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

BOARD MEETING MINUTES
December 7, 2022
8:30 am

https://puente-org.zoom.us/j/89473172646
Meeting ID: 894 7317 2646

The PUENTE Charter School board meeting was conducted via Zoom due to COVID-19 on Wednesday, December 7, 2022 at 8:33 am.

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

Visitors in Attendance: Los Angeles Unified School District Charter Schools Division colleagues, Fabiola Garcia De Alba and Helena Han.

Call to Order
Chun Wong called the meeting to order at 8:33am. 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 September 21, 2022
Motion: A motion was duly made by Chung Wong and seconded by Albert Reyes to approve the September 21, 2022 minutes. The board moved to accept the minutes as written. *Wong, "yes"; Sutherland "yes"; Cabrales, "yes"; Lightbody "abstain"; Reyes, "yes"*

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

CEO Jerome welcomes board member Lightbody at 8:35am.

Principal, Brenda Meza, presented the Operations & Programs update to the board.

Operations & Programs

Principal Meza reported that PUENTE Charter aligns the school services with the ten state priorities, and for 22-23 we have specific program goals outlined in our Local Control Accountability Plan (LCAP), including our whole child approach to teaching and our continued evidence space for professional development and engagement with our educational community. Ms. Meza shared the staffing level of 35 team members and the appropriate credential status for the lead instructors.

Principal Meza shared the positive results from the William oversight visit which was conducted in October 2022. This visit evaluates the sufficiency of instructional materials for the students and the condition of the school facility. For both areas of evaluation, PUENTE received positive scores – 100% for sufficiency of materials and 98% for school facility condition. Ms. Meza thanked the community of PUENTE colleagues who ensure all program and operational details of the school are monitored and kept in high quality condition.

Board Chair Chun Wong inquired if there was reference on the result of other schools' Williams oversight visits.

Ms. Meza shared that there was not a current comparison accessible, but that PUENTE Charter has been contacted by other Charter Schools to obtain guidance. Ms. Meza is not aware if the oversight visits and their outcomes are public.

Principal Meza shared the inclusion of student-led conference for this academic year. Conferences were conducted in November prior to the fall break. Feedback from the parent community was favorable and the parents reported enjoying visiting the classroom work centers.

Principal Brenda Meza provided the updates on the PUENTE school-wide SBAC data outcomes from 21-22 and the comparison data from the state of California and the resident schools in the PUENTE service area. PUENTE out-performed both the state and comparison schools. Subgroup data was also presented.

Brenda Meza presented the PUENTE 21-22 ELPAC data outcomes. PUENTE's 36% reclassification rate was more than double the state average and more than triple the rate of the comparison schools in PUENTE's service area.

Board Chair Chung Wong inquired on the factors that we can attribute for the achievement scores being realized at PUENTE Charter.

Brenda Meza emphasized that the two-teacher model per classroom, the home-to-school connectors, the on-going and targeted teacher professional development, and the positive school culture are factors that are supporting the favorable data outcomes. Also, PUENTE ensures that student data is utilized in the classroom to best position the teachers and paraprofessionals to address individual student need. The impact of the over year-long remote learning for students has resulted in many schools struggling to address student needs and this is displayed in the outcomes data.

Jerome Greening, PUENTE CEO, congratulated Brenda, the instructional team, and the student and parent community for their stellar achievement outcomes.

Brenda Meza provided the update on the school-wide activities including partnerships with Theatre Of Hearts/Youth First for arts enrichment, Hollenbeck PALS for sports, recreation and fitness, and Think Together for after school services through 6 pm, Monday through Friday.

Principal Meza, shared the attendance updates for Month 1- 94.6%, Month 2 – 92.79% and for Month 3 -89.48%. We continue to see some challenges with attendance in school due to cases of flu, COVID and RSV. When reviewing attendance, the approach this year is to be in consistent communication with families. We have parent communication tool, parent square that has been very effective with families.

