

**PAZLO EDUCATION FOUNDATION BOARD OF DIRECTORS**  
**Governing Board of APEX Academy and Matrix for Success Academy**  
**REGULAR GOVERNING BOARD MEETING MINUTES**  
**4:00 PM, Tuesday April 21, 2020**

**I. Call to Order**

Meeting was called to order at 4:07PM.

**II. Roll Call**

	Present	Absent
● Ms. Jody Molodow	<u>  X  </u>	<u>      </u>
● Ms. June Getz	<u>      </u>	<u>  X  </u>
● Ms. Marla Mattenson	<u>  X  </u>	<u>      </u>
● Ms. Allison Hendrick	<u>  X  </u>	<u>      </u>
● Lynnette Jenkins	<u>      </u>	<u>  X  </u>
● Mary Jane Wagle	<u>  X  </u>	<u>      </u>

**III. Approval of Minutes**

A. February 25, March 24, 2020.

*February 25, March 24, 2020 Regular Board meeting minutes were reviewed. Moved by Molodow, Second by Hendrick; the following vote took place:*

*Meeting Minutes were Approved by the following vote: AYES- Hendrick, Mattenson, Molodow, Wagle. NAYES – 0, Abstain – 0. Absent – Jenkins, Getz.*

**IV. Directors’ Updates**

- A. School Closures to end of school year update
- B. COVID-19 Budget and LCAP development Implications
- C. Enrollment, attendance update – P2 Reports finalized

*Director Paz and Lopez provided an update on the COVID19 pandemic and school closures, emphasizing that over 90% of students at both schools have consistently been engaging in learning activities inclusive of Zoom sessions. It was sadly reported that two known deaths have been brought to our attention; the death were parents of students at APEX Academy. Our counseling and support staff have been in contact with families and providing resources. Ms. Woelke, reported about engagement and support systems in place specific to Matrix families. Director Lopez reported changes involving LCAP postponement to December 2020, and a shorter report to be filed by end of June 2020. Fiscal picture is beginning to become clearer and potential cuts could be between 5%-20% of total LCFF revenue due to COVID19 economic hit.*

**V. Business for Review and Discussion**

- A. Fiscal Stabilization Plan Update – PPP SBA Loan/Grant through Hanmi Bank
- B. Notice to Cure Update – CA CDE clearance and CLA Audit completion
- C. Matrix for Success Academy oversight – April 29
- D. Facilities updates – APEX Prop 39 final offer, Matrix Lease updates

*Director Lopez and Ayanthy Peiris discussed details about the PPP SBA Loan and implications on cash flow and revenue considering both the loan side and the forgiveness side of the program. Director Lopez discussed the loan agreement between the two schools in context of FCMAT fiscal manual, thus the need for a formal loan agreement between the schools. On the special audit item, Ms. Woelke, admin from Matrix reported that CLA has completed reviewing hundreds of files over the last 5 weeks and could generate a final report in mid May. Lopez reported that the Matrix oversight visit will be done virtually in May. The Prop39 offer of facilities for APEX was reviewed and will be signed and sent to LAUSD by the May 1 deadline. LAUSD provided a revised calculation sheet reflecting a credit (\$37K) toward the facilities costs for the current year stemming from LAUSD overcharges during the 2018-19 school year, this resolves an ongoing issue from a dispute resolution during the 2018-19 school year.*

**VI. Business for Action**

- A. Review of March 2020 financial statements, Enrollment/ADA, check/voucher register and balance sheet for APEX Academy and Matrix for Success Academy.

*Ayanthy Peiris from ExEd, provided the financial dashboard and reviewed the March 2020 financials. Director Lopez added that projected growth in Matrix enrollment and ADA is likely to be affected by the final report from the special audit and also by the closure of the school, while APEX enrollment is likely to stay the same. Moved by Mattenson, Second by Wagle; the following vote took place:*

*Item A was Approved by the following vote: AYES- Hendrick, Mattenson, Molodow, Wagle. NAYES – 0, Abstain – 0. Absent – Jenkins, Getz.*

- B. Review and approval of COVID-19 related CARES Act loan/grant program. This loan/grant serviced by Hanmi Bank and backed by the SBA will potentially cover 2.5X our monthly payroll (approximately \$860K);

documentation and verification must be provided demonstrating that expenditures fall within a specific list and criteria provided by the SBA for loan forgiveness of all or most of the loan amount.

