

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

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 May 19, 2020

I. Call to Order

Meeting was called to order at _____.

II. Roll Call

	Present	Absent
• Ms. Jody Molodow	_____	_____
• Ms. June Getz	_____	_____
• Ms. Marla Mattenson	_____	_____
• Ms. Allison Hendrick	_____	_____
• Lynnette Jenkins	_____	_____
• Mary Jane Wagle	_____	_____

III. Approval of Minutes

A. April 21, 2020.

IV. Directors' Updates

- A. School Closures update
- B. COVID-19 Budget and LCAP development Update
- C. Enrollment, attendance update – P2 Reports finalized review

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

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.
- 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.
- 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.
- 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.
- 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
- 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.

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

VII. Public Comment

- A. TBD

VIII. Closed Session

Personnel (Government Code Section 54957)

- a. Executive Director(s) review

IX. Adjournment

- a. Meeting was adjourned at_____.

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