

NOTICE OF PUBLIC MEETING

PUENTE Charter School

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

**Wednesday, March 3, 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. 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
- 501 S. Boyle Ave. Los Angeles, CA 90033
- 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, March 3, 2021

8:30 am

501 S. Boyle Avenue, Los Angeles, CA 90033

Join Zoom Meeting

<https://us04web.zoom.us/j/72062684613?pwd=Z1ZXK3dGeitmNm0wTjl4bEo4ZzhvZz09>

Meeting ID: 720 6268 4613

Passcode: 1yjLLV

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.

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. (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	1 min.
2. Minutes – December 2, 2020 – December 11, 2020	Approval	Minutes		2 min.
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. Return to School Planning Return to school planning progress for hybrid instruction ii. LAUSD Oversight Visit Preparation LAUSD Charter Schools Division will conduct a virtual compliance oversight visit on Monday, March 8 & Tuesday, March 9. The four operational areas of the Charter will be reviewed and discussed with the LAUSD team. Scores from the visit will be forwarded five weeks after the visit.	Informational 			

iii. Data Dashboard A review of the mid-year data results from the student assessment testing	Informational	PowerPoint		
iv. Charter School Capacity-Building for 21-22 Planning for academic year 2021-2022	Informational	PowerPoint		
v. Suicide Prevention Policy for PUENTE Charter School (new compliance component for K-6 school) In compliance with AB1767, the Suicide Prevention Policy is to be sensitive to the needs of student in grades K-6	Approval	Policy		
vi. Update on Form 700 Reporting Electronic submission of the Statement of Economic Interest for public school officials	Informational			
5. Finance Report i. Charter Financials as of December 31, 2020 ii. Approval of FY21 Audit Engagement Letter Approval for audit firm Maginnis, Knechtel & McIntyre to conduct the FY21 audit	Informational Approval	Financial Report FY21 Audit Engagement Letter	Finance Committee Chair, Chun Wong Finance Committee Member, Jocelyn Rosenwald VP of Finance & Administration, Angelica Castro CEO, Jerome Greening Albert Reyes, Audit Committee Member	15 min.
6. Adjournment			Board Chair, Chun Wong	
Certification of Posting I, Jerome Greening, hereby certify that this agenda was posted on 2/28/20 at 8 am at: -- PUENTE Learning Center website www.puente.org -- PUENTE Learning Center, 501 S. Boyle Avenue, Los Angeles, CA 90033, north side and south side entrance, 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



PUEENTE Charter School
501 S. Boyle Avenue, Los Angeles, CA 90033

BOARD MEETING MINUTES

December 2, 2020

8:30 am

Join Zoom Meeting

<https://us04web.zoom.us/j/79661381746?pwd=TVRPbllYbIFKeWJzNURJbHpWTGxYdz09>

Meeting ID: 796 6138 1746 Passcode: 6J3cvu

The PUEENTE Charter School board meeting was conducted via Zoom due to COVID-19 on Wednesday, December 2, 2020 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, Jocelyn Rosenwald, Oscar Cabrales, Greg Gonzalez, Albert Reyes, Lara Lightbody

Board Members not in Attendance: Daniel Arguello

PUEENTE Staff in Attendance: Jerome Greening, Brenda Meza, Angelica Castro, Matt Wells, Michele Wolfe, Anton Qataifi, 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, Jocelyn Rosenwald and Albert Reyes, Lara Lightbody. Chun welcomed Lara Lightbody to the board.

Approval of Board Meeting Minutes from September 16, 2020

Motion: A motion was duly made by Albert Reyes and seconded by Tyler Sutherland to approve the June 24, 2020 minutes. Board moved to accept the minutes as written. *Wong, "yes"; Sutherland, "yes"; "; Rosenwald, "yes"; Cabrales, "yes"; Gonzalez, "yes"; Reyes, "yes"; Lightbody, "abstain"*

Public Comment

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



Year-to Date COVID-19 Operations Update

Interim Principal Brenda Meza provided the updates on the Synchronous & Asynchronous Distance Learning Instruction; the Targeted Instruction for English-learners, Special Education and Gifted Students; the Assessment Calendar for ELPAC and NWEA Map; and the continuing Stakeholder Engagement meetings, including the ELAC meetings; the Coffee with the Principal & Deans meetings; the Advisory meetings; and the School-Wide Recognition Events.

