

Public Works
Learning Works Charter School
MEETING MINUTES
June 19, 2015
2790 E. Walnut St., Pasadena, CA 91107

- I. **Call to Order** (4:07pm)
 - a. **Roll Call.** Present: Michael Butler, Dave Banis, Ty Gaffney, Phyllis Hudecki, Nicole Jacquemin, Kathy Lesley, Eddie Newman and Juliana Serrano. Staff present: Mikala Rahn, Sherry Oliver, Mike Araujo, and Tomoko. Absent: Peter Laarman

- II. **Review and Approval of Agenda** – Dave Banis moved and Nicole Jacquemin seconded to approve the agenda as amended. 8-0 vote to approve.

- III. **Public Comment** – No public comment

- IV. **Approval of Board Minutes from April 17th Meeting** – Dave Banis moved and Kathy Lesley seconded to approve the Board minutes. 8-0 vote to approve.

- V. **Information Items**
 - a. Overview of Public Works Financials – Board provided with 2015 Contract Chart and 2014 Public Works Audit. Public Works revenue on an upswing attributed to CaMSP local evaluation work (Cohorts 10, 11, and now 12), plus additional Statewide work through December 2015 and possible extension through December 2016. However, the increase does not take into consideration consultant expenses. 2014 audit reports ending reserve amount of \$55,371 compared to \$164,909 in 2013 attributed to decrease in Public Works revenue and decrease in Learning Works charter school ADA. No audit findings reported.
 - b. Overview of Learning Works Charter School Financials – Board provided with 2014-15 school year budget with estimated figures through June 2015. Estimated current reserve amount is \$43,522 due to the removal of expenses in Summer Labor & Benefits of \$25,000 and reserve amount of \$60,000.
 - c. Update on Graduation Numbers – Board provided with copy of graduation program and list of 108 total graduates. Starting in 2015-16, Learning Works will also have a December graduation. Students who graduate in December will still be able to participate in end-of-year graduation activities (prom, grad night, and graduation).
 - d. Update on Proposals for Teacher/Chaser Incentives 2015-2016 – Board provided with a copy of the handout labeled “LWCS Incentive System 2014-15.” Proposal is to continue with the existing system where incentives will be paid out at 85% and above. The one indicator in question going forward is the CAHSEE, since it is currently suspended because the test is not aligned with State standards, and due to fact that CDE did not renew the contract with the vendor ETS to score the exam. The CAHSEE columns may need to be removed depending on future CDE actions.

- e. Update on WASC – Board provided with *School Instructions* and the *Visiting Committee Instructions* for the WASC mid-cycle visit procedures. The WASC “check-up/tune-up” visit will take place in Spring 2016 (February 8 & 9). Mikala Rahn and Patty O’Driscoll have been keeping the WASC chapters up-to-date. The only recommendation that has not been addressed is the piece on parent engagement, given the difficulties in finding parents to engage (for example, only two parents participated in most recent Open House).
- f. Update on CAHSEE – Board provided with CDE letter dated June 1, 2015 from Keric Ashley, Deputy Superintendent of District, School and Innovation Branch. For more, see above, Teacher/Chaser Incentives 2015-16 update.

VI. Action Items

- a. Approval of LCAP – Board provided with LCAP summary. Mikala Rahn and Tomoko Patrick will be working on the electronic version the week of June 22 to meet the June 30 deadline for submission to the County.

Eddie Newman motioned and Dave Banis seconded to approve the submission of the Learning Works LCAP to the County Office of Education.

Action:

Approved 8 – 0.

- b. Approval of Title I Consolidated Application – As a school with a large population of students who qualify for free and reduced meals, Learning Works will apply for Title I funding.

Dave Banis motioned and Eddie Newman seconded to apply for Title I funding for 2015-16.

Action:

Approved 8 – 0.

- c. Approval of Contracts over \$50,000 – Board provided with a list of contracts over \$50,000.

Kathy Lesley motioned and Eddie Newman seconded to approve the list of contracts over \$50,000.

Action:

Approved 8 – 0.

- d. Approval of 2015 – 2016 LW School Budget – Board provided with 2015-16 School Budget with projected ADA of 295 students. This is a typical school year budget with the addition of a transition counselor, a health coordinator and a new van to replace the existing van. It is anticipated that the increase in LCFF funding will yield a reserve of approximately \$322,000, however, Mikala Rahn has her doubts and therefore wanted to put \$100,000 in “Reserve” and the remaining amount of \$222,064 in “LCAP Expenses” as placeholders.

Dave Banis motioned and Eddie Newman seconded to approve the 2015-2016 School Budget.

Action:

Approved 8 – 0.

- e. Approval of 2015 – 2016 LW School Handbook – Board provided with draft of Student Parent Handbook 2015-16. Besides date changes, the only significant change was the addition of the Cyber Bullying policy found on page 26.

Phyllis Hudecki motioned and Kathy Lesley seconded to approve the 2015-2016 LW School Handbook.

Action:

Approved 8 – 0.

- f. Renewal of Board Member Terms – No handout. All board seats, with the exception of Michael Butler, will be renewed for an additional two-year term ending June 30, 2017.

Michael Butler motioned and Dave Banis seconded to renew proposed board terms.

Action:

Approved 8 – 0.

- g. Election of Board Officers – No handout. Newly elected officer positions are as follows: President (Kathy Lesley), Vice President (Nicole Jacquemin), and Secretary (Juliana Serrano). The office of Treasurer will continue to be Dave Banis.

Eddie Newman motioned Phyllis Hudecki seconded to approve the officer term positions.

Action:

Approved 8 – 0.

- VII. Adjournment (5:25pm)** Dave Banis motioned and Michael Butler seconded to adjourn the meeting. Approved 8–0.