

NOTICE OF PUBLIC MEETING

PUENTE Charter School

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

**Wednesday, September 22, 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
- 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, September 22, 2021

8:30 am

501 S. Boyle Avenue, Los Angeles, CA 90033

Zoom Meeting (Due to COVID-19)

<https://us04web.zoom.us/j/74883149844?pwd=aGxxMEExQk2JGc0xmRnR5TE9ld2NWQT09>

Meeting ID: 748 8314 9844

Passcode: 06Mskv

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 Zoom link. 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 (626) 260 – 0070 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	Role(s)
1. Call to Order and Roll Call to Establish Quorum	Roll Call	Board Roster	Board Chair, Chun Wong
2. Minutes – June 16, 2021	Approval	Minutes	
<div>3. Public Comment</div> <div>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.</div>			
4. Operations & Programs			
<div>i. Brown Act Requirements</div> <div>The Brown Act, the name of the California State Open Meetings Act, is a law centered around charter school governance transparency to the public.</div>	Informational	E-Copy & Training Update	Charter School Advisory Member; Oscar Cabrales; Principal; Brenda Meza CEO; Jerome Greening
<div>ii. Return to Full In-Person Instruction</div> <div>Status of our return to full in-person instruction, enabling students to receive both academic instruction and support as well as critical services.</div>	Informational	PowerPoint	
<div>iii. Data Dashboard</div> <div>Enrollment & Student Subgroup data for the beginning if the 2021-22 academic year</div>	Informational	Data Dashboard	
<div>iv. 2021-2022 School Priorities for the Local Control Funding Formula & LCAP</div> <div>The Eight California State priorities to guide the accountability of the school’s operation.</div>	Informational	PowerPoint	

v. COVID Containment & Prevention Plan The plan provides staff, students, families and communities with safety strategies that will help to mitigate the spread of COVID-19, and it aligns with the Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidelines for schools.		COVID Containment & Prevention Plan	
5. Finance Report			
i. Charter Financials as of June 30, 2021 ii. Charter School Accounting Policies and Procedures Documentation of accounting policies and procedures with internal control framework and the accountability and consistency in daily transactions and for financial reporting.	Informational Approval	Financial Statements Accounting and Policies Procedures	Finance Committee Member, Chun Wong; Finance Committee Member, Jocelyn Rosenwald; VP of Finance/Administration, Angelica Castro; CEO, Jerome Greening
6. Adjournment			Board Chair, Chun Wong
Certification of Posting I, Jerome Greening, hereby certify that this agenda was posted on 9/17/2021 at 5 pm at: - PUENTE Learning Center website: www.puente.org - PUENTE Learning Center facility, 501 S. Boyle Ave. Los Angeles, CA - 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

June 16, 2021 8:30 am

Join Zoom Meeting

<https://us04web.zoom.us/j/79661381746?pwd=TVRPbllyblFKeWJzNURJbHpWTGxYdz09>

Meeting ID: 796 6138 1746 Passcode: 6J3cvu

The PUENTE Charter School board meeting was conducted via Zoom due to COVID-19 on Wednesday, June 16, 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, Lara Lightbody, Albert Reyes

Board Members not in Attendance: Daniel Arguello, Jocelyn Rosenwald

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 8:35 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, Lara Lightbody, Albert Reyes

Approval of Board Meeting Minutes from March 3, 2021

Motion: A motion was duly made by Chun Wong and seconded by Tyler Sutherland to approve the March 3, 2021 minutes. Board moved to accept the minutes as written. *Wong, "yes"; Sutherland, "yes"; Cabrales, "yes"; Lightbody, "yes"; Gonzalez, "yes"; Reyes, "yes"*

Staff Report:

LAUSD Charter Schools Division Oversight Report for 2020-2021

Interim Principal Brenda Meza provided the information from the LAUSD Oversight Visit that occurred on for March 9th, 2021 reflecting the designation of "4s" in the evaluation areas of Governance, Fiscal and Programs, Management & Operations. Brenda spoke about the continued capacity-building in the operations to meet the needs of the growing school. Brenda also underscored the collaboration with LAUSD Charter Schools Division in support of compliant and high-achieving operations.

