Public Works
Learning Works Charter School
MEETING MINUTES
November 2, 2018
2790 E. Walnut St., Pasadena, CA 91107

I. Call to Order (4:10pm)

II. Review and Approval of Agenda – Information Items C. and D. moved after Action Items. Nicole Jacquemin moved and Lauren O’Neill seconded to approve the revised agenda. Approved 6-0.

III. Public Comment – No public comment

IV. Approval of Board Minutes from April 20th and June 27th Meetings – Lauren O’Neill moved and Nicole Jacquemin seconded to approve the Board Minutes as presented. Approved 6-0.

V. Information Items
a. Public Works Financials – Board provided with 2018 budget with actuals at 9/30/18. Anticipated balance for the year alleviates projected loss. The $350,000 line of credit remains untouched and have over $380,000 combined in Donor Account, Dick Davis Fund and PCF Fund.

b. Learning Works Financials – Board provided with 2017-18 actual budget. Partial refund for PUSD Special Education encroachment resulted in a positive reserve balance for 2017-18. Contrary to 2016-17, no Donor money supplimented the LW budget for 2017-18. Board also provided with the 2018-19 working budget based on 215 ADA. PUSD agreed to honor the 2016-17 Special Education contribution rate of $1,249 per ADA for 2018-19. Any adjustments will be made after Trimester 1.

c. Update on Facilities – Discussion only, no handout. There is a potential to purchase the property located next door to Learning Works. However, the appraisal is inflated and based on Old Town Pasadena property values. The current owner, Lutheran Social Services, holds Board meetings on a quarterly basis so progress is slow. Current PUSD administration would help Learning Works with a portable classroom that would be dedicated to Middle School programming in the mornings and serve as a therapeutic counseling space in the afternoon.

The youth café project is moving slowly, but First United Methodist Church is trying to move it forward as much as possible by paying $75,000 in architectural fees. At the Pasadena site, Learning Works enrollment and intake offices will be moving downstairs. The artWORKS space on Walnut is good until further notice. At the Boyle Heights site, the “For Sale” sign is still up, however, the Homeboy brand is a good deterrent from potential buyers.
VI. **Action Items**

a. **Teacher – Chaser Incentive**
   Board provided with 2017-18 incentive chart. Payout of incentives for 2017-18 greater than previous year ($5,900 vs. $3,125).
   
   Lauren O’Neill motioned and Eddie Newman seconded to continue with the current incentive system for 2018-19 while teachers are encouraged to send alternate incentive ideas.
   
   Approved 6 – 0.

b. **Board Member Nomination**
   Board member, Phyllis Hudecki, has stepped down from the Public Works/Learning Works Board after many years of valuable service. In her place, Learning Works nominates District Representative for Senator Anthony Portantino, and former Learning Works Chaser, Dominick Correy. Board provided with Mr. Correy’s resume.
   
   Mike Babcock motioned and Eddie Newman seconded to add Dominick Correy to the Board.
   
   Approved 6 – 0.

V. **Information Items (continued)**

d. **Preparation for upcoming WASC Visit, February 2019** – Board provided with the following documents:
   - WASC Timeline
   - WASC Self-Study Report 2018-19 draft Table of Contents
   - WASC Chapters I and II
   - WASC Action Plan
   - WASC Accomplishments
   - LCAP Goals and Sub-Goals

e. **California School Dashboard Local Indicators** – Board provided with draft of Learning Works Local Indicators Submission due November 16. Required responses highlighted in red.

VII. **Adjournment** (5:35pm) Lauren O’Neill motioned and Nicole Jacquemin seconded to adjourn the meeting.

Approved 6–0.