

Pacoima Charter School
Special Governance Board Meeting
Tuesday, May 8, 2018

Members Present: Ruben Castorena, Pablo Escobar, Steve Holle, Jose Razo, Gonzalo Vasquez, and Esther Villa.

Members Not Present: Veronica Arreguin

Council Representatives Present: Angela Tilghman

Directors Present: Maureen Clarke, Sylvia Fajardo, Salvador Villescas, and Deonna Williams

Others Present: Adelina Contreras, Gordon Engstrom, and Yolanda Gutierrez

Meeting called to order at 4:36 pm

Roll Call: roll was taken

- I. **Minutes:** Motion to adopt the March 20, 2018 minutes, as written, was made by Ruben Castorena and seconded by Angela Tilghman. The Board was in consensus and the March 20, 2018 minutes were adopted as written.
- II. **Public Comment:** none
- III. **Informational Items:**
 - a. **Review LAUSD – Oversight Report 2017-2018:** Sylvia Fajardo reported the scores contained on the 2017-2018 LAUSD Oversight Report. Pacoima Charter received the following scores: Governance 4, Student Achievement/Educational Performance 3, Management/Operations 3, Fiscal Operations 3. Board Members raised questions regarding the scores across the four areas.
 - b. **Charter Renewal Update:** Sylvia Fajardo reported that the Charter Renewal Petition went through five revisions before it was presented to the LAUSD Board for approval. The Charter Division and the Superintendent supported the petition and it was approved/renewed for the next five years on May 1, 2018.
 - c. **Material Revision Update:** Sylvia Fajardo reported that the Material Revision for expansion to sixth grade will be presented to the LAUSD Board on June 5, 2018.
 - d. **Local Control Accountability Plan (LCAP):** The parent surveys for the Local Control Accountability Plan (LCAP) will be analyzed at the Next School Site Council (SSC) meeting. The needs assessment per grade level will be ranked at the May 9, 2018 Curriculum meeting. The needs assessment was also reviewed by the Operations and Finance Council (OFC) on May 2, 2018.
 - e. **Academic Report:** Deonna Williams, Director of Instruction, presented and explained the academic scores that were part of the Charter Renewal Petition, which indicate that Pacoima Charter School (PCS) has a 26.6% reclassification rate for English Language Learners (ELL) when compared to the State average of 20%. The scores also show that PCS has outperformed the District and the State over the past five (5) years in Science. The Robotic Nerds placed first on Team Talk and second on the Space Challenge at the Rally in the Valley competition held at

CSUN on May 5, 2018. Marathon Kids participants completed the LA 5K Run at LA Live on May 6, 2018. The end of the year Game of Rooms Challenge is approaching where the winning classrooms of the iReady math competition will participate in fun and challenging activities. SBAC/CAST testing will begin on May 14, 2018. All third, fourth, and fifth grade students will start taking the State assessments. Sylvia Fajardo reported that in June the Glee Club will perform their "Wonka" play and that on June 1, 2018 PCS student will participate in the Super STEAM Quiz.

f. Financials:

- i. Balance Sheet** (February 1, 2018 – March 31, 2018)
- ii. Income Statement** (February 1, 2018 – March 31, 2018)
- iii. Cash Flow** (February 1, 2018 – March 31, 2018)

Gordon Engstrom, ExED representative, presented and explained the financial information. The Board reviewed the figures.

Gordon Engstrom announced that he will retire as of October 1, 2018 from ExED and that Yolanda Gutierrez will represent Pacoima Charter School.

- g. Preliminary Draft 2018-2019 Budget:** Gordon Engstrom presented and explained the Draft/Preliminary 2018-2019 Budget, which includes the assumption of sixth grade expansion. He also mentioned that his Draft does not include the figures from the Governors May Revise expected to come out on May 20, 2018. The 2018-2019 Budget needs to be ratified by the Board by June 30, 2018.

IV. Action Items – Review and Approve:

- a. Revise Fiscal Policies and Procedures:** Maureen Clarke presented the revision to the Fiscal Policies and Procedures, which includes the procedure for the approval for purchases made by the Executive Director. Motion to approve the Revised Fiscal Policies and Procedures was made by Esther Villa and seconded by Pablo Escobar. Seven (7) members voted in favor and zero (0) opposed. Motion approved by unanimous vote.
- b. Resolution #1:** Resolution #1 proposes to add a fourth credit card for the fourth administrator, Deonna Williams, and to increase credit card amount for each of the four credit cards to \$7,000.00 for a combined total of \$28,000.00. Ruben Castorena made the motion to approve Resolution #1 as written and Pablo Escobar seconded the motion. The Board voted seven (7) in favor and zero (0) opposed. Resolution #1 passed by unanimous vote.
- c. Resolution #2:** Resolution #2 proposed to name a Board Member as approver of the purchases made by the Executive Director. The Board named Steve Holle, Board President, as the Board member to approve purchases by the Executive Director. Motion to appoint Steve Holle to be the approver of purchases made by the Executive Director was made by Pablo Escobar. Gonzalo Vasquez seconded the motion and the Board voted seven (7) in favor and zero (0) opposed. Resolution #2 approved by unanimous vote.
- d. Update By-Laws- Nominations and terms of Board Members:** tabled
- e. Form 990:** Maureen Clarke presented the Form 990. The Board reviewed it and acknowledged receipt of this information.

V. Agenda Building:

- a. Review/Update By-Laws
- b. Review Nomination of New Member Process
- c. Meeting Dates for 2018-2019

VII. Adjournment: Ruben Castorena made the motion to adjourn the meeting at 6:09pm. Pablo Escobar seconded the motion. The Board was in consensus and the meeting was adjourned.

Next Meeting: Tuesday, May 22, 2018 @ 4:30pm.

Respectfully submitted by: Adelina Contreras ☺