



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

BOARD MEETING MINUTES

June 15, 2022

8:30 am

Join Zoom Meeting

<https://us04web.zoom.us/j/76468478033?pwd=i5YiBSgrgbBjbc7a8fuXTC6oNHJUjr.1>

Meeting ID: 764 6847 8033

Passcode: DDGi6S

The PUENTE Charter School board meeting was conducted via Zoom due to COVID-19 on Wednesday, June 15, 2022 at 8:30 am.

Board Members in Attendance: Chun Wong, Tyler Sutherland, Oscar Cabrales, Albert Reyes, Greg Gonzalez

Board Members not in Attendance: Jocelyn Rosenwald, Lara Lightbody

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 8:37 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, Oscar Cabrales and Albert Reyes

Absent: Greg Gonzalez, Lara Lightbody, Jocelyn Rosenwald

Approval of Board Meeting Minutes from February 23, 2022

Motion: A motion was duly made by Albert Reyes and seconded by Oscar Cabrales to approve the February 23, 2022 minutes. The board moved to accept the minutes as written. *Wong, "yes"; Sutherland "yes"; Cabrales, "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 shared updates on the completion of 180 days of educational instruction. Brenda shared that despite distance learning and quarantine restrictions, PUENTE Charter School had about 234 students enrolled in FY 21-22. Brenda shared a quick data snapshot of reclassification of PUENTE Charter School English language learners, out of 86 students 31 students scored a 4 equally to 36%, these 31 students re-classified. Brenda shared that PUENTE Charter School is well over the State average of 17%. Brenda compared this current information to the last FY out of 68 students only 24 re-classified.

CEO Jerome Greening asked Principal Brenda Meza to speak on LPAP and how schools direct their resources in support of student achievement.

PUENTE has a percentage of support for English language learners a focus of great pride when students reach reclassification. Brenda in addition to this assessment TK-4 grade, took the end UEA math exam and is waiting on the results and will share.

Approval of Universal Pre-Kindergarten Planning and Implementation Program

Principal Brenda Meza presented the Universal Pre-Kindergarten Planning and Implementation Program. Brenda shared information on Universal Pre-Kindergarten and its mandate including services under the umbrella and its direct services to children. Under the Universal Pre-Kindergarten umbrella the following services should be offered to students; transitional Kindergarten, Head Start, Preschool, Family Child Care, Family, Friend and Neighbor, Child Care Centers, and community-based organizations and lastly before and after school programs. Brenda shared that she believes the state is slowly catching up to PUENTE Charter School. Brenda confirmed that PUENTE Charter School already offers many of these services under the umbrella, including a designated transitional kindergarten classroom. Brenda shared this year was the first year that we had PUENTE Charter School contained T-K class with 18 students and two teachers. PUENTE Charter School also has a state preschool, including morning and afternoon opportunities with a total of 42 students. PUENTE Charter School under PUENTE Learning Center is a community-based organization that provides services to families. PUENTE Charter School also collaborates with Think Together to provide services after school until 6pm Monday through Friday.

Brenda shared that the Universal pre-kindergarten planning and implementation program is up for board approval, planning includes class configuration, division, instruction, resources and curriculum.



Board Chair Chun Wong requested clarification regarding the Universal Pre-Kindergarten Planning Implementation program document.

Brenda clarified that the Universal Pre-Kindergarten Planning and Implementation document was adapted for PUENTE. The document was a template issued by CDE.

Board Chair Chun Wong requested clarification regarding the board approval.

CEO Jerome Greening advised the board approval would be that PUENTE has filled out the template.

Motion: A motion was duly made by Albert Reyes and seconded by Oscar Cabrales to approve the Universal Pre-Kindergarten Planning and Implementation Program
Board voted to approve: Wong, "yes"; Sutherland, "yes"; Cabrales, "yes"; Reyes, "yes";

Board member Greg Gonzales joined the Board Meeting at 8:43 a.m.

