

# **NOTICE OF PUBLIC MEETING**

## **PUENTE Charter School**

The Board of Directors of PUENTE Learning Center will be conducting a public meeting on:

**Wednesday, December 8, 2021  
8:30 a.m.**

**PUENTE Learning Center  
501 S. Boyle Avenue  
Los Angeles, CA 90033**

Any person who wishes to address the Board of Directors is welcomed to attend.  
No prior notification of your attendance is necessary.

If you require accommodations in order to attend this meeting can call Jerome Greening at 323.780.0076 or email at [jerome@puente.org](mailto:jerome@puente.org). for assistance

It is hereby noted that the agenda for this meeting of the PUENTE Governing Board has been posted at the following location(s):

- [www.puente.org](http://www.puente.org)
- PUENTE Charter School, 501 S. Boyle Ave., Los Angeles, CA 90033  
main doors and parent board
- 125. N. Marengo Ave. Suite 202 Pasadena, Ca 90017
- 5228 Whittier Blvd. Whittier, Ca 90031
- 3645 Long Beach Blvd. Long Beach Ca 90807
- 6098 Rickenbacker Rd. Commerce, Ca 90040
- 777 S. Figueroa St Suite 4550. Los Angeles, Ca 91101
- 3525 Via San Delarro Montebello, Ca 90640
- 277 Green St. #406 Pasadena, Ca 91105



# PUENTE Learning Center

## PUENTE Charter School Board of Directors Meeting Agenda

Wednesday, December 8, 2021

8:30 am

501 S. Boyle Avenue, Los Angeles, CA 90033

Join Zoom Meeting

<https://us04web.zoom.us/j/79671493926?pwd=WXVNSW4wOTRYTnh0K2EzUW8veGRBZz09>

Meeting ID: 796 7149 3926

Passcode: RE6cnn

### Teleconference locations:

- see below

Notice is hereby given that the PUENTE Learning Center Board of Directors of PUENTE Charter School will hold a public meeting at the above-referenced time and locations. The purpose of the meeting is to discuss and take action on the following agenda. The agenda shall provide an opportunity for members of the public to address the board directly at each location. (GOV CODE: 54954.3).

If you require special accommodations in order to attend this meeting, please call Jerome Greening at (323) 780 – 0076 or e-mail at [jerome@puente.org](mailto:jerome@puente.org).

Agendas for all regular board meetings are posted at least 72 hours prior to the meeting, and agendas for all special board meetings are posted at least 24 hours prior to the meeting at the entrances of the PUENTE facility and on the Parent Board at PUENTE Charter School, teleconference locations, and on [www.puente.org](http://www.puente.org). (GOV CODE: 54954.2, 54956)

Agenda Item	Proposed Action	Attachments	Who	
1. Call to Order and Roll Call to Establish Quorum	Roll Call	Board Roster	Board Chair, Chun Wong	
2. Minutes – September 22, 2021 – October 28, 2021	Approval	Minutes		
3. Public Comment				
Members of the public are welcome to address the PUENTE Charter School Board directly at a regular meeting to address any item of interest, or on the agenda and at a special meeting to address any item on the agenda, before or during the consideration of the item. Comments will be limited to three minutes. (GOV CODE: 54954.3) No action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of GOV CODE Section 54954.2.				
4. Operations & Programs				
i. Year-to-Date Operations Update Operational updates including student academic performance and school-wide activities	Informational	PowerPoint	CEO, Jerome Greening & Principal, Brenda Meza Charter School Advisory Committee Member, Oscar Cabrales	
ii. Compliance Monitoring Form 2021-2022 Compliance document checklist for Charter School operations.	Approval	Compliance Monitoring Form 2021-22		
iii. Educator Effectiveness Grant Plan 2021-2026 The Educator Effectiveness funds may be used to support the professional learning or certificated teachers, administrators, paraprofessional educators, and certificated staff for the period of FY22-FY26;	Approval	Resolution for the approved use of the Educator Effectiveness Grant Funds		

