

Pacoima Charter School
Special Governance Board Meeting
Tuesday, February 27, 2018

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

Members Not Present: Gonzalo Vasquez

Council Representatives Present: Angela Tilghman and Agustín Mena.

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

Others Present: Adelina Contreras and Gordon Engstrom

Meeting called to order at 4:50pm

Roll Call: roll was taken

- I. **Minutes:** Motion to adopt the January 23, 2018 minutes, as written, was made by Pablo Escobar and seconded by Angela Tilghman. The Board was in consensus and the January 23, 2018 minutes were adopted as written.
- II. **Public Comment:** none
- III. **Informational Items:**
 - a. **Vanguard Presentation:**
 - i. Andrew Maslik, Anne Koupal, and Michael J. Litz gave an overview of the Institutional Advisory Services that are provided by Vanguard. The Board asked questions regarding the investment plan option available through Vanguard.
 - b. **Financials:**
 - i. **Balance Sheet**
 - ii. **Income Statement**
 - iii. **Cash Flow**

Gordon Engstrom, ExED representative, presented and explained the figures contained in the Financial Analysis, Balance Sheet, Income Statement, and Cash Flow reports. He also presented the Check/Voucher Register (January 1, 2018 through January 31, 2018).
 - c. **Consolidated Application (ConApp) - Title Funding:** Gordon Engstrom presented and explained the Consolidated Application. He reviewed figures for Title I, Title II, and Title III funding as contained in the Consolidated Application.
 - d. **School Accountability Report Card (SARC) 16-17:** Maureen Clarke informed the Board of the School Accountability Report (SARC) that was filed on February 1, 2018.
 - e. **Form 700 – complete and sign:** Maureen Clarke presented the Form 700 to the Board members for their signature.

- f. **Board Member Resumes and Questionnaires:** Sylvia Fajardo requested the resumes and questionnaires for submittal with the Charter Petition.
- g. **Academic Report:** Deonna Williams, Director of Instruction, presented the academic report. She reviewed the discipline referral, attendance, and intervention data. She also presented the most recent academic data and the updated goals.

IV. Action Items – Review and Approve:

- a. **Auditor Selection for 2017-2018 audit:** The Board discussed the options for Auditors to conduct the 2017-2018 audit. Veronica Arreguin made the motion to appoint Vavrinek, Trine, Day & Co., LLP (vtd) to conduct the 2017-2018 audit. Jose Razo seconded the motion and the Board was in consensus.
- b. **UTLA/PCS- Sunshine Letter:** Agustin Mena presented the Sunshine Letter to the Board. No action taken at this time.
- c. **Charter Petition:** Sylvia Fajardo presented the Board with the draft of the Charter Petition. No action needed.
- d. **IRS Form 990:** tabled
- e. **Resolution to restrict funds for Expansion Project/Plan:** tabled

V. Agenda Building:

- a. Resolution to restrict funds for project/expansion
- b. Request to increase credit card amount
- c. IRS Form 990

VII. Adjournment: Ruben Castorena made the motion to adjourn the meeting at 6:17pm. Veronica Arreguin seconded the motion. The Board was in consensus and the meeting was adjourned.

Next Meeting: Tuesday, April 24, 2018 @ 4:30pm.

Respectfully submitted by: Adelina Contreras ☺