*Director Lopez reviewed the documents related to the PPP loan received and discussed the evolving guidance from the Treasury and SBA. The fiscal impact will be significant and if and when forgiven, it will positively help the financial state of both schools. Moved by Hendrick, Second by Molodow; the following vote took place:*

**Item B was Approved** by the following vote: AYES- Hendrick, Mattenson, Molodow, Wagle. NAYES – 0, Abstain – 0. Absent – Jenkins, Getz.

- C. Review and approval of Intra-agency Loan Agreement between APEX Academy and Matrix for Success Academy. While PazLo initially approved a resolution to allow interagency loans, the updated Fiscal Crisis and Management Assistance Team (FCMAT) manual for charter schools and authorizer discussions, formal loan agreements are recommended when making loans between charter schools operated under an organization with a single federal TIN.

*Director Lopez explained the nuances specific to PazLo's structure and how FCMAT fiscal manual guidance applies regarding intra-agency loans in place between APEX and Matrix. As per the FCMAT manual, final loan amounts will be available toward end of the fiscal year and final loan agreement will be approved by governing board. Moved by Wagle, Second by Molodow; the following vote took place:*

**Item C was Approved** by the following vote: AYES- Hendrick, Mattenson, Molodow, Wagle. NAYES – 0, Abstain – 0. Absent – Jenkins, Getz.

- D. Review and Recommendation for approval of Organization's Form 990 for fiscal year ending June 30, 2019 - Tax IRS form for non-profit corporations.

*Ayanthy Peiris reviewed the Form 990 return for Pazlo for the fiscal year ending June 30, 2019, highlighting the losses at both schools. Director Lopez highlighted the arbitrary overallocation penalties being accounted during that fiscal year, making the loss greater. Moved by Wagle, Second by Mattenson; the following vote took place:*

**Item D was Approved** by the following vote: AYES- Hendrick, Mattenson, Molodow, Wagle. NAYES – 0, Abstain – 0. Absent – Jenkins, Getz.

- E. Review and approval of Facilities Lease Agreement with St. Patrick's Catholic Church for Matrix for Success Academy, fiscal year 2020-21. Lease cost will not increase for 2020-21.

*Director Lopez, Ms. Woelke and Mr. Hisel reviewed the 2020-21 Lease agreement for matrix for Success Academy, indicating that there is no increase in costs. Matrix administrators discussed recent security issues but expressed overall satisfaction with the location and facility in general. Moved by Hendrick, Second by Molodow; the following vote took place:*

**Item E was Approved** by the following vote: AYES- Hendrick, Mattenson, Molodow, Wagle. NAYES – 0, Abstain – 0. Absent – Jenkins, Getz.

- F. Review, certification, and approval of Matrix for Success Academy NCB Compliance. As approved at earlier meeting resolution and policy, Governing Board certifies ongoing full compliance of NCB documentation and ADA reports at every regular meeting for every attendance month/learning period throughout the school year.

*Due to COVID19 school closure and P2 period closed, no certifications were available during this period.*

## **VII. Public Comment**

- A. TBD

*No public comment*

## **VIII. Closed Session**

- Personnel (Government Code Section 54957)

*No closed session held*

## **IX. Adjournment**

- a. Meeting was adjourned at 5:28PM.

*Moved by Hendrick, Second by Mattenson; the following vote took place:*

**Adjournment Approved** by the following vote: AYES- Hendrick, Mattenson, Molodow, Wagle. NAYES – 0, Abstain – 0. Absent – Jenkins, Getz.

The PazLo Governing Board encourages your attendance and participation at its monthly meetings.

Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to the Board Secretariat in person or by calling (323) 817-6550. Individuals wishing to speak at a Board meeting must sign up at the meeting. There will be no sign ups in advance of the meeting. Speakers must sign up prior to the item being acted upon by the Board. Speakers should plan to arrive early as items with no speakers may be acted on at the beginning of the meeting. Materials related to an item on this Order of Business distributed to the PazLo Governing Board are available for public inspection at the APEX Academy Main Office, Room 321. The PazLo Governing Board invites all interested community members to attend the monthly Board meetings. Meeting calendars, agendas and minutes for previous meetings may be found in the APEX Academy Main Office, as well as at: [www.apexacademyva.org](http://www.apexacademyva.org)