

Pacoima Charter School
Special Governance Board Meeting
Monday, November 7, 2016

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

Council Representatives Present: Thaydiana Fox, Agustin Mena, and Angela Tilghman.

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

Others Present: Adelina Contreras and Gordon Engstrom.

I. Meeting called to order at 4:10pm

Roll Call: roll was taken

II. Minutes: Motion to adopt the minutes, as written, was made by Veronica Arreguín and seconded by Pablo Escobar. The Board was in consensus and the September 12, 2016 minutes were adopted as written.

III. Public Comment: Sylvia Fajardo invited Jose Razo to the Military Appreciation which is being sponsored by the Network Council the morning of Thursday, November 10, 2016. Sylvia Fajardo also invited the Board members for a Thanksgiving luncheon that will take place on Thursday, November 17, 2016 from 11:00am until 2:00pm. Sylvia Fajardo invited the Board to the presentation of “Too Many Tamales” on December 2, 2016 @ 6:00pm in the school’s auditorium. She invited the Board to attend the Charter Conference which will take place in Sacramento in March 2017. The three-day conference will start on March 20th and end on March 22, 2017. Ms. Fajardo presented the video of the event which was the culminating incentive for students’ participation in the “Rally in the Valley” march.

IV. Action Items – Review and Approve:

a. Compliance Monitoring and Certification of Board Compliance Review:

Maureen Clarke and Sylvia Fajardo presented the following items from the 2016-2017 Compliance Monitoring and Certification of Board Compliance Review list to be examined/reviewed by the Board: DOJ Custodian of Records (Maureen Clarke) - Verification of Criminal background and TB Clearance (item 1); Mandated Trainings (items 5. b. and c.); 2016-2017 Board Meeting Calendar/Accurate and Updated Contact Information for Board Members (item 5); Pre- and Post-lottery and Enrollment Forms/Packet (item 4); English Language Learner Master Plan/Certification Form (item 6); Discipline Foundation Policy/School Climate Bill of Rights (item 7); and the 2016-2017 Parent Student Handbook (item 9).

b. Bylaws: tabled

V. Informational Items:

- a. STEM Conference Report:** Steve Holle, Deonna Williams, and Sylvia Fajardo reported on the STEM Conference. Deonna Williams reported that she attended a workshop on the New Generation Science Standards (NGSS) and received information regarding the timeline for the Field Test and the projected date for the Operational Test. Ms. Fajardo reported attending the Bee-Bot presentation and reported to the Board that PCS will be investing in some Bee-Bots for the Pre-kinder and Kindergarten students. Ms. Fajardo invited the Board members to visit PCS during instructional hours, so that she can give them a tour of the new STEAM rooms. The Board would like to schedule a field trip during the December 12, 2016 meeting to visit the STEAM rooms. Mr. Holle suggested that the opportunity to participate in the conference should be offered to members outside of the STEAM sub-committee, so that more faculty can take advantage of these opportunities. Sylvia Fajardo reported that all faculty is provided the opportunity to attend a conference during each school year. The Math Conference was attended by fourth and fifth grade teachers and coordinators. The Gifted Conference will be attended by the Gifted sub-committee.
- b. Academic Report by Director of Instruction:** Deonna Williams presented the academic scores for the 2015-2016 Smarter Balanced Assessment (SBAC). Out of the 664 students assessed in ELA, 33% Met or Exceeded the Standard. This is a 10 percentage point increase from the previous year. In math, 30% Met or Exceeded the Standard which is 10 percentage points higher from the previous year. In Science, 211 students were assessed and 69% of these students scored Proficient or Advanced on the Science California Standards Test (CST). Eighteen (18) students took the Science California Modified Assessment (CMA) and 61% scored Proficient or Advanced. After the Quarter 1 (2016-2017), 78% of students are reading at or above grade level in reading.
- c. Actuarial Update:** Gordon Engstrom presented the Financial Disclosure Information Report for the fiscal year ending June 30, 2016 prepared by Grant Thornton. Mr. Engstrom reviewed and explained the actuarial valuation of the postretirement medical, dental and vision benefit programs sponsored by Pacoima Charter School.
- d. Form 700:** Maureen Clarke informed the new Board members of the requirement to file Form 700. Form 700 will be e-mailed to said Board members to facilitate timely filing.
- e. Filing of 990 Tax Forms:** Maureen Clarke and Gordon Engstrom reminded Board members that Tax Form 990 requires filing in January/February of 2017.
- f. Financials:** Gordon Engstrom presented and the Board reviewed the following financial reports (including a Check/Voucher Register) as prepared by ExEd:
- i. Balance Sheet
 - ii. Income Statement
 - iii. Cash Flow

g. Consolidated Application (CARS): tabled

VI. Agenda Building:

- a. Bylaws (action)
- b. Certification of Signatures (action)
- c. Compliance Monitoring and Certification of Board Compliance Review (action)
- d. Audit 2015-2016 (action)
- e. Academic Report by Director of Instruction (informational)
- f. Financials (informational)
- g. Consolidated Application (CARS) (informational)

VII. Adjournment: Ruben Castorena made the motion to adjourn the meeting at 5:38pm. Veronica Arreguín seconded the motion and the Board was in consensus to adjourn the meeting.

Next Meeting: Monday, December 12, 2016 @ 4:00pm.

Respectfully submitted by: Adelina Contreras 🍷