

**Public Works
Learning Works Charter School
MEETING MINUTES
September 27, 2019
2790 E. Walnut St, Pasadena, CA 91107**

I. Call to Order (4:13pm)

- a. Roll Call. Present: Nicole Jacquemin, Mike Babcock, Juliana Serrano, Dave Banis, Lauren O'Neill, Kathy Lesley, Dominick Correy, Eddie Newman and Ty Gaffney. Staff: Mikala Rahn, Patty O'Driscoll by phone, Sherry Oliver and Tomoko Patrick.

II. Review and Approval of Agenda – Mike Babcock moved and Dave Banis seconded to approve the agenda. Approved 9 – 0

III. Public Comment – No Public Comment

IV. Approval of Board Minutes from May 10, 2019 and June 28, 2019 Meetings – Dave Banis moved and Lauren O'Neill seconded to approve the Board Minutes of May 10, 2019. Approved 9 – 0. Mike Babcock moved and Eddie Newman seconded to approve the Board Minutes of June 28, 2019. Approved 8 – 0. Dave Banis abstained.

V. Information Items

- a. Public Works Financials – Board presented with 2019 Budget projecting an estimated profit of \$42,000 for the year. Board also given a copy of the 2018 Audited Financials showing a loss of \$501,000, which encompasses the entire organization.
- b. Learning Works Financials – Board presented with 2018-19 Budget with actuals, based on P-2 ADA of 185.18 students. Donor contributed \$50,000 to reduce loss to \$117,000 for the year. An analysis of the financials resulted in the determination that \$100,000 in revenue from individuals and small grants are required annually to run extracurricular programming such as artWORKS and GroWORKS. Board also presented with 2019-20 Budget based on projected ADA of 200 students. The school year started with fewer teachers, however, we will be capped out in enrollment soon. One teacher per site will need to be hired. PUSD is honoring their promise to hold steady the special education encroachment rate, which is very much appreciated. Overtime is also being monitored more closely.
- c. Facilities Update – Verbal, no handout.
 - i) 2800 E. Walnut Property (Middle School/After-School Counseling Center): Currently holding escrow papers, but cannot be signed because of issues with contingent property on Daisy Ave. Intended purchaser, Hathaway Sycamores requires 24 beds and needs to offer programming during the day. Zoning only permits 12 beds and no programming. City of Pasadena is interested in purchasing the property. Mikala Rahn has requested that escrow be extended for 30 days.

- ii) 96 N. Sunnyslope Ave. (artWORKS Property): Rusnak Auto Group interested in opening another dealership, however, there are some issues surrounding the historical nature of the building. In addition, the purchase of the AVON site by Home Depot has also added some concerns for the neighborhood.
 - iii) 472 E. Colorado Blvd. (Homeboy Youth Café): Architects are currently applying for permits. Project delays have resulted in increased building renovation costs for which we need to fundraise to move forward.
 - iv) 1912 E. First St. (Homeboy Annex Property): Grant application to Everychild Foundation has reached the final stages with Homeboy competing against one other organization that serves babies. The final presentation will be held on Friday, October 25 with Father Greg, Tom Vozzo, Shirley Torres and Mikala Rahn.
 - v) Discussed new legislation related to resource centers and the status of Learning Works@Homeboy site.
- d. New PUSD Contract – Verbal, no handout. Pasadena Unified School District was awarded a Prop 47 Grant. For \$50,000, Public Works has been contracted to call students who failed to show up for school. Carlos Cruz is coordinating with probation youth.
 - e. CSI Plan – Board provided with copy of CSI Addendum submitted and revised for CDE on July 31, 2019. CSI funding for 2019-20 is approximately \$130,000. Little guidance provided on how to comply with funding requirements, but Learning Works was contacted by LACOE offering CSI support. We will need to build off of WASC and conduct a needs assessment. A CSI plan should be in place by January with measurable results folded into the LCAP. The new LCAP template should be rolled out in January.
 - f. Invest in a Dropout Update – Each Board member handed 10 invitations for the event for their personal family and friends. Board members suggested multiple promotional avenues such as Pasadena NOW, Pasadena Outlook, KPCC, and social media outlets. Board members asked to drop off any auction items to Jennifer Bailey by October 10.

VI. Action Items

- a. Student Handbook 2019-20
Lauren O'Neill will review the Handbook. Dave Banis moved and Eddie Newman seconded to approve the Handbook as presented. Approved 9 – 0.
- b. Teacher/Chaser Incentive 2018-19
Attendance is not a measurable variable so not included as an incentive indicator. Dave Banis moved and Nicole Jacquemin seconded to approve the Incentive System for 2019 – 20.
- c. Attendance Policy
Board provided with handout “Collecting Attendance for a Learning Period” to address the new attendance policy. Learning Works has previously been too strict in collecting attendance. When students make strides in completing work, but do not submit completed modules, that effort was not being counted as attendance.

Going forward, students can earn ADA for incomplete modules, but not academic credit. Teachers will record students' work in progress.

Kathy Lesley moved and Lauren O'Neill seconded to approve the new attendance policy. Approved 9 – 0

d. Contracts over \$50,000

Dave Banis motioned to approve the Contracts over \$50,000 with the addition of a new teacher at \$50,000. Eddie Newman seconded to approve. Approved 9 – 0

VII. Adjournment (5:27 pm)

Dave Banis motioned and Eddie Newman seconded to adjourn the meeting.

Approved 9 – 0