



**MINUTES OF THE 10/10/2019 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: 5:33pm**

**Date: 10/10/19**

**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> ___ |
| McMichael, 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 led the group in the flag salute.

**C. APPROVAL OF MINUTES FROM 08/29/19 MEETING**

Mr. Stabile motioned to approve minutes, second by Mrs. McMichael. All in favor. None opposed.

**E. APPROVAL OF AGENDA**

Dr. McDaniel asked if there were any additions or corrections. There were no changes/updates to agenda. Mr. Stabile motioned to approve agenda, second by Ms. McMichael, all in favor. None opposed.

## II. OPEN SESSION

### A. COMMUNICATIONS

#### RECOGNITIONS/PRESENTATIONS

- a. Presentation from ASB Students – ASB president Valeria Gonzalez, and Vice President, Ricardo Santana, shared information about upcoming ASB activities with the board. They are planning the Halloween Dance on October 25<sup>th</sup> at LMU, and planning a new event – Movie Night to get the student body together. They also talked about their first ASB fun day for the year and how much fun students had; TA’s were able to win TA points for their participation in events; Welcome back dance was well attended – close to 200 students. Other events in the planning include an Art Night and Dia de Los Muertos.
  
- b. Presentation from Student Buddy Committee – Nayeli Salgado, Eduardo Osorio, Edson Martinez, and Angela Magadan – TA Buddy Representatives – shared information about the Buddy Program on Campus; Freshman students are paired up with Juniors, Sophomores with Seniors, and when sophomores become Juniors, they in turn become big buddies to the incoming class; The buddy program was started to help students feel welcomed, to unite students of all grade levels as one familia, and for students to have someone else they can turn to for academic advise and/or friendship. Students presented a PPT to highlight some of their activities and upcoming plans. The buddy reps organized Stomp Out Bullying Week; they opened up the week by greeting all students with a treat on Monday morning with a positive message; they shared how it was well received by students. Everyone was encouraged to wear blue that day in solidarity to stomp out bullying; those who did not wear blue were given the option to take a blue ribbon to show their support; They had a lunch activity throughout the week in which they encouraged all students to write a note for their buddy; the note would then be put together in a baggie with chocolate “hugs and kisses” and distributed in TA the following week; they want to make sure that everyone gets one, so if anyone does not get a note from their buddy, they will make sure they write one for them, but they will make sure everyone receives something next week. Buddy Reps lead Anti-bullying discussions in TA; they talked about the anti-bullying posters/wall contest; and shared plans to design a mural that promotes unity/familia. The board asked if this could eventually become a mentoring program, and students shared that that is the goal – to build long lasting friendships/connections that go beyond just their time here at the Academy; students would like to see alumni continue to come back and mentor students; they are working on planning activities that foster such relationships.
  
- c. CA Dashboard and Local Indicator Report Presentation (Cynthia Lomeli) – Ms. Lomeli presented information about the state and local priorities. She provided an overview of self-assessment ratings and reasons for such scores; Mr. Stabile

asked if there was a process for the self-assessment. Response – unfortunately there is no guidance from the state on how to rate yourself, it is all based on self-reflection; the management team met to evaluate programs in place and together looked at data to come up with self-reflection ratings; ratings were shared with the leadership team and given the opportunity to provide feedback and/or make adjustments. Mr. Stabile added that if the team rates something as a “3,” is there an internal plan that is put in place to address it. Response: Yes, as was the case with Parent Engagement.

- d. Fiscal Status - Charter Impact. (Spencer Styles and Evelyne Yvard) – Mr. Styles, Charter Impact representative shared financial presentation to the board; he stated that very little has changed since the last report; report shows actuals through August since September was just being finished as of today. Forecasted information with respect to surplus, expenses, and cash flow were shared with the board. Attendance data metrics were reviewed; Mr. Stabile asked if there was a way to see numbers in comparison to the previous months so that he can see progress over time vs. snapshots of the current month only; a spreadsheet that displayed such information was shared with the board, but Mr. Stabile gave additional recommendations as to what he would like to see. The board had no questions for Mr. Styles.

