

New Academy Charter School

Minutes

NEW Academy Board Meeting

Date and Time

Thursday February 28, 2019 at 4:00 PM

Location

NEW Academy Canoga Park, 21425 Cohasset St. Canoga Park, CA 91303

**NEW ACADEMY
BOARD OF DIRECTORS
4 p.m.**Comment Notice:

Individuals and representatives of organizations are invited to address the Board on any subject that falls within the Board's purview. If the item will be acted on at the Board Meeting, speakers are called on to speak prior to Board action on the item and in the first section of the public comment period. If the speaker's topic will not be voted on at the Board Meeting, their presentation is also made during the Comment portion of the meeting, but after comment on actionable items. Each speaker is limited to a three minute presentation.

Directors Present

B. Bradley, G. Simpson, M. Arias, P. Didonato, R. Solorzano, V. Gil

Directors Absent

None

Guests Present

B. Stotzer, C. Guerrero, Cristina Mayer, D. Martinez, E. Todd, Jaimie Potts, teacher, M. Sanchez, Y. Gutierrez

I. Opening Items**A. Record Attendance and Guests****B. Call the Meeting to Order**

R. Solorzano called a meeting of the board of directors of New Academy Charter School to order on Thursday Feb 28, 2019 @ 4:00 PM at NEW Academy Canoga Park, 21425 Cohasset St. Canoga Park, CA 91303.

C. Minutes: January 25, 2019-Action Item

B. Bradley made a motion to accept the January 25, 2019 meeting minutes.
V. Gil seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

R. Solorzano Aye
M. Arias Aye
B. Bradley Aye
P. Didonato Aye
G. Simpson Aye
V. Gil Aye

D. Minutes: January 31, 2019-Action Item

B. Bradley made a motion to accept the January 31, 2019 minutes as amended for the item noted for payment of \$240 to ExED for assistance with invoices through February 2019.

G. Simpson seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

R. Solorzano Aye
V. Gil Aye
P. Didonato Aye
B. Bradley Aye
G. Simpson Aye
M. Arias Aye

- Discussion of Item III Policies and Procedures - Item A - where it notes \$400 paid to ExEd, this needs to be \$240 per the contract that Yolanda Gutierrez provided for our review.
- We shall need to get a copy of the ExEd Contract for review
- Based on this contract, the charges are changed to \$240 per month and we shall get a copy of this contract. This only affects NACP.
- Yolanda Gutierrez: stated that the monthly amount has not been charged since July 2018 and it will end until February 15, 2019.
- The training of the school administrative staff took place on 2/14/19, and they have transitioned to take care of their invoices uploaded to the Spendbridge platform.

II. Policies and Procedures

A. School Calendar 2019-2020-Action Item

P. Didonato made a motion to approve the 2019-20 school calendar with the changes noted in comments.

G. Simpson seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

R. Solorzano Aye
V. Gil Aye
M. Arias Aye
G. Simpson Aye
B. Bradley Aye
P. Didonato Aye

- Dr. Guerrero provided a copy of school calendar for both schools which shows all planned activities. Green days - days off.

- Schools will follow the LAUSD calendar. A copy of the LAUSD calendar was also provided for comparison.
- School begins on Tuesday, 08/20/2019 ends on 06/11/2020.
- Staff paid from 8/12-8/16/19 for professional development, week prior school.
- Parent teacher conferences not added to May -
- Need to add minimum day. Correction needed: calendar should reflect this on May 4,5, & 6 (not May 1-3).

B. Board of Directors 2019-2020 Meeting Calendar-Action Item

P. Didonato made a motion to accept the Board Meeting Calendar.

V. Gil seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

B. Bradley Aye
P. Didonato Aye
M. Arias Aye
V. Gil Aye
R. Solorzano Aye
G. Simpson Aye

- Town Hall meetings were included as a placeholders for board to consider.
- These can serve as regular board meetings or as separate to meet with the school
- Town Halls: opportunities for the board to meet with the teachers and staff. Can be done at the Fall and the Spring (decided later)
- Member Arias:Town Hall meetings help to provide more visibility and show a presence in the schools.
- M Sanchez: will add them for the Spring period when board decides on dates
- Teacher - present at the meeting (Ms. Jaime Potts) commented that teachers love the town halls. also invites board to come to the classrooms.

Discussed possible dates for board members to visit schools:

NACP

- Back to school night, 09/12/2019 - teachers present ma
- Open House, 03/19/2020 - open to walk around

NASA: Same events different dates

III. Academic Performance-Data Update

A. Student Data Achievement Reports-Information Only

Mr. Martinez provided an extensive overview of the systems used by the schools and the changes in the scores impacted by the systems. Reviewed these:

- Fountas & Pinnell test structure and reading levels of the students. (Beginning of year, Middle of year and end of last year records)
- Showed what is done in the lower grades and then 3rd-5th.,SLA - Spanish language arts, (Running records)
- At the beginning - students are not meeting. In week 18 there is a dramatic improvement - goes to meeting and exceeding levels.
- Compared the beginning scores, SLA -those are TK students.Moving students from "not meeting" to "meeting and above".