Approval of Extended Learning Opportunity

Principal Brenda Meza presented the extended learning opportunity. Brenda mentioned this item is up for board approval. The extended Learning Opportunity program is part of an initiative in which California schools are mandated to address the learning gap from distance learning. California state is asking schools to provide 30 additional instructional days throughout the school year that are a total of 9 hours each day. PUENTE Charter School will be providing additional instructional days during summer camp July 5 through July 29 a total of 19 days and the remaining 11 days will be included in June 2023 - summer camp in collaboration with Think Together. Services will begin at 8:00am and conclude at 5:00pm, this is Monday through Friday. Brenda mentioned the program is optional for all students, but as a school we are obligated to offer services to the entire population TK- 5th grade.

Brenda informed the board in their board packets they would find "ELO" Extending Learning Opportunity for approval.

CEO Jerome Greening provided his administrative perspective; Jerome suggests the State is looking at the effects of the pandemic and how schools offer additional dose of education. The mandate initiative is asking schools to find 30 additional instructional days outside of the 180 days. Jerome, highlights the existing summer program that is offered to families.

Board Chair Chun Wong requested clarification regarding additional funding.



CEO Jerome Greening clarified the funding for the extended learning opportunity comes with its only funding revenue and it's captured in LCAP and proposed budget for FY 23 the money will be used for staff including teachers, para-professionals that will be continue to work through the summer and our contract with Think Together in order to tag team to provide the nine hours.

Board member Oscar Cabrales requested clarification regarding who will be receiving the funding either PUENTE Charter School or PUENTE Learning Center.

CEO Jerome Greening, clarified PUENTE Charter School will be receiving the funding and as a compliant initiative data would need to be tracked to demonstrate enrollment.

Board member Oscar Cabrales mentioned in previous years funding similar to "ELO" was done through the Learning Center. Additionally, this opportunity was previously opened for all children in surrounding communities and now it would be only for PUENTE Learning Charter School.

Motion: A motion was duly made by Oscar Cabrales and seconded by Chung Wong to approve the Extended Learning Opportunity. The board moved to approve the extended learning opportunity: Wong, "yes"; Sutherland "yes"; Cabrales, "yes"; Gonzalez, "yes"; Reyes, "yes"

Approval of Academic School Calendar 2022-2023

Principal Brenda Meza mentioned the academic calendar begins on August 15, 2022 and concludes June 9, 2023 and includes the traditional fall, spring and all holidays.

Greg Gonzalez, requested clarification regarding Thanksgiving break.

Principal Brenda Meza mentioned conferences are now student-led and require and additional amount of time. CEO Jerome Greening mentions the history of the full week, due to LAUSD implementing furloughs for cost saving measures.

Motion: A motion was duly made by Chun Wong and seconded by Greg Gonzalez to approve the Instructional Calendar 2022-23. The board moved to approve the academic school calendar 2022-2023: Wong, "yes"; Sutherland "yes"; Cabrales, "yes"; Gonzalez, "yes"; Reyes, "yes"

Approval of Structural Aligned Education Curriculum Resources

Principal Brenda Meza mentioned PUENTE Charter School will continue with common core aligned curriculum resources including ELA, ELD, Go Math, I- Excel Digital program and Raz-Kids learning.



Greg Gonzalez requested clarification regarding the initials for the curriculum resources.

Brenda clarified NWEA is the standardized testing that TK-5th grade students will be taking three times a year. The standardized test is used to measure growth and support teachers with planning and instruction. The Smarter Balanced Assessment “SBAC” is an assessment that third to fifth grade students take every spring. The English Language Proficiency Exam “LPAC” is taken by English Language learners take every spring. Brenda shared the great news with board member Greg Gonzalez, 36% of PUENTE Charter School population re-classified this year well over the state average of 17%.

