

*Pacoima Charter School*  
*Special Governance Board Meeting*  
**Tuesday, September 18, 2018**

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

**Members Not Present:** Gonzalo Vasquez and Esther Villa.

**Council Representatives Present:** Agustín Mena, Thaydiana Fox, and Ángela Tilghman

**Directors Present:** Maureen Clarke, Sylvia Fajardo, and Deonna Williams

**Others Present:** Maria Arizon, Luis Barrios, Adelina Contreras, Yolanda Gutierrez, Tania Jordan, and Veronica Rojas.

**I. Meeting called to order at 4:45 pm**

The violin group (YPI) presented several musical pieces to the delight of the Board.

**Roll Call:** roll was taken

**II. Minutes:** Motion to adopt the June 12, 2018 minutes, as written, was made by Ángela Tilghman and seconded by Ruben Castorena. The Board was in consensus and the June 12, 2018 minutes were adopted as written.

**III. Public Comment:** none

**IV. Informational Items:**

- a. Academic Report (Director of Instruction):** Deonna Williams that 53% of the students were reading at grade level according to internal data. PCS did not meet its internal goal of 60% of students reading at grade level. The goal for math was 44% and PCS exceeded that goal, as 48% of the students scored proficient or advanced in math. The new goal for math has been set at 50%. The preliminary State scores indicate a 1% drop in the scores in comparison to last year's SBAC scores. The scores indicated low writing proficiency in the narrative domain. Professional Development was conducted at the beginning of the school year and narrative writing will be taught through the school year to address this need. The 2018 ELPAC scores indicate that 92 English Learners (EL) students meet the criteria for re-classification and that twenty-three (23) more students are potential candidates for reclassification. Last year (2016-2017), one hundred twenty-seven (127) students were reclassified including a high number of students with disabilities (SWD). Adelina Contreras, RST, reported personnel from the Charter Operated Programs (COP3) were interested in meeting with Pacoima staff to learn how PCS staff used CELDT data to reclassify these students.

**b. Financials:**

- i. Financial Dashboard (June 2018)**
- ii. UnAudited Actuals for FY2017-2018**
- iii. Balance Sheet (as of 6-30-18)**
- iv. Income Statement (June 1, 2018 – June 30, 2018)**
- v. Cash Flow (June 1, 2018 – June 30, 2018)**

Yolanda Gutierrez, ExED representative, presented and explained the Financial Analysis (June 2018) and the financial reports. She reported that for month 10 (June) enrollment was 1244,

which was below budget of 1342. The attendance rate was 95.7% through month 10, which was below the budgeted rate of 96%. She also reported that the Local Control Funding Formula (LCFF) funding had decreased. There was an increase in Pre-k funding and spending for SPED services were higher than budgeted. The Board reviewed and acknowledged receipt of the financial information/reports as listed above.

**V. Action Items – Review and Approve:**

- a. **Approve Interim Director** Sylvia Fajardo presented the proposal to appoint Agustin Mena as Interim Director of Operations in the absence, due to an extended illness, of Salvador Villescás. Steve Holle made the motion to appoint Agustin Mena as Interim Director of Operations. Pablo Escobar seconded the motion and the Board was in unanimous consensus.
- b. **California State Pre-School Program (CSPP) Resolution:** Sylvia Fajardo and Maureen Clarke presented the resolution to enter into a contract with the California Department of Education (CDE) for the purpose of providing child care and development services and to authorize the designated person to sign contract documents for Fiscal Year 2018-2019. Ruben Castorena made the motion to designate Sylvia Fajardo to be the authorized person to sign transactions/contracts for the CSPP. Agustin Mena seconded the motion. The Board was in unanimous consensus.
- c. **Board Adopted Policy Regarding Education Equity:** Maureen Clarke presented the proposed Policy regarding Education Equity based on the Immigration and Citizenship Status Bill (AB 699). Assembly Bill 699 requires that all local educational agencies in California implement additional protections to ensure that all students, regardless of immigration status or country of birth, have the opportunity to pursue their education without undue fear or risk. Agustin Mena made the motion to adopt the proposed Policy for Education Equity based on the Immigration and Citizenship Status (AB699). Ángela Tilghman seconded the motion and the Board adopted the policy by unanimous consensus.
- d. **Compliance Monitoring & Certification of Board Compliance Review:** tabled
- e. **Approve Revised Accounting Manual:** updated in April
- f. **Re-election/terms of Board Members:** Board discussed the re-election terms of the Board members. Steve Holle suggested that a parent/former parent be part of the Board. Steve Holle nominated Pablo Escobar for the Board Secretary position. Ms. Tilghman seconded the motion and the Board unanimously approved the nomination. Mr. Escobar accepted the nomination.
- g. **Nominations for 18-19 Board of Directors:** All Board members present will continue to be on the Board.
- h. **Local Control Accountability Plan (LCAP):** already discussed in June
- i. **Resolution to Restrict Funds for Project/Expansion Plan:** no action needed

**VI. Agenda Building:**

- a. Unaudited Actuals FY2017-2018
- b. Review and Sign Compliance Monitoring
- c. Certification of Board Compliance Review

**VII. Adjournment:** Pablo Escobar made the motion to adjourn the meeting at 6:19pm. Steve Holle seconded the motion. The Board was in consensus and the meeting was adjourned.

**Next Meeting:** Board agreed to change the next Board meeting from Tuesday, October 9, 2018 @ 4:00pm to Tuesday, October 16, 2018 @ 4:00pm. Meeting will be at the Pacoima Enrichment Academy (PEA site) located at 11187 De Foe Ave, Pacoima, CA 91331.

*Respectfully submitted by:* Adelina Contreras ☺