

APPROVED MINUTES
FENTON CHARTER PUBLIC SCHOOLS
BOARD OF DIRECTORS MEETING

December 12, 2017

A meeting of the Board of Directors of the Fenton Charter Public Schools was held on Tuesday, December 12, 2017, at 4:30 p.m. in the auditorium of Santa Monica Boulevard Community Charter School, 1022 North Van Ness Avenue, Los Angeles, CA 90038. This meeting was rescheduled from the original date of December 7, 2017 due to emergency closure of the four San Fernando Valley Fenton schools.

I. PRELIMINARY

A. Call to Order – Chairperson of the Board – Joe Lucente

The Board of Directors meeting was called to order at 4:34 p.m. by Chair Lucente.

B. Roll Call – Secretaries of the Board – Teresa Elvira, Robin Rodriguez, Megan Stevenson

Board Members Present

Diane Abeyta, *Parent Representative*
Yvette King-Berg, *Community Representative*
Daniel Laughlin, *Parent Representative*
Joe Lucente, *Community Representative*
Gabriela Montoya, *Parent Representative*
Walter Wallace, *Community Representative*

Board Members Not Present

Gary Borden, *Community Representative*

C. Flag Salute – Chair Lucente

Chair Lucente led the Board and the public in the Pledge of Allegiance.

D. Additions/Corrections to the Agenda – Chair Lucente

The Executive Director requested the addition of Action Item IV.G., “Recommendation to approve and submit Request for Allowance of Attendance Because of Emergency Conditions to the California Department of Education”.

E. Approval of Minutes

Minutes of Previous Regular Meeting – Chair Lucente

On **MOTION** of Yvette King-Berg **SECONDED** by Gabriela Montoya and **CARRIED** by a vote of 6 (YES) and 0 (NO), the minutes of the October 19, 2017 Regular Meeting were approved.

II. COMMUNICATIONS

A. Presentations from the Public – Chair Lucente

There were no presentations from the public.

B. Committee/Council Reports

Minutes of all meetings held by any committee and/or council were sent to the Board Members prior to this meeting.

There were no further reports by committees/councils.

C. Treasurer/CFO's Report

Executive Director, Irene Sumida, reported for Kristin Dietz, FCPS Treasurer and CFO, and presented monthly profit and loss statements, revenue, expenditures, year-to-date projections, and First Interim Reports for the Fenton Charter Public Schools. The following information/reports were presented:

- Forecast net income for the organization was \$1,441,999
- This forecast reflects a decrease of \$270,000 from the previous forecast with the change related to the following:
 - Final OPEB adjustment per prior year liability: negative \$120,000
 - SB 740 calculation adjustment: negative \$151,000 (primarily at FPC)
 - Special Education contracted and legal services at FACS: negative \$52,000
 - Repairs and maintenance at SMBCCS: -\$54,000
 - Prior year revenue for lottery and SMAA of \$78,000 helped to offset additional expenses above
- Balance sheet remains strong with cash balances at 9/30/17 of \$11,851,866, an increase of \$182,000 compared to year-end
- First Interim Reports for each of the five Fenton campuses

D. Directors' Reports

Fenton Avenue Charter School (FACS) – Stacy Carroll Hutter, Director, reported.

Santa Monica Boulevard Community Charter School (SMBCCS) – Dr. David Riddick, Director, reported.

Fenton Primary Center (FPC) – Richard Parra, Director, reported.

Fenton STEM Academy (STEM) – Jennifer Miller, Director, reported.
Fenton Charter Leadership Academy (FCLA) – Cary Rabinowitz, Director, reported.

E. Executive Director’s Report

Fenton Charter Public Schools (FCPS) – Irene Sumida, Executive Director, reported.

III. CONSENT AGENDA ITEMS

A. Recommendation to approve move of Elementary School Counselor from FCLA and STEM to SMBCCS

B. Recommendation to approve continued membership in the California Charter Schools Association (CCSA)

On **MOTION** of Yvette King-Berg, **SECONDED** by Daniel Laughlin and **CARRIED** by a vote of 6 (YES) and 0 (NO), the recommendation to approve the Consent Agenda was approved.

IV. ITEMS SCHEDULED FOR ACTION

A. Recommendation to receive and file the June 30, 2017 consolidated audit report for the Fenton Charter Public Schools

On **MOTION** of Walter Wallace, **SECONDED** by Gabriela Montoya and **CARRIED** by a vote of 6 (YES) and 0 (NO), the recommendation to receive and file the June 30, 2017 consolidated audit report for the Fenton Charter Public Schools was approved.

B. Recommendation to approve LAUSD Certification of Board Compliance Review

On **MOTION** of Daniel Laughlin, **SECONDED** by Gabriela Montoya and **CARRIED** by a vote of 6 (YES) and 0 (NO), the recommendation to approve LAUSD Certification of Board Compliance Review was approved.

