

**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 May 19, 2020**

**I. Call to Order**

Meeting was called to order at 4:04PM.

**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. April 21, 2020.

*April 21, 2020 Regular Board meeting minutes were reviewed. Moved by Mattenson, Second by Molodow; 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 update
- B. COVID-19 Budget and LCAP development Update
- C. Enrollment, attendance update – P2 Reports finalized review

*Director Lopez updated on the COVID19 pandemic and school closures, emphasizing that the schools are getting better results reaching out to families. Director Paz updated the Board on the School Operations document replacing the LCAP for this year due to the LCAP postponement to December 2020. The ADA and enrollment figures from the P2 were reviewed and Board was informed that Matrix’s P2 total ADA was likely to be reduced because of pending CLA special audit.*

**V. Business for Review and Discussion**

- A. 2020-21 Preliminary Budget Review, Operations Written Report from Executive Order N-56-20
  - a. Related policies – RIF Policy, Telework Policy
- B. Notice to Cure - CLA Audit completion
- C. PPP SBA Loan – Acceptance and certification resolution
- D. Employee Handbook, Fiscal Policy Handbook
- E. Matrix for Success Academy oversight – May 11-18, 2020
- F. Facilities updates – APEX Prop 39 final offer

*Director Lopez reviewed a preliminary document for the 2020-21 budget with an assumed 10% across the board cut in revenue. Director Lopez and Ayanthy Peiris discussed loan forgiveness details about the PPP SBA Loan. The PPP Loan rules keep on evolving as the guidance for forgiveness of the loan changes as well, however, the forgiveness guidance seems to be pointing to our ability to get the entire amount of the loan forgiven, more details to come. Ms. Woelke and Mr. Hisel provided a brief update on the near completion of the CLA audit, indicating that once completed they would be coordinating with ExEd to revise attendance as needed and submit revised classification and statistical reports. Director Lopez shared with the board progress with the Matrix remote oversight. Director Lopez reported that since the Prop39 FUA was signed and submitted, SUA is yet to be finalized; we have not heard back from them yet, but do expect a revised amount as we have requested less time with some of the shared facilities within the campus.*

**VI. Business for Action**

- A. Review of April 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. Moved by Wagle, Second by Molodow; 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 PPP SBA Loan Acceptance and Certification Resolution. This resolution enumerates the rationale, economic need, and targeted expenses as stated in the CARES Act and SBA Guidance, as well as serve as additional organizational documentation moving toward “Forgiveness” filings in July 2020.

*Director Lopez reviewed the proposed resolution and stated that this action by the board identifies the specific qualifications for*

*the PPP Loan and lays out clearly that expenses fall within the required uses, thus mapping out the forgiveness documentation as we expect Hanmi Bank to request after June or July. Ayanthy Peiris from ExEd explained that on their side, they are coding specific payroll cycles as PPP funded expenses. 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 updated Fiscal Policy Handbook. Updates include the addition of a Bidding process procedure, policy related to intra-agency loans/borrowing between schools. The handbook is updated as recommendations from authorizer, county and state fiscal manuals are updated, and best practices in the field are considered.

*Director Lopez reviewed the proposed changes to the Fiscal Policies Handbook, explaining that while we have had a bidding process in place, it has never been formally incorporated into the fiscal policies handbook, thus the needed action. Additionally, Lopez explained that FCMAT recommended practices regarding intra-agency loans have also been added as highlighted within the fiscal policies handbook. Moved by Hendrick, Second by Wagle; 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 Reduction in Force (Layoff) Policy. Given fiscal uncertainty over the next couple years, legal counsel and recent recommendations stemming from the current COVID 19 crisis are to adopt RIF Policy. The Policy included has been recommended by our legal counsel and is meant to be temporary while the situation requires telecommuting and can be changed/modified as needed.

*Director Lopez reviewed the proposed RIF Policy, explaining that the current and coming uncertainties with school funding due to the pandemic can lead to potential layoffs within the next 2 fiscal years. Legal counsel advises to have a policy in place to avoid confusion and possible litigation when laying employees off. Board Member Wagle recommended adding language within the preferences/priorities section to include “ability to teach remotely and effective use of virtual teaching tools”. Moved by Mattenson, Second by Wagle; the following vote took place:*

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

- E. Review and Recommendation for approval of Telework Policy. Legal counsel and recent recommendations stemming from the current COVID 19 crisis are to adopt a Telework Policy. The Policy included has been recommended by our legal counsel

*Item postponed to June meeting.*

- F. Review and approval of updated Employment Agreements for classified and certificated employees. Agreements have been updated to include current employment law and language reflective of current pandemic circumstances and considerations.

*Item postponed to future meeting.*

- G. Review and approve recurring vendor agreements/contracts/MOUs. Vendors include, ExEd, St. Patrick’s Payments (Matrix Lease).

*Item postponed to June meeting.*

- H. 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.

*No reports available due to school closure.*

## **VII. Public Comment**

- A. TBD

## **VIII. Closed Session**

- Personnel (Government Code Section 54957)
  - a. Executive Director(s) review

*Governing Board discussed Directors status. No actions taken/voted on.*

## **IX. Adjournment**

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

*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.apexacademyla.org](http://www.apexacademyla.org)