

**PAZLO EDUCATION FOUNDATION BOARD OF DIRECTORS**  
**Governing Board of APEX Academy and Matrix for Success Academy**  
**REGULAR GOVERNING BOARD MEETING MINUTES**  
**5:00 PM, Tuesday January 28, 2020**

**I. Call to Order**

Meeting was called to order at 5:09PM .

**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(5:20PM)</u>	_____
● Mary Jane Wagle	<u>X</u>	_____

**III. Approval of Minutes**

A. December 3, 2019, January 18, 2020.

*December 3, 2019 and January 18, 2020 Regular and special Board meeting minutes were reviewed. Moved by Molodow, Second by Mattenson; the following vote took place:*

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

**IV. Directors’ Updates**

- A. APEX Facility/Prop39 for 2020-21
- B. Enrollment, attendance update
- C. Academic achievement update – APEX Oversight

*Director Lopez provided update on Prop39 matters for APEX Academy, he stated that conversation with LAUSD leasing have led to potentially a revised agreement inclusive of the “credit” within the alternative agreement signed for the 2019-2020 school year, once completed it will be reflected on the financials. Director Paz and Lopez discussed the potential loss of additional classrooms at APEX; they indicated that contingency and restructuring plans are being developed to mitigate the space loss. Director Lopez and Paz reviewed enrollment and attendance data for both APEX and Matrix, highlighting that while APEX may remain flat, Matrix is expected to exceed the 230-enrollment projection included in the current year budget. Director Lopez stated that achievement data points are being updated from November WASC visit, as APEX oversight visit comes up on February 14, 2020.*

**V. Business for Review and Discussion**

- A. Certificated/Classified Staff Update
- B. Fiscal Stabilization Plan Update
- C. Governing Board Member Recruitment
- D. Notice to Cure Update
- E. Cliffton, Larsen, Allen, LLP – NCB Audit agreement
- F. Non-Classroom Based Regulations and Compliance Training for Governing Board.

*Director Paz discussed the transition and work related to further restructuring APEX in 2020-21 school year to be more competency-based with flexible classrooms and more co-teaching structures. Member Mattenson asked about work being done to ensure a smooth transition; Director Paz reviewed the PD calendar and activities related to content development and collaboration being conducted to get instructional acclimated for potential changes in 2020-21.*

*Director Lopez and Ayanthy Peiris discussed the addition of Matrix for Success Academy into the receivables sales as PI report was submitted for Matrix.*

*Director Paz and Lopez provided a review of all responses and actions related to the Notice to Cure (NTC) matter. Matrix for Success Academy admin. Ms. Woelke and Mr. Hisel, presented and explained the practical and ongoing actions implemented at Matrix to address all the items and issues included in the Notice to Cure. They provided a chronological summary of the issues since July 1, inclusive of when issues were first identified and actions taken to correct issues starting in late July and on. Board member Mattenson asked clarification related to what auditors ask for and what LAUSD has asked for; Director Lopez highlighted the “no findings” annual audit from 2018-19, and emphasize the significance of employee turnover between July and August. Mr. Hisel and Ms. Woelke stated that their thorough file review shows clerical errors in July and early August as turnover of employees and transition took place. Board members expressed thanks for the work and reforms implemented at the site by the admin and Matrix staff since August.*

*Director Lopez reviewed CLA LLP auditor engagement of special audit to commence on February 10, 2020. Director Lopez presented NCB training focusing on annual audit foci, indicating that the actions planned included in NTC responses and the policy adopted at January 18 meeting, address all aspects of compliance and ensure accountability at all levels, from the front*

office, to the classroom, to admin, to management, to governing board. Legal counsel was consulted to ensure legal compliance congruence of implemented action and policy.

## **VI. Business for Action**

- A. Review of Nov/Dec 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 Nov/Dec 2019 financials. While the forecast shows net income for both schools, cash flow remains an issue for the remainder of the fiscal year, 2019-20. Director Lopez emphasized that Matrix enrollment and ADA is likely to increase, however, APEX enrollment is likely to stay the same. Moved by Molodow, Second by Hendrick; the following vote took place:*

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

- B. 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.

*Matrix for Success Admin, Mr. Hisel and Ms. Woelke, presented the certification forms for Track B-Month 5; they asserted that all new students added within indicated month have fully executed MAs and all relevant documentation necessary for ADA reporting. Additionally, Matrix admin, reviewed ADA data for Track B-Month 5 to be submitted and asserted that all necessary documentation for all students for whom ADA is reported for indicated month is compliant. Directors Paz and Lopez indicated that this action item will be in every regular meeting and forms and documents reviewed will be shared with all board members. Member Wagle indicated that random 'spot checking' of student files will be easier with provided documentation moving forward. Moved by Hendrick, Second by Molodow; the following vote took place:*

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

- C. Review and approval of Academic calendars for the 2020-21 school year for APEX Academy and Matrix for Success Academy. As a co-located school, the APEX Academy calendar considers the calendars approved by the LAUSD and the schools at the shared Bernstein Campus.

*Director Lopez presented and reviewed the proposed academic calendars for the 2020-21 school year for both APEX Academy and Matrix for Success Academy. Lopez indicated that the APEX Academy calendar closely mirrors the LAUSD calendar in efforts to minimize calendar conflicts given the co-location. Matrix's calendar reflects a later July start, based on logistical and scheduling issues identified during the current school year. Moved by Jenkins, Second by Mattenson; the following vote took place:*

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

## **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 6:35PM.

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

**Adjournment Approved** by the following vote: AYES- Jenkins, Hendrick, Mattenson, Getz, Molodow, Wagle. 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.apexacademy.org](http://www.apexacademy.org)