Brenda also presented the Return to School Planning update. She reported that PUENTE is preparing for the hybrid instruction model when school can re-open and the individual student designated support (assessments and instruction) that will be conducted on-site in January.

Small Group Instruction Waiver

In support of having small co-hort groups of students return to school, PUENTE is submitting the Waiver for TK-2 grade site-based instruction to the LA County Department of Public Health.

Approval of TK-2 Grade Small Group Instruction Waiver

Motion: A motion was duly made by Greg Gonzalez and seconded by Oscar Cabrales to approve the PUENTE Learning Continuity & Attendance Plan

Wong, "yes"; Sutherland, "yes"; Rosenwald, "yes" Cabrales, "yes"; Gonzalez, "yes"; Reyes, "yes." Lighbody, "yes" The Board unanimously approved.

Learning Loss Mitigation Funding

Brenda reported that PUENTE received approximately \$160,000 in Learning Loss Mitigation Funding, specifically to address the needs during distance learning, including instructional and safety. PUENTE has ensured a laptop for every family and wifi access to facilitate remaining connected to the school resources. Our instruction schedule during distance learning is robust and has maintained all partnerships, including after-school services, arts programming and fitness programming. PUENTE is focusing on student well-being and using Calm Classroom and Restorative Circles to address the students' unique needs at this time of non site-based service.

Data Dashboard

Brenda Meza presented the assessments being utilized to ensure student progress monitoring including the ELPAC; NWEA Map; Running Records; Benchmark Assessments; Book Club (the extension for gifted students) and the upcoming SBAC for our third grade students. The need to have students test onsite will enable us to gather more valid data for progress monitoring.



Financial Report:

Charter Financials as of September 30, 2020

As of September 30, 2020, the Charter School YTD revenue was \$724,113 and incurred expenses of \$543,629. Resulting in a change in net assets or surplus of \$180,484. As of September 30, 2020, total operating revenue exceeded YTD budgeted amount by \$158,821 or 28%. This is mainly due to unbudgeted Other Federal Income funds received from the State of California for COVID-19 Loss Mitigation Learning Funds. Following is a list of Charter School revenue allocation:

Personnel cost: With a total of \$380,855 or approximately 70% of total expenses, personnel cost reflect our growing school status. According to Charity Navigator, in order for schools to effectively serve students, the benchmark percentage for personnel cost (mainly instructional) should not be less than 55%. As such, our allocation is above the suggested percentage benchmark.

The Statement of Financial Position helps us determine to assess the Charter School financial stability and potential risk. To assess we calculate the Cash and the Quick Ratio. These ratios measure the liquidity and Charter's ability to pay off short term liabilities.

Cash Ratio: Compares the amount of cash and cash equivalent (in our case) \$647,654 against current liabilities of \$641,272 resulting in 1.01. Please note that the liability are payments due to PUENTE Learning Center and not outside vendors. This means that for every \$1.01 of liability, the Charter School has \$1.01 of liquid cash.

Quick Ratio: Compares the amount of cash and cash equivalent of \$647,654 and accounts receivable of \$876,870 totaling \$1,524,524 against current liabilities of \$641,272 resulting in 2.38. 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 \$2.38 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 \$543,629. As such, the average monthly expense or burn rate is \$181,210. Our total cash and cash equivalent is \$647,654 when divided by the burn rate of \$181,210 we get 3.6 months of cash on hand.

The Charter School's cash decreased by \$94,121. The decrease was mainly due to the following:



- a. As a non-cash item, change in depreciation of \$788 is subtracted to the net surplus to reconcile the cash from operations.
- b. Accounts receivable increased by \$170,895. Increasing receivables means less inflow of cash through decrease in collections. Therefore, the \$170,895 is subtracted from the net surplus.
- c. Due to Learning Center accrual increased by \$115,261. Increasing liabilities means that obligations are paid at a later day. As such, the Charter School has more cash on hand as the \$115,261 is added to the net surplus.
- d. Land Building & Equipment increased by \$218,183. This was mainly due to the payments related to work in progress; as well as, the purchase of laptops and hotspots for our students without reliable internet access and/or technology to participate in digital learning. The increase results in a decrease in cash. As such, the change is subtracted from the total change in net assets.
- e. The total decrease in cash of \$94,121 is subtracted from the beginning cash of \$741,774 resulting in ending cash balance of \$647,654.00

FY20 Audit Report Review

Angelica Castro, Chun Wong and Jocelyn Rosenwald presented the FY20 Audit Report for review. The report and management letter communicates a clean audit and the auditors from Magninnis, Knechtel and McIntyre will be available to the board at the special meeting on Friday, December 11 for the Audit Report approval.