- The report discusses the data and why they think it reflects the outcomes shown Fountas & Pinnell.
- Member Simpson asked: Do the teachers work together to coordinate the students' path from TK up through grade 5? Response: yes
- Mr. Martinez explained that Adelante is used for Spanish curriculum – language academy (use a benchmarks for the curriculum).

-Teacher Jaime Potts: mentioned that Fountas & Pinnell is the same across the country; it is a national norm.

-Member Solorzano asked:How does the data relate to the Smarter Balance test?

-Mr. Martinez – in K-2 – mostly doing foundational skills. By 3-5 it is focused on comprehension skills,

teachers can see the data and determine where to put the focus.

-Mr. Martinez: students are doing readings and strategies that are used in the higher grades.

-Member Solorzano: mentioned that the main focus is to get students to meet or exceed.

-This is in addition to the state assessment scores that will be used to report to LAUSD on the school's progress.

-Juan Carlos Ramirez: Running records is done constantly to keep track of the kids progress and to help.

-Member Solorzano: concerned with the focus is only on Running Records and if they are not the skills needed for the state assessment, then will be a problem.

-Victor Gil – as a nonacademic - Is this Running records a sub component of the state assessment?

-Dr. Todd – this is before the state testing, done at the end of the school year and covers grades 3-5.

-Dr. Guerrero: We focus the teaching to student level they are trying to reach. The initial work with running records is to get them to see where they are, so they can read, which makes a huge difference.

Dr. Todd: stated that the advances made at NASA were made by using Running Records and by seeing where student's specific areas of need.

Member Simpson: mentioned that the teachers are looking at the standards that need to be followed methodically (and not teaching to a test).

Dr. Todd: The beauty of the Running Records is that it is designed to meet the student at their level and show where they are lacking. It is very diagnostic. It is not a test but assists in teaching them how to read, think and how to approach math this way,

B. School Administrator Reports-Information Only

NACP

- Updated on LAUSD Oversight Visit
- Reviewed enrollment numbers for 2019
 - Mentioned lower numbers this year but will improve for next year-NACP can increase to 520 students
- Member Simpson"asked what activities are being done to attract students
- Dr. Guerrero: named several such as coffee with the principals, families sharing information about the school,etc.
- There is already a waiting list for K in 2019-2020
- There is space in the Dual Immersion classes
- NACP lost 6% of students
- Dr. Guerrero: Highlighted activities at the school such as Author, Kathy Contreras (culturally relevant)

- Reviewed LACOE audit: Auditors were impressed with activities offered by NACP for students. Audit for afterschool yielded positive results.
- Other: Federal Program audit will occur on April 22, 23, 24th

NASA

- Schools budgeted for a higher number, but some families moving out of the area for various reasons.
David Martinez - Some moving out of the area at NASA because of gentrification -
- NASA lost 3 % of student
- Dr. Todd: Passed out Rocket News & bilingual newsletter
- Currently testing with the ELPAC and will get the results as the students complete the exam.
- Nelsy Jackson - the ELD Coordinator - prepares a monthly in house newsletter for the staff.
- NACP would like to have Ms. Jackson come to their school to help with their ELD work/teacher.

Members Gil: Made suggestion that when we budget, should use the lower more realistic enrollment numbers to be better prepared to budget, etc.

Member Bradley: Mentioned that macro trend, with people - low income leaving and high income coming into the state. Wages not keeping up with the cost of living,

C. Chief Academic Specialist Report-Information Only

- Independent Annual Audit was completed and submitted and also submitted a copy to LAUSD and provided copy of evidence that it was submitted. (Wanted confirmation from the auditors and the final report).
- LAUSD requested today's agenda to show that the board voted on the audit.
- Member Solorzano sent a letter to LAUSD as a written explanation for the delay in submission
- To prevent the late submission of this audit in the future, M. Sanchez contacted CLA and requested that they provide the schools with a list of questions and items for submission and due dates
- Yolanda G. from ExEd: The list of audits does not change from year to year, only the samples requested. The spring audit will begin in April.
- M Sanchez will provide LAUSD a copy of today's board minutes
- Member Solorzano: Michael Gomez sent an email to indicate that he received the audit and confirmation that Member Solorzano had received an official copy of the financial audit.
- M. Sanchez announced that Form 990s - also completed and submitted.
- There is a governance management part included on this tax return. It includes conflict of interest, whistleblower, exp reimbursement policies, gift receiving policies.
- There was a piece about the parking - fringe benefits, which is new (Yolanda Gutierrez explained how this worked).
- Form 998-T passed in 2018 (Yolanda -spoke to CLA accounting firms to get clarification of this item).
- NACP - N/A since they pay \$1 per year in rent. NASA -was estimated to be \$1,500 from Jan to Jun 30, 2018 and gets paid by the school.
- Member Didonato - suggest measuring the parking lot and measure against the total square footage leased including the parking lot. May be less than 20% used for this year's amount.

- M.Sanchez: Mentioned that NACP is installing a new security system.with cameras and motion detectors.