Motion: A motion was duly made by Oscar Cabrales and seconded by Greg Gonzalez to approve the Structural Aligned Education Curriculum Resources. The board moved to approve the structural aligned education curriculum: Wong, “yes”; Sutherland “yes”; Cabrales, “yes”; Gonzalez, “yes”; Reyes, “yes”

Approval of Special Education Contracts

Principal Brenda Meza presents information of increase special education cases expected every year due to expansion. PUENTE Charter School will continue contracting with Comprehensive Therapy in the past Comprehensive Therapy has managed all special education cases. Brenda is excited to share that next year PUENTE Charter School will be having an in-house special education coordinator that will continue with the case management. PUENTE Charter School will additionally be contracting with Comprehensive Therapy for additional services including occupational therapy, speech services, and special educational screenings. Brenda mentions this matter is for approval for PUENTE Charter School to contract with Comprehensive Therapy for next academic school year.

CEO Jerome Greening highlighted the special impact special ed services has for our special education students. PUENTE remains in collaboration with LAUSD special education department. PUENTE Charter School is a small school that might some student needs, we can work together to make sure there is correct placement for students. Special education services at a public school come with a high level of accountability. Service providers coming into PUENTE Charter School have drafted IEPs for students and all those minutes are documented in a database. If minutes are not entered or lack LAUSD notifies schools. PUENTE Charter School has never been out of compliance with service minutes. The goal is to meet the student needs, when assessments are required, professionals come in and assess the students. If the student qualifies regarding any learning deficiency or deficiency that is what drives the IEP to identify what the student needs to help with occupational, speech and language therapy or emotional support services. CEO Jerome agrees with Principal Brenda as PUENTE Charter School grows; we will have more students that require more needs. Jerome mentions at the moment PUENTE Charter School has about 17 students benefiting from the assistance of Comprehensive Therapy.



Jerome highlights that LAUSD and other entities are messaging the least restricted environment. Jerome believes students learn with one another; peer-to-peer learning has great impact.

Greg Gonzalez requested clarification on a letter that was submitted to the board on Sunday June 12, 2022. CEO Jerome confirmed.

Board Chair Chun Wong requested clarification regarding any terms that might have changed in the contract over the last year. CEO Jerome confirms no changes have been made to the contract, Comprehensive Therapy will provide services for the academic year in collaboration PUENTE Charter School and LAUSD.

Motion: A motion was duly made by Albert Reyes and seconded by Tyler Sutherland to approve the special education contracts: The board moved to approve the special education contracts: Wong, “yes”; Sutherland “yes”; Cabrales, “yes”; Gonzalez, “yes”; Reyes, “yes”.

Approval of Food Service Management Company Renewal for 2022-2023

Brenda mentions PUENTE Charter School will continue to contracting with School Nutrition Plus, they meet all the meal requirements per the U.S. Department of Agriculture and it is compliant with federal regulations. Brenda confirms there is no change in the contract.

CEO Jerome mentions, if you are a public school in California going forward there was a provision where schools could ask families if they would like to bring lunch, that is still an option however starting July 2022 every school must provide a meal onsite. Jerome confirms the vendor has been responsive and a very good partner. Jerome recommends to renew the contract for FY 22-23.

Board Chair Chun Wong requests clarification regarding term changes in the contract. Brenda confirms no changes have been made to the contract with School Nutrition Plus.

Motion: A motion was duly made by Greg Gonzalez and seconded by Albert Reyes to approve the food service management company renewal. The board moved to approve the food service management company renewal: Wong, “yes”; Sutherland “yes”; Cabrales, “yes”; Gonzalez, “yes”; Reyes, “yes”.

Approval of After School Provider Think Together Renewal for 2022-2023

Brenda mentions PUENTE Charter School will continue to contract with after school provider Think Together. Currently, PUENTE and Think Together have worked together for about three years. The program offers extended school services until 6pm, Monday through Friday. Think Together also provides a onsite-coordinator and classroom instructors. Brenda confirms PUENTE Charter School's parents have provided favorable feedback from students and parents.

