

New Academy Charter School

Minutes

NEW Academy Special Business Meeting

Date and Time

Monday March 23, 2020 at 6:00 PM

Location

NACP- 21425 Cohasset St. Canoga Park, CA 91303, NASA - 303 S.LOMA DR., LOS ANGELES, CA 90017, Available by conference call, zoom conferencing and at either location.

Public Comment Notice:

Individuals and representatives of organizations are invited to address the Board on any subject that falls within the Board's purview. If the item will be acted on at the Board Meeting, speakers are called on to speak prior to Board action on the item and in the first section of the public comment period. If the speaker's topic will not be voted on at the Board Meeting, their presentation is also made during the Comment portion of the meeting, but after comment on actionable items. Each speaker is limited to a three-minute presentation. The time is doubled if an interpreter is required.

NOTE: If you would like to participate, you may gain access to the meeting by dialing in using the number and meeting code below. Phone access is available at both school locations.

DIAL IN: Phone:
1-800-974-2164

Meeting Code: 8072020#

Directors Present

B. Bradley (remote), B. Stotzer (remote), M. Arias (remote), P. Didonato (remote), V. Gil (remote)

Directors Absent

G. Simpson

Guests Present

C. Guerrero (remote), Ciindy Frantz-edtec, E. Castro (remote), E. Todd (remote), H. De Revere (remote), Jazmin Estrada-edtec, M. Sanchez (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

V. Gil called a meeting of the board of directors of New Academy Charter School to order on Monday Mar 23, 2020 @ 6:00 PM at NACP- 21425 Cohasset St. Canoga Park, CA 91303, NASA - 303 S.LOMA DR., LOS ANGELES, CA 90017, Available by conference call, zoom conferencing and at either location.

C. Public Comment

II. Finance

A. February Financials-Action Item

V. Gil made a motion to Approve February 2020 Financials.

P. Didonato seconded the motion.

- Cindy Frantz, Director of Client Management from EdTec provided a summary of the January 2020 financials and emphasized that due to the COVID 19, and the mandates for people to work from home and teach children who are home, has changed the financial situation dramatically. Thus, this and the foreseeable future will be very different than forecasted. Some of the highlights include the fact that the federal and state funding will continue based on the ADA for months 1-6, with the expectation that teachers and staff will continue to be paid and students will continue to receive an education.
- The teachers are formulating strategic plans on how to do this and it may involve securing (buy/lease) laptops for the students to receive their education, but many alternatives are being considered and this affect the budget.
The current changes includes the governor's executive order related to COVID about school testing, which may be extended or waived completely for this year. There will be extra funds to address cleaning and disinfecting the school sites.
- Board member Brent Bradley gave more detail on the investment account and indicated that he and Victor Gil, President decided to transfer \$2.5M in the municipal bond fund to cash to prevent further market loss, which was about 7-8% of the principal. This was an emergency action that had to be taken immediately in a turbulent a falling market. There is a possible option to transfer this money to a US Government backed fund that pays 1.5% versus the 3-4 % that it was earning.

The board **VOTED** unanimously to approve the motion.

Roll Call

M. Arias Aye

V. Gil Aye

Roll Call

B. Stotzer Aye
G. Simpson Absent
P. Didonato Aye
B. Bradley Aye

B. Approve Check and CC Registers February-Action Item

B. Bradley made a motion to approve the February 2020 check register.
P. Didonato seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

V. Gil Aye
M. Arias Aye
P. Didonato Aye
B. Bradley Aye
B. Stotzer Aye
G. Simpson Absent

C. Approve 2nd Interim Financials-Action Item

B. Bradley made a motion to Approve 2nd Interim Financials.
P. Didonato seconded the motion.
This is found on the board packet and it reflects the January 2020 financials. This document was submitted to LAUSD. The investment account forecast is different from the current situation due to the market decline. The board **VOTED** unanimously to approve the motion.

Roll Call

B. Stotzer Aye
P. Didonato Aye
G. Simpson Absent
V. Gil Aye
B. Bradley Aye
M. Arias Aye

D. Investment Account Updates and Action-Action Item

B. Bradley made a motion to approve the transfer of investment into cash to maintain the principal.
M. Arias seconded the motion.
Brent Bradley and Victor Gil made the emergency decision to transfer \$2.5M from the muni bond fund account to cash to prevent further decline in value due to the unprecedented losses in the market. The board **VOTED** unanimously to approve the motion.