<b>iv. PUENTE Charter Gifted &amp; Talented Program</b> Procedure for identifying and supporting gifted and talented students, with guidance from the California Department of Education	Approval	PUENTE Charter School Gifted and Talented Program		
<b>5. Finance Report</b> <b>i. Charter Financials as of September 30, 2021</b>  <b>ii. Approval of FY21 Audit Financial Report</b>	Informational  Approval	Financial Report  FY 21 Audit Report	Finance Committee Chair, Chun Wong Finance Committee Member, Jocelyn Rosenwald VP of Finance & Administration, Angelica Castro CEO, Jerome Greening	
<b>6. Adjournment</b>			Board Chair, Chun Wong	
<b>Certification of Posting</b> I, Jerome Greening, hereby certify that this agenda was posted on 12/3/21 at 3 pm at: -- PUENTE Learning Center website <a href="http://www.puente.org">www.puente.org</a> -- PUENTE Learning Center, 501 S. Boyle Avenue, Los Angeles, CA 90033, <i>north side and south side entrance, and parent board</i>				

125. N. Marengo Ave. Suite 202 Pasadena, Ca 90017

5228 Whittier Blvd. Whittier, Ca 90031

3645 Long Beach Blvd. Long Beach Ca 90807

6098 Rickenbacker Rd. Commerce, Ca 90040

777 S. Figueroa St Suite 4550. Los Angeles, Ca 91101

3525 Via San Delarro Montebello, Ca 90640

277 Green St. #406 Pasadena, Ca 91105



**PUENTE Charter School**

501 S. Boyle Avenue, Los Angeles, CA 90033

**BOARD MEETING MINUTES**

September 22, 2021 8:30 am

Join Zoom Meeting

<https://us04web.zoom.us/j/74883149844?pwd=aGxxMExQK2JGc0xmRnR5TE9ld2NWQT09>

Meeting ID: 748 8314 9844

Passcode: 06Mskv

The PUENTE Charter School board meeting was conducted via Zoom due to COVID-19 on Wednesday, September 22, 2021 at 8:30 am. Board members and staff attended the meetings from their place of residence or workplace.

**Board Members in Attendance:** Chun Wong, Tyler M.P. Sutherland, Oscar Cabrales, Greg Gonzalez, Albert Reyes, Jocelyn Rosenwald (Ms. Rosenwald joined at 8:50 am)

**Board Members not in Attendance:** Lara Lightbody

**PUENTE Staff in Attendance:** Jerome Greening, Brenda Meza, Angelica Castro, Matt Wells, Michele Wolfe, Alicia Granados

**Call to Order**

Chun Wong called the meeting to order at 8:33 am. A quorum was established.

**Roll Call**

Board Chair Chun Wong conducted a roll call for Board Members. Present were: Chair, Chun Wong; Tyler M.P. Sutherland, Oscar Cabrales, Greg Gonzalez, Albert Reyes, Rosenwald  
Approval of Board Meeting Minutes from June 16, 2021

*Motion: A motion was duly made by Chun Wong and seconded by Tyler Sutherland to approve the June 16, 2021 minutes. Board moved to accept the minutes as written. Wong, "yes"; Sutherland, "yes"; Cabrales, "yes"; Gonzalez, "yes"; Reyes, "yes";*

**Staff Report:**

**Brown Act Requirements**

Jerome Greening, CEO notified the board of the upcoming The Brown Act Training that is required by law as centered on charter school governance transparency to the public.

## **Data Dashboard**

Principal Brenda Meza provided the information from the PUENTE Charter School Dashboard including student demographics.

## **LCFF Funding Priorities**

Ms. Meza presented the eight priorities of LCFF Funding for Schools including; Ensure school spaces are compliant, Assess students with the standardized testing tools  
ELPAC – English Language Proficiency Assessments for California to establish English language proficiency level and our Reclassification rate for 21-22, NWEA-MAP for grade-level mastery (below; near; met or exceeds), Re-establish the school “safe-place” designation and support social-emotional development and to Provide intensity of support for occurrences of learning loss, Partner with families.

## **A Day in the Life of a PUENTE Scholar**

A video titled, “A Day in the Life of a Scholar” was shared with the governing board illustrating the average day of a Charter student.

## **COVID-19 Containment Plan (Updated)**

Principal Meza shared the updated PUENTE Charter School Containment Policy including the new state guidelines.

