

- a. New Board Member Approval
- b. Review and Sign Compliance Monitoring

VII. Adjournment: Pablo Escobar made the motion to adjourn the meeting at 6:13pm. Steve Holle seconded the motion. The Board was in consensus and the meeting was adjourned.

Next Meeting: Tuesday, December 11, 2018 @ 4:30pm at the main site.

Respectfully submitted by: Adelina Contreras ☺