

PAZLO EDUCATION FOUNDATION BOARD OF DIRECTORS
Governing Board of APEX Academy and Matrix for Success Academy
REGULAR GOVERNING BOARD MEETING MINUTES

1309 N. Wilton Place, Los Angeles, CA 90028 – Bernstein Library
1010 E. 34th Street, Los Angeles, CA 90011 – Room 1
COVID19 SOCIAL DISTANCING - TELECONFERENCE MTG.
4:00 PM, Tuesday March 23, 2021

I. Call to Order

Meeting was called to order at 4:04PM.

II. Roll Call

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

III. Approval of Minutes

A. February 23, 2021.

February 23, 2021 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- Jenkins, Hendrick, Getz, Wagle, Molodow. NAYES – 0, Abstain – 0. Absent – Mattenson.

IV. Directors' Updates

- A. Enrollment, attendance update
- B. HR/Staff Update – COVID19 Report
- C. APEX Academy – Admin Update
- D. Matrix for Success Academy – Admin Update

Susan Huitron provided an HR update on the overall COVID-19 status at the schools related to the staff and families affected. Director Lopez reviewed enrollment and ADA numbers highlighting the decline in enrollment in the East Hollywood area affecting all schools including APEX Academy. Admin Kuhlmann, from APEX, provided an update regarding the co-location and challenges related to re-opening and COVID procedures at the campus. Admin Woelke, from Matrix, discussed the plans to begin an enrollment and outreach campaign in the community as we seek to expand enrollment over the next 2-3 months; staffing related to our outreach and recruitment was discussed.

V. Business for Review and Discussion

- A. PPP SBA Loan Forgiveness – Process started
- B. Budget Update – Federal Funds implications (CARES Act, ESSER I and II, GEER, etc.) for 2020-21 and 2021-22
- C. APEX Prop39 Prelim Offer for 2021-22
- D. Facilities and school operations updates – Form 700
- E. Schools and IP Development Update – Update meeting proposed for 3/6/21

Ayanthy Peiris provided an overview of federal/state grants and COVID related funding coming to the schools from the various stimulus legislations. Director Lopez discussed the various compliance and plan items that will likely be required to go along with the funding sources shared about, inclusive of the LCAP, a Re-opening Plan, and related safety plans.

Ayanthy Peiris and Director Lopez gave the Board an update regarding the PPP Loan Forgiveness application. PazLo contracted with auditing firm CLA to help us with the application filing, documentation and back-up cataloguing, and technical assistance to ensure all parts of the process are covered. When forgiven, the PPP Loan amounts will be accounted for as revenue for the 2020-21 fiscal year. It was stated that equity for both schools will increase once the PPP loan forgiveness goes through and with the addition of one-time funds coming, the 2021-22 fiscal picture will be strengthened. Ms. Peiris and Director Lopez also updated the Board that Matrix has fully paid APEX the intra-agency loan approved last fiscal year. There is no outstanding loans between the two schools.

Director Lopez gave an update on APEX facilities and explained that the current Prop39 allocation takes away an additional 2 classrooms from APEX Academy for the 2021-22 school year. Director Lopez requested an additional meeting for April 6 to provide and allow for an expanded discussion regarding the DPNG and C3 platforms development, its usage, and potential innovation sharing with other schools.

VI. Business for Action

- A. Review of February 2021 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 February 2021 financials. Director Lopez projected net income increases given one-time federal funds from the various stimulus legislation for both schools. Moved by Molodow, Second by Jenkins; the following vote took place:

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

- B. Review and Recommendation for approval of PazLo Education Foundation Fiscal Policies Handbook. This handbook is periodically updated as best practices are incorporated from auditors and oversight recommendations.

Director Lopez reviewed the Fiscal Policies Handbook, periodically reviewed, and updated as needed, and explained that with potential staff changes for the 2021-22 school year, we will likely be reviewing the handbook over the summer to ensure it is up to date. Moved by Wagle, Second by Getz; the following vote took place:

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

- C. Review and approval of IRS Form 990 for the organization's fiscal year ending June 30, 2020 – Annual Tax IRS form for non-profit corporations.

Ayanthy Peiris, from ExEd, provided a review of the 990 forms from auditing firm CLA to be approved by the Board closing out the 2019-20 fiscal year. Moved by Jenkins, Second by Molodow; the following vote took place:

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

- D. 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.

Administrator Margret Woelke from Matrix reported compliance certification of NCB enrollment and ADA reporting for previous periods. Moved by Wagle, Second by Getz; the following vote took place:

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

VII. Public Comment

- A. TBD

No public comment.

VIII. Closed Session

Personnel (Government Code Section 54957)

- a. Executive Director(s) review

No closed session held.

IX. Adjournment

- a. Meeting was adjourned at 5:32PM.

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

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

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.apexacademy.org and matrix4success.org