

Public Works
Learning Works Charter School
MEETING MINUTES
December 15, 2016
2790 E. Walnut St., Pasadena, CA 91107

- I. Call to Order (4:13pm)**
 - a. Roll Call.** Present: Dave Banis, Kathy Lesley, Nicole Jacquemin, Juliana Serrano, Ty Gaffney and Lauren O'Neill. Absent: Phyllis Hudecki and Eddie Newman. Staff present: Mikala Rahn, Sherry Oliver, Patty O'Driscoll, Syliva Ginyard, Tomoko Patrick, teachers Ruth Richardson, Andrew Hall and Chaser Dominick Correy.

- II. Review and Approval of Agenda –** Dave Banis moved and Nicole Jacquemin seconded to approve the revised agenda. Approved 6-0.

- III. Public Comment –** No public comment

- IV. Approval of Board Minutes from August 31st Meeting –** Dave Banis moved and Juliana Serrano seconded to approve the Board minutes as presented. Approved 6-0.

- V. Information Items**
 - a. Update on Public Works & Learning Works Financials – Board provided with 2016 and 2017 contract charts for Public Works. The Learning Works Charter School (LW) budget included slight modifications including a revenue increase of \$25,000 for a portion of the College Readiness Block Grant, and \$7,000 for the Teacher/Chaser Incentive System. Updated budget with actuals through December 2016 will be reviewed at the February meeting. Learning Works financial audit for 2015-16 with supplemental information provided. No findings were noted in the report. Moving forward, the LW audit will be its own information item and a copy of the audit will be made available to the Board before the meeting. Tomoko Patrick will work with the auditor to ensure earlier delivery of the audit for review purposes.
 - b. Draft Director/Principal Job Description – Board provided with a summary of next steps and three different scenarios concerning the hiring of a new school leader. A consultant will be hired in January to run focus groups with LW staff to determine which direction the school should take. Scenario #3 is the most conservative option.
 - c. Invest in a Dropout Event Debrief – 2016 event has been the best year to date. Attendance was slightly lower than prior years, but still managed to bring in the most revenue. Nicole Jacquemin stated that plans for next year's event will start in January and one new goal is to get underwriters for the event.
 - d. College Readiness Block Grant – Board provided with status chart of current grants 2016-17 and an outline of acceptable use of funds for the College Readiness Block Grant (CRBG). The Career Technical Education Incentive Grant Program (CTEIG) is closely related to the goals of the CRBG. Together with the newly hired transition counselor, Mikala Rahn will be overseeing the implementation of these two grants. The transition counselor job description was also provided.

- VI. Action Items**
 - a. Safety Plan – Board provided with the CDEs template of the Comprehensive Safety Plan Self-Monitoring Tool. Sherry Oliver informed the Board that since the Homeboy site is

occupied by both Homeboy and Learning Works staff, the section of the safety plan that included the Homeboy site was updated. Also, any changes in personnel were also amended.

Dave Banis motioned and Ty Gaffney seconded to approve the Safety Plan.

Approved 6 – 0.

- b. Approval of 2016-17 Teacher/Chaser Incentive – Board provided with draft payout chart from 2015-16 with adjusted *Target for Incentive* percentages for “3 or more Modules-Utilization Rate (%)” of 82% and “Student Persistence Rate (%)” of 80%. Payout of incentive for the utilization rate should read “\$500 at **82%**, \$250 each 1% thereafter.”

Nicole Jacquemin motioned and Juliana Serrano seconded to approve the 2016-17 Teacher/Chaser Incentive. Approved 6 – 0.

- c. Facilities Waiver – Board provided with a draft letter to PUSD Superintendent Brian McDonald and the Board of Education requesting their assistance in filing a State waiver for inclusion in the Charter School Facility Grant Program. All attachments listed in the letter was also included in the packet. **This is not an action item and therefore no vote was taken.**

VII. Adjournment (5:47pm) Dave Banis motioned and Kathy Lesley seconded to adjourn the meeting. Approved 6–0.