

**PAZLO EDUCATION FOUNDATION BOARD OF DIRECTORS**  
**Governing Board of APEX Academy and Matrix for Success Academy**  
**REGULAR MEETING MINUTES**  
**5:00 PM, Tuesday August 28, 2018**

**I. Call to Order**

Meeting was called to order at 5:09PM.

**II. Roll Call**

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

**III. Approval of Minutes**

A. July 24, 2018 Meeting

*July 24, 2018 Board meeting minutes were reviewed. Moved by Getz, Second by Wagle; the following vote took place: Meeting Minutes were Approved by the following vote: AYES- Wagle, Hendrick, Getz, Shaw-Hawkins, Jenkins. NAYES – 0, Abstain – 0. Absent – Molodow, Mattenson.*

**IV. Directors’ Updates**

- A. APEX, Matrix Facility/Prop39/staffing, and DPNG learning platform
- B. Enrollment, attendance
- C. Academic achievement update

*Director Lopez provided update on enrollment figures for both schools focusing on the lower than expected Matrix initial enrollment numbers. Board members had questions concerning the lower enrollment figures and asked about action being taken to increase enrollment. Director Lopez explained the various actions inclusive of distribution of 40,000 flyers in the neighborhood as well as establishment of relations with local high school counselors. Director Lopez explained that schools in the area are not likely to refer students until after “norm day”, hindering students enrolling at Matrix. Regrading APEX, Lopez explained that IS students will be reached out to in the area to attempt to catch non-grads from previous year. Director Lopez discussed the facilities cost increase with both APEX and Matrix, focusing on unusual decline on LAUSD teaching stations, thus changing the formula used to calculate facilities cost for co-located schools such as APEX. Lopez shared that he has been discussing this with LAUSD departments over this issue with no satisfactory information. Director Lopez shared with board the increased graduation rate and increased AG eligibility rate for the class of 2018. The AG eligibility rate is significantly higher than most high school in the area and a highlight of achievement for APEX*

**V. Business for Review and Discussion**

- A. Certificated/Classified Staff Update
- B. Governing Board member recruitment and training – Retreat on October 6, 2018 @Noon-5PM

*Director Lopez welcomed and thanked newly added board members Jenkins and Wagle, and proceeded to explain the goals of the upcoming vision retreat on October 6.*

**VI. Business for Action**

- A. Review and approval of July 2018 financial statements, Enrollment/ADA, check/voucher register and balance sheet for APEX Academy. Income statement for Matrix for Success Academy.

*July financial statement were not presented, however, finalized June financial statements were presented as audited actuals were completed. Ayanthy Peiris from ExEd, provided the financial dashboard and reviewed the final statements for June 2018.*

- B. Review and approval of Unaudited Actuals for 2017-18 submitted to LAUSD. This report is later (at oversight) compared with the final independent audit for discrepancies and consistency.

*Ayanthy Peiris and Gordon Engstrom from ExEd, provided the financial dashboard and reviewed Unaudited Actuals for 2017-18 inclusive of the final statements for June 2018. Moved by Getz, Second by Wagle; the following vote took place:*

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

- C. Review and approval of Employee Handbook. Documents have been updated to reflect language from addition of Matrix for Success Academy, benefits information reflective of the various work calendars, etc.

*Director Lopez discussed the employee handbook and stated that it was reviewed by legal counsel as requested by board at previous board meeting. The handbook being approved applies to both schools. Moved by Getz, Second by Wagle; the following vote took place:*

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

- D. Review and approval of PazLo’s fiscal policies handbook applicable to both APEX and Matrix charters. Per oversight visit discussions, clarifications have been added to conference attendance approvals, related reimbursements, etc.

*Director Lopez discussed the PazLo fiscal policies handbook and indicated that it was inclusive of oversight visit recommendations to be more specific with reimbursements and expenses related to meals, travel, and approval involving conference attendance. The board was given the link to the IRS federal site that is comprehensive as to rates and expenses ratio and which is included on fiscal policies related to recommendations The fiscal policies being approved applies to both schools. Moved by Getz, Second by Wagle; the following vote took place:*

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

**VII. Public Comment**

- A. TBD

*No public comments made*

**VIII. Closed Session**

- Personnel (Government Code Section 54957)

*No closed session held.*

**IX. Adjournment**

- a. Meeting was adjourned at **6:31 PM**

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

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