

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

1309 N. Wilton Place, Los Angeles, CA 90028 – Bernstein Library

1010 E. 34<sup>th</sup> Street, Los Angeles, CA 90011 – Room 1

**4:00 PM, Tuesday January 24, 2023**

**I. Call to Order**

Meeting was called to order at 4:01PM.

**II. Roll Call**

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

**III. Approval of Minutes**

A. December 13, 2022 - Regular Meeting

*December 13, 2022, Regular Board meeting minutes were reviewed. Moved by Wagle, Second by Mattenson; the following vote took place:*

*Meeting Minutes were Approved by the following vote: AYES – Mattenson, Wagle, Molodow, Getz, Jenkins. NAYES – 0, Abstain – 0. Absent – 0.*

**IV. Directors' Updates**

- A. Enrollment, ADA update
- B. Academic Achievement Update – Matrix WASC Completed, APEX 2022 Graduation Rate and A-G
- C. HR/Staff Update

*Director Woelke reviewed the schools' enrollment and ADA. Director Lopez reviewed the latest data release by the state, highlighting the highest cohort graduation rate in APEX' 15 year history along with the highest A-G eligibility rate in the school's history. Director Lopez explained the WASC accreditation process and stated that official results and decision for Matrix for Success Academy is expected by the end of the month.*

**V. Business for Review and Discussion**

- A. School Facilities – APEX Prop39, Matrix search, PazLo Office/Storage Space
- B. Board Strategy Meeting set up – Follow up from November Vision retreat
- C. CA Emergency State Expiration

*Director Woelke discussed an update on facilities search and Prop39 space offer for 2023-24. The need for office and storage space for APEX was discussed as plans for transitioning evolve. An update on progress on overall strategy for PazLo growth and expansion was provided by Director Lopez. The Board was briefed on the expiration of the State of Emergency and the implications of logistics of meeting in-person considering new rules for teleconferencing.*

**VI. Business for Action**

- A. Review of November/December 2022 financial statements, Enrollment/ADA, check/voucher register and balance sheet for APEX Academy and Matrix for Success Academy.

*Ayanthy Peiris from ExEd, provided the financial dashboard and reviewed the November/December 2022 financials. Moved by Wagle, Second by Jenkins; the following vote took place:*

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

- B. Recommendation for approval of PazLo credit card through Hanmi Bank. As more web-based services are integrated into student services (web hosting, web domains, firewall subscription, ISP services, DPNG, etc.) it is necessary to manage recurring charges on a credit card. These charges have for the last decade been managed through the reimbursement process. Approval of this item will shift ongoing IT related charges and other operational charges currently done through re-imbursement to an organization credit card.

*Director Lopez and Woelke reviewed various situations where IT vendors required payments via credit cards and the process that has been in place for these situations. The Board concurred that a credit card was necessary, particularly as the organization plans to grow and expand its technology innovation within its school sites. Moved by Wagle, Second by Jenkins; the following vote took place:*

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

- C. Review and approval of updated PazLo Fiscal Policies Handbook language regarding procedures for addition of a credit card. PazLo has not issued a credit card before, current relevant language has been added to reflect

procedures related to the management of credit card payments.

*Director Lopez reviewed the added procedures and policy related to the use of an organization credit card. Fiscal Policy Handbook will be updated with shared policy and procedures. Moved by Jenkins, Second by Getz; the following vote took place:*

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

- D. Approve AB361 Compliance Resolution; it provides that if a state of emergency remains in place, a local agency must make certain findings by majority vote to continue using the bill's exemption to the Brown Act teleconferencing rules. Given current health conditions, it is recommended that the Board of Directors approve Resolution: Teleconference Board Meeting Pursuant to Special Rules in Government Code Section 54953(e) and approve the February 2023 PazLo Meeting to be held as a Teleconference Board Meeting.

*Director Lopez reviewed the AB361 resolution for compliance, highlighting that this process is likely to change in March. Moved by Mattenson, Second by Molodow; the following vote took place:*

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

- E. 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.

*Dr. Brooks, Matrix administrator, reviewed documentation regarding compliance with IS procedures and regulations. Moved by Jenkins, Second by Mattenson; the following vote took place:*

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

## **VII. Public Comment**

- A. TBD

*No public comment*

## **VIII. Closed Session**

Personnel (Government Code Section 54957)

- a. Personnel

*No closed session held.*

## **IX. Adjournment**

- a. Meeting was adjourned at 4:45PM.

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

*Adjournment was Approved by the following vote: AYES – Mattenson, Wagle, Molodow, Getz, Jenkins. 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](http://www.apexacademyia.org)