Motion: A motion was duly made by Greg Gonzalez and seconded by Albert Reyes to approve the renewal of after school provider Think Together for the school year 2022-2023. The board



moved to approve the after school provider Think Together: Wong, “yes”; Sutherland “yes”; Cabrales, “yes”; Gonzalez, “yes”; Reyes, “yes”

Approval of Education Protection Account (EPA)

CEO Jerome Greening mentions this is a compliance piece and part of the PUENTE Charter School Budget related to proposition 30. Jerome, clarifies that 17% of the revenue is identified through this funding source to be used for teacher salary. A notice of the Education Protection Account has been placed on PUENTE’s website and evidence needed to be given during the board meeting that this related to proposition 30 is adhered to.

Motion: A motion was duly made by Chung Wong and seconded by Albert Reyes to approve the Education Protection Account. The board moved to approve the Education Protection Account: Wong, “yes”; Sutherland “yes”; Cabrales, “yes”; Gonzalez, “yes”; Reyes, “yes”

Approval of LCAP

CEO Jerome Greening highlighted the actions and goals in the PUENTE Charter School 2022-23 Local Control Accountability Plan (LCAP) that is the result of the stakeholder engagement process in drafting the LCAP. PUENTE Charter School will continue to implement the MTSS system to ensure that students' academic, social, emotional, behavior and mental needs are met and continue to provide learning opportunities for teachers. Jerome highlights educational partners and enhancements like the Los Angeles Police Department, Fire Department, Hollenbeck Pals and the Neighborhood Music School. Jerome confirms that for this approval PUENTE Charter School will align program deliverables with our budget. The Advisory Committee reviewed the Plan at its spring quarterly meeting and recommended approval by the board.

Motion: A motion was duly made by Chung Wong and seconded by Albert Reyes to approve the LCAP. The board moved to approve the LCAP: Wong, “yes”; Sutherland “yes”; Cabrales, “yes”; Gonzalez, “yes”; Reyes, “yes”

Jerome highlights the communication received by the board from a PUENTE Charter School family on June 12, 2022. Jerome provided the update that PUENTE is receiving support from legal counsel to address the communication.

Greg Gonzalez thanks Jerome and Brenda for their dedication in resolving this matter.

Financial Report

Statement of Activities:

As of March 31, 2022, the Charter School reported total revenue of \$2,707,867 and expenses of \$2,698,403 with a net surplus of \$9,463. 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 \$1,643,602 or approximately 60.9% 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 \$130,783 or approximately 4.85% expense allocation and exceeded YTD budgeted amount by approximately \$74,680. 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 \$161,930 or approximately 6% 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 \$125,973 or 4.67% expense allocation and exceeded YTD budgeted amount by approximately \$23,434.
- Food Service Contract: Food Service Contract was \$95,934 or approximately 3.56% expense allocation and exceeded YTD budgeted amount by approximately \$39,099. This was mainly due to the additional expense associated with a more rigorous COVID-19 compliance component.
- Utilities: Utilities was \$55,264 or approximately 2.05% expense allocation and exceeded YTD budgeted amount by approximately \$14,364. This was mainly due to an adjustment to expense allocation to reflect the increase in usage.
- Insurance: Insurance was \$59,391 or approximately 2.2% expense allocation and exceeded YTD budgeted amount by approximately \$23,326. This was mainly due to an increase in our insurance premium due to COVID-19 increase exposure.
- Dues and Subscriptions: Dues and Subscriptions were \$27,271 or approximately 1.01% expense allocation and exceeded YTD budgeted amount by approximately \$7,818. This was mainly due to additional expenses associated with subscriptions for DocuSign and Parent Locker.
- Supplies: Supplies were \$22,591 or approximately .84% expense allocation and exceeded YTD budgeted amount by approximately \$11,908. This was mainly due to the purchase of PPE supplies.
- Equipment & Building Repair: Equipment & Building Repair was \$19,473 or approximately .72% expense allocation and exceeded YTD budgeted amount by approximately \$9,016. This was mainly due to expenses associated with addressing hazards associated with COVID.



