



MINUTES OF THE 04/30/20 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: 4:36 pm

Date: 04/30/20

Place: Via ZOOM teleconference pursuant to Executive Orders N-25-20 and N-29-20.

Dr. McDaniel welcomed everyone and thanked everyone for joining.

Dr. McDaniel called the meeting to order at the time referenced above, reminded everyone that this meeting is being held via teleconference pursuant to Executive Orders N-25-20 and N-29-20, and read the following out loud: Members of the public who wish to comment during the Board meeting may use the “raise hand” tool on the Zoom platform. Individual comments will be limited to three (3) minutes. If an interpreter is needed for comments, they will be translated to English, and the time limit shall be six (6) minutes. The Board of Directors may limit the total time for public comment to a reasonable time. The Board reserves the right to mute or remove a member of the public if comments or actions disrupts the Board meeting

B. ROLL CALL

Table with 2 columns: Name, Present, Absent. Rows include Almaraz, Samuel; Andrade, SP; Latuner, Karen; McDaniel, Bruce; McMichael, Shuna; Stabile, John.

C. FLAG SALUTE

No flag salute.

**D. APPROVAL OF MINUTES FROM 02/27/20 & EMERGENCY BOARD MEETING 03/13/2020**

Dr. McMichael 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 shared that there were no changes to the agenda. Mr. Stabile motioned to approve agenda, second by Dr. McMichael. All in favor. None opposed

Ms. Andrade joined the meeting at 4:40 pm

Dr. McDaniel commented that he hopes everyone is doing well, and that he would like to thank Mr. Mena, the administrative team, and the entire staff at Lennox Academy for everything they have done. He added that just before going online, he saw the US World News Report and Lennox Academy was once again ranked among the top 25 best high schools in California. Dr. McDaniel congratulated everyone and shared that he knows historically LMSTA has always been there but being there once again is a tribute to all the hard work.

**II. OPEN SESSION**

**A. COMMUNICATIONS**

**1. RECOGNITIONS/PRESENTATIONS:**

- a. Presentation from ASB Students – No ASB Students were present on the teleconference.
- b. Fiscal Status – Charter Impact (Spencer Styles) – Mr. Styles shared PPT presentation regarding actuals through the end of March. Projections are more stable now since the ADA is now fixed. Forecast is based on the final P2 ADA of 564.71. Projected expenses for remainder of the year have been revised based on new environment. Forecasted surplus for this year could offset fiscal year 2021 funding cuts. Dr. McDaniel asked if there any rumors or indications that the state will have budget challenges/deficit funding. Mr. Styles shared that there is talk of a potential 10% budget cut in the May Revise budget. Since prior month's ADA projections were consistent with the final, there was only a variance of \$2K from last month. The only potential for variability from now through the end of the year would be from changes in state funding levels. Fund Balance – annual surplus now projected higher due to decrease in operational costs. Cash outflow includes \$22K of capital costs for roof repair. Information about compliance deadlines (next 60 days) was shared with the board. Ms. Latuner expressed concern about possible cuts for next year. Mr. Styles shared

that from a Financial Perspective, Lennox Academy is in a very good position even if there are cuts. Ms. Andrade thanked Mr. Mena for his amazing leadership. Board had no questions and thanked Mr. Styles for information shared.

2. EXECUTIVE DIRECTOR'S REPORT:

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

Mr. Mena shared PPT presentation of all the work that has happened in preparation of, and since the COVID-19 school closures. A timeline of events as a result of COVID-19 was shared with the board. Mr. Mena shared how it first started as in preparation of in the event that we had to close the school. He worked with one teacher to pilot Zoom with his classes and eventually asked him to lead PD for teachers. On 3/12, Mr. Mena sent a letter to school community that Governor may issue executive order for closure. On 3/13 Mr. Mena called an emergency staff meeting to inform them that he had planned for an emergency board meeting as closure was very likely for Monday, 3/16. With tech team and everyone's support, all students were able to get zoom installed on their laptops that same day before leaving for the weekend. At the Emergency Board Meeting that afternoon, a Resolution was approved and decision for closure effective Monday 3/16. All members of community were informed of school closures after the board meeting. On 3/16, teachers came to campus, but were split into two groups due to social distancing. Met to review Zoom Features and schedule. Teachers were given through Wednesday to plan remotely to host their first session online on Thursday 3/19. Team also met with non-teachers to discuss shift in roles for some, if complete shut down would result in remote work. On 3/19 – first day of remote learning – 98% attendance! On 4/15 – Mr. Mena sent notice of school closure through the end of the summer school term. Adjustments were made to the schedule after the spring break to allow for less screen time, and more opportunity for check-ins, and strategic support. Mr. Mena shared some of the systems that were put in place to allow for success during the school closures: Zoom, slack (communication tool to facilitate communication with non-teaching staff), Grasshopper (phone system).

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. Approve the 2020-2021 School Calendar.

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

Motioned: Ms. Latuner

Second: Ms. Andrade

All in favor. None Opposed.

- b. Approve amended job descriptions of the Executive Director and Director of Student Services to include Title IX job duties.

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

Motioned: Mr. Stabile

Second: Ms. Latuner

All in favor. None Opposed.

- c. Accept and approve job resignation of Tyler Thornton, effective June 12<sup>th</sup>, 2020.

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

Motioned: Mr. Stabile

Second: Ms. Andrade

All in favor. None Opposed.

- d. Ratify and approve decision to implement remote learning program through the end of the 2019-2020 school year, including the summer term as a result of COVID-19 pandemic and recommendation provided by State Superintendent of Public Instruction.

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

Motioned: Ms. Andrade

Second: Ms. Latuner

All in favor. None Opposed.

- e. Ratify and approve staff stipend of \$65 monthly for full-time employees to assist with expenses related to tele-communication responsibilities through the term of the school closure. Part-time employees will receive a pro-rated stipend.

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

Motioned: Ms. Latuner

Second: Ms. Andrade

All in favor. None Opposed.

- f. Approve \$6,000 of the funds raised in the school "Friends of Lennox

Academy” account to be used to provide families support and \$15,000 to be allocated for scholarships for graduating seniors.

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

Motioned: Ms. Andrade

Second: Mr. Stabile

All in favor. None Opposed.

- g. Approve Ratify and approve Purchase Orders/Expenses for February through March, 2020.

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

Motioned: Ms. Latuner

Second: Ms. Andrade

All in favor. None Opposed.

### III. ADJOURNMENT

The meeting was adjourned at **5:35** pm.

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#### Board Meeting Minutes Approval

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

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Signature

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Date

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AGENDA

BOARD OF DIRECTORS

LENNOX MATH, SCIENCE AND TECHNOLOGY ACADEMY

Page 5 of 5