

**Public Works**  
**Learning Works Charter School**  
**MEETING MINUTES**  
**April 17, 2015**  
**2790 E. Walnut St., Pasadena, CA 91107**

- I. Call to Order (4:12pm)**
  - a. Roll Call.** Present: Michael Butler, Kathy Lesley, Dave Banis, Ty Gaffney, Nicole Jacquemin, and Juliana Serrano. Staff present: Mikala Rahn, Sherry Oliver, Mike Araujo, Tomoko Patrick and Roxxi Bartlett. Absent: Phyllis Hudecki, Eddie Newman and Peter Laarman
  
- II. Review and Approval of Agenda** – Dave Banis moved and Kathy Lesley seconded to approve the agenda as amended. 6-0 vote to approve.
  
- III. Public Comment** – No public comment
  
- IV. Approval of Board Minutes from December 11<sup>th</sup> Meeting** – Kathy Lesley moved and Dave Banis seconded to approve the Board minutes. 6-0 vote to approve.
  
- V. Information Items**
  - a.** Overview of Public Works Financials – Board provided with 2014 and 2015 Contract Charts. The CaMSP Statewide and Local Partnership evaluations are secure until December 2016 and represents approximately 75% of total project work (revenue). PW is currently in heavy development mode to diversify funding streams.
  - b.** Overview of Learning Works Charter School Financials – Board provided with updated 2014-15 school year budget with actuals through March 31. ADA for 2014-15 has dropped compared to prior years so revenue was reduced to reflect projected income based on actual P-2 ADA of 284.6. Projected deficit is \$37,782, however, certain expenses (textbooks, field trips, capital improvements) will no longer be expended or will be applied to other funding streams so these balances will lower the deficit amount. P-3 ADA is expected to be higher, so the budget will be adjusted again.
  - c.** Update on Facilities; Summer Facilities Plan – Board provided with copy of the Facilities Plan. There are five facilities projects planned for late June through the end of 2015. The first three projects (Hope Works Shower, Los Angeles City Neighborhood Improvement Fund (NIF) at Homeboy and the Pasadena Community Foundation) have anticipated start dates of June 22, pending successful notification of funding. E-Rate facilities work is anticipated to start October 1 since notification of funding is not anticipated until September 2015. Prop 39 is the most uncertain project due to the complex nature of meeting the required Savings to Investment Ratio (SIR).
  - d.** Update on VISTA Program – Board provided with a copy of the handout “Americorps VISTA Program at Learning Works.” For 2014-15, Learning Works was only able to recruit one solid VISTA; however, she is a valued asset to the

organization. She has accomplished a significant amount of work this year in fundraising, applying/winning small grants, corporate donations (i.e., Laker game and Wicked theater tickets) and the recruitment of volunteers. Learning Works is supporting the VISTA program again for 2015-16, since our current VISTA has agreed to stay on and we will try and recruit an additional VISTA.

- e. Update on GroWORKS – Board provided with GroWORKS Update – April 2015. GroWORKS is located to the east of artWORKS and occupies a space of approximately 5,000 sq. ft.. Chaser, Jose Ramirez, is responsible for maintaining GroWORKS with student volunteers and he works directly with Mud Baron of Muir Ranch to plant and cultivate vegetables, flowers, and now citrus trees. Thirteen citrus trees were donated to GroWORKS and will be planted on April 18 from 9am – 12pm.

## VI. **Action Items**

- a. Approval of Updated PW Bylaws – Board provided with copy of Bylaws. The following revisions will need to be made to finalize the Bylaws:
  - i) Section 2.3: remove comma between “underserved” and “students”
  - ii) Section 3.6: correct spelling of “consecutive” and pluralize the word “meeting”. Change the sentence to read “Board members who miss three consecutive meetings without extenuating circumstances may be removed from office.”
  - iii) Section 11.1: The word “Works” should no longer be italicized.
  - iv) Section 11.5: change “will be” to “must” in reference to board approval of contracts for goods or services of \$50,000 or over.Dave Banis motioned and Kathy Lesley seconded to approve the Bylaws as presented with the additional corections above.

### **Action:**

Approved 6 – 0.

- b. 2015 – 2016 Learning Works school calendar – Board provided with school calendar. School starts on September 1. This is the third year in a row where Learning Works’ Spring Recess will not match PUSD’s calendar. Dave Banis motioned and Nicole Jacquemin seconded to approve the 2015 – 2016 school calendar as presented.

### **Action:**

Approved 6 – 0.

- ## VII. **Adjournment** (5:15pm) Dave Banis motioned and Michael Butler seconded to adjourn the meeting. Approved 6–0.