

**Public Works**  
**Learning Works Charter School**  
**MEETING MINUTES**  
**December 12, 2013**  
**2790 E. Walnut St., Pasadena, CA 91107**

- I. Call to Order (5:50pm)**
  - a. Roll Call.** Present: Michael Butler, Dave Banis, Kathy Lesley, Nicole Palmentiero, Ty Gaffney, and Eddie Newman. Staff present: Mikala Rahn, Sherry Oliver, Patty O’Driscoll, Mike Araujo, Lisa Kersting, and Tomoko Patrick
  
- II. Review and Approval of Agenda -** Dave Banis moved and Eddie Newman seconded to approve the agenda. 6-0 vote to approve.
  
- III. Public Comment --** No public comment
  
- IV. Approval of Consent Agenda and Board Minutes from October 25<sup>th</sup> Meeting –** Eddie Newman moved and Kathy Lesley second to approve the Board minutes. 6-0 vote to approve.
  
- V. Information Items**
  - a.** Overview of Public Works Financials – Board provided with 2013 and 2014 PW Contract charts. No significant change reported.
  - b.** Overview of Learning Works Charter School Financials – Board provided with LW 2013-14 budget. No change to budget to date. Budget will be adjusted in February or March 2014 after P-1 and LCFF calculations generate new apportionment schedule for Spring 2014. In addition to the budget, the Board was provided with a page on Donations over time (2011 – 2012 – 2013). Webster Foundation will grant LW another \$50,000 for 2014. It is unknown at this time whether LW will receive another grant from the Pasadena Child Health Foundation.
  - c.** Learning Works Audit – Board provided with 2012-13 audit report from Hill, Morgan & Associates. Year ended with a positive net balance of \$21,388. Audit for school year 2011-12 had a negative balance of \$100,218. As previously reported, the loss was a result in a decrease in revenue (loss of ARRA EdJobs funding and increase in the Special Education encroachment for PUSD).
  - d.** Learning Works Teacher/Chaser Incentives – Board provided with 2012-13 worksheet. 2012-13 was more difficult to calculate because some teachers were not full FTE so calculations required ratios and configuration considerations. Method for determining incentives will be reviewed to see if adjustments should be made to see how this will affect future budgeting. Since payout for 2012-13 was more than anticipated, Mikala Rahn explained that half the incentives would be paid by LW and the other half would come from the Donor account.
  - e.** Development Update – Board provided with a summary of the Invest in a Dropout event held on November 14. Board member Nicole Palmentiero and Lisa Kersting reported that the event was a success. The venue was nice, the food was good and overall everyone enjoyed the evening. After the event, there was a debrief that went over lessons learned. Mikala Rahn specifically mentioned that there needs to be a better check-in process that would match specific guests with their designated tables. This will help substantially when writing thank you letters. Kathy Lesley requested a longer lead time be given to table captains, as well as mailing a “save the date” to prospective attendees 6-8 weeks prior to the event. Next year, the event may possibly be held in October to avoid scheduling

conflicts with other community events. A strong indicator of the events success: Mikala mentioned she did not know half of the people for whom she signed thank you letters.

- f. Facilities Update – Board provided with a spreadsheet on the Weingart grant. Phase I is complete and project will move onto Phase II once plan is finalized. We anticipate work to be done over winter break with completion in January. The renovation of the Teen Center space into a science/art center is necessary because Weingart does not want the science classroom to be located in the space next to the intake office across the street and there needs to be a contingency plan if LW ever loses the \$1 space rental at Walnut and Sunnyslope. Construction costs are currently under budget so this will allow for coverage of other necessary project costs.
- g. Conflict of Interest Training – Board provided with powerpoint presentation on Conflict of Interest from the California School Boards Association (CSBA) conference Mikala Rahn attended the week of December 2. Board members will recuse themselves from voting on items of financial interest. These Board members can still vote on non-financial related action items.

## VI. Action Items

- a. School Accountability Report Card (SARC) – Board provided with draft. Ed Honowitz is no longer on the PUSD Board so his name will be replaced by Tyrone Hampton on the final version.

**Action:** Dave Banis motioned and Eddie Newman seconded to approve the SARC with the stipulation that Mike Araujo will do one more final edit to the document before it is finalized.

Approved 6 – 0.

- b. Common Core Budget – Board provided with Common Core handout presented at the Board Meeting on October 25, 2013.

**Action:** Kathy Lesley motioned and Dave Banis seconded to approve the Common Core budget as was presented in the previous meeting.

Approved 5 – 0 (Butler recused).

- c. CAHSEE Exemptions – Board provided with chart of IEP students (identified only by SSID) requiring a CAHSEE waiver.

**Action:** Kathy Lesley motioned and Dave Banis seconded to approve the CAHSEE Exemptions.

Approved 6 – 0.

- d. Investment option for Invest in a Dropout funds – Board provided with summary of investment option suggested by donor, Dick Davis.

**Action:** Kathy Lesley motioned and Dave Banis seconded to approve the investment of \$10,000 according to Dick Davis' suggestion with the stipulation that a formal investment policy be adopted within the 90-day window.

Approved 6 – 0.

- ## VII. Adjournment (6:32pm)
- Michael Butler motioned and Eddie Newman seconded to adjourn the meeting. Approved 6–0.