



## Alta Public Schools

### Minutes

#### Board Meeting

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**Date and Time**

Tuesday January 15, 2019 at 7:00 PM

**Location**

4210 E. Gage Ave., Bell, California 90201

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**Directors Present**

A. Chavarria, D. Bainbridge, G. Tanner, J. Pelayo, M. Porras, R. Carranza

**Directors Absent**

*None*

**Guests Present**

X. Reyes

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

G. Tanner called a meeting of the board of directors of Alta Public Schools to order on Tuesday Jan 15, 2019 at 7:00 PM.

Intro of new Board members, Dustin Bainbridge and Azucena Chavarria.  
recorded audio for future reference.

## **II. Consent Agenda**

### **A. Approve Minutes**

minutes from meeting 12/13/18, 12/17/18

J. Pelayo made a motion to approve minutes from the Special Meeting on 12-17-18 and the consent agenda items Special Meeting on 12-17-18.

M. Porras seconded the motion.

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

### **B. New Hires**

### **C. Compliance Monitoring and Certification of Board Compliance Review**

## **III. Public Comment**

### **A. Public Comment**

NONE

## **IV. Superintendent Report**

### **A. Recognition of Students for Exhibiting IB Learner Profiles**

Academia student of the month - Lora

Middle school - Jason Ajanas

High School - Alexiss Sanchez

### **B. Recognition of Staff Who Bring Life to APS's Mission and Vision**

Academia staff of the month - Ms. Mason

Middle school - Wendy Najera

High School - Jose Acedo

### **C. Superintendent Report**

1. Academia renewal last week anticlimactic with benchmarks
2. Looking at 2019-20 enrollment, class scheduling, teacher recruitment - attract and retain teachers
3. Instructional calendar - need to vet with parent stakeholder group - LA's IB training is going to be a change in October 2019

D. Bainbridge made a motion to approve report.

M. Porras seconded the motion.

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

#### **D. Principals' Reports**

HS report:

- 1) professional development - IB conference this week
- 2) 8 students to United Nations - Maldives the country

MS report:

- 1) stay on course - math focus
- 2) mentoring program kick off
- 3) PBIS initiated proud Lion moments
- 4) Student-led conferences

ES report:

- 1) renewal - thank you for central office
- 2) PBIS matrix implementation and feedback with good behavior rewards
- 3) Parent conferences
- 4) IB training and program of inquiry/self study
- 5) AP recommends Tanya Esqueda

A. Chavarria made a motion to thank CEO and leadership team - Carranza.

R. Carranza seconded the motion.

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

#### **E. International Baccalaureate Implementation Update - PYP, MYP, DP**

Kayleen Authorization and Evaluation Process - Board need an active role in IB authorization

Academia went through the self study process and is coming up for reauthorization - June 1

Middle school application due this April 1

HS Diploma IB Visit end March 2019

For Board's understanding of IB - Section A, Philosophy; Organization; Resources and support - Azucena to call Kayleen

#### **F. Prepa Tec Los Angeles High School Minimum Graduation Requirements**

minimum graduation requirements. 220 credits, UC/CSU requirement and table with comparable to LAUSD

Complete a senior creativity and serve requirement - senior expo  
AB - Foster Youth and Probation requirement - 130 requirements  
CP program - Carer Prep Pathway

Why 30 instead the 40? because of IB and the global context, the geography is a foundational course to understand - a required elective - minimum GPA? do we offer "Ds"  
- how many kids do they fall into AB1806 bill? none

we will bring DP and CP requirements

D. Bainbridge made a motion to approve the requirements.

G. Tanner seconded the motion.

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

## V. Finance Report

### A. December 2018 Financials

Renewal - Lausd did an extensive review - the upside they understand that we have a network and each school leans on each other. A visit of all three; all decisions are of all three.

Narrative on Board on Track -

Consolidated - CMO fees based on schools' gross revenue; organizational totals; revised budget and variance analysis - \$7.8m/\$6.9m - \$861 surplus. Central office - large negative Net Assets - next year will begin to recover and will be positive by the time we go to renewal for PTLAM

Balance Sheet - due to/from, we want to eliminate future transactions - schools have balances to settle with Central, except MS-HS due to TI at 4210 Gage

Accounts Payable - delayed receivables. Waiting for CSFA to receive SB740 funds.

