

**Public Works**  
**Learning Works Charter School**  
**MEETING MINUTES**  
**August 31, 2016**  
**2790 E. Walnut St., Pasadena, CA 91107**

- I. Call to Order (5:07pm)**
  - a. Roll Call.** Present: Dave Banis, Kathy Lesley, Nicole Jacquemin, Juliana Serrano, Ty Gaffney, Eddie Newman, and Lauren O’Neill. Staff present: Mikala Rahn, Sherry Oliver, Patty O’Driscoll, Syliva Ginyard and Tomoko Patrick.
  
- II. Review and Approval of Agenda –** Revision to order of Information Items – move item G up to item C. Dave Banis moved and Nicole Jacquemin seconded to approve the revised agenda. Approved 7-0.
  
- III. Public Comment –** No public comment
  
- IV. Approval of Board Minutes from April 15<sup>th</sup> and June 29<sup>th</sup> Meetings –** Dave Banis moved and Nicole Jacquemin seconded to approve the Board minutes as presented. Lauren O’Neill abstained. Approved 6-0.
  
- V. Information Items**
  - a.** Overview of Morning Staff meeting presentation – Board provided with copy of all-staff PowerPoint presentation.
  - b.** Plan for hiring new Director – Board provided with list of desired skills and attributes as well as description of tasks that have been re-distributed to current staff. Mikala Rahn is comfortable with the current leadership and teacher teams.
  - c.** Update on Public Works financials and future – Board provided with 2015 and 2016 contract charts as well as a copy of the audited financials as of December 31, 2015. No findings were noted in the report.
  - d.** Update on Learning Works financials – Board provided with copy of final 2015-16 budget showing a loss of approximately \$34,000.
  - e.** P-3/Annual ADA Report – Board provided copy of Annual ADA report showing final ADA of 240.44 for 2015-16.
  - f.** 2015-16 Teacher/Chaser Incentive – Board provided with a copy of the incentive chart. Total incentives for 2015-16 only totaled \$2,500. The sharp decline in the payout of incentives explains the drop in ADA. Mikala Rahn and staff will brainstorm to come up with a new incentive system.
  - g.** Update on CaMSP/Momentum – Board provided with the following: draft appeal letter to continue CaMSP Partnership Funding; summary of CaMSP including charts on number of partnerships, districts and schools represented, as well as number of teachers and students served; copy of email correspondence between CDE STEM office to Partnerships concerning the impact of nonrenewal of the CaMSP grant program; and the spreadsheet showing income for 2016 – 2018. The spreadsheet shows a comfortable level of income for 2016 and 2017. In 2018, income from the CaMSP program is just \$43,000. Mikala Rahn says there is nothing to do at the moment, but just know that the cliff is coming. Future business development is pending the outcome of this year’s election.

On Momentum, Board provided with Strategy Plan and Momentum Proposal as well as list of media information completed to date. Through Momentum's efforts, Public Works is establishing itself as STEM evaluators.

## **VI. Action Items**

- a. Contracts over \$50,000 – Board provided with list of Contracts over \$50,000 for 2016-17. Teacher #10 is 0.5 FTE of \$50,000 so their budgeted salary should reflect \$25,000. **Dave Banis motioned and Nicole Jacquemin seconded to approve Contracts over \$50,000 with the revision of \$25,000 for teacher #10.** Approved 7 – 0.
- b. Title I 2016-17 – Board provided with Title I Budget. The budget of \$83,571 is primarily directed to Tutor salaries and benefits and then the required 10% to professional development, 15% to administrative salaries and the remaining to field trips and student needs. This reflects the same percentages and expenses of prior Title I budgets. **Dave Banis motioned and Eddie Newman seconded to approve the Title I budget as presented.** Approved 7 – 0.
- c. 2016-17 Preliminary School Budget – Board provided with preliminary school budget. Budget is based on projected ADA of 240 students and is currently showing a reserve of almost \$90,000. Missing revenue is the E-Rate reimbursement and Mandate Block Grant funding. **Dave Banis motioned and Juliana Serrano seconded to approve the 2016-17 budget with the additional revenue.** Approved 7 – 0.
- d. Approval of new Math textbook series – Board provided with a side-by-side comparison chart of Algebra I versus the Integrated Series and then a comparison of Geometry versus the Integrated Math Series broken down by semester. **Eddie Newman motioned and Nicole Jacquemin seconded to approve the new textbook series as presented.** Approved 7 – 0.
- e. Approval of changes to Electives – Board provided changes in electives from 2015-16 to 2016-17. **Dave Banis motioned and Eddie Newman seconded to approve changes to electives as presented.** Approved 7 – 0.
- f. 2016-17 Student Handbook – Board provided with Student Handbook. Meeting dates for the Board are incorrect. The incorrect dates will be covered with a sticker of the correct dates, which are as follows: October 14, 2016, December 15, 2016, April 14, 2017 and June 23, 2017. **Dave Banis motioned and Eddie Newman seconded to approve the student handbook with the change in Board meeting dates.** Approved 7 – 0.

**VII. Adjournment** (6:55pm) Dave Banis motioned and Kathy Lesley seconded to adjourn the meeting. Approved 7-0.