Adjournment of Meeting

Chun Wong thanked everyone for their participation and adjourned the meeting at 9:17 am.

Submitted Respectfully,
Alicia Granados



PUENTE Charter School
501 S. Boyle Avenue, Los Angeles, CA 90033

Special BOARD MEETING MINUTES

December 11, 2020

10:30 am

Join Zoom Meeting

<https://us04web.zoom.us/j/77868342148?pwd=YkdQOWVBSVdsRGVZY0V2dDFac01qZz09>

Meeting ID: 778 6834 2148 Passcode: 8BinTT

The PUENTE Charter School special board special meeting was conducted via Zoom due to COVID-19 on Friday, December 11, 2020 at 10:30 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, Jocelyn Rosenwald, Oscar Cabrales, Greg Gonzalez, Albert Reyes, Lara Lightbody

Board Members not in Attendance: Daniel Arguello

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

Call to Order

Chun Wong called the meeting to order at 10:33 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, Jocelyn Rosenwald; Oscar Cabrales, Greg Gonzalez, Albert Reyes, Lara Lightbody.

Public Comment

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

Approval of the PUENTE FY20 Audit Financial Report

The auditors from Magninnis, Knechtel and McIntyre, Gina Sanchez and Yu Chen, presented the clean FY20 PUENTE Financial Audit Report. Ms. Sanchez and Ms. Yu reported the audit process went well and there were no material findings. They noted the cooperation of the PUENTE



management team and the timely completion of the audit by PUENTE choosing not to take the State Controller's extension to March. They noted that as the charter school component grows, the rigor of the audit will increase.

Approval of the PUENTE FY20 Audit Report

Motion: A motion was duly made by Albert Reyes and seconded by Jocelyn Rosenwald to approve the PUENTE FY20 Audit Report.

Wong, "yes"; Sutherland, "yes"; Cabrales, "yes"; Gonzalez, "yes"; Rosenwald, "yes" Reyes, "yes"; Lightbody, "yes"

Adjournment of Meeting

Chun Wong thanked everyone for their participation and adjourned the meeting at 11:05 am.

Submitted Respectfully,
Alicia Granados

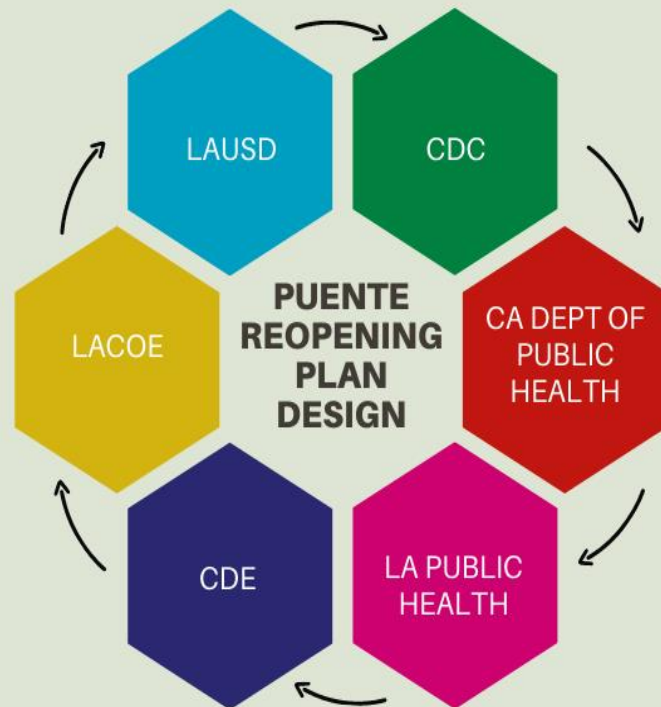


RE-ENTRY PLAN 2021

2021-2022



REGULATORY ENTITIES





PROJECTED RETURN- HYBRID OR SMALL GROUPS (TBD)

April 5 - Staff Only (Preparations)

April 12 - Students and Staff (Instruction)



SMALL GROUP INSTRUCTION

- ⌘ English Language Learners or Students with an IEP
- ⌘ Students and families will be given the option to choose the learning schedule (Distance Learning or In-Person) that is best for the needs of their family.
- ⌘ Students will be scheduled into learning pods. This means that students are with the SAME group of students.
 - ✧ 8-12:45 pm and 1-2:30 small group
- ⌘ The virtual learning schedule will remain the same.