IV. Governance

A. Compliance: School Accountability Report Card (SARC)-Action Item

B. Bradley made a motion to accept both SARC Reports from NACP and NASA.

V. Gil seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

V. Gil Aye

G. Simpson Aye

R. Solorzano Aye

M. Arias Aye

P. Didonato Aye

B. Bradley Aye

- Packet with SARC sent out to board members
- These are also posted on the website
- Includes school accountability report card -

B. Level 3 School Budget Review

M.Sanchez mentioned that Yolanda G. prepared the cost numbers for this project.

- Budget broken out by cost to show how much for 5 days and cost of substitute teachers. Very expensive but school site administrators will revisit the general budget and figure out how to allocate for Dr. Jones/Level 3 school initiative.
- Member Gil wanted clarification on the amount that the board had approved and what that amount covered.
- M.Sanchez stated that the board voted that the schools should work on being level 3 schools and that this is valuable.
- Member Gil asked about outstanding expenses that need to be paid to Dr. Jones. M.Sanchez responded that we owe about 3K
- The analysis included teacher salaries, substitutes, and 5 additional days of training
- At the last board meeting it was brought up that due to the budget and NASA would not be able to pay for the program to start immediately. Other alternative approaches will be reviewed by a smaller group including school site administrators, Bea Stotzer and M.Sanchez
- Member Arias agreed to also look at the HR implications and contract issues.

V. Financials

A. FY17-18 Independent Audit-Discussion

A. FY17-18 Independent Audit Discuss

Brent Bradley 5 m

- Member Bradley gave an update and overview
 - Audit report was completed.
 - Received a clean letter with no exceptions identified with the letter
 - Member Solorzano received an email to confirm that we received the audit.
 - Advisory Member Stotzer: commended M. Sanchez' efforts and stated "let the record show the incredible amount of hours and effort she put forth to ensure this got done."

B. NASA January Financials-Action Item

B. Bradley made a motion to accept the financials for NASA.

V. Gil seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

V. Gil Aye
R. Solorzano Aye
G. Simpson Aye
P. Didonato Aye
M. Arias Aye
B. Bradley Aye

C. NACP January Financials-Action Item

B. Bradley made a motion to to accept the January financial report for NASA.

V. Gil seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

B. Bradley Aye
V. Gil Aye
M. Arias Aye
R. Solorzano Aye
G. Simpson Aye
P. Didonato Aye

D. Consolidated Application (ConApp) reporting -Winter-Action Item

- COLA 3.4%
- PERS increased by 8%
- ExEd report - Governor's
- New funding coming from the state -(handout reviewed).
- SB 740 -revenue for rent and facilities improvement can be applied to utilities - mainly for facilities.
- Next update in May 2019.
- Winder conapp - consolidated application - see the handout called 2018-19 Federal Transferability
- Member Simpson recommends having a plan on how to spend the title income in advance (directed for classroom libraries, this should not be decided last minute.
- Lupe has experience in planning ahead - math resource, library plans, etc.
- Dr. Todd - LCAP - ties them to 3 years to show how funds are spent.
- Dr. Guerrero- they must show how it is met each year per the 3-year plan.
- Yolanda Gutierrez stated that Title 1 is a "big bucket"- need to know which expenses will apply qualify. Must supplement not supplant. It is in addition to what you have already planned..

- When you go through a federal review it is intense: Staff credentials are scrutinized, must identify learner improvement, must be approved by school site council
- Yolanda Gutierrez stated that - accountability is a big part of this Federal review of the LCAP phases
- The calendar states that the school site council must review the spending plan prior to the board voting on it.

V. Gil made a motion to approve the Winter Consolidated Application.

B. Bradley seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

P. Didonato Aye
B. Bradley Aye
M. Arias Aye
G. Simpson Aye
V. Gil Aye
R. Solorzano Aye

E. Federal & State Tax Returns, end date 06.30.18 - Action Item

B. Bradley made a motion to approve the form 990 - for fiscal year - 06/2017 to 07/2018. This is the annual tax return filed by the schools.

V. Gil seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

B. Bradley Aye
R. Solorzano Aye
V. Gil Aye
G. Simpson Aye
P. Didonato Aye
M. Arias Aye

F. Low Performing Student Block Grant-Action Item

- Funding applies to NACP only. Plan must be board-approved by March 1st.

- support to these students, for the academics of low performing students.
- Grants must be spent in 3 years form 17-18 to 20-21 -
- Best to spend all in one year easier to keep track of.and is separate from Title 1 funds.

G. Simpson made a motion to approve the Low Performing Student Block Grant.

V. Gil seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

R. Solorzano Aye
M. Arias Aye
G. Simpson Aye
V. Gil Aye
B. Bradley Aye
P. Didonato Aye

VI. Closing Items

A. Closed Session

HR and Personnel issues were discussed

B. Adjourn Meeting

B. Bradley made a motion to adjourn the meeting.

G. Simpson seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

B. Bradley Aye

V. Gil Aye

R. Solorzano Aye

M. Arias Aye

P. Didonato Aye

G. Simpson Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:00 PM.

Respectfully Submitted,

R. Solorzano