

PAZLO EDUCATION FOUNDATION BOARD OF DIRECTORS
Governing Board of APEX Academy and Matrix for Success Academy
SPECIAL GOVERNING BOARD MEETING MINUTES

4859 Westpark Dr., Valley View, CA 91601

12:00 PM, Saturday January 18, 2020

I. Call to Order

Meeting was called to order at 12:05PM.

II. Roll Call

	Present	Absent
• Ms. Jody Molodow	<u>X</u>	_____
• Ms. June Getz	<u>X</u>	_____
• Ms. Marla Mattenson	<u>X</u>	_____
• Ms. Allison Hendrick	<u>X</u>	_____
• Lynnette Jenkins	<u>X</u>	_____
• Mary Jane Wagle	<u>X</u>	_____

III. Business for Review and Discussion

A. Notice To Cure from LAUSD

- a. Update and Analysis
- b. Plan of action
- c. Independent Auditor
- d. Staffing alignment

Directors Paz and Lopez reviewed the Notice to Cure in its entirety and discussed the items listed for responses. Director Lopez discussed the response submitted to LAUSD on 1/17, noting the pending items inclusive of the independent audit to be conducted. Co-chairs Hendrick and Getz shared reviewing all cc'd correspondence since issuance of NTC. The plan of action included within the responses was also discussed, focusing on the built-in redundancy to make sure documentation is reviewed by multiple parties throughout the enrollment process and forward. Board Member Mattenson asked for clarification on all internal systems in place, Director Paz walked through all the enrollment processes put in place in August to ensure documentation compliance, as clerical issues were identified in late July. It was noted that 9 out of 13 employees at Matrix were new employees, and the noted employee turn-over occur between July and August, thus resulting in clerical errors. A thorough review of student files isolated documentation issues during the period of employee turnover.

Director Lopez stated that discussions with independent auditor and legal counsel were part of the actions included in the response to the NTC, and items included in this agenda; pending completion of independent audit of all documentation in question, and with support from counsel and Auditors any and all issues and discrepancies will be resolved and reported within the P2 reporting window adjustments.

IV. Business for Action

- A. Recommendation to approve the Non-Classroom Based ADA Compliance Monitoring Policy and Resolution.**
This resolution and policy addresses several of the items noted in the Notice to Cure (NTC) from the LAUSD in December just before the 3-week Winter Break.

Director Lopez reviewed the proposed resolution and policy, and indicated that accountability and ongoing review is built-in at all levels for staff, from clerical, to admin, to teachers, to directors, and to the Governing Board. Matrix is committed to accountability and full compliance in its non-classroom based reporting at all levels. Moved by Wagle, Second by Jenkins; the following vote took place:

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

- B. Recommendation to approve contract with Independent Auditor to perform ADA reporting compliance of all students.** This action will allow us to bring in auditor to audit compliance and report any discrepancies with ADA already reported during the 2019-20 school year, as recommended within the NTC.

Director Lopez discussed that independent auditors were contacted as NTC was received. At the time of contact and given the holidays (Christmas and New Year's), Auditors would not commit or discuss until the new year, as their staffs were already traveling, and severely short staffed. After multiple conversations, Clifton, Larsen, Allen, LLP, indicated they could perform audit within a few weeks. This action will provide us with the delegated authority to engage auditor and approve upcoming agreement details. Moved by Wagle, Second by Jenkins; the following vote took place:

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

V. Public Comment

A. TBD

No public comment.

VI. Closed Session

Personnel (Government Code Section 54957)

No closed session held.

VII. Adjournment

a. Meeting was adjourned at 1:29PM .

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

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

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