Roll Call

V. Gil Aye
G. Simpson Absent
B. Bradley Aye
B. Stotzer Aye
M. Arias Aye
P. Didonato Aye

III. Academic Excellence

A. School Closure-Covid-19 Updates-Information Only

The two school principals have made great strides to put in place steps to meet and deal with the demands brought on by the COVID 19 pandemic and the mandates put on by the California Governor and LAUSD. The mandate is that no one may be at the schools, with exception of staff until 3/27/2020 to gather all teaching material to prepare to do distant learning and remote teaching. The school is not “closed” even though the students are not allowed on campus. NASA and NACP are working collaboratively to put in place a strategic plan.

Instruction: This includes several considerations/activities

- Planning for continued instruction and identify the number of ways to deliver quality instruction. Teaching is considered an essential service.
 - Teachers will continue to get paid and thus, must continue their teaching.
 - Staff will also remain on the payroll (office workers).
 - Looking at some of the things that LAUSD is doing, such as using Youtube, Parent Square and many ways that we can deliver instruction.
- The challenge is that we are in uncharted waters and we are trying to figure out how to do this without losing instructional time and quality.
 - This week was used to settle everyone down and ensure their emotional wellbeing.
 - They are taking time to make plans and strategize before implementation occurs.
- We will hold meetings via Zoom with all of the grade level teachers next week and will survey parents to find out what kind of technology they have to receive remote teaching.
 - The remote teaching will be via Chromebooks and online programming such as Google Classroom and Zoom to deliver teacher lessons. Need to know how many Chromebooks are needed if this option is pursued.
 - It is a very fluid situation as is the entire situation.
- The school administration will
 - Keep the board updated.
 - Focus on placing accountability to ensure that learning takes place at home. The principals will provide a brief weekly summary covering what they have done with parents, students and staff. The teachers and instructional aides will continue to work and be paid thus they will also need to show what they are doing

remotely. Failure to do so will subject them to formal recordation, as deemed fit.

- The teachers provided a two-week packet to the children to keep them busy until that time. Paper packets may not be feasible in the future since there is to be no contact with the families after this week.
 - They have been looking at various resources such as Charter School Association who recently put on a webinar on how to deal with these changes.
 - It will be difficult to measure kid's learning level/performance.
- Administrative staff is having continual meetings with their leadership teams and staff.
- The principals have met with IT (remotely) on plans to
 - reconfigure the Chrome books that we now have and
 - figure out how many will be available for use in the distant learning.
- We need to contend with issues like teachers who have children who are also at home, and how to handle these situations. Guidance is supposed to be provided from LAUSD.
- The teachers are also being asked to complete tasks and work with the admin staff to do things. The school business managers are still processing invoices and other normal duties, but electronically. They are also monitoring ways to keep the parents engaged.
- **Technology for Distant Learning;** Principals are looking into getting laptops for students to be able to learn remotely. This will also include internet access considerations.
- Currently the teachers were only able to secure two weeks-worth of hard copy packets for students to provide teaching materials.
- This and next week is our planning stage. Spring Break begins April 6. Both schools are working together via conference calls to decide how to ensure that teaching continues.
- The plan is to secure enough laptops to have at least one per family, including if have more than one student per family. The teachers will stagger their online to allow all grades to view their daily lessons.
- NACP students for grades 3-5 already have laptop/devices. They need 28-30 laptops per classroom and there are 2-3 classes per grade, however, some will be shared at home. They can also use their cell phones to receive the lessons.
- By law, the students must receive the tools to do distance learning during this time period.
- Aside from what was delivered on Tuesday, paper lessons cannot be distributed due to the social distancing requirement. We must follow LAUSD rules.
- Other teaching platforms include televised lessons produced by LAUSD and other public options such as PBS.
- A survey will be made of all families to see what technology they have in the home to determine what the school will need to secure. Once the survey results are captured and the technology needs are known, it is suggested to hold another board meeting to approve the purchase of laptops or devices to secure these quickly.

Board meetings will continue to be held via conference call, but we can also use video. Most all members have a device with a camera (laptop, cell phone or other type).