Data Dashboard

Interim Principal 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.

Consent Calendar Items for Approval

Motion: A motion was duly made by Chun Wong and seconded by Oscar Cabrales to approve the following consent calendar agenda items. *Wong, "yes"; Sutherland, "yes"; Cabrales, "yes"; Gonzalez, "yes"; Lightbody"; yes." Reyes, "yes."* The Board unanimously approved.

Approval of the Academic Year Instructional Calendar for 2021-2022

Brenda Meza presented the 2021-2022 Instructional Calendar reflecting the 180 days of instruction for the academic year.

Approval of the Common Core Aligned Textbooks and Digital Resources for Academic Year 2021-21

Brenda Meza presented the Common Core Aligned Textbooks and Digital Resources for student academic and developmental support and mastery for Academic Year 2021-22.

Approval of the Special Education Service Provider, Comprehensive Therapy Associates, for 2021-2022

Brenda Meza noted the diligence in our service to students in need of special education support services. This academic year we had 8% of our student population qualify for the important resources to improve achievement. As the school grows, our special education population will increase and we will continue building capacity to meet the students' needs. We contract with Comprehensive Therapy Associates (CTA) to provide the quality support and to ensure adherence to the compliance requirements. CTA continues to be a quality partner in our instructional program.

Approval of the School Meal Service Contract Extension with School Nutrition Plus for 2021-2022

Brenda Meza noted the overall student and family satisfaction with the products and service from meal vendor, School Nutrition Plus.

Approval of the Education Protection Account (EPA Funding) for 2021-2022

Brenda Meza presented the spending plan for PUENTE Charter School as per the requirements from the California Department of Education. EPA funds are estimated to be 17% of a school's total Local Control Funding Formula (LCFF) base rate. For PUENTE Charter School, this equates to \$433,000. The spending plan for PUENTE Charter School allocates these funds to support teacher salaries and benefits.

Financial Report:
Charter Financials as of March 31, 2021

1. Statement of Activities Analysis:

As of March 31, 2021, the Charter School earned \$1,943,034 in revenue and incurred expenses of \$1,831,654. Resulting in a change in net assets or surplus of \$111,380. As of March 31, 2021, total operating revenue exceeded YTD budgeted amount by \$165,724. 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 \$1,235,417 or approximately 67% 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 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 and Special Ed Contract total costs were \$83,179 or 4.5% and \$69,430 or 3.8%, respectively.
- When examining our expenditures, we found that PUENTE, at best, will have some small savings on our total operating budget relative to planned expenditures on certain areas of services.
 - Possible areas of savings:
 - Food Service Contract
 - Utilities
 - Textbooks
 - Furniture & Equipment
 - Security

At the same time, costs in the areas of technology and virtual learning are expected to increase.

2. 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.

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 \$1,486,607 minus current liabilities \$236,634 equals \$1,249,973.

Asset performance.

- **Cash Ratio:** Compares the amount of cash and cash equivalent of \$431,646 against current liabilities of \$236,634 resulting in 1.82. 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 \$1.82 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 \$431,646, accounts receivable of \$577,761 and contributions receivable of \$477,200 totaling \$1,486,607 divided by current liabilities of \$236,634 resulting in 6.28. 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 \$6.28 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 \$1,831,654. As such, the average monthly expense or burn rate is \$227,067. Our total cash and cash equivalent is \$431,646 when divided by the burn rate of \$227,067 we get 2.1 months of cash on hand.

Capitalization structure assess long-term solvency and stability:

- **Debt-to-equity Ratio:** Calculated by dividing current liabilities of \$236,634 by total equity \$1,711,885 for a total of .138, this ratio indicates that most of PUENTE's assets and resources are provided by funding from the school district and not creditors or vendors. PUENTE uses 13.8 cents of debt financing for every \$1 of equity financing.

