

**PAZLO EDUCATION FOUNDATION BOARD OF DIRECTORS**  
**Governing Board of APEX Academy and Matrix for Success Academy**  
**REGULAR MEETING MINUTES**  
**5:00 PM, Tuesday January 23, 2018**

**I. Call to Order**

Meeting was called to order at 5:09PM.

**II. Roll Call**

	Present	Absent
● Ms. Gail Shaw-Hawkins	_X_	_____
● Ms. Jody Molodow	_X_	_____
● Ms. June Getz	_X_	_____
● Ms. Marla Mattenson	_____	_X_
● Ms. Allison Hendrick	_X_	_____

**III. Approval of Minutes**

A. December 2, 2017 meeting minutes, December 2, 2017 Retreat Minutes

*Minutes not available. Approval postponed to future meeting.*

**IV. Directors' Updates**

- A. Charter news and advocacy
- B. APEX, Matrix, and DPNG learning platform
- C. Enrollment, attendance
- D. Academic achievement update – CA CDE Dashboard (SBAC, A-G, etc.), Oversight focus, our focus.

*Director Lopez reviewed enrollment and attendance figures focusing on the P1 Report, noting that it was higher than the P1 from previous year, however not enough to eliminate the forecasted net loss for current fiscal year. Director Lopez proceeded to explain the CA CDE Dashboard data for APEX Academy, highlighting the area of strength in college eligibility rate of our graduating classes. A-G completion has been between 60% and 70 %, higher than most graduating classes within the area. It was noted that while test scores on SBAC continue to be a challenge, our focus is going to remain on opening opportunities and providing access to all our student for post-secondary options.*

**V. Business for Review and Discussion**

- A. Certificated/Classified Staff Update
- B. Governing Board member recruitment and training
- C. 2016-17 LAUSD Oversight Report review – March 2018 Oversight Visit

*Director Paz discussed with board members the process by which the directors will be talking to all instructional staff about the significant changes coming with the implementation of the DPNG platform. Board members asked about where the school advertises vacancies; Operations manager Susan Guillen explained that APEX advertises primarily on EdJoin, however word of mouth and referrals have in the past brought us many candidates. Director Lopez and Paz proceeded to review the last LAUSD oversight report from October 2016 with the governing board, in preparation for the upcoming March LAUSD oversight visit. Directors explained the scores and rubrics behind the evaluation as a guidance document of where our evaluation may fall this year.*

**VI. Business for Action**

- A. Review and approval of November, December 2017 financial statements, Enrollment/ADA, check/voucher register and balance sheet for APEX Academy.

*Ayanthy Peiris from ExEd, provided the financial dashboard and reviewed the statements for December 2017. Ayanthy indicated that APEX is forecasted to have a net loss for fiscal year 2017-18. Director Lopez explained that partial salaries of directors and operations manager will be shifted to Matrix account as more work and activity is directed toward the Matrix start up. Moved by Molodow, seconded by Getz, the following vote took place:*

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

- B. Recommendation for approval of Resolution to join the CharterSafe Joint Powers Authority (JPA) and approve updated CharterSafe JPA Agreement. This resolution and agreement is required to continue to use CharterSafe services procuring PazLo's benefits package.

*Director Lopez explained that CharterSafe continues to be a reliable partner and vendor procuring our benefits package every year. This resolution affirms our membership with the joint powers authority and allows us to continue to be serviced by them. Moved by Getz, seconded by Molodow, the following vote took place:*

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

C. Review and Recommendation for approval of Organization's Form 990 IRS form.

*Director Lopez and Ayanthy Peiris reviewed the IRS Form 990 provided by audit firm for filing for fiscal year 2016-17. It was noted that information and data within form 990 is similar to data and figures in annual independent audit. Ayanthy clarified that salary information within Form 990 includes and counts benefits cost as compensation. Moved by Molodow, seconded by Getz, the following vote took place:*

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

D. Recommendation to approve application for Charter School Revolving Loan Fund Program for Matrix for Success Academy. This is a program that provides low-interest loans of up to \$250,000 to new charter schools to assist them with meeting the purposes of the school's approved charter. The program is available to any charter school that is not a conversion of an existing public school, and that has not yet completed the full term of its initial charter.

*Director Lopez explained that this was recommended as another avenue to secure funds for the development of Matrix. The organization may not necessarily need it given the current LOC in place with Hanmi Bank. Director Lopez explained that this program was not an option for APEX given that it was a conversion charter school. Moved by Molodow, seconded by Getz, the following vote took place:*

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

E. Recommendation to approve and adopt a FERPA compliant directory sharing policy for PazLo's schools. This policy will allow us to complete research studies and analysis of our data. Additionally, data generated can be used for charter school advocacy both locally and statewide.

*Director Paz explained that this was recommended as the organization grows and opportunities may become available where research can be conducted by a partner organization such as a university or similar entity interested in our work. Moved by Molodow, seconded by Getz, the following vote took place:*

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

**VII. Public Comment**

A. TBD

*No public comment*

**VIII. Closed Session**

Personnel (Government Code Section 54957)  
Employee Discipline/Dismissal/Release

*No closed session held. No items discussed*

**IX. Adjournment**

a. Meeting was adjourned at 6:30PM

*Moved by Mattenson, seconded by Shaw-Hawkins, the following vote took place:*

***Adjournment Approved** by the following vote: AYES- Molodow, Getz, Hendrick, Shaw-Hawkins. 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.apexacademyla.org](http://www.apexacademyla.org)