

**PAZLO EDUCATION FOUNDATION BOARD OF DIRECTORS**

**Governing Board of Matrix for Success Academy**

**REGULAR MEETING ORDER OF BUSINESS**

1010 E. 34<sup>th</sup> Street, Los Angeles, CA 90011

975 S. Berendo Street, Los Angeles 90006

TELECONFERENCE MTG.

**4:00 PM, Tuesday August 29, 2023**

Join Zoom Meeting

<https://us06web.zoom.us/j/86270745812?pwd=L0dxNHhPSG5FbERsaUVuZThrVDZHZz09>

Meeting ID: 862 7074 5812

Passcode: 547676

Join via phone:

• +1 669 444 9171 US

• +1 669 900 6833 US (San Jose)

**I. Call to Order**

Meeting was called to order at 4:15 pm

**II. Roll Call**

	<u>Present</u>	<u>Absent</u>
● Jody Molodow	X	
● June Getz	X	
● Jesse Johnson	X	
● Marla Mattenson		X
● Lynnette Jenkins	X	
● MaryJane Wagle	X	

**III. Approval of Minutes**

A. August 1, 2023 - Regular Meeting

*August 1, 2023 regular board meeting minutes were reviewed.*

*Motion to approve was made by M. Wagle, seconded by L. Jenkins.*

*Votes were as follows: Ayes - Molodow, Getz, Johnson, Jenkins, Wagle; Nays - none; Absent - Mattenson; Abstain - none*

**IV. Directors' Updates**

A. Enrollment, ADA Update

B. HR/Staff Update

C. APEX Close-out Update

D. Governing Board Recruitment Update

*Director Woelke gave the board an update on enrollment and attendance for Matrix for Success. As of the meeting date, enrollment was at 245 students so far.*

*Director Lopez gave an update on the close-out process for APEX Academy, as well as the status of the potential board recruits he has been in communication with.*

**V. Business for Review and Discussion**

A. School Facilities Update

B. Matrix Financial Update

C. APEX Close-out Financial Update

*Director Woelke updated the Board on the progress of updating the Berendo Street facility and the process of securing an E-occupancy certificate so students can be served at the facility.*

*Ayanthy Peiris of ExED provided financial updates at during the business for action portion of the meeting.*

## **VI. Business for Action**

- A. Review and approval of June 2023 financial statements, Enrollment/ADA, check/voucher register and balance sheet for APEX Academy and Matrix for Success Academy.

*Ayanthy Peiris of ExED reviewed financial statements for Matrix and APEX. The board was updated on budget projections based on enrollment so far. Moved by Wagle, seconded by Johnson, the following votes took place:*

*Item A was approved by the following votes: AYES: Getz, Wagle, Johnson, Jenkins, Molodow; NAYES: 0; Abstain: 0; Absent: Mattenson.*

- B. Review and approval of PazLo's Unaudited Actuals for fiscal year 2022-23.

*Ayanthy Peiris of ExED reviewed the unaudited actuals for fiscal year 2022-23. The board was updated on budget projections based on enrollment so far. Moved by Wagle, seconded by Johnson, the following votes took place:*

*Item B was approved by the following votes: AYES: Getz, Wagle, Johnson, Jenkins, Molodow; NAYES: 0; Abstain: 0; Absent: Mattenson.*

- C. Recommendation to approve the Spring Consolidated Application Reporting (CAR) forms for APEX Academy and Matrix for Success Academy. These forms are compliance items for receipt of federal revenue.

*Ayanthy Peiris of ExED reviewed the Spring ConApp reporting forms for APEX and Matrix. Moved by Wagle, seconded by Molodow, the following votes took place:*

*Item C was approved by the following votes: AYES: Getz, Wagle, Johnson, Jenkins, Molodow; NAYES: 0; Abstain: 0; Absent: Mattenson.*

- D. Recommendation to approve the addition of Sonia Rivera and Rodney Hargrove to the PazLo Education Foundation Governing Board, effective August 29, 2023.

*Item D was postponed, no action was taken.*

- E. Review and approve updated PazLo Independent Study Board Policy. The policy has been updated for the 2023-24 school year to reflect updated requirements and policy language required by the state of California.

*Item E was postponed, no action was taken*

- F. Review and approve Local Assignment Options for the following teachers and positions: M. Walker, History & Social Sciences; N. Torgoly, Mathematics; M. Jennings, Science. As part of PazLo's efforts to remain compliant and employ highly-qualified teachers, it is necessary for the governing board to approve known staff mis-assignments.

*Director Woelke reviewed the known mis-assignments withthe PazLo governing board, and gave an updated timeline to when the mis-assignments should be corrected during the 2023-24 school year. Moved by Johnson, seconded by Molodow, the following votes took place:*

*Item F was approved by the following votes: AYES: Getz, Wagle, Johnson, Jenkins, Molodow; NAYES: 0; Abstain: 0; Absent: Mattenson.*

- G. Review and approve updated employee handbook for the 2023-24 school year.

*Business and Operations Manager Susan Huitron gave an update regarding minimal changes to the employee handbook for the 2023-24 school year. Moved by Molodow, seconded by Johnson, the following votes took place:*

*Item G was approved by the following votes: AYES: Getz, Wagle, Johnson, Jenkins, Molodow; NAYES: 0; Abstain: 0; Absent: Mattenson.*

H. Review and approve updated Fiscal Policies Handbook for the 2023-24 school year.

*Business and Operations Manager Susan Huitron gave an update regarding minimal changes to the fiscal policies handbook for the 2023-24 school year. Changes include adding “administrative designee” as a payroll and purchase approver, in the case of an absent director. Moved by Molodow, seconded by Johnson, the following votes took place:*

*Item H was approved by the following votes: AYES: Getz, Wagle, Johnson, Jenkins, Molodow; NAYES: 0; Abstain: 0; Absent: Mattenson.*

I. Review and approve NCB enrollment and attendance verification for Matrix for Success.

*Matrix leaders reviewed Learning Period 1 attendance data with the board. Enrollment was at 245 as of August 29, and ADA for LPI was approximately 89%. Moved by Jenkins, seconded by Getz, the following votes took place:*

*Item I was approved by the following votes: AYES: Getz, Wagle, Johnson, Jenkins, Molodow; NAYES: 0; Abstain: 0; Absent: Mattenson.*

**VII. Public Comment**

A. TBD

**VIII. Closed Session**

A. Personnel

**IX. Adjournment**

A. Meeting was adjourned at 5:27 pm.

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

***Adjournment was Approved** by the following vote: AYES – Getz, Jenkins, Wagle, Molodow. Johnson 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 Matrix for Success Academy Main Offices.

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 Matrix for Success Academy Main Office, as well as at: [www.matrix4success.org](http://www.matrix4success.org)