C. Recommendation to receive and file revised 2015-2016 and 2016-2017 fiscal year FASB ASC 715 Actuarial Valuation Reports for the Fenton Charter Public Schools post-employment healthcare benefit program

On **MOTION** of Diane Abeyta, **SECONDED** by Walter Wallace and **CARRIED** by a vote of 6 (YES) and 0 (NO), the recommendation to receive and file the revised 2015-2016 and 2016-2017 fiscal year FASB ASC 715 Actuarial Valuation Reports for the Fenton Charter Public Schools post-employment healthcare benefit program was approved.

D. Recommendation to approve opening of investment account for Fenton Charter Public Schools at Cathay Wealth Management

On **MOTION** of Yvette King-Berg, **SECONDED** by Daniel Laughlin and **CARRIED** by a vote of 6 (YES) and 0 (NO), the recommendation to

approve the opening of investment account for Fenton Charter Public Schools at Cathay Wealth Management was approved.

E. Recommendation to approve tree trimming at Fenton Avenue Charter School

On **MOTION** of Diane Abeyta, **SECONDED** by Gabriela Montoya and **CARRIED** by a vote of 6 (YES) and 0 (NO), the recommendation to approve the tree trimming at Fenton Avenue Charter School was approved.

F. Recommendation to approve Proposition 39 (California Clean Energy Jobs Act) Manager Services fees

On **MOTION** of Walter Wallace, **SECONDED** by Gabriela Montoya and **CARRIED** by a vote of 6 (YES) and 0 (NO), the recommendation to approve the Proposition 39 (California Clean Energy Jobs Act) Manager Services fees was approved.

G. Recommendation to approve and submit “Request for Allowance of Attendance Because of Emergency Conditions” to the California Department of Education

On **MOTION** of Yvette King-Berg, **SECONDED** by Daniel Laughlin and **CARRIED** by a vote of 6 (YES) and 0 (NO), the recommendation to approve and submit “Request for Allowance of Attendance Because of Emergency Conditions” to the California Department of Education to obtain approval of attendance and instructional time credit during the closure of FACS and FPC (December 5 – December 8; 4 days), and FCLA and STEM (December 6 – December 8; 3 days) due to the Creek Fire was approved.

V. ITEMS SCHEDULED FOR INFORMATION

A. Update on FCPS OPEB Trust

John Coury, First Vice President and Financial Advisor at Cathay Wealth Management, presented an update on the activities of the investment account to date.

B. E-Rate Executive Summary

These were information items only and no action was taken.

VI. CLOSED SESSION

Chair Lucente made the following announcement:

“The Board of Directors will now be moving into closed session to discuss matters described in Section VI. Matters to be discussed are those permitted by Government Code Section 54957 – Personnel Matters.”

The Board convened to Closed Session at 5:47 p.m.

- A. **PERSONNEL: (Government Code 54957)**
PUBLIC EMPLOYMENT – Instructional Coaches’ Job Description
- B. **PERSONNEL: (Government Code 54957)**
PUBLIC EMPLOYMENT – Selection of New Administrators and Placement of Current Administrators
- C. **PERSONNEL: (Government Code 54957)**
PUBLIC EMPLOYMENT – Evaluation Process for Administrators

VII. RETURN TO OPEN SESSION

The Board reconvened to Open Session at 6:26 p.m.

Chair Lucente announced that action had been taken on the following items by the Board of Directors in Closed Session:

- A. **PERSONNEL: (Government Code 54957)**
PUBLIC EMPLOYMENT – Instructional Coaches’ Job Description, Job Application and Timeline for Selection

On **MOTION** of Diane Abeyta, **SECONDED** by Daniel Laughlin and **CARRIED** by a vote of 6 (YES) and 0 (NO), the Board approved the job description and job application for the two positions of Instructional Coach along with the following actions:

- 1) The Executive Director is to distribute the job application via email to all staff on December 13, 2017. Completed applications are to be submitted to the Executive Director by January 12, 2018, and interviews will be scheduled for Saturday, January 20, 2018, and conducted by the following members of the Ad Hoc Planning and Implementation Committee:
 - Board Members Daniel Laughlin and Joe Lucente
 - Faculty Representatives Barbara Ausherman (FACS), Walter Gomez (SMBCCS), Meaghan Berry (FPC), Cecilia Quijano (FCLA/STEM)
 - Executive Director Irene Sumida and newly appointed Chief Academic Officer David Riddick
- 2) The Executive Director will request approval of the two candidates recommended for the Instructional Coaches’ positions by the Ad Hoc Instructional Coaches Interview Committee at the January 25, 2018 regular meeting of the Board of Directors.

