

*Pacoima Charter School*  
*Special Governance Board Meeting*  
**Monday, December 12, 2016**

**Members Present:** Ruben Castorena, Steve Holle, Jose Razo, and Gonzalo Vasquez.

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

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

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

**I. Meeting called to order at 4:15pm**

**Roll Call:** roll was taken

**II. Minutes:** Motion to adopt the minutes, as written, was made by Gonzalo Vasquez and seconded by Deonna Williams. The Board was in consensus and the November 7, 2016 minutes were adopted as written.

**III. Public Comment:** Sylvia Fajardo reported that the President of the NAACP visited Pacoima Charter School (PCS) recently and that she reported being impressed by personnel's attitude and the blanket of intervention services provided to students at PCS. She will invite PCS to be part of the LAUSD Task Force and will invite the LAUSD Superintendent to visit. Ms. Fajardo also mentioned that the chairperson of the WASC team, was given the pre-visit tour on December 7, 2016.

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

**a. Certification of Signatures (Jan. 1, 2017 – Dec., 31, 2017):** Maureen Clarke listed the names of the authorized signers and the rationale for having multiple signers listed on the Certification of Signatures. The Board acknowledged the signers on the Certification of Signatures and approved it for filing.

**b. 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. The Board reviewed and examined the information as presented.

**c. Bylaws:** tabled

**d. Audit Report 2015-2016:** Gordon Engstrom from ExEd presented the draft of the 2015-2016 Audit report. Mr. Engstrom and Pamela Tong, accountant, answered questions regarding the information contained in the draft of the 2015-2016 Audit. The Audit (draft) was reviewed and approved by the Board.

- e. **Board Resolution 12/12/16:** Maureen Clarke presented the Board Resolution 12-12-16. The resolution authorizes the addition of the Administrator who manages the TASC online account to be added to the account as a signer, so that funds can be transferred on a timely manner in order to assure sufficient funds for the ACH debit. Jose Razo made the motion to approve Board Resolution 12-12-16 as presented. Ruben Castorena seconded the motion and the Board voted 4-0 in favor of adopting this resolution.

**V. Informational Items:**

- a. **Academic Report by Director of Instruction:** Deonna Williams presented the Leading for Success report that had been shared with the staff and faculty at a staff development meeting. The data covered reading, intervention, and attendance data.
- b. **Form 700:** tabled (due February 2017)
- c. **Presentation of Form 990:** tabled (due February 2017)
- d. **Financials:** Gordon Engstrom presented and the Board reviewed the First Interim Report as prepared by ExEd and the following Financial Reports:
  - i. Balance Sheet
  - ii. Income Statement
  - iii. Cash Flow
- e. **Consolidated Application (CARS):** tabled

**VI. Agenda Building:**

- a. Bylaws (action)
- b. Audit 2015-2016 (action)
- c. Form 700
- d. Form 990
- e. Academic Report by Director of Instruction (informational)
- f. Financials (informational)
- g. Consolidated Application (CARS) (informational)

**VII. Adjournment:** Angela Tilghman made the motion to adjourn the meeting at 6:12pm. Tania Jordan seconded the motion and the Board was in consensus to adjourn the meeting.

**Next Meeting:** Monday, January 30, 2016 @ 4:00pm. (Date change requested by Steve Holle and approved by the Board).

**Respectfully submitted by:** Adelina Contreras ☺