



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

BOARD MEETING MINUTES

September 21, 2022

8:30 am

<https://puente-org.zoom.us/j/84878948120>

Meeting ID: 848 7894 8120

The PUENTE Charter School board meeting was conducted via Zoom due to COVID-19 on Wednesday, September 21, 2022 at 8:32 am.

Board Members in Attendance: Chun Wong, Tyler Sutherland, Oscar Cabrales, Lara Lightbody, Albert Reyes

Board Members not in Attendance: Jocelyn Rosenwald, Greg Gonzalez,

PUENTE Staff in Attendance: Jerome Greening, Brenda Meza, Angelica Castro, Matt Wells, Michele Wolfe, Dominic Armendariz, Isabel Ocampo

Call to Order

Chun Wong called the meeting to order at 8:32am. A quorum was established.

Roll Call

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

Absent: Greg Gonzalez, Jocelyn Rosenwald

Approval of Board Meeting Minutes from June 15, 2022

Motion: A motion was duly made by Chun Wong and seconded by Albert Reyes to approve the June 15, 2022 minutes. The board moved to accept the minutes as written. Wong, "yes"; Sutherland "yes"; Cabrales, "yes"; Lightbody "abstain"; Reyes, "yes"

Board member Lara Lightbody abstained from voting; she was not present for the June 15, 2022 board meeting.

Public Comment

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



Charter School Governance Training

CEO Jerome Greening shared Procopio LLP will be offering our Brown Act governance training in early 2023. CEO Jerome Greening informed the board and those present that this governance training is for the best practice in the public-school component of the PUENTE operations.

Data Dashboard & Year-to-Date Operations Update

Principal, Brenda Meza, presented the data dashboard and year-to-date operations update to the board. Principal Brenda Meza welcomed the board and those in attendance to the new school year. Principal Meza shared this year PUENTE Charter School celebrates its 20th anniversary, having been established in 2002. For 2022-23, PUENTE Charter has completed its expansion to the TK-5 grade levels. PUENTE Charter School is currently serving about 300 students, with 49% male and 51% female. 97% of our student population is Latino, with 30 % identified as English learner. Currently, 10% of our students are receiving special education services.

2022-2022 School Priorities for the Local Control Funding Formula & LCAP

Principal. Meza shared that PUENTE Charter has hired a director of special education to support the students and teachers. Principal Meza reviewed the LCAP goals and the alignment with the State Local Control Funding Formula Priorities. Goal one: Continue to implement a “whole child approach” through MTSS, addressing the academic, social- emotional, behavioral, and/ or mental health needs of our students through standards-aligned culturally relevant learning. Principal Meza shared some examples how PUENTE Charter is addressing the first goal: this year PUENTE Charter has thirteen lead teachers and thirteen para- professionals to be the supports in the classroom. Access to Common Core State Standards, this year PUENTE Charter has developed a new Science Curriculum developed by the science committee, Principal Meza emphasized the importance of obtaining partner feedback to continue improving the PUENTE Charter daily operations.

Principal Meza, shared school began August 15,2022 and students are maintaining a 95% attendance average, year-to-date. We continue with COVID19 protocols, including weekly testing and indoor masking. We continue to report 0% for suspension and expulsion.



Principal Meza provided the updated that our counseling services have increased, as a result of the pandemic period. Our counselor is able to support our families with community resources and in the classroom our teachers have an additional social emotional learning strategies and resources. The feedback from the team with regards to the new resources PUENTE Charter has adopted this year has been favorable.

Principal Meza, shared that PUENTE achieved a 36% English-learner Reclassification rate for academic year 2021-22. Comparison to the state average and the resident schools will be presented at the December meeting given these results have not been released as of our September board meeting.

CEO Jerome Greening congratulated the PUENTE Chart School team. Mr. Greening mentioned It is a result of PUENTE's instructional design, professional development with our instructional team, and leadership. We believe, we can raise this rate for the 2022-2023.

Principal Meza shared PUENTE Charter students enrolled in third and fourth grade took the state standardized SBAC assessments for 21-22 and 55% met or exceed in standards English Language Arts and 48% met or exceed standards in Math. A comparison to State and local data will be presented in December, upon release of these data points.

LAUSD Oversight Report 2021-22

Principal, Brenda Meza, presented the LAUSD Oversight Report 2021-22 the board.

Organizational Management, Programs and Operations was recognized with a score of "4" and Fiscal and Governance were recognized with scores of "3."

CEO Jerome Greening shared that the collaboration with LAUSD Charter Schools Division is an important component of our school operations and that, together, we share the goals of high student achievement and high fiduciary practices. The rubric of accountability remains high, and our collective work as school officials is to meet and exceed the accountability expectations. The Charter Schools Division brings strategic insight for our continued capacity-building as a charter school.



Director of Early Education, Dominic Armendariz, shared the progress on the Preschool-3rd Grade Alignment initiative.

Mr. Armendariz shared the State of California is prioritizing new partnerships with early education programs and LEAs. Key elements of this alignment include: Early education directors having a significant role in the organizational administrative structure; aligning curricula and assessments across pre-k and early elementary grades; ensuring PreK–3 teachers have regular opportunities to collaborate and participate together in professional development. We continue to strengthen this alignment and will continue to message examples and highlight progress throughout the school year.

Financial Report Statement of Activities:

As of June 30, 2022, the Charter School reported total revenue of \$3,834,925 and expenses of \$3,802,904 with a net surplus of \$32,021. Total operating revenue exceeded YTD budgeted revenue by approximately \$356,069. This was mainly due to unbudgeted Federal Income ESSERS funding provided by the State of California. The awarded funds are earmarked for the health and safety of the students as well as COVID compliance reporting.