*Board member Jocelyn Rosenwald joined the meeting at 8:50am*

## **Financial Report:**

### **Statement of Activities Analysis:**

As of June 30, 2021, the Charter School reported total revenue \$2,700,035 and expenses of \$2,597,862 that resulted in a change in net assets or net surplus of \$102,172. As of June 30, 2021, total operating revenue exceeded YTD budgeted revenue by \$316,695. This is mainly due to unexpected Federal Income funds, COVID-19 Loss Mitigation Learning Funds provided via State of California funding.

Line items of notes to highlight are as follow:

- Personnel cost: Personnel cost was \$1,649,538 for a total of \$90,440 over budgeted amount. This is due in part to the shift in labor allocations to the Charter School for maintenance, HR & Finance due to a combination of the Charter School’s growth and the increase in state compliance on Health and Safety requirements mandated by the CDE due to COVID. We expect these allocations to remain in place for the foreseeable future.
- Special Ed. Fair Share: The Charter School is fiscally responsible for a partial payment of expense associated with Special Education Programs that the School District is responsible for

and pays for out of its General Fund. Special Ed Fair Share total costs was \$134,654 or 5.2% is \$26,598 above budgeted amount.

- Special Ed. Contract: Special Ed. Contract was \$119,759 is \$74,503 over budgeted amount. This is mainly due to additional need during distance learning as the Charter School offered added support to students in need. In addition, an expanded health and wellness component was offered by licensed professionals to students and families during virtual learning.
- Professional Services: Professional services was \$49,182 over budgeted amount or approximately 2.9% expense allocation. This category includes expenses associated with Strategic Planning, additional costs incurred for IT, special education advisor, COVID-19 reporting compliance advisor and screening, as well as a new custodial contractor.
- Insurance: Insurance was \$19,045 above budgeted amount. This is mainly due to the growth of the organization as well as exposure associated with COVID that has directly affect the premiums.
- Doubtful Accounts: This account is a non-cash contra asset account. It reduces the amount of the receivable and prevents a large swing in operating results when uncollectible accounts are written off directly as bad debt expenses.
- Utilities: Utilities was \$6,632 below budgeted amount. This is mainly due to savings associated with reduced energy cost due to remote status.
- Vacation Accrual: Vacation Accrual of \$27,590 is a non-cash expense and represents the vacation time that employees have earned as per our benefits policy, but which has not yet been used or paid.
- Telephone: Telephone was \$4,224 over budgeted amount. This is mainly due to the purchase of mobile hotspots for families without access to internet.
- Security: Security was \$24,780 below budgeted amount. This is mainly due to the savings associated with reduced onsite security cost due to remote status.

### **Statement of Financial Position**

The Statement of Financial Position helps us evaluate the strength of PUENTE. This is done through three broad categories of investment-quality measurement: Working Capital, or short-term liquidity, asset performance, and capitalization structure.

Although Cash & Cash Equivalent decreased by \$366,515, receivable increased by \$398,037. This is mainly due to the State of California deferring our Local Control Funding Formula (LCFF) payments for LCFF that were due from February through June. We are starting to realize these receivables.

### **Working Capital**

- The Working Capital: Working capital is calculated as current assets minus current liabilities and represents the amount of cash PUENTE can safely spend. Current assets of \$1,463,972 minus current liabilities \$258,584 equals \$1,205,388

### **Asset performance**

- Cash Ratio: Compares the amount of cash and cash equivalent of \$351,346 against current liabilities of \$258,584 resulting in 1.36. Please note that the liability are payments due to PUENTE Learning Center and not outside vendors. This means that for every \$1 of liability, the Charter School has \$1.36 of liquid cash.
- Quick Ratio: Measures the ability to pay PUENTE's short-term liabilities by having assets that are readily convertible into cash. Cash of \$351,346, accounts receivable of \$626,952 and contributions receivable of \$485,674 totaling \$1,112,626 divided by current liabilities of \$258,584 resulting in 5.66. This means that the Charter School has capacity to pay off its current liabilities with the current assets and can easily fund its day-to-day operations. Here for every \$1 of current liability, the Charter School has \$5.66 of quick assets to pay for it.
- Months of Cash on Hand: Represents the number of months of operating expenses that the Charter can pay with its current cash available. According to our Statement of Activities total operating expenses were \$2,597,862. As such, the average monthly expense or burn rate is \$288,651. Our total cash and cash equivalent is \$351,346 when divided by the burn rate of \$288,651 we get 1.21 months of cash on hand.

