

*Pacoima Charter School*  
*Special Governance Board Meeting*  
**Monday, March 13, 2017**

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

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

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

**Others Present:** Adelina Contreras, Gordon Engstrom and Pamela Tong.

**I. Meeting called to order at 4:35pm**

**Roll Call:** roll was taken

**II. Minutes:** Motion to adopt the minutes, as written, was made by Jose Razo and seconded by Angela Tilghman. The Board was in consensus and the January 30, 2017 minutes were adopted as written.

**III. Public Comment:** none

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

**a. Selection of Auditor for 2016-2017 Audit:** Maureen Clarke presented the three bids received. The Board reviewed the bids and inquired about the qualifications of each auditing agency presenting a proposal. . Vavrinek, Trine, Day & Co., LLP (vtd); Vicenti, Lloyd, & Stutzman LLP (VLS); and Moss Levy & Hartzheim, LLP presented a proposal. Gordon Engstrom and Pamela Tong answered questions regarding each proposal. After examining the proposals, Jose Razo made the motion to contract Vavrinek, Trine, Day & Co., LLP (vtd) to conduct the 2016-2017 Financial Audit. Esther Villa seconded the motion and the Board was unanimously in consensus.

**b. 2016-2017 Budget Revision:** Gordon Engstrom from ExED presented the 2016-2017 Budget Revision. Mr. Engstrom explained the figures contained in the 2016-2017 Budget Revision. Jose Razo made the motion to adopt the Revision to the 2016-2017 Budget. Pablo Escobar seconded the motion and the Board was in consensus.

**c. LCAP Update:** tabled

**d. Single School Plan for Student Achievement:** Sylvia Fajardo reported that the goals for the Single school Plan and WASC 2017 Progress Report are the following: 1) English Language Arts in Reading Comprehension, 2) improve in Math Concepts and Procedures, and 3) Increase academic achievement by establishing and maintaining support mechanisms for English Learners (ELs). Esther Villa acknowledged receipt of the Single School Plan for Student Achievement and the WASC 2017 Progress Report. Ruben Castorena seconded the motion and the Board was in consensus.

- e. **Parent Involvement Policy:** Sylvia Fajardo presented the Parent Involvement Policy. She outlined the components of said policy (attached). Motion to approve the Parent Involvement Policy as presented was made by Gonzalo Vasquez and seconded by Esther Villa. The Board was in consensus.
- f. **Policy Book 2017-2018:** The 2017-2018 Policy Book was presented to the Board. Motion to approve the 2017 2018 Policy Book was made by Gonzalo Vasquez and seconded by Pablo Escobar. The Board was in consensus.
- g. **2017-2018 School Calendar:** Sylvia Fajardo presented the 2017-2018 Academic Calendar. Gonzalo Vasquez made a motion the adopt the 2017-2018 Academic Calendar as presented. Pablo Escobar seconded the motion and the Board was in consensus.
- h. **Board Meeting dates for 2017-1018:** tabled

**V. Informational Items:**

- a. **Academic Report by Director of Instruction:** Deonna Williams presented the following information to the Board:
  - i. Leading to Success- Schoolwide Second Quarter Data
- b. **WASC Accreditation:** covered under item IV. d.
- c. **Financials:** Gordon Engstrom presented and the Board reviewed the following Financial Reports:
  - i. Balance Sheet
  - ii. Income Statement
  - iii. Cash Flow
- d. **Consolidated Application (CARS):** tabled

**VI. Agenda Building:**

- a. Brown Act Training 4/27/17 (ASCIP)
- b. CSEA – sunshining of initial proposal
- c. LCAP Update: tabled
- d. Board Meeting dates for 2017-1018
- e. Declaration of Indefinite Salaries
- f. Consolidated Application (CARS)

**VII. Adjournment:** Ruben Castorena made the motion to adjourn the meeting at 6:10pm. Esther Villa seconded the motion and the Board was in consensus to adjourn the meeting.

**Next Meeting:** Monday, April 24, 2017 @ 4:00pm.

**Respectfully submitted by:** Adelina Contreras ☺