3. Statement of Cash Flow

The Charter School's cash decreased by \$310,129. The decrease was mainly due to the following:

- a. As a non-cash item, change in depreciation of \$11,318 is subtracted to the net surplus to reconcile the cash from operations.
- b. Accounts receivable increased by \$354,912. Increasing receivables means less inflow of cash through decrease in collections. Therefore, the \$354,912 is subtracted from the net surplus.
- c. Contributions receivable decreased by \$14,540. Decreasing receivables means more cash through the increase in collections. Therefore, the \$14,540 is added to the net surplus.
- d. Due to Other Programs to the Center Increased by \$25,704. Increasing liabilities means that obligations are paid at a later time. As such, the Charter School has more cash on hand as the \$25,704 is added to the net surplus.
- e. Property & Equipment increased by \$118,160. 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 \$310,129 is subtracted from the beginning cash of \$741,774 resulting in ending cash balance of \$431,646

Approval of Proposed Budget for FY22

Angelica Castro presented the PUENTE Charter School Proposed Budget for FY22 of \$3 117,951. The detail line items of the balanced budget for revenue and expenses were discussed.

Motion: A motion was duly made by Chun Wong and seconded by Albert Reyes to approve the Interim Financials and the Proposed Charter School Budget for 2021-2022. *Wong, "yes"; Sutherland, "yes"; Cabrales, "yes"; Gonzalez, "yes"; Lightbody"; yes." Reyes, "yes."* The Board unanimously approved.

Local Control Accountability Plan 2021-2022 & LCAP Annual Updates and the Budget Overview for Parents

Jerome Greening; Angelica Castro and Brenda Meza presented the the PUENTE Charter School Local Control Accountability Plan for 2021-2022; the LCAP Annual Update and the Budget Overview for Parents for FY22, resulting from the stakeholder engagement that occurred during the 2020-21 academic year.

Motion: A motion was duly made by Tyler Sutherland and seconded by Oscar Cabrales to approve the PUENTE LCAP 21-22; the Annual Update and the Budget Overview for Parents for 2021-2022. *Wong, "yes"; Sutherland, "yes"; Cabrales, "yes"; Gonzalez, "yes"; Lightbody"; yes." Reyes, "yes."* The Board unanimously approved.

Chun Wong thanked everyone for their participation and adjourned the meeting at 9:10 am.

Submitted Respectfully,
Alicia Granados





BOARD MEETING WEDNESDAY, SEPTEMBER 22, 2021





PUENTE Charter School

Brown Act Compliance & Upcoming Training Informational

BROWN ACT – OPEN MEETING LAWS

Topics We Will Cover

- General Overview of Roles and Responsibilities
- Running Public Meetings under the Ralph M. Brown Act
- Public Records
- Duty of Care (informed decision-making)
- Duty of Financial Oversight
- Duty of Loyalty (conflicts of interest)
- Best Practices/ Questions?

Note: Puente charter requires board members receive annual training on responsibilities, including conflicts of interest and Brown Act





PUENTE Charter School

Data Update Informational

241 Students in TK-4th Grade:

48% Girls

52% Boys

96% Latino

2% African-American

1% Asian

1% White

6% Special Education
Students

83% Qualify for Free &
Reduced School Meals



Local Control Funding Formula Priorities

- # 1 = Teacher Qualifications (Fully Credentialed in Subject Area)
- #2 = Access to Common Core State Standards-Aligned Instruction & EL Development
- #3 = Promotion of Parent Involvement
- #4 = Pupil Achievement (English Learner Reclassification Rate; Assessment Scores)
- #5 = Student Attendance Rate; Absenteeism
- #6 = Suspension/Expulsion Rates; School Culture of “Connectedness”
- #7 = An All-Subjects Academic Program Plan
- #8 = Pupil Outcomes in All Subject Areas