### **Statement of Cash Flow**

The Charter School's cash decreased by \$390,426. The decrease was mainly due to the following:

- a. As a non-cash item, change in depreciation of \$18,538 is subtracted to the net surplus to reconcile the cash from operations.
- b. Accounts receivable increased by \$404,103. Increasing receivables means less inflow of cash through decrease in collections. Therefore, the \$404,103 is subtracted from the net surplus.
- c. Contributions receivable decreased by \$6,066. Decreasing receivables means more cash through the increase in collections. Therefore, the \$6,066 is added to the net surplus.
- d. Due to Other Programs to the Center Increased by \$47,654. Increasing liabilities means that obligations are paid at a later time. As such, the Charter School has more cash on hand as the \$47,654 is added to the net surplus.
- e. Property & Equipment increased by \$160,757. This was mainly due to the payments related to the purchase of laptops and hotspots for our students without reliable internet access and/or technology to participate in digital learning. The increase resulted in a decrease in cash. As such, the change is subtracted from the total change in net assets.
- f. The total decrease in cash of \$390,429 is subtracted from the beginning cash of \$741,774 resulting in ending cash balance of \$351,346

### **PUENTE Charter School ACCOUNTING POLICIES AND PROCEDURES Manual Internal Financial Controls**

Vice President of Finance Angelica Castro presented the PUENTE Charter Accounting Policies and Procedures manual to the Board of Directors for approval.

***Motion:*** A motion was duly made by Chun Wong and seconded by Oscar Cabrales Wong, “yes”; Sutherland, “yes”; Cabrales, “yes”; Gonzalez, “yes”, Reyes, “yes.”; Rosenwald, “yes.” The Board unanimously approved.

Chun Wong thanked everyone for their participation and adjourned the meeting at 9:07 am.

Submitted Respectfully,  
Alicia Granados





Thursday, October 28, 2021

8:30 am

501 S. Boyle Avenue, Los Angeles, CA 90033

Meeting Minutes

<https://us04web.zoom.us/j/76861913179?pwd=dWQzdm90dmgyeVBVdEVEKzJhcTdrUT09>

Meeting ID: 768 6191 3179

Passcode: VZu4Re T

The PUENTE Charter School board meeting was conducted via Zoom due to COVID-19 on Thursday, October 28, 2021 at 8:30 am.

**Board Members in Attendance:** Chun Wong, Tyler Sutherland, Jocelyn Rosenwald, Oscar Cabrales, Greg Gonzalez, Albert Reyes, Lara Lightbody

**Board Members Not in Attendance:** none

**PUENTE Staff in Attendance:** Jerome Greening, Brenda Meza, Angelica Castro, Michele Wolfe, Dominic Armendariz, Alicia Granados

#### **Call to Order**

Chun Wong called the meeting to order at 8:33 am. A quorum was established.

#### **Roll Call**

Board Chair Chun Wong conducted a roll call for Board Members. Present were: Chair, Chun Wong; Tyler Sutherland, Jocelyn Rosenwald, Oscar Cabrales, Greg Gonzalez, Lara Lightbody and Albert Reyes

#### **Public Comment**

Chun invited anyone present who wished to make public comments to do so. There were none.

#### **PUENTE Charter ESSER III Expenditure Plan**

Brenda, Jerome and the board reviewed and discussed the allocations for how the ESSER III funds will be used to address students' academic, social, emotional, and mental health needs, as well as the opportunity gaps that existed before, and were exacerbated by, the COVID-19 pandemic.

#### **Approval of the PUENTE Charter Expenditure Plan**

**Motion:** A motion was duly made by Greg Gonzalez and seconded by Albert Reyes to approve the PUENTE Charter ESSER III Expenditure Plan



Board voted to approve: *Wong, "yes"; Sutherland, "yes"; Rosenwald, "yes"; Cabrales, "yes"; Gonzalez, "yes"; Lightbody, "yes"; Reyes, "yes";*

**Adjournment of Meeting**

Chun Wong thanked everyone for their participation and adjourned the meeting at 9:18 am.

