



**MINUTES OF THE 11/29/2018 BOARD MEETING OF THE
BOARD OF DIRECTORS OF
LENNOX MATH, SCIENCE AND TECHNOLOGY ACADEMY
(A California Non-Profit Public Benefit Corporation)**

I. PRELIMINARY

A. CALL TO ORDER

Dr. Bruce McDaniel, Chair of the Board, called the meeting to order on the date, time and place set forth as follows:

Time: 5:36pm

Date: 11/29/18

Place: Lennox Academy Staff Lounge

Dr. McDaniel welcomed everyone and thanked everyone for coming.

B. ROLL CALL

	Present	Absent
Almaraz, Samuel	_____	___ <u>X</u> ___
Andrade, SP	___ <u>X</u> ___	_____
Holmes, Shuna	_____	___ <u>X</u> ___
Latuner, Karen	___ <u>X</u> ___	_____
McDaniel, Bruce	___ <u>X</u> ___	_____
Rector, Pam	_____	___ <u>X</u> ___
Stabile, John	___ <u>X</u> ___	_____

B. FLAG SALUTE

Dr. McDaniel asked Ms. Andrade to lead the group in the flag salute.

C. APPROVAL OF MINUTES FROM 10/25/18 MEETING

Mr. Stabile motioned to approve minutes, second by Ms. Latuner. All in favor. None opposed.

E. APPROVAL OF AGENDA

Dr. McDaniel asked if there were any additions or corrections. Mr. Mena responded that there were no changes. Agenda motioned for approval by Ms. Andrade, second by Mr. Stabile. All in favor. None opposed.

II. OPEN SESSION

A. COMMUNICATIONS

RECOGNITIONS/PRESENTATIONS

- a. Presentation from ASB Students – Christopher Esqueda reported on school can food drive and the purpose of the drive – donated to woman’s shelter. ASB has started a toy drive; collection will be donated to St. Margaret’s Center. ASB members will be volunteering at their Christmas event. ASB members will be giving out snacks to students to help energize them during finals. Familia Day is scheduled for December 14th – will be having an assembly/TA buddy activity.
- b. Spanish Department Presentation – Ms. Garcia, department chair, shared a PowerPoint presentation with the board regarding department progress and Goals. Two members of their department had the opportunity to attend a PD session – CLTA World Language Jamboree in October. Department has been implementing One Note in their classes. Students seem to be getting accustomed to it now. Students have access to last year’s digital notebook. The goal is to have the AP class use it next year too. Department has been vertically aligning their curriculum. Last year’s cohort who took the AP exam, was the first group who benefited from this alignment. Results were favorable – a lot more fives than before. Department goals for this year include: developing writing skills, continue collaborating within Spanish Department, and collaborating with the LMS Dual Language Program. Dr. McDaniel asked if the Dual Language Program is only at LMS or do the elementary schools also have it. Ms. Garcia shared that Moffett has it, and she believes Buford has started this year; she added how Ms. Mosby from LMS shared that a lot of students often choose not to continue once they arrive at the middle school. Valeria Gonzalez talked about her experiences in her Spanish classes. Valeria talked about how they are exposed to the 8 different themes of the AP test since freshman year, and are exposed to the various skills that they will need to pass the exam.
- c. Christy White Associates Audit Presentation (Marcy Kearney) – Ms. Kearney thanked Mr. Mena and the board for making the process smooth for them. Ms. Kerney provided an overview of the audit report. There were no major adjustments needed.
- d. Fiscal Status – Charter School Management Corporation (Joshua Eng) – Mr. Eng was physically present for today’s board meeting and shared information about the first interim budget report: July 1st – October 31st of 2018. Original adopted budget vs. actuals through 10/31 vs. 1st interim (new revised estimates) were compared/shared with the board.
Balance Sheet Summary was reviewed with the board.
Credit Card expenses were reviewed and described to the board (some of the bigger charges included purchases for athletic uniforms, ASB purchases for yearbook, etc., Mr. Mena encouraged the board to go on Charter Vision to see all he back up receipts for each of the charges made on the school cards.

Board had no questions.

2. PRINCIPAL'S REPORT:

This is a presentation of information which has occurred since the previous Board meeting.

Mr. Mena would like to report on the following items:

WASC visit went well. They were very complimentary with what they witnessed. At the end they validated what we had reported; they validated all areas of strength we listed, as well as the areas of need we had identified. Full report was included in documents that was shared with the board. Validates the work that was done by the team and staff. Mr. Mena thanked Mr. V who served as coordinator for the study, and thanked Ms. Lomeli and Ms. Jimenez for taking on a section. No new information was included in their WASC committee's report. They supported the two areas we had identified for our action plan: Formalize the use of benchmarks in all content areas to measure student growth and use the data to inform instructional practices. Provide all students the necessary supports to enable them to successfully transition from high school to their post-secondary endeavors. Committee also validated the areas of strength and areas of growth that our team had identified in the self-study report. Recognized supports in place, student centered classes, parent/family involvement, el Camino classes, strong fiscal practices; areas of need/follow up are the same ones we had identified: formative assessments in all areas, mastery of grades in all content standards, continue to review schoolwide and subgroup data, involve students and parent in the development, increase efforts to provide career readiness opportunities... these all drive the action plan that was drafted. Board had no questions. Ms Andrade praised and validated group efforts. The board echoed sentiment.

Upcoming events were shared with the board and invited to attend: Basketball home games are at the middle school; Soccer games at Campus El Segundo. First fashion show is this Friday at 5pm. Lottery for the class of 2023 is on December 3rd (currently 290 applications); December 7th – Winter Concert.

3. ORAL COMMUNICATIONS:

Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

No Oral Communications

B. ITEMS SCHEDULED FOR DISCUSSION AND/OR ACTION

- a. Approval of employment of the following staff: Cristina Guzman – effective December 3rd, 2018 at the Student Success Advisor hourly rate.

It is recommended that the Board approve Agenda Item B.a.

Motioned: Ms. Andrade

Second: Mr. Stabile

All in favor. None Opposed.

- b. Approval of the 2018 – 2019 1st Interim Budget and Actuals

It is recommended that the Board approve Agenda Item B.b.

Motioned: Mr. Stabile

Second: Ms. Latuner

All in favor. None Opposed.

- c. Approval of the 2017 – 2018 Audit Report

It is recommended that the Board approve Agenda Item B.c.

Motioned: Ms. Andrade

Second: Ms. Latuner

All in favor. None Opposed.

- d. Ratify and approve Purchase Orders/Expenses for October 2018

It is recommended that the Board approve Agenda Item B.d.

Motioned: Mr. Stabile

Second: Ms. Latuner

All in favor. None Opposed.

- e. Discuss proposals received from back office service providers.

Board discussed proposals from back office service providers. Mr. Mena shared that in their folder, they had copies of the various proposals. Mr. Mena shared reason why we are seeking proposals. Two year contract with CSMC ended last year, and we have been on a month to month basis. They made a request that by December we make a decision to continue services with them or not.

III. ADJOURNMENT

The meeting was adjourned at 7:07 pm.