Priorities for 2021-2022 School Year

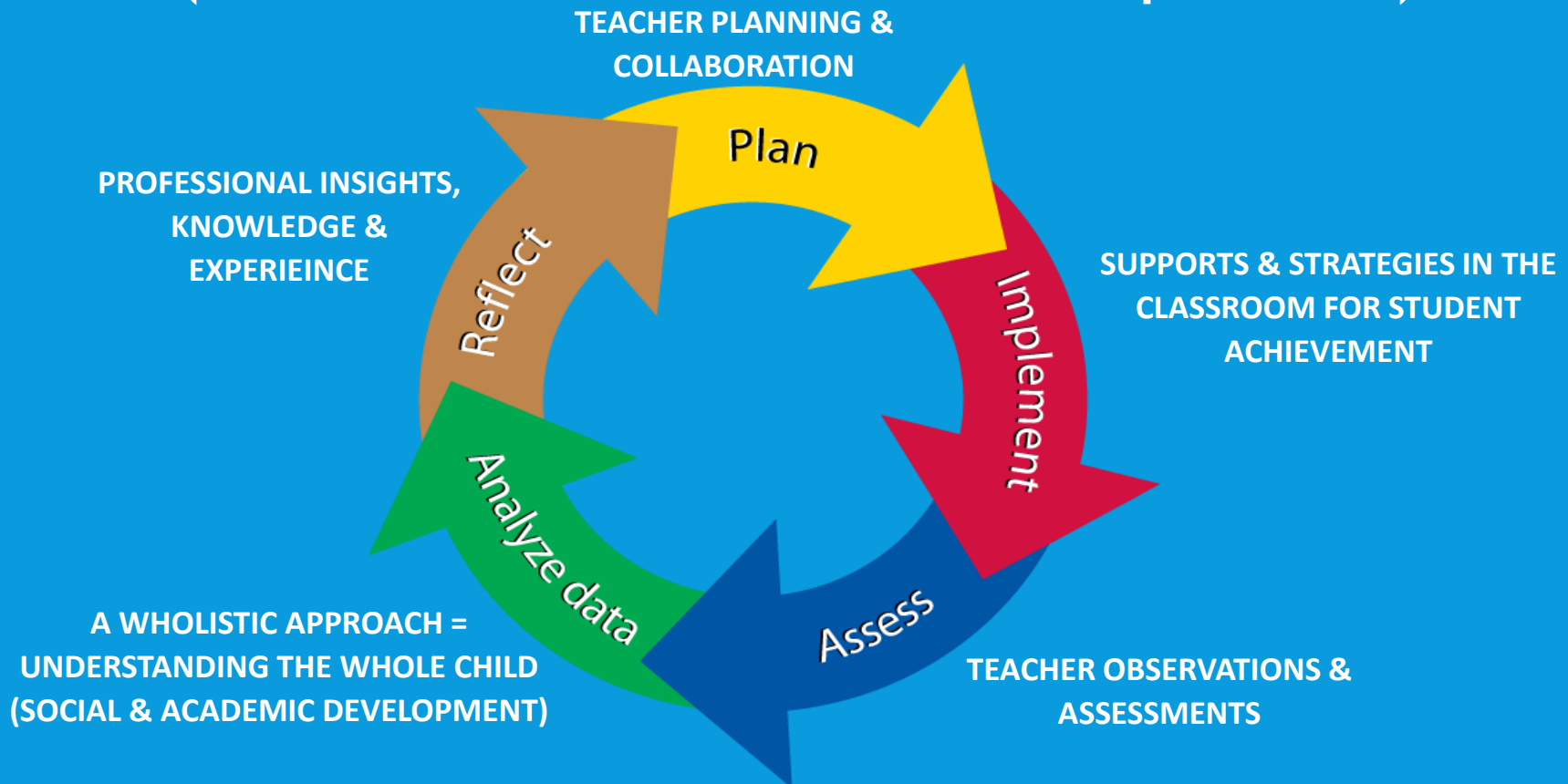
Instructional Priorities – Data Informed Practice:

- **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**
- **Provide intensity of support for occurrences of learning loss**
- **Partner with families to meet the needs of each student**



PUENTE CHARTER
SCHOOL
DATA-BASED DECISION MAKING
RESOLUTION

Data-Based Decision Making Resolution
(in all areas of the charter school operations)





Local Control Accountability Plan

Local Control Funding Formula (LCFF), the supplemental and concentration grants, and the additional state, local and federal funds of \$3.135 million will support the following FY22 data goals:

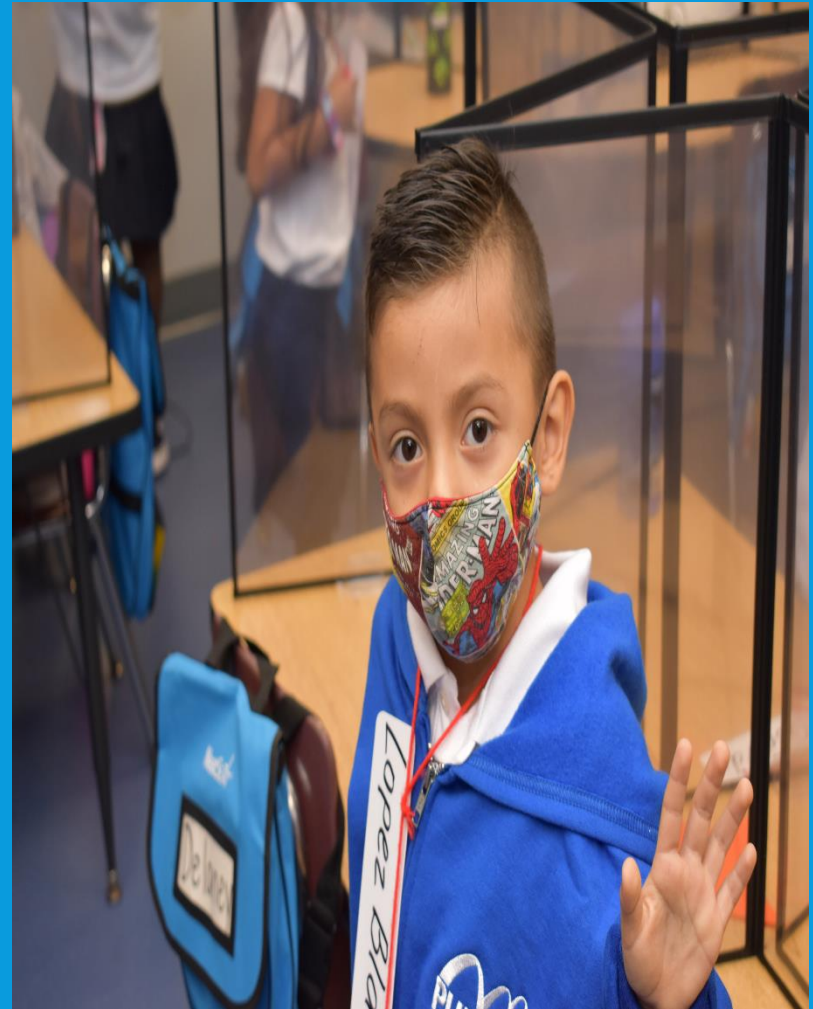
- ✓ Maintain a 95% daily attendance average
- ✓ Maintain and/or exceed reclassification rate of 34%
- ✓ Maintain and/or exceed the Common Core English Language Arts & Mathematics mastery rate from 18-19
- ✓ **Offer weekly Friday professional development sessions to instructional team in support of deepening PUENTE's student progress monitoring school operations**
- ✓ **Strengthen social-emotional learning supports**
- ✓ Maintain designated service to the special education students
- ✓ Maintain meal program service
- ✓ Maintain after school program service
- ✓ Provide Gifted & Talented Education (GATE)
- ✓ Build on parent involvement to the school community



Health & Safety

PUENTE COVID Containment Plan Updates:

- Shift to In-Person Instruction
- COVID Testing Updates
- Staggered Scheduling
- PPE - Face Coverings, Masks
- Cleaning & Disinfecting
- Emotional Health & Symptom Checking (Parent Locker)
- Family Response



Uniform Complaint Procedures

- A Uniform Complaint Procedures (UCP) complaint is a written and signed statement alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, or bullying in specific federal and state programs that use categorical funds





UPDATE ON 4TH RENEWAL FOR PUENTE CHARTER SCHOOL

All LAUSD charter schools that would renew their petitions in 2021 & 2022 are receiving two-year extensions to their current petitions due to COVID-19 impact on outcomes data.

PUENTE's current petition will extend through June 30, 2024.





VIVA PUENTE!

November 4,
5 - 6 pm