Compliance monitoring for PUENTE Charter special education services continues with three cycles of reporting and the first cycle report was submitted on Monday, December 5, 2022. PUENTE currently has a 10% special education student population and remains in compliance with all student IEP service minutes.

Principal Meza, thanked Board member Greg Gonzales, not present at this board meeting, for his instrumental support in having PUENTE included in the Vision To Learn eye care services for our students. This new collaboration will ensure the needed eye care, including eyeglasses, are provided to our students.

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Approval of the Resolution for the PUENTE Educator Effectiveness Grant Plan
Brenda and Mr. Cabrales presented the PUENTE Educator Effectivness 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. PUENTES'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"; Sutherlnad, "yes"; Cabrales, "yes"; Lightbody, "yes"; Reyes, "yes"; Compliance Monitoring Form 2022-2023

Approval of Compliance Monitoring Form 2022-2023
Brenda Meza and Mr. Cabrales presented the Compliance Monitoring Form 2022-23 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 for board certification of the Form.

Board Chair Chung Wong, confirmed the form was included in the board packet.

Motion: A motion was duly made by Oscar Cabrales and seconded by Albert Reyes to approve the PUENTE Compliance Monitoring Form 2022-2023
Board voted to approve: Wong, "yes"; Sutherlnad, "yes"; Cabrales, "yes"; Lightbody, "yes"; Reyes, "yes";

Financial Report
Statement of Activities:

1. **Statement of Activities Analysis:**
   As of September 30, 2022, the Charter School reported total revenue of $1,215,541 and expenses of $1,178,443 for a net surplus of $37,097. Total actual expenses were $17,682 less than total budget.

   - *Personnel cost*: Personnel cost was $667,892 or approximately 56.7% of expense allocation. Budgeted amount exceeded total actuals by $65,764.
   - *Professional Services*: Professional services was $120,307 or approximately 10.21% of expense allocation. It exceeded YTD budgeted amount by approximately $29,012. This is mainly due to temporary staff for accounting department, substitute teachers and custodial contractor.

- *Textbooks:* Textbook expenses were $36,010 or approximately 3.06% of expense allocation. It exceeded YTD budgeted amount by approximately $17,285. This was mainly due to the unexpected increase of textbook costs.
- *Staff Development:* Staff Development expenses were $13,738 or approximately 1.17% of expense allocation and exceeded YTD budgeted amount by approximately $6,710. This was mainly due to the cost of new Active Shooter training for all staff and costs associated with the Community Training Workshop.
- *Advertising & Publicity:* Advertising & Publicity was $15,537 or approximately 1.32% of expense allocation and exceeded YTD budgeted amount by approximately $10,856. This was mainly due to expenses related to the recruitment of new teachers and staff.
- *Student Activities:* Student activities was $11,204 or .95% of expense allocation and exceeded budgeted amount by approximately $8,704. This is mainly due to unbudgeted expenses associated with summer school extended learning activities required by stimulus funding.

Statement of Financial Position

- *Cash & cash equivalent:* Cash balance was $464,609. A decrease of $375,625 from June 30, 2022. This was mainly due to an increase in uncollected receivables and the purchase of fixed assets.
- *Deferred revenue:* Deferred revenue was $229,813.
- *Furniture & Fixtures:* Furniture & Fixtures balance of $372,202 is an increase of $77,316. This is mainly due to the purchase of classroom furniture, computer equipment & leasehold improvements.

Financial Key Indicators
Working Capital

- *The Working Capital*: PUENTE has $1,194.176 available for current and future use.

Asset performance.

- *Cash Ratio is $1.25:* This is another indicator of future cash flow. This means that for every $1 of liability, the Charter School has $1.25 of liquid cash.
- *Quick Ratio $4.22:* 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 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 $4.22 of quick assets to pay for it.
- *Months of Cash on Hand:* Represents the number of months of operating expenses that the Center can pay with its current cash available. The Charter School has 1.2 months of cash on hand.

Capitalization structure assess long-term solvency and stability:

- *Debt-to-equity Ratio:* Debt-to-equity Ratio of $0.209. 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 $0.209 of debt financing for every $1 of equity financing.