Central - actual vs budget - no material variance - expenses are over budget by \$43k - favorable variance \$57k with non-staff contracting. busing, subs, professional fees (largest because litigation), social media services - line 58 - charter safe

Aged payables - growing

HS - lower ADA, legal fees social media administration

Recommend January 1 increase .5% the APS fee - signature - how do we establish the fee? we build the fee with the surplus, cost of providing services - solve for the percent

Need a Dashboard - per Jesse Pelayo - will work with committee and staff

HS to get to positive Net Assets - tenant improvements, 10 year lease to re-amortize the improvements - \$180K favorable impact to our budget. FCMAT calculator and shows governors numbers . Receive PENSEC payment for HS and 1st quarters Federal funds.

J. Pelayo made a motion to financials.

D. Bainbridge seconded the motion.

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

**B. Umpqua Bank Line of Credit - 6th Amendment**

FYI - 6th amendment expires April 9th - 90days sufficient, voluntary disclosure - \$1.390m owed to ump qua

**C. Consideration of an Operating Loan**

Purpose is for consolidating debt. Loan is not factoring. AP balance? - per Jesse Pelayo - \$1.75m (\$400 construction - bonds pay)

J. Pelayo made a motion to consideration of loan.

M. Porras seconded the motion.

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

**D. Annual ER Discretionary Match to 401(k) Plan**

These are not 401K EE contributions, 1 time discretionary match - 10% of contributions.

\$77k, ADP - \$7700 charge - once testing certified

J. Pelayo made a motion to with maximum limit of \$8000 contribution 2018.

A. Chavarria seconded the motion.

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

**E. LACOE EFT Payments routed back to Schools' Accounts**

EFT can come directly to our own accounts - authorize EFT payment directly to our bank

A. Chavarria made a motion to approve.

G. Tanner seconded the motion.

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

**VI. CEO Report**

**A. CEO Report**

R. Carranza made a motion to report.

M. Porras seconded the motion.

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

**B. Governance:**

Mr. Reyes informed the Board of options for Brown Act trainings; CCSA, Board on Track, and School & College Legal Services. Face to face trainings may also be provided by our attorneys. Date to be determined.

Appointments to Standing Board Committees: Finance Committee (Jesse Pelayo, Dustin Bainbridge, Raul Carranza); Human Relations (Raul Carranza, Azucena Chavarria, Dustin Bainbridge); Governance (Greg Tanner, Mary Porras); Education (Mary Porras, Jess Pelayo, Azucena Chavarria)

Board was reminded to visit and familiarize themselves with Board on Track and its resources

CEO Evaluation Coordinator was assigned - Jesse Pelayo

Board was presented with the Bylaws draft to review

J. Pelayo made a motion to Create the Education Committee.

A. Chavarria seconded the motion.

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

**C. School Development:**

Mr. Reyes updated the Board on Academia Moderna renewal, 8001 Santa Fe PTLA middle school project, and the PTLA high school master plan.

**D. Student Services:**

Mr. Reyes provided the enrollment numbers for the month and made the Board aware of the events calendar. The Board was also made aware of the marketing plan being developed to enroll and keep our student in all campuses.

**E. Human Relations: report**

Mrs. Mendez provided the monthly HR report and provided the Board with a current list of open positions that need to be filled soon. She also provided for the Board a report on health benefits for staff.

**VII. Closed Session**

**A. Annual CEO Evaluation and Bonus**

Annual evaluation was conducted of the CEO and complete bonus was issued.

**B. Conference w Legal Counsel – Anticipated Litigation (Gov. Code section 54956.9(d) (2)): 1 matter**

No activity this month

**VIII. Closing Items**

**A. Agenda Items for next meeting:**

NONE

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:30 PM.

Respectfully Submitted,  
M. Porras

**C. NEXT BOARD MEETING: February 12, 2019**