Submitted Respectfully,  
Alicia Granados



# Board Meeting

## Wednesday, December 8, 2021

**L C A P**  
YOUR SCHOOL.  
**YOUR PLANS.**

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# Pupil Outcomes – English Language Arts

	BEGINNING OF YEAR (Test window: NWEA English Assessment)							
	Enrollm ent Count	Low	LoAvg	Avg	HiAvg	High	Not Asses sed	Data Check
School-Wide (Grades K-2)	129	22%	16%	27%	18%	14%	2%	
		29	21	35	23	18	3	129
English Learner	41	34%	27%	20%	10%	7%	2%	
		14	11	8	4	3	1	41
Economically Disadvantaged	104	25%	16%	23%	18%	14%	3%	
		26	17	24	19	15	3	104
Students with disability	5	40%	60%	0%	0%	0%	0%	
		2	3	0	0	0	0	5
Hispanic or Latino	124	22%	17%	27%	17%	15%	2%	
		27	21	34	21	18	3	124
Black or African American	4	50%	0%	0%	50%	0%	0%	
		2	0	0	2	0	0	4
White, not Hispanic	1	0%	0%	100%	0%	0%	0%	
		0	0	1	0	0	0	1

	BEGINNING OF YEAR ICA ELA Assessment						
	Enrollm ent Count	Did Not Meet	Nearly Met	Met	Exceed ed	Not Asses sed	Data Check
School-Wide (Grades 3-4)	91	67%	23%	7%	1%	2%	
		61	21	6	1	2	91
English Learner	35	89%	9%	0%	0%	3%	
		31	3	0	0	1	35
Economically Disadvantaged	76	68%	26%	1%	1%	3%	
		52	20	1	1	2	76
Students with disability	11	82%	18%	0%	0%	0%	
		9	2	0	0	0	11
Hispanic or Latino	89	69%	22%	6%	1%	2%	
		61	20	5	1	2	89
Black or African American	1	0%	100%	0%	0%	0%	
		0	1	0	0	0	1
White, not Hispanic	1	0%	0%	100%	0%	0%	
		0	0	1	0	0	1



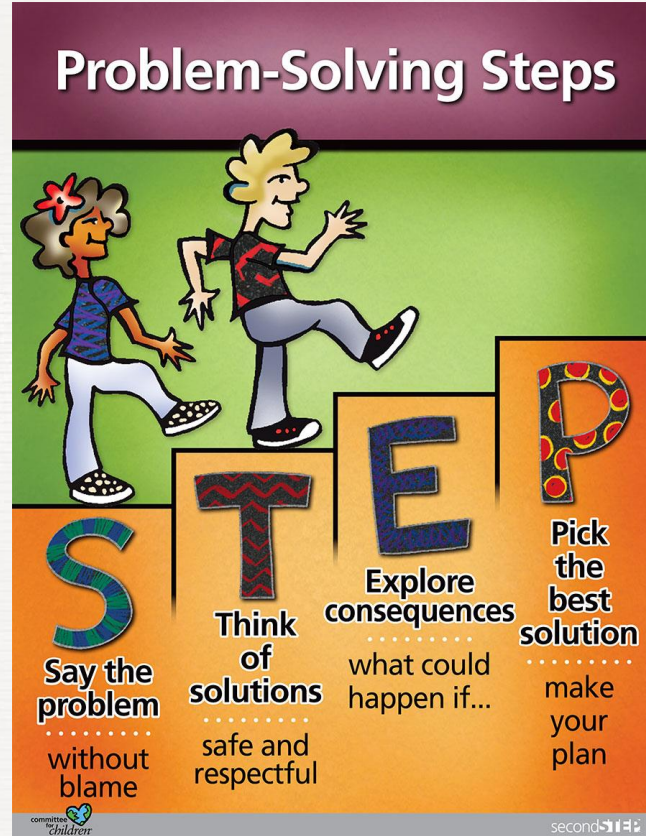
# Pupil Outcomes - Math

	BEGINNING OF YEAR NWEA Math Assessment							
	Enrollment Count	Low	LoAvg	Avg	HiAvg	High	Not Assessed	Data Check
School-Wide (Grades K-2)	129	20%	26%	22%	19%	12%	1%	
		26	33	28	25	16	1	129
English Learner	41	32%	22%	27%	12%	5%	2%	
		13	9	11	5	2	1	41
Economically Disadvantaged	104	21%	24%	21%	19%	13%	1%	
		22	25	22	20	14	1	104
Students with disability	5	40%	20%	40%	0%	0%	0%	
		2	1	2	0	0	0	5
Hispanic or Latino	124	19%	27%	22%	19%	13%	1%	
		24	33	27	23	16	1	124
Black or African American	4	50%	0%	0%	50%	0%	0%	
		2	0	0	2	0	0	4
White, not Hispanic	1	0%	0%	100%	0%	0%	0%	
		0	0	1	0	0	0	1