Statement of Cash Flow

The Charter School's cash decreased by $375,627. This decrease 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 $11,079 is added to the net deficit to reconcile the cash from operations.
b. Accounts receivable increased by $248,721. Increasing receivables means less inflow of cash through decrease in collections. Therefore, the $248,721 is subtracted from the net surplus.
c. Contribution receivables decreased by $1,836. Decreasing receivables means less cash through the decrease in collections. Therefore, the $1,836 is subtracted from the net deficit.
d. Deferred revenue decreased by $18,672. Decreasing deferred revenue means that a portion of this unearned revenue was recognized as earned therefore a decrease in cash. The $18,672 is subtracted from net surplus.
e. Due to Other Programs to the Center decreased by $77,258. Decreasing liabilities means that obligations are paid sooner than later. As such, the Charter School has less cash on hand, as the $77,258 is added to the net deficit.
f. Property & Equipment increased by $77,316. This was mainly due to the payments related to the purchase of laptops and desktop computers for our students and staff. The increase resulted in a decrease in cash. As such, the change is subtracted from the total change in net assets.
g. The total decrease in cash of $375,627 is subtracted from the beginning cash of $840,236 resulting in ending cash balance of $464,609.

CEO Jerome Greening thanked the Finance committee that thoroughly reviews the first quarter financials.

Approval of Charter Financials as of September 30, 2022

Motion: A motion was duly made by Board Chair Chun Wong and seconded by Tyler Sutherland to approve Charter Financials as of September 30, 2022. The board voted to approve: Wong, "yes"; Sutherland "yes"; Cabrales, "yes"; Lightbody, "yes" and Reyes "yes".

Approval of PUENTE LAUSD 1st Interim Financial Report 22-23

Angelica Castro presented the LAUSD 1st Interim Financial Report.

Motion: A motion was duly made by Board Chair Chun Wong and seconded by Tyler Sutherland to approve the PUENTE 1st Interim Financial Report 22-23. The board voted to approve: Wong, "yes"; Sutherland "yes"; Cabrales, "yes"; Lightbody, "yes" and Reyes "yes".

FY22 PUENTE Audit Report

Angelica Castro welcomed lead auditors, Ms. Yu Chen and Ms. Gina Sanchez. with Maginnis, Knechtel & McIntyre for the presentation of the PUENTE FY22 Audit Report. Ms. Chen Ms. Sanchez shared the information on the summarized audit report, including the report's new format and that were no findings or issues. Ms. Chen and Ms. Sanchez made note of the cooperation and availability for the PUENTE management team during the process of the audit..

Board Chair Chun Wong, thanked Ms. Chen and Ms. Sanchez for their report and time. Board member Albert Reyes asked if the audit report can have the draft watermark removed. CEO Jerome Greening confirmed with lead auditors Ms. Chen and Ms. Sanchez that this is the final report and that the draft watermark will be removed. Ms. Chen stated that this is the final draft and can be approved by the board.

Approval of FY22 Audit Report

Motion: A motion was duly made by Board Chair Chun Wong and seconded by Oscar Cabrales to approve the PUENTE FY22 Audit Report. The board moved to approve:. Wong, "yes"; Sutherland "yes"; Cabrales, "yes"; Lightbody, "yes" and Reyes "yes".

CEO Jerome Greening shared the audit report is the reflection of the day-to-day activities performed by the entire team and that as the scale of the PUENTE operations has increased, the scale of the audit has increased also. Jerome thanked lead auditors, Ms. Yu Chen and Ms. Gina Sanchez, for the diligent work. Ms. Chen thanked Angelica Castro and the PUENTE team for their accounting compliance.

Jerome thanked our visitors, Fabiola Garcia De Alba and Helena Han , for attending the meeting today.

Adjournment of Meeting
Chun Wong thanked everyone for their participation and adjourned the meeting at 9:31 am.

Submitted Respectfully,
Isabel Ocampo