

**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. 34<sup>th</sup> Street, Los Angeles, CA 90011 – Room 1  
**4:00 PM, Tuesday May 23, 2023**

**I. Call to Order**

Meeting was called to order at 4:05PM.

**II. Roll Call**

	Present	Absent
● Jody Molodow	X _____	_____
● June Getz	_____	X _____
● Marla Mattenson	X _____	_____
● Lynnette Jenkins	X _____	_____
● Mary Jane Wagle	X _____	_____

**III. Approval of Minutes**

A. March 28, April 11, 2023 - Regular Meetings

*March 28 and April 11, 2023, 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 – Jenkins, Wagle, Molodow, Mattenson. NAYES – 0, Abstain – 0. Absent – Getz.*

**IV. Directors' Updates**

- A. Enrollment, ADA update
- B. Academic Achievement Update – Matrix Oversight
- C. HR/Staff Update
- D. LCAP Update
- E. Matrix Graduation June 2 @1PM, APEX Graduation June 6 @5PM, APEX MS Culmination June 7 @5PM

*Director Lopez reviewed the schools' enrollment and ADA within Ayanthy's financial reporting. Director Woelke covered staffing plans for the upcoming school year.*

*Director Lopez shared the graduation information with board members and discussed plans for both events. Director Woelke reviewed the Matrix oversight visit which had been postponed due to the LAUSD strike. A report on the progress of the LCAP for Matrix Academy was provided and discussed, as ongoing conversations with LAUSD are taking place regarding metrics using DASS specific subgroups. Yeranuhi Aharonyan presented an overview of LCAPs.*

**V. Business for Review and Discussion**

- A. School Facilities – APEX Prop39 overallocation, Matrix lease at St. Patrick's, PazLo/APEX Office/Storage Space
- B. Update on IP Resolution from May 2022
- C. Matrix LCAP – PUBLIC HEARING
- D. Review of 990 IRS Forms

*Director Woelke updated the Board on facilities for 2023-24, focusing on the progress at the Berendo site and timeline for occupancy. Board was informed of overall strategy for PazLo growth and expansion, provided by Director Lopez, inclusive of Executive director roles and internal leadership development. An update on all school closure steps within Element 15 of APEX's charter was provided. Public hearing for Matrix's LCAP was held and board members provided feedback and asked questions regarding the DASS subgroups and their corresponding metrics, 1-year graduation rate and credit completion. PazLo 990 forms reviewed and presented.*

**VI. Business for Action**

- A. Review of March and April 2023 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 and April 2023 financials. Moved by Molodow, Second by Jenkins; the following vote took place:*

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

- B. Review and approval of IRS Form 990. Annual tax forms for nonprofit corporations have been filed as required.

*Ayanthy Peiris from ExEd, reviewed the IRS form 990 indicating that the data is primarily based on data included in annual audit, however covering the calendar year 2021. Moved by Wagle, Second by Molodow; the following vote took place:*

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

- C. Review and approve Facilities Lease Addendum for the 2023-24 school year at St. Patrick's Church for Matrix for Success Academy. Talks with the archdiocese resulted in lease terms similar to the past 4 years in terms of costs/rate.

*Director Woelke presented the addendum to the lease at St. Patrick's covering the school year 2023-24 for Matrix's South LA site operations. Moved by Mattenson, Second by Jenkins; the following vote took place:*

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

- D. Review and approval of UCP procedures/plans. While the procedures and plans have been in place and are annually approved through the LAUSD Compliance Checklist, the FPM Team at CDE recommended that these documents be separately approved by our Governing Board.

*Director Woelke and Yeranuhi Aharonyan presented the UCP forms and plans previously approved by Governing Board in October 2022, for separate approval as requested by CDE FPM reviewers for compliance. Moved by Mattenson, Second by Jenkins; the following vote took place:*

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

- E. Review and approval of updated PazLo Fiscal Policies Handbook. Updates are being recommended, inclusive of spending thresholds to be more in line with similar organizations in the charter school sector within Los Angeles.

*Directors Woelke and Lopez reviewed the fiscal policies handbook recommending the spending thresholds/limits needing board approval be increased to reflect updated spending levels, as the current levels have not been updated in over 10 years. Moved by Wagle, Second by Molodow; the following vote took place:*

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

- F. Review and approval of Fulfillment Fund Support contracts for the next 3 graduating cohorts of students. These contracts will allow us to continue to support APEX students regardless of HS they go and into post-secondary enrollment.

*Directors Woelke and Lopez reviewed the MOU with The Fulfillment Fund discussing the importance of maintaining ongoing support of our APEX families as they transition over the 2023-24 school year. Moved by Molodow, Second by Jenkins; the following vote took place:*

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

- G. Review and approval of independent contractor agreement (ICA) with Jeffrey Jacob for school year 2023-24. This will allow us to continue the support for our DPNG learning platform and necessary consulting as we evolve the platform to its 2.0 version to be used by other school systems through respective admin dashboards. Additionally, this will allow for continuity transitioning e-rate program support to federal programs compliance personnel.

*Directors Lopez discussed the proposed ICA for Mr. Jacob's services and expertise for continuity and development of our proprietary learning platform, DPNG, necessary transitioning of IT capacity, and ongoing Erate programs advisory role. Moved by Wagle, Second by Jenkins; the following vote took place:*

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

- H. Review and approve Calendar of Meetings for 2023-24.

*Action on Item H was postponed to a future meeting.*

- I. Review and approval of Arts, Music, Instructional Materials Block Grant Plan for APEX Academy and Matrix for Success Academy. These funds are part of the current budget as one-time funds to be used to support instructional materials, staff salaries, benefits, and curriculum development.

*Action on Item I was postponed to a future meeting.*

- J. 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.

*Dr. Brooks, Matrix administrator, reviewed documentation regarding compliance with IS procedures and regulations. Moved by Jenkins, Second Mattenson; the following vote took place:*

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

## VII. Public Comment

A. TBD

*No public comment.*

**VIII. Closed Session**

Personnel (Government Code Section 54957)

- a. Personnel
- b. Executive Directors Employment

*No closed session was held.*

**IX. Adjournment**

- a. Meeting was adjourned at 5:52PM.

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

*Adjournment was Approved by the following vote: AYES – Jenkins, Wagle, Molodow, Mattenson. NAYES – 0, Abstain – 0. Absent – 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.apexacademyia.org](http://www.apexacademyia.org)