- B. **PERSONNEL: (Government Code 54957)**
PUBLIC EMPLOYMENT – Selection and Placement of Current and New Administrators

On **MOTION** of Yvette King-Berg, **SECONDED** by Walter Wallace and **CARRIED** by a vote of 6 (YES) and 0 (NO), the Board approved the following actions:

Placement of Current Administrators:

- 1) When openings occur for a Director level position, the Executive Director will solicit suggestions from staff and conduct a survey of current administrators with the understanding that only current administrators will be considered for placement as a Fenton Director. The Executive Director will bring a recommendation for placements to the Board of Directors for approval.
- 2) All current administrators will be surveyed yearly to assist with the movement of administrators to a lateral or higher position that may become necessary as determined by the Executive Director. The Executive Director will explain the need for movement to the Board of Directors and request approval.
- 3) There will be no interviews of current administrators to fill any openings as all current administrators with positive annual evaluations are qualified to hold an administrative assignment at any Fenton school.
- 4) At the January 25, 2018 meeting of the Board of Directors, recommended placements for all current administrative staff will be brought to the Board for discussion and approval. The Board will finalize all administrative assignments for 2018-2019 at that time.

Selection of New Administrators:

- 1) The Board approved an application form to be used to identify interested and qualified internal candidates for administrative positions with the understanding that all new, inexperienced administrators will begin as Administrative Coordinators.

The form will be used when additional administrators are needed and to ensure that Fenton staff members are offered the opportunity to apply for a Fenton administrative position prior to the Board seeking any outside applicants.

As additional administrators will be needed for the 2018-2019 school year, the Executive Director will send the new administrator application form via email to all staff on December 13, 2017 with a return date of January 12, 2018.

- 2) The members of the Ad Hoc Planning and Implementation Committee (Faculty and Classified Representatives) who are not participating in the Instructional Coaches interview process will review all applications on January 20, 2018 to ensure qualifications and experience requirements are met.

The Board will receive and review applications at the January 25, 2018 meeting and approve the Ad Hoc New Administrator Interview Committee consisting of Faculty and Classified Representatives, at least one administrator from each site, selected Board representatives, the ED and CAO. All administrators are employed by the Fenton Charter Public Schools, and must be able to move to any location as needed. Interviews will therefore be conducted by representatives of the organization (each school site and the FCPS office).

- 3) Interviews for new administrative positions are to be conducted on February 10, 2018. The Executive Director will place candidates selected by the Ad Hoc New Administrator Interview Committee at specific school sites for the 2018-2019 school year. Each will serve as an Administrative Coordinator. The Executive Director will present the recommendation for placements to the Board of Directors for final approval at the March 1, 2018 meeting.
- 4) If administrative openings should still exist after in-house candidates have been interviewed and placements made by the Board on March 1, 2018, the Executive Director will seek outside candidates via EdJoin or other professional job listings unless there are qualified in-house candidates that are recommended to the Board of Directors by the Executive Director. The Ad Hoc Planning and Implementation Committee will meet to discuss and specify next steps if this should occur.

**C. PERSONNEL: (Government Code 54957)
PUBLIC EMPLOYMENT – Evaluation Process for Administrators**

On **MOTION** of Yvette King-Berg, **SECONDED** by Daniel Laughlin and **CARRIED** by a vote of 6 (YES) and 0 (NO), the Board approved the revision of the evaluation process for administrators as follows: the items corresponding to each administrator's job description will be removed, but comments related to the fulfillment of responsibilities will remain. The section describing the characteristics of leadership will remain as in previous years. This section will comprise the final score, along with a summary of all comments. Beginning in the 2018-2019 school year, the Chief Academic Officer will add additional comments based on site observations and achievement results.

The Ad Hoc Planning and Implementation Committee is asked to continue to refine and improve the administrators' evaluation process to ensure a more inclusive mechanism. Some suggestions received from the Committee, which the Board supports for future discussion:

- In addition to staff input, have Assistant Directors and Administrative Coordinators evaluated by the Director of the school
- Survey parents and students
- Have Faculty and Classified Representatives complete the evaluations based on input from their constituents

The Board requests that the Committee work on this task after the matters already scheduled on the Committee's calendar for this school year have been completed. The review may begin this school year or next, but should be accomplished to ensure an improved process moving forward.

VIII. ANNOUNCEMENTS

IX. ADJOURNMENT

The meeting was adjourned at 6:34 p.m.

The next regular meeting of the Board of Directors of the Fenton Charter Public Schools will be held on Thursday, January 25, 2018 at 4:30 p.m. in the boardroom of the Fenton Charter Public Schools, 8928B Sunland Boulevard, Sun Valley, CA 91352.

Respectfully submitted:

Teresa Elvira
Secretary of the Board

Robin Rodriguez
Secretary of the Board

Megan Stevenson
Secretary of the Board