



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

**BOARD MEETING MINUTES**

**December 8, 2021**

**8:30 am**

**Join Zoom Meeting**

**<https://us04web.zoom.us/j/79671493926?pwd=WxVNSW4wOTRYTnh0K2EzUW8veGRBZz09>**

**Meeting ID: 796 7149 3926**

**Passcode: RE6cnn**

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

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

**Board Members not in Attendance:** Tyler Sutherland; Lara Lightbody

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

**Call to Order**

Chun Wong called the meeting to order at 8:37 am. A quorum was established.

**Roll Call**

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

**Approval of Board Meeting Minutes from September 22, 2021**

Motion: A motion was duly made by Albert Reyes and seconded by Greg Gonzalez to approve the September 22, 2021 minutes. Board moved to accept the minutes as written. *Wong, "yes"; Rosenwald, "yes"; Cabrales, "yes"; Gonzalez, "yes"; Reyes, "yes";*

**Public Comment**

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



### **Data Dashboard & Year-to Date Operations Update**

Principal Brenda Meza provided the updates on the Beginning of Year English Language Arts and Mathematics student data outcomes as measured by the NWEA Map and ICA.

*Chun Wong inquired about the forecast of the proficiency rates and Brenda communicated that this baseline data informs the instruction, additional resources and professional development needed to address the student learning goals.*

Brenda presented the updates on the schoolwide academic program plan, including the introduction of IXL Math as an additional math resource.

Brenda provided the update on Parent Square, the communications tool that promotes more efficient and on-going communication with our parent community. Brenda stated that the families expressed 100% favorable feedback on this enhances communication tool.

### **Approval of the Gifted and Talented Program**

Brenda and board member Mr. Cabrales presented the Gifted & Talented Program for approval. Mr. Cabrales stated that the Advisory Committee review the Program in detail and were fully supportive of its approval. Student identification for the Program will follow the LAUSD guidelines and will support the students who meet the criteria with curriculum modifications, cluster groupings and enrichment activities.

**Motion:** A motion was duly made by Greg Gonzalez and seconded by Albert Reyes to approve the PUENTE Gifted and Talented Program

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

### **Approval of Compliance Monitoring Form 2021-2022**

Brenda and Mr. Cabrales presented the Compliance Monitoring Form 2021-22 document checklist for Charter School operations. This beginning of year certification informs the governing board and provides assurances that critical organizational and management systems are in place. The Advisory Committee thoroughly reviewed the Form at its December meeting and recommended approval by the board.

**Motion:** A motion was duly made by Oscar Cabrales and seconded by Albert Reyes to approve the PUENTE Compliance Monitoring Form 2021-2022

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



### **Approval of the Resolution for the PUENTE Educator Effectiveness Grant Plan**

Brenda and Mr. Cabrales presented the PUENTE Educator Effectiveness Grant Plan in support of the Educator Effectiveness funds being used to support the professional learning for certificated teachers, administrators, paraprofessional educators, and certificated staff for the period of FY22-26. PUENTE's resolution approves the use of the funds for 1) strategies to implement social-emotional learning, trauma-informed practices, suicide prevention, access to mental health services, and other approaches that improve pupil well-being; and 2) Instruction, education, and strategies for certificated and classified educators in early childhood education, or childhood development.

**Motion:** A motion was duly made by Chun Wong and seconded by Oscar Cabrales to approve the Resolution for the PUENTE Educator Effectiveness Grant Plan

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

### **Financial Report:**

#### **Charter Financials as of September 30, 2021**

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

As of September 30, 2021, the Charter School reported total revenue \$892,620 and expenses of \$772,530 with in a net surplus of \$120,090. As of September 30, 2021, total operating revenue exceeded YTD budgeted revenue by \$108,688. This was mainly due to unbudgeted Federal Income ESSERS funding provided by the State of California. These funds awarded must be used to put emphasis on the health and safety of the students as well as compliance reporting for COVID.

Line items to highlight are as follow:

- Personnel cost: Personnel cost was 477,718. This is slightly under budgeted amount and mainly due to timing and some open position.
- Professional Services: Professional services was \$19,984 over budgeted amount or approximately 5.2% 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, temporary staff for accounting department, as well as a new custodial contractor.
- 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 \$34,206 or 4.4% is \$1,042 below budgeted amount.



- **Special Ed. Contract:** Special Ed. Contract was \$29,783 is \$2,508 over budgeted amount. This is mainly due to expanded health and wellness component offered by licensed professionals to students and families.
- **Supplies:** Supplies was \$9,224. This is over budgeted by \$5,702. This is mainly due to additional supplies needed to ensure compliance with the health and safety of the students and the ESSER's funding.
- **Student Activities:** Student Activities was \$2,641 over budgeted amount. This is mainly due to summer program expenses that were offset by additional funding.

### **Statement of Financial Position**

#### **Financial Key Indicators**

##### **Working Capital**

- **The Working Capital:** PUENTE has \$1,312,150 available for current and future use.

##### **Asset performance.**

- **Cash Ratio:** Cash Ratio is \$2.75. This means that for every \$1 of liability, the Charter School has \$2.75 of liquid cash.
- **Quick Ratio:** Quick Ratio is \$6.20. 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. For every \$1 of current liability, the Charter School has \$6.20 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. The Charter School has 2.7 months of cash on hand.

##### **Capitalization structure assess long-term solvency and stability:**

- **Debt-to-equity Ratio:** Assesses the long-term solvency and stability of PUENTE. This ratio of \$.138 indicates that most of PUENTE's assets and resources are provided by donors, its endowment and program services. . PUENTE uses \$.138 of debt financing for every \$1 of equity financing.

### **Statement of Cash Flow**

The Charter School's cash increased by \$351,345. This increase was mainly due to the following:

- a. As the Statement of Activities reports equity earnings, the Statement of Cash Flows, however, report how much cash coming from the equity earnings reported on the Statement of Activities. For that reason, on this statement we eliminate noncash items such a depreciation expense. (A non-cash item). As a non-cash item, change in depreciation of \$4,561 is added to the net surplus to reconcile the cash from operations.
- b. Accounts receivable decreased by \$260,408. Decreasing receivables means more inflow of cash through increase in collections. Therefore, the \$260,408 is added to the net surplus.



- c. Contributions receivable increased by \$1,523. Increasing receivables means less cash through the decrease in collections. Therefore, the \$1,523 is subtracted from the net surplus.
- d. Due to Other Programs to the Center decreased by \$18,333. Decreasing liabilities means that obligations are pay sooner rather than later. As such, the Charter School has less cash on hand, as the \$18,333 is subtracted from the net surplus.
- e. Property & Equipment increased by \$24,183. 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 increase in cash of \$343,810 is added to the beginning cash of \$351,345 resulting in ending cash balance of \$695,155.

#### **Approval of the FY21 PUENTE Audit Report**

Angelica Castro, Chun Wong and Jocelyn Rosenwald presented the FY21 Audit Report for approval. The report and management letter communicates a clean audit and the auditors from Magninnis, Knechtel and McIntyre who presented a detailed audit review for the board.

**Motion:** A motion was duly made by Albert Reyes and seconded by Jocelyn Rosenwald to approve the FY21 PUENTE Audit Report.

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

#### **Adjournment of Meeting**

Chun Wong thanked everyone for their participation and adjourned the meeting at 9:23 am.

Submitted Respectfully,  
Alicia Granados