

*Pacoima Charter School*  
*Special Governance Board Meeting*  
**Monday, November 6, 2017**

**Members Present:** Ruben Castorena, Steve Holle, Jose Razo, and Esther Villa.

**Members Not Present:** Veronica Arreguin, Pablo Escobar, and Gonzalo Vasquez.

**Council Representatives Present:** Angela Tilghman, Tania Jordan, and Agustin Mena.

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

**Others Present:** Adelina Contreras and Gordon Engstrom.

**I. Meeting called to order at 4:38pm**

**Roll Call:** roll was taken

**II. Minutes:** Correction to the October 9, 2017 Minutes: Section IVc change “Mean” to Mena. Motion to adopt the October 9, 2017 minutes, as corrected, was made by Angela Tilghman and seconded by Jose Razo. The Board was in consensus and the October 9, 2017 minutes were adopted as corrected.

**III. Public Comment:** none

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

**Closed Session -** Board entered Closed Session at 5:20pm

**a. Personnel Issue -**

**Open Session –** Board out of Closed Session at 6:35pm

**b. Report on Closed Session:** Board reviewed personnel concerns and appropriate action was taken.

**c. Review and Sign: Compliance Monitoring & Certification of Board Compliance**

**Review:** Maureen Clarke presented the completed compliance checklist to the Board. The checklist includes all of the mandated trainings and other compliance items. Motion to certify the Compliance Monitoring & Certification of Board Compliance Review was made by Ruben Castorena and was seconded by Agustin Mena. The Board was in unanimous consensus.

**d. Review and approve ExED Contract:** Maureen Clarke presented the 2017-2018 ExED contract. The contract outlines the duties performed by ExED on behalf of Pacoima Charter School (PCS) for \$152,000.00. Jose Razo made the motion to approve the ExED contract as presented and Angela Tilghman seconded the motion. The Board was in unanimous consensus.

**e. Board Resolution – Pre-k Contract with the California Department of Education**

**(CDE):** Sylvia Fajardo presented the Board Resolution (11-6-17) appointing her as signer on the Pre-k Contract with the California Department of Education (CDE) for the three (3) additional Pre-k classes. One of those classes is currently open on site at Pacoima Charter School with two more classes (full day) to open soon off-site. PCS is

the contractor for these classes and the Youth Policy Institute (YPI) is the sub-contractor. Motion to sign the Board Resolution (11-6-17) was made by Agustin Mena and it was seconded by Angela Tilghman. The Board was in consensus and the resolution was approved.

- f. Resolution to restrict funds for Expansion Project/Plan:** tabled – more information at the next meeting

**V. Informational Items:**

- a. **Academic Report:** Deonna Williams reported that 66% of Pacoima Charter School (PCS) students are reading at or above grade level at the first quarter. She also reported that 67% are at or above grade level in Math. She reported that 22 students are in Tier 2 (attending Saturday School) and that the 11 students (first and second grade) in Tier 3 are receiving Tutoring and attending Saturday School. PCS is waiting to receive four (4) additional Promise Corp tutors. Ms. Williams also reported that initial CELDT tests at the PEA site have been completed and the results have been submitted to the State. The first annual English Language Proficiency Assessments for California (ELPAC) will be administered in the spring.
- b. **Financials:**
- i. Balance Sheet (September 1, 2017 through September 30, 2017)
  - ii. Income Statement (September 1, 2017 through September 30, 2017)
  - iii. Cash Flow (September 1, 2017 through September 30, 2017)

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 (September 1, 2017 through September 30, 2017).

- c. **STEAM Presentation – Millan/Cordova:** tabled

**VI. Agenda Building:**

- a. Expansion Project Plan
- b. Academic Report by Director of Instruction
- c. Financials
- d. Presentation by Jorge Cordova and Sergio Millan (STEAM)

**VII. Adjournment:** Jose Razo made the motion to adjourn the meeting at 6:40. Agustin Mena seconded the motion. The Board was in consensus and the meeting was adjourned.

**Next Meeting:** Monday, December 6, 2017 @ 4:30pm.

**Respectfully submitted by:** Adelina Contreras ☺