HYBRID MODEL

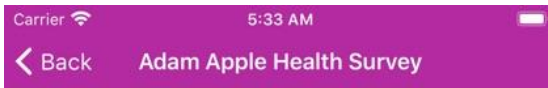
- ⌘ ALL students and families will be given the option to choose the learning schedule that is best for the needs of their family.
- ⌘ Students need to be scheduled into learning pods. This means that students are with the SAME group of students in the virtual and hybrid classroom.
- ⌘ The virtual learning schedule and the hybrid learning schedule will change minimally (when necessary).
- ⌘ Students who elect into the hybrid model will come to campus on alternate days.

PHYSICAL DISTANCING IN THE CLASSROOM

All classrooms have been reconfigured to maximize space between students. Based upon the recommendation of the CDC and DPH guidance, student workstations are spaced 6 feet apart. Classroom area rugs/carpets, fabric-covered items, and extra furniture have been removed. Plastic barriers have been placed on every desk.



PRE-SCREENING (AT HOME)



Thank you

Adam Apple has passed this health screening, and
may attend school today.

Go back





SCREENING UPON ARRIVAL

- ⌘ Temperature Check at the vehicle
- ⌘ Students to sanitize hands at school entry
- ⌘ 3 Health Check Points available

ARRIVAL

Boyle Ave.

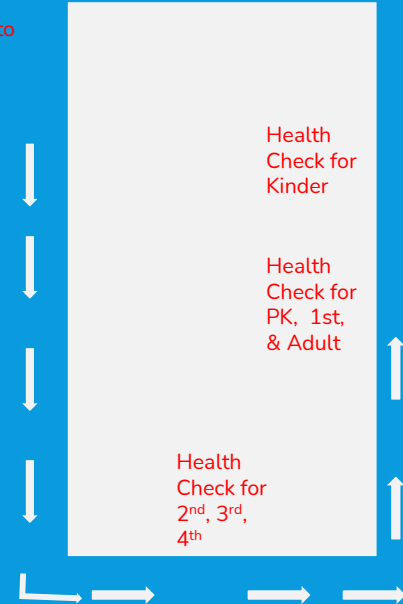
& Schedule

- ✧ 7:30-7:45 am (1st & 3rd)
- ✧ 7:45-8:00 am (K & 2nd)
- ✧ 7:30-7:45 am (PK - AM)
- ✧ 8- 8:15 am (4th)
- ✧ 8-8:15 am (Adult Students)
- ✧ 10:15- 10:30 (Adult Students)
- ✧ 12:45-1 pm (PK – PM)
- ✧ 1-1:15 pm (Adult Students)
- ✧ 5:45-6 pm (Adult Students)

& Cars to enter through north side and follow the carline

& Pedestrians to enter south gate (small entrance)

Campus Aide to direct cars



Half of
the
Parking
Lot for
Charter



PPE & SANITATION

- ⌘ Masks required at all times
- ⌘ Disinfecting will occur at least 2 times a day
- ⌘ Portable sanitizing stations available throughout the campus
- ⌘ Water fountains will remain off. Students are to bring their own water bottle
- ⌘ No sharing of supplies
- ⌘ Upgrade on ventilation system



MEALS

Breakfast

- ☞ Meals will be delivered to Charter classes by 7:30 am.
 - ✂ Campus Aide A: Children's Wing
 - ✂ Campus Aide B: 2nd Floor
- ☞ Trash to be left outside the door by 8:30

Snack

- ☞ Charter: Staggered play time/snack outdoors. Campus Aides to supervise. Classrooms to be disinfected during break.
- ☞ Adults to eat snack in their class/office or outdoors

Lunch

- ☞ 30 minute lunch in the classroom. Lunch will be delivered
- ☞ Supervision by paraprofessional

STRUCTURED PLAY TIME



MODIFIED INSTRUCTIONAL PLAN

- & Mondays, Tuesday (Group A)
- & Wednesday, Thursdays (Group B)
- & Fridays (Distance Learning)





ISOLATION AND QUARANTINE AREA

- ⌘ Outdoors
- ⌘ Tents
- ⌘ Support staff to supervise



DISMISSAL

Schedule

- ✧ 2:15-2:30 pm (1st & 3rd)
- ✧ 2:30-2:45 pm (K & 2nd)

***Same door as arrival**