

Pacoima Charter School
Special Governance Board Meeting
Monday, December 11, 2017

Members Present: Ruben Castorena, Pablo Escobar, and Gonzalo Vasquez.

Members Not Present: Veronica Arreguin, Steve Holle, Jose Razo, and Esther Villa.

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

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

Others Present: Adelina Contreras and Gordon Engstrom.

I. Meeting called to order at 4:49pm

Roll Call: roll was taken

II. Minutes: Motion to adopt the November 6, 2017 minutes, as written, was made by Gonzalo Vasquez and seconded by Pablo Escobar. The Board was in consensus and the November 6, 2017 minutes were adopted as written.

III. Public Comment: none

IV. Action Items – Review and Approve:

a. UTLA/PCS – Sunshine Letters: - tabled

b. Post Employment Benefits Other than Pensions (OPEB) Final Report (16-17): Gordon Engstrom presented and explained the figures contained in the Financial Disclosure Information for Year ending June 30, 2017 (actuarial valuation) as prepared by Grant Thornton. A motion to approve the Financial Disclosure Information for Year ending June 30, 2017 as received was made by Agustin Mena and was seconded by Ruben Castorena. The Board was in consensus.

c. Audit Report (16-17): Gordon Engstrom presented and explained the (December 4, 2017) draft of the 2016-2017 Financial Audit as prepared by the independent auditor, Vavrinek, Trine, Day, & Co., LLP (VTD). Gordon Engstrom explained some of the changes that still needed to be made prior to submitting the Audit Report. He also requested that the Board authorize Sylvia Fajardo to make the necessary changes prior to submission. Angela Tilghman made the motion to approve the Audit draft as presented and to authorize Mrs. Fajardo to make any last minute changes as needed prior to submission. Gonzalo Vasquez seconded the motion and the Boards was in unanimous consensus.

d. Request for Allowance of Attendance because of Emergency Conditions – Form J-13A: Sylvia Fajardo requested that the Board approve the filing of Form J-13A with the State in order to receive ADA credit for the four days of school closure due to the recent wildfires. Motion to approve the filing of Form J-13A was made by Angela Tilghman and Pablo Escobar seconded the motion. The Board was in consensus.

e. Declaration of Indefinite Salaries - 2018-1019: Maureen Clarke presented the Declaration of Indefinite Salaries for the 2018-2019 school year, which needs to be filed with Los Angeles County of Education (LACOE). Pablo Escobar made the motion to file the 2018-2019

Declaration of Indefinite Salaries. Agustin Mena seconded the motion and the Board was in consensus.

- f. **Certification of Signatures – Jan 1, 2018 – December 31, 2018:** Maureen Clarke presented the Certification of Signatures. Maureen Clarke listed the names of the authorized signers and the rationale for having multiple signers listed on the Certification of Signatures. Motion to approve the signers on the Certification of Signatures was made by Ruben Castorena. The motion was seconded by Gonzalo Vasquez. The Board was in consensus to file the Certification of Signatures for January 1, 2018 through December 31, 2018.
- g. **2018-2019 School Calendar:** tabled
- h. **Resolution to restrict funds for Expansion Project/Plan:** tabled

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 baseline. She reported that 68% of the students were reading at grade level after the first quarter. The goal for the end of the 2017-2018 school year is 65% of student reading at or above grade level. Ms. Williams also reported that CELDT tests have been completed and submitted to the State. So far, 165 students have been reclassified and an additional 50 fourth and fifth grade students might be ready to reclassify based on the results of the recent CELDT test. The first annual English Language Proficiency Assessments for California (ELPAC) will be administered in the spring (March 2018).
- b. **Financials:**
 - i. Balance Sheet (October 1, 2017 through October 31, 2017)
 - ii. Income Statement (October 1, 2017 through October 31, 2017)
 - iii. Cash Flow (October 1, 2017 through October 31, 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. UTLA/PCS Sunshine Letters
- b. 2018-2019 School Calendar
- c. Expansion Project Plan
- d. Academic Report by Director of Instruction
- e. Financials
- f. Presentation by Jorge Cordova and Sergio Millan (STEAM)

VII. Adjournment: Ruben Castorena made the motion to adjourn the meeting at 5:50pm. Gonzalo Vasquez seconded the motion. The Board was in consensus and the meeting was adjourned.

Next Meeting: Tuesday, January 23, 2018 @ 4:30pm.

Respectfully submitted by: Adelina Contreras ☺