

*Pacoima Charter School*  
*Special Governance Board Meeting*  
**Tuesday, January 22, 2018**

**Members Present:** Rubén Castorena, Pablo Escobar, Steve Holle, Gonzalo Vásquez, and Esther Villa

**Members Not Present:** Ánibal Guerrero

**Council Representatives Present:** Ángela Tilghman

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

**Others Present:** Adelina Contreras, Yolanda Gutierrez, Nidra Kumaradas, and Deborah Nobles

**I. Meeting called to order at 4:10pm**

**Roll Call:** roll was taken

**II. Minutes:** Motion to adopt the December 11, 2018 minutes, as written, was made by Ángela Tilghman and seconded by Gonzalo Vásquez. The Board was in consensus and the December 11, 2018 minutes were adopted as written.

**III. Public Comment:** none

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

- a. Board Resolution #1-01-22-19: Add Volunteers to Workmen’s Compensation:** Deborah Nobles and Nidra Kumaradas, ASCIP Representatives, presented the information regarding the cost of adding volunteers to Workmen’s Compensation. Nidra Kumaradas explained that the cost of adding this coverage would only change when (and if) a volunteer presents a claim. Pablo Escobar made the motion to adopt Resolution #1 as presented to the Board. Gonzalo Vasquez seconded the motion. The Board Voted: 4 yes, 0 no, and 2 absent. Resolution #1-01-22-19 was approved by a majority vote.
- b. Involuntary Removal of Board Member:** Steve Holle, Board President, will send a letter to discuss possible removal of Board member.
- c. Nomination of a Board Member:** Sylvia Fajardo will invite a potential Board Member to visit and introduce herself to the Board at an upcoming meeting.
- d. Proposal to Change Interim Director of Operations to Director of Operations:** Sylvia Fajardo requested that the Board change the title from Interim Director of Operations to Director of Operations for Agustin Mena. Ruben Castorena made the motion to name Agustin Mena Director of Operations and Pablo Escobar seconded the motion. The Board was in unanimous consensus. The Board welcomed Agustin Mena as Director of Operations.
- e. Proposal to Correct/Change Longevity Level Policy LY2:** Maureen Clarke presented the proposal to correct/change a step of the longevity policy LY2 for Office Staff that are currently

on LY2 from 2.5% to 4%. The correction or change would apply only to specific staff eligible for this longevity step. The corrected policy makes clear that the percentage of increase is not cumulative. The change, if approved, would incur a cost of \$2,825.00 in retroactive pay for the three eligible office staff. Ruben Castorena made the motion to adopt the Longevity Level Policy for Office Staff as revised. Esther Villa seconded the motion and the Board was in unanimous consensus.

- f. Selection of Auditor for 2018-2019 Audit:** Yolanda Gutierrez requested that the Board consider selecting Varinik, Trine, Day, & Co, LLP (VTD) to conduct the 2018-2019 Financial Audit. VTD has conducted the last two financial audits for Pacoima Charter School. Gonzalo Vasquez made the Motion to approve Varinik, Trine, Day, & Co, LLP (VTD) to conduct the 2018-2019 Financial Audit. Ángela Tilghman seconded the motion and the Board was in unanimous consensus.
- g. Certification of Signatures for January 1, 2019 – December 31, 2019:** Maureen Clarke presented the Board with the list of authorized signers for January 1, 2019 to December 31, 2019. Pablo Escobar made the motion to approve the authorized signers as listed on the Certification of Signatures for January 1, 2019 to December 31, 2019. Pablo Vasquez seconded the motion and the Board was in consensus.
- h. School Calendar 2019-2020:** Deonna Williams presented the 2019-2020 School Calendar as previously approved by the Curriculum Council for ratification. Ruben Castorena made the motion to adopt the School Calendar for the year 2019-2020 as presented and Esther Villa seconded the motion. The Board was in consensus and the 2019-2020 School Calendar was ratified by unanimous vote.
- i. Pacoima Charter School – Nutrition Fiscal Policies & Procedures – Revised January 11, 2019:** Yolanda Gutierrez and Maureen Clarke presented and explained the Revised Nutrition Fiscal Policies and Procedures manual. Gonzalo Vasquez made the motion to adopt the Nutrition Fiscal Policies & Procedures – Revised January 11, 2019 as presented. Ruben Castorena seconded the motion and the Board was in consensus.
- j. Low Performing Student Block Grant:** Yolanda Gutierrez and Deonna Williams presented the Plan for New Funding for the Low Performing Student Block Grant (LPSBG) for review and approval. The plan for implementation of this grant includes Saturday School (six sessions – starting February 23, 2019) and intervention using the iReady computerized program (in-class small group instruction) to target the twenty-five students whom are eligible for this grant. A report with the plan and preliminary results of this interventions(s) will be generated by March 1, 2019 with a follow-up report on March 2021. Motion to approve the plan for the Low Performing Student Block Grant was made by Pablo Escobar and seconded by Gonzalo Vasquez. The Board was unanimously in consensus.
- k. Financials:**

  - i. Finances for: November 2018 - Financials**

    - a. Balance Sheet
    - b. Income Statement
    - c. Cash Flow

Yolanda Gutierrez, ExED representative, presented and explained the Financial Analysis (November 2018) and the financial reports. The Board acknowledged receipt of the financial information. The Board reviewed the November 2018 Check Register. Motion to approve the November 2018 Financials and Check Register was made by Gonzalo Vasquez and seconded by Pablo Escobar. The Board was in unanimous consensus.

**V. Informational Items:**

- a. **Form 700 – complete & sign:** Maureen Clarke explained the purpose of Form 700 and everyone in attendance completed their Form 700.
- b. **“Training Pays” Award Presentation:** Deborah Nobles & Nidra Kumaradas from ASCIP presented the “Training Pays” Award to the Directors of Pacoima Charter School for creating a culture of safety and for having employees complete trainings. The Certificate of Achievement was presented along with a \$5,000.00 check.
- c. **Academic Report (Director of Instruction):** tabled
  - i. ELPAC Results
- d. **Prop 39 Update – Energy Grant:** Agustin Mena updated the Board on the status of Prop 39 Energy Grant.

**VI. Agenda Building:**

- a. ELPAC Results and Quarter 3 Assessment Results
- b. Involuntary Removal of a Board Member (action)
- c. Introduction of Potential Board Member
- d. Concert Presentation (Violin Club)

**VII. Adjournment:** Agustin Mena made the motion to adjourn the meeting at 5:50pm. Pablo Escobar seconded the motion. The Board was in consensus and the meeting was adjourned.

**Next Meeting:** Tuesday, February 26, 2019 @ 4:00pm.

**Respectfully submitted by:** Adelina Contreras 🍌