Line items to highlight are as follows:

- Personnel cost: Personnel cost was \$2,275,265 or approximately 59.8% expenses allocation and exceeded YTD budgeted amount by approximately \$52,906. This was mainly due to the shift in labor allocation from PLC to Charter School to meet the health and safety needs of the students as well as more rigorous compliance reporting.
- Professional Services: Professional services were \$189,618 or approximately 4.99% expense allocation and exceeded YTD budgeted amount by approximately \$109,741. The coverage is mainly associated with Strategic Planning unbudgeted expenses, additional costs incurred for COVID 19 screening, reporting compliance, temporary staff for the accounting department, as well as a new custodial contractor.
- Special Ed Contract: Special Ed. Contract was \$241,508 or approximately 6.35% expense allocation. This was mainly due to the expanded health and wellness component requirements from the CDE for ESSERS funding.
- 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: was \$190,987 or 5.02% expense allocation and exceeded YTD budgeted amount by approximately \$49,994.



Food Service Contract: Food Service Contract was \$153,785 or approximately 4.04% expense allocation and exceeded YTD budgeted amount by approximately \$59,185. This was mainly due to the additional expense associated with a more rigorous COVID-19 compliance component.

- Utilities: Utilities was \$82,547 or approximately 2.17% expense allocation and exceeded YTD budgeted amount by approximately \$28,094. This was mainly due to an adjustment to expense allocation to reflect the increase in usage.
- Insurance: Insurance was \$80,061 or approximately 2.11% expense allocation and exceeded YTD budgeted amount by approximately \$36,240. This was mainly due to an increase in our insurance premium due to COVID-19 increase exposure.
- Dues and Subscriptions: Dues and Subscriptions were \$39,150 or approximately 1.03% expense allocation and exceeded YTD budgeted amount by approximately \$23,175. This was mainly due to additional expenses associated with subscriptions for DocuSign and Parent Locker.
- Supplies: Supplies were \$24,426 or approximately .64% expense allocation and exceeded YTD budgeted amount by approximately \$10,338. This was mainly due to the purchase of PPE supplies.
- Equipment & Building Repair: Equipment & Building Repair was \$26,619 or approximately .70% expense allocation and exceeded YTD budgeted amount by approximately \$16,162. This was mainly due to expenses associated with addressing hazards associated with COVID.
- Security: Security was \$31,305 or approximately .82% expense allocation and exceeded YTD budgeted amount by approximately \$23,175. This was mainly due to the addition of a second security officer. This was done in an attempt to reinforce our security and increase.
- Student Activities: Student activities was \$21,444 or .56 expense allocation and exceeded budgeted amount by approximately \$20,444. This is mainly due to unbudgeted expenses associated with extended learning activities required by stimulus funding.

Statement of Financial Position

- Cash & cash equivalent: The change in cash from the prior year was \$382,739.
- Cash & cash equivalent: Cash balance was \$840,234. An increase of \$488,889 from June 30, 2021. This was mainly due to the collection of all deferred payments.
- Deferred revenue: Deferred revenue was \$248,485. This represents a prepayment from the CDE earmarked for Expanded Learning Opportunity (ELO) funding. This will gradually be recorded on the Statement of Activities during FY 2022-23 as the obligations are performed.

Financial Key Indicators



Working Capital

- The Working Capital: PUENTE has \$1,223,315 available for current and future use.
- Asset performance.
- Cash Ratio is \$1.80: This is another indicator of future cash flow. This means that for every \$1 of liability, the Charter School has \$1.80 of liquid cash.
- Quick Ratio \$3.62: Measures the ability to pay PUENTE's short-term liabilities by having assets that are readily convertible into cash. This means that the Charter School has the 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 \$3.62 of quick assets to pay for it.
- Months of Cash on Hand: Represents the number of months of operating expenses that Charter can pay with its current cash available. The Learning Center has 2.7 months of cash on hand.
Capitalization structure assess long-term solvency and stability:
- Debt-to-equity Ratio: Debt-to-equity Ratio of 0.268, 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 Charter uses \$0.268 of debt financing for every \$1 of equity financing.

Statement of Cash Flow

The Charter School's cash increased by \$488,887. This increase was mainly due to the following:

- A. As the Statement of Activities reports equity earnings, the Statement of Cash Flow reports how much cash is coming from the equity earnings reported on the Statement of Activities. As such, on this statement we eliminate noncash items such as depreciation expense. (Non-cash item). As a non-cash item, change in depreciation of \$36,734 is added to the net surplus to reconcile the cash from operations.
- B. Accounts receivable decreased by \$268,111. Decreasing receivables means more in flow of cash through increase in collections. Therefore, the \$268,111 is added to the net surplus.
- C. Contribution receivables increased by \$10,456. Increasing receivables means less cash through the decrease in collections. Therefore, the \$10,456 is subtracted from the net surplus.
- D. Deferred revenue: In order to keep track of the cash received against the unearned revenue, it is recorded(added)in the cash flow statement when the cash is received.
- E. Due to Other Programs to the Center increased by \$52,588. Increasing liabilities means that obligations are paid at a later date. As such, the Charter School has more cash on hand, as the \$52,588 is subtracted from the net surplus.
- F. Property & Equipment increased by \$54,332. 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
- G. The total increase in cash of \$488,887 is added to the beginning cash of \$351,347 resulting in ending cash balance of \$840,234.



Adjournment of Meeting

Chun Wong thanked everyone for their participation and adjourned the meeting at 9:15 am.

Submitted Respectfully,
Isabel Ocampo







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Adjournment of Meeting

Chun Wong thanked everyone for their participation and adjourned the meeting at 8:59 am.

Submitted Respectfully,
Isabel Ocampo