

Public Works
Learning Works Charter School
MEETING MINUTES
June 27, 2014
2790 E. Walnut St., Pasadena, CA 91107

- I. **Call to Order** (4:13pm)
 - a. **Roll Call.** Present: Michael Butler, Phyllis Hudecki, Kathy Lesley, Ty Gaffney, and Eddie Newman. Staff present: Mikala Rahn, Sherry Oliver, Mike Araujo, Kurt Rahn and Tomoko Patrick. Absent: Dave Banis and Nicole Jacquemin.

- II. **Review and Approval of Agenda** – Information item E. Dissemination Grant Update changed to Information item A. Kathy Lesley moved and Eddie Newman seconded to approve the agenda as amended. 5-0 vote to approve.

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

- IV. **Approval of Board Minutes from March 28th Meeting** – Eddie Newman moved and Kathy Lesley second to approve the Board minutes. 5-0 vote to approve.

- V. **Information Items**
 - a. Dissemination Grant Update – Board viewed the following two videos: Orientation Video and the Virtual Tour. Focus has been on prevention at PUSD middle schools, along with Learning Labs for educators and parent trainings.
 - b. Public Works Audit 2013 – Board provided with Audit Report. Increase in net assets in 2013 was \$164,909 compared to \$3,411 in 2012. Twice annually audits are helping PW stay current and organized on finances.
 - c. Overview of Learning Works Charter School Financials – Board provided with 2013-14 budget with actual expenses to date. Projected net reserves of \$75,975 for 2013-14.
 - d. Annual (P-3) ADA Report – Board provided with ADA chart starting with the 2008-09 school year to current school year to show ADA over time. ADA appears to have “peaked” in 2012-13. Middle School number in 2013-14 was significantly lower than prior years due to PUSD holding onto students (no middle school students enrolled until January; ended year with only five enrolled, three of whom were from Rosemary). As to High School number, a third of the ADA is attributed to Homeboy location and two-thirds is attributed to the Pasadena campus. It is estimated that ADA numbers are stable and will be similar in future years.
 - e. Facilities Update – Board provided with Weingart Grant spreadsheet. Current cost of renovations Phase I – Phase III totals \$88,138. Remaining budget to complete Phase IV is \$15,806. Phase IV is the addition of the intake office to the 2nd Floor of the Pasadena location.

- VI. **Action Items**
 - a. LCAP – Board provided with copy of LCAP with a summary of sub-goals and action steps. **Action:** Michael Butler motioned and Eddie Newman seconded to approve the LCAP as presented.
Approved 5 – 0.

 - b. 2014 – 2015 School Budget – Board provided with the 2014-15 School Budget. Projected

Action: Kathy Lesley motioned and Phyllis Hudecki seconded to approve the 2014-15 School Budget.
Approved 5 – 0.

- c. 2014 – 2015 School Calendar – Board provided with the 2014-15 School Calendar. Similar to last year, Learning Works spring break does not coincide with PUSD spring break. Logic behind not having spring break in March is to allow LW students the ability to take March CAHSEE administration.

Action: Michael Butler motioned and Phyllis Hudecki seconded to approve the 2014-15 School Calendar as presented.
Approved 5 – 0.

- d. 2014 – 2015 Student Handbook – Board provided with draft of the 2014-15 Student Handbook and supplemental spreadsheet of proposed changes in graduation requirements. It was detected that there is a reference to STAR testing (page 14), which is no longer applicable, so this will be removed.

Action: Michael Butler motioned and Ty Gaffney seconded to approve the 2014-15 Student Handbook (with the amendment to page 14) and the supplemental spreadsheet.
Approved 5 – 0.

- e. School Contracts over \$50,000 – Board provided with list of School Contracts over \$50,000 for the 2014-15 school year. The placeholder (#16) is for a teacher at 0.7 FTE.

Action: Eddie Newman motioned and Ty Gaffney seconded to approve the School Contracts over \$50,000 as presented.
Approved 5 – 0.

- f. Investment Policy – Board presented with Investment Update summary and Investment Policy.

Action: Michael Butler motioned and Kathy Lesley seconded to approve the Investment Policy as presented.
Approved 5 – 0.

- g. Two new Board Members – Board presented with biographies of Juliana Serrano and Peter Laarman. The potential board members represent two new content areas of expertise. Juliana Serrano's experience is related to homeless youth and she values social change and social justice. Peter Laarman's experience is in incarcerated youth. Mr. Laarman works with a lot of foundations.

Action: Eddie Newman motioned and Kathy Lesley seconded to approve Juliana Serrano and Peter Laarman as the two new Board Members.
Approved 5 – 0.

VII. Adjournment (5:40pm) Michael Butler motioned and Eddie Newman seconded to adjourn the meeting. Approved 5–0.

The next meeting of the Board will be October 17th at 4:00pm.