

**PAZLO EDUCATION FOUNDATION BOARD OF DIRECTORS**  
**Governing Board of APEX Academy and Matrix for Success Academy**  
**REGULAR MEETING MINUTES**  
**5:00 PM, Tuesday March 26, 2019**

**I. Call to Order**

Meeting was called to order at 5:10PM.

**II. Roll Call**

	Present	Absent
● Ms. Gail Shaw-Hawkins	<u>X</u>	_____
● 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. Approval of Minutes**

A. February 26, 2019

*Minutes not available, approval postponed to future meeting.*

**IV. Directors' Updates**

- A. APEX, Matrix Facility/Prop39/staffing, and DPNG learning platform
- B. Enrollment, attendance
- C. Academic achievement update – APEX LAUSD Oversight Visit
- D. CCSA Conference Update
- E. Matrix for Success Academy VC WASC Report

*Director Lopez and Paz informed the board on ongoing facilities related matters with APEX Academy, explaining that a walk through took place at the Bernstein site by LAUSD Board Member Nick Melvoin to assist with facilities sharing and allocation. Enrollment information was provided for Matrix, explaining that the Matrix's enrollment and ADA has doubled from the previous month to over 100 enrollment and ADA. Director Lopez reviewed the oversight visit for APEX Academy by the LAUSD and the WASC Report for Matrix provided by the visiting committee chair. Director Paz and Board Member Molodow updated the board on their attendance of the CCSA conference.*

**V. Business for Review and Discussion**

- A. Certificated/Classified Staff Update
- B. PazLo Capital Fundraising Campaign 1, 2, 3 Years Update
- C. Matrix for Success Academy Fiscal Stabilization Plan

*Director Paz informed the board on ongoing efforts to launch the campaign on GoFundMe and other potential avenues of fundraising activity. Director Lopez updated the board on additional staff cuts made at Matrix to continue to reduce net loss. Staff cuts were made considering mitigating moves within the organization to ensure instructional program is not disrupted. It was also shared that the APEX administration is actively evaluating APEX instructional staff as we prepare to make staffing decisions for school year 2019-20.*

**VI. Business for Action**

- A. Review and approval of February 2019 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 February 2019 financials. Net loss for APEX and Matrix was discussed; Board member Mattenson asked about the plan to manage cash flow, Director Lopez and Ayanthy shared the options to manage the cash flow gaps through June, inclusive of use of LOC, revolving loan with CSFA, and potential fundraising during Summer and Fall months. Moved by Mattenson, Second by Shaw-Hawkins; the following vote took place:*

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

- B. Recommendation to approve Matrix for Success Academy's Spring ConnApp. This compliance document reflects allocations for the various federal funding programs, Title I, III, IV, etc.

Ayanthy Peiris reviewed and explained the contents of the Matrix Spring Consolidated application to be submitted for categorical funding compliance. Moved by Mattenson, Second by Shaw-Hawkins; the following vote took place:

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

- C. Recommendation to approve Governing Board resolution to close all existing accounts with Pacific Western Bank. Activity in a general funds account and a student body account originally set up in July of 2012 have been transitioned to the Hanmi Bank account over the last year. Balance funds will be transferred to the Hanmi Bank general funds account, with a sub-account being created for student body funds.

Director Lopez explained that the accounts referenced are no longer used as the active accounts for either of the schools, thus the need to close and transfer remaining funds to active Hanmi Bank accounts moving forward. Moved by Wagle, Second by Hendrick; the following vote took place:

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

- D. Review and approval of academic calendars for APEX and Matrix for school year 2019-20. These calendars drive the generation of calendar of attendance reports from authorizer as well as employee work calendars. APEX calendar closely matches the LAUSD calendar given Prop39 facility arrangement.

Director Lopez reviewed the academic calendars for APEX and Matrix for the 2019-20 school year; Director Lopez pointed out that the Matrix Calendar reflects implementation of two academic tracks as prescribed by approved charter petition during the 2019-20. Moved by Jenkins, Second by Shaw-Hawkins; the following vote took place:

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

- E. Review and Recommendation for approval of Auditor selection for fiscal year 2018-2019. Letter of Engagement with auditing firm CliftonLarsonAllen LLP, has been received. Approval is needed to move forward with preliminary work prior to end of fiscal year on June 30, 2019.

Board Member Wagle shared her research and work on auditing firms options with Governing Board. Director Lopez proceeded to review Letter of Engagement from CLA. Moved by Jenkins, Second by Mattenson; the following vote took place:

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

## VII. Public Comment

- A. TBD

No public comment.

## VIII. Closed Session

- Personnel (Government Code Section 54957)

No closed session held.

## IX. Adjournment

- a. Meeting was adjourned at 6:28PM.

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

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

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)