	BEGINNING OF YEAR ICA Math Assessment						
	Enrollment Count	Did Not Meet	Nearly Met	Met	Exceeded	Not Assessed	Data Check
School-Wide (Grades 3-4)	91	80%	13%	0%	0%	7%	
		73	12	0	0	6	91
English Learner	35	94%	3%	0%	0%	3%	
		33	1	0	0	1	35
Economically Disadvantaged	76	82%	12%	0%	0%	7%	
		62	9	0	0	5	76
Students with disability	11	91%	9%	0%	0%	0%	
		10	1	0	0	0	11
Hispanic or Latino	89	82%	12%	0%	0%	6%	
		73	11	0	0	5	89
Black or African American	1	0%	100%	0%	0%	0%	
		0	1	0	0	0	1
White, not Hispanic	1	0%	0%	0%	0%	100%	
		0	0	0	0	1	1



# Academic Program Plan





# Common Core State Standards



# Promotion of Parent Involvement







# Academic Program Plan – Gifted & Talented Program (For Approval)

## WHO WE ARE

### VISION

Education is a bridge that empowers lives and builds thriving communities.

### MISSION

People United to Enrich the Neighborhood Through Education.

### VALUES

Commitment to Education  
Collaborative Spirit  
Culture of Excellence

## FEDERAL DEFINITION

The California Department of Education (CDE) administers the Gifted and Talented Education (GATE) Program, which provides funding for local educational agencies (LEAs) to develop unique education opportunities for high-achieving and underachieving pupils in the California public elementary and secondary schools. Each school district's governing board determines the criteria it will use to identify students for participation in the GATE program. Categories for identification may include one or more of the following: intellectual, creative, specific academic, or leadership ability; high achievement; performing and visual arts talent; or any other criterion that meets the standards set forth by the State Board of Education (SBE).

## CALIFORNIA EDUCATION CODE

The GATE program is authorized under Education Code (EC) sections 52200-52212.



*Gifted  
and  
Talented  
program*



# Academic Program Plan – Gifted & Talented Program (For Approval)

## PROGRAM OVERVIEW

In accordance with California Ed Code, PUENTE Charter School will identify students with beyond grade level abilities in creativity, problem-solving, higher thinking skills or the arts

## DIFFERENTIATED INSTRUCTION

- Core curriculum modifications to embed depth, complexity, or advanced content
- Cluster Groupings
- Enrichment Activities

## POLICY

Students may be referred for assessment by a teacher or administrator. However, the referral must be screened and the recommendation to continue the identification process must be made by PUENTE Charter school personnel. The screening process and recommendation must be documented prior to obtaining the required parent consent and completing the referral.

## GIFTED ELIGIBILITY CRITERIA

High Achievement Ability:  
Students taking the Otis-Lennon School Ability Test, Eighth Edition (OLSAT-8) and meeting the qualifying scores below will be identified as gifted in the High Achievement Ability Category.

- A score of 95% or above on the Total Verbal or Nonverbal, Age-Based Percentile Rank.

## GIFTED IDENTIFICATION (SCREENING)

1. Referral from a teacher or administrator, beginning in 3rd grade.
2. Data
  - a. Above Grade Level Test scores on SBAC
  - b. Report Card grade of 4 in achievement for the second and their reporting period in reading and math.
  - c. Other
3. Parent Consent
4. GATE Committee reviews data/documents once a year in the Winter.
5. Student takes OLSAT



## Educator Effectiveness Grant 2021 (For Approval)

### **Educator Effectiveness Block Grant 2021**

Board of Directors authorizes the use of the funds (\$45,900) allocated to PUENTE Charter School in accordance with the areas that meet compliance, as per the California Department of Education



# CHARTER SCHOOL COMPLIANCE MONITORING 2021-2022 (For Approval)

This annual certification also provides charter governing boards an opportunity to confirm with their school leadership that systems are/remain in place to fulfill critical requirements that impact students, staff, and the public.