- Security: Security was \$41,806 or approximately 1.55% expense allocation and exceeded YTD budgeted amount by approximately \$15,932. This was mainly due to the addition of a second security officer. This was done in an attempt to reinforce our security and increase.

Statement of Financial Position

- Cash & cash equivalent: The change in cash from the prior year was \$382,739.
- Cash & cash equivalent: Cash balance was \$734,083. An increase of \$382,739 from June 30, 2021. This was mainly due to the collection of all deferred payments.
- Deferred revenue: Deferred revenue was \$157,171. 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.

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Financial Key Indicators

Working Capital

- The Working Capital: PUENTE has \$1,188,790 available for current and future use. Asset performance.
- Cash Ratio is \$2.29: This is another indicator of future cash flow. This means that for every \$1 of liability, the Charter School has \$2.29 of liquid cash. ☐
- Quick Ratio \$4.71: 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 \$4.71 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. According to our Statement of Activities, total operating expenses were \$2,698,403. As such, the average monthly expense or burn rate is \$299,823. Our total cash and cash equivalent of \$734,083 when divided by the burn rate of \$299,823 we get 2.4 months of cash on hand. Capitalization structure assess long-term solvency and stability.
- Debt-to-equity Ratio: Calculated by dividing current liabilities of \$320,739 by total equity \$1,715,645 for a total of \$0.187, 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 \$0.18 of debt financing for every \$1 of equity financing.

Statement of Cash Flow

The Charter School's cash increased by \$382,736. 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. (A non-cash item). As a non-cash item, change in depreciation of \$22,050 is added to the net surplus to reconcile the cash from operations.



- B. Accounts receivable decreased by \$354,425. Decreasing receivables means more in flow of cash through increase in collections. Therefore, the \$354,425 is added to the net surplus.
- C. Contribution receivables 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. 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 \$107,234. Increasing liabilities means that obligations are paid at a later date. As such, the Charter School has more cash on hand, as the \$107,234 is subtracted from the net surplus.
- F. Property & Equipment increased by \$51,617. 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 \$382,736 is added to the beginning cash of \$351,347 resulting in ending cash balance of \$734,083.

Approval of the FY23 PUENTE Proposed Budget

Angelica Castro presented the FY22-23 proposed budget for approval. Angelica mentions this is the last year of expansion of grade levels, PUENTE Charter School adding fifth grade. Increases in cost-of-living expenses and cost of revenue per student have been increased between \$17,000 to \$21,000. Angelica mentions, PUENTE has approached the budget in a conservative way by taking the \$17,000 with a total revenue of 5 million dollars, accounting for some of the changes and the reallocation and demanding of the charter school would be 4.8 million and it would give a surplus of \$180,000. Angelica highlights salaries have increased due to the different positions and new positions and new allocation and employees dedicating to the PUENTE Charter School.

CEO Jerome mentions, the budget reflects a lot of the new initiatives and allows the Learning Center and Charter School to work in collaboration.

Board Chair Chun Wong highlights the money should be spent where it is needed and that it is true. At the same time the State assumes PUENTE would hold some for reserve.

Angelica mentions, the State recommends between 5% to 10% for a rainy day.

Motion: A motion was duly made by Chung Wong and seconded by Albert Reyes to approve the FY 22 proposed budget. The board moved to approve FY 22 PUENTE proposed budget: Wong, "yes"; Sutherland "yes"; Cabrales, "yes"; Gonzalez, "yes"; Reyes, "yes".



Adjournment of Meeting

Chun Wong thanked everyone for their participation and adjourned the meeting at 9:37 am.

Submitted Respectfully, Isabel Ocampo