Breakfast Delivery

Breakfast meals are distributed at a community site as the families drive through and pick up. Staff and volunteers are running this meal pickup. The schools get charged only for the meals that are ordered and they have stopped ordering lunches.

Campus Cleaning

. The one-time cost to cost to disinfect is \$30

Mr. Castro will schedule the deep cleaning next week and then ongoing once per week.

B. Center for Equity and English Learners Service Agreement-Action Item

Previously approved by the Board of Directors at Loyola; However Loyola Marymount University is requesting a new contract/service agreement rather than an addendum as previously submitted.

For any new services, we shall need to draft a new agreement that include a performance clause. This is to cover a situation where services cannot be provided, for example, in the case of the COVID 19 restrictions. We need to table it for the work that is going to be done in the future.

IV. Governance and Strategic Planning**A. Audit Firm Selection-Action Item**

B. Stotzer made a motion to approve the recommendations of the Finance Committee to contract Squarmilner as NEW Academy audit firm.

P. Didonato seconded the motion.

Charter schools are required to submit the name of the firm selected and estimated service fee. The charter school governing board will contract annually with a qualified independent certified public accounting firm to conduct an audit of the organization's financial statements. This is due March 31, 2020.

Audit firms were reviewed by our counsel. The audit firms provided proposals. The Finance Committee met and reviewed the proposals and chose SquarMilner for a three year contract. The board **VOTED** unanimously to approve the motion.

Roll Call

G. Simpson Absent

V. Gil Aye

M. Arias Aye

B. Stotzer Aye

P. Didonato Aye

B. Bradley Aye

B. UCP Procedures Approval-Action Item

M. Arias made a motion to approve the UCP policy with correction made by Brent Bradley.

B. Bradley seconded the motion.

UCP-Complaints of violations specific to federal and state programs that use categorical funds, like afterschool funds, and any of the titles for which we get funds. UCP is specifically geared for misuse of funds or special education funds. This is to comply with the written procedures and to indicate that the principals are responsible to conduct an investigation before it goes to the CDE. We have adopted the same LAUSD and CDE UCP guidelines. The board **VOTED** unanimously to approve the motion.

Roll Call

B. Stotzer Aye
M. Arias Aye
P. Didonato Aye
G. Simpson Absent
V. Gil Aye
B. Bradley Aye

C. Form J-13A, and Independent Study-Action Item

B. Bradley made a motion to approve the J13A form and add a majority of board member signatures.

B. Stotzer seconded the motion.

This form must be filled out for the time that NACP did not hold class due to the local fires in October 2019. It is a request for the allowance for attendance due to an emergency so that schools funds are not reduced or taken away. The majority of the board must sign it. The board **VOTED** unanimously to approve the motion.

Roll Call

B. Bradley Aye
B. Stotzer Aye
P. Didonato Aye
V. Gil Aye
M. Arias Aye
G. Simpson Absent

D. NEW Academy Organizational Chart Change-Action Item

Review of the revised chart indicated more work is needed to accurately reflect the various school positions and their relationships. Once it is edited, we will need to do a material revision. Item was tabled

E. Brown Act Training-Action Item

B. Stotzer made a motion to approve and acknowledge receipt of the Brown Act Training.

P. Didonato seconded the motion.

New Brown Act Materials were distributed and reviewed by Mr. Lara. We will be receiving total Brown Act Training to include the new legal requirements.

Counsel sent a certification for the Brown Act training and sent a letter to the district that we would have a refresher course. The board **VOTED** unanimously to approve the motion.

Roll Call

V. Gil Aye
B. Bradley Aye
B. Stotzer Aye
M. Arias Aye
G. Simpson Absent
P. Didonato Aye

F. Strategic Planning and Communications-Action Item

We are considering strategies considering the NACP leased school site. However, due to the current COVID 19 situation we shall table this for a later time

V. Closing Items

A. Adjourn Meeting

V. Gil made a motion to adjourn the meeting at 8:28p.m.
P. Didonato seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

B. Bradley Aye
M. Arias Aye
V. Gil Aye
B. Stotzer Aye
G. Simpson Absent
P. Didonato Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:28 PM.

Respectfully Submitted,
V. Gil