2. EXECUTIVE DIRECTOR’S REPORT:

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

Mr. Mena shared correspondence received: Letter from the Office of Civil Rights – Lennox Academy was selected for Civil Rights Review; although no federal funds are received for the CTE “program” in place at Lennox Academy, because some elective courses (PLTW Engineering, Architecture...) are tagged as CTE, Lennox Academy was still a candidate for the review; they will be here the week of December 2nd. In the meantime, there is a monitoring tool that will be used for us to upload and submit requested information. A letter was also received from CALSTRS – audit will take place; Mr. Styles will be helping with this and working with CSMC to make sure we’re in compliance. Mr. Mena attended a workshop with respect to Charter School Legal Updates; he presented information to the board that was important for them to review; provided update to board on Brown Act compliance and other updates with respect to Senate Bill 126, Conflict of Interest Code, Notice Requirements, Closed Sessions, Conflict of Interests, COIs/Form 700 Political Reform Act were shared via a PPT with the board. The board had no questions. Mr. Mena will get further clarification on form 700 and will work with the board on necessary documentation.

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. Ratify approval of employment of the following staff:

- i. Jonathan Chapman (Boys Head Basketball Coach) effective September 16, 2019
- ii. Kevin Matthews (Boys Assistant Basketball Coach) effective September 17, 2019
- iii. Carlos Garcia (Technology Director) effective October 21, 2019

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

Motioned: Mr. Stabile

Second: Mrs. McMichael

All in favor. None Opposed.

b. Ratify resignation of the following employees:

- i. Paolo Baca (Technology Director) effective October 4, 2019

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

Motioned: Mrs. McMichael

Second: Ms. Latuner

All in favor. None Opposed.

c. Approve consultant service hours with Paolo Baca to assist the new Director of Technology during the transition. Hours not to exceed 40 hours at the hourly rate prior to resignation.

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

Motioned: Mr. Stabile

Second: Mrs. McMichael

All in favor. None Opposed.

d. Ratify approval to provide substitute coverage for up to three additional Professional Development (PD) days for teachers to participate in conferences, school visits, collaborative pull-out days or any other approved PD opportunities in the 2019-2020 school year. For opportunities in which a substitute is not required (Saturday conferences/non-workdays), teachers may

be compensated the substitute daily rate with prior written approval.

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

Motioned: Mr. Stabile

Second: Mrs. Michael

All in favor. None Opposed.

e. Approve the following teachers to serve as members of the school site Leadership Team and provide up to 50 hours of compensation at the teacher hourly rate for duties that take place outside of the contractual work day:

- Tyler Thornton – History Department (1st year)
- Samantha Thompson – English Department (1st year)
- Alejandra Garcia – Spanish Department (2nd year)
- Aaron Fong – STEAM Department (2nd year)
- Mathew Jobe – Math Department (2nd year)
- Ana Jackson – SpEd Department (2nd year)

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

Motioned: Mrs. Michael

Second: Mr. Stabile

All in favor. None Opposed.

f. Approve Section 125 Flexible Benefit Plan with American Fidelity acting as service provider.

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

Motioned: Mrs. Michael

Second: Mr. Stabile

All in favor. None Opposed.

g. Approve USC Viterbi School of Engineering's Partnership Agreement to implement the Mathematics, Engineering, Science Achievement (MESA) program at Lennox Academy for the 2019-2020 & 2020-2021 school years. Cost is \$2,500 per academic year.

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

Motioned: Mr. Stabile

Second: Mrs. McMichael

All in favor. None Opposed.

h. Ratify and approve Purchase Orders/Expenses for August, 2019.

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

Motioned: Mr. Stabile

Second: Mrs. McMichael

All in favor. None Opposed.

**III. ADJOURNMENT**

The meeting was adjourned at 7:32 pm.

---

**Board Meeting Minutes Approval**

\_\_\_\_\_  
Board Chair or Board Secretary Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date