



MINUTES OF THE 05/28/20 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: 4:34 pm

Date: 05/28/20

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. APPROVAL OF MINUTES FROM 04/30/20

Ms. Latuner motioned to approve minutes, second by Dr. McMichael. All in favor. None opposed.

**E. APPROVAL OF AGENDA**

Dr. McDaniel asked if there were any additions or corrections. Mr. Mena noted that there were a few minor changes regarding typos in section B. Corrections have been made by scribe. Ms. Andrade motioned to approve agenda, second by Mr. Stabile. All in favor. None opposed

**II. OPEN SESSION**

**A. COMMUNICATIONS**

**1. RECOGNITIONS/PRESENTATIONS:**

- a. Presentation from ASB Students – No ASB students were present.
  
- b. Fiscal Status – Charter Impact (Spencer Styles) – Mr. Styles presented information on April financials. Revenue: \$9,800 in SB117 funds have been received to support COVID-19 related costs. Federal Special Education revenue estimated update based on recently released apportionment (reduction of \$3,800 as compared to budget). Expenses: Projected expenses have decreased by \$95K from prior month due to change in operational costs. Lower hours worked during April 2020 and updated projections - \$34K, Supplies - \$5K, Property and Liability Insurance - \$20K, Utilities - \$8K, Field rental - \$16K, General consulting - \$10K. Fund Balance: Annual surplus now projected higher due to decrease in operational costs. Cash Balance: With reduction of operating costs at year end, cash is now expected to be significantly closer to budget. Cash outflow includes \$22K of capital costs for roof repair; 50% of June LCFF projected to be deferred to July. Mr. Styles shared information about upcoming compliance deadlines.

Mr. Styles shared Fiscal Year 21 Budget Highlights: Proposed Budget projects a surplus of \$162K for FY21; budget maintains similar staffing levels and health benefits compared to current fiscal year; enrollment target is consistent with prior years at 580; estimating a 7.9% reduction to LCFF revenues for FY21; STRS & PERS Employer Rates have been reduced by 2% each; Budget includes deferrals to LCFF-State Aide payments in FY21 of 100% of April and 50% of May payments in FY22; Insurance cost for schools has increased by approximately 40%; further cuts are possible, but very strong reserves are available if needed. Revenue: Enrollment is budgeted at 580 with a 96% attendance rate for an ADA of 556.80. State aid is unfavorable by \$733K and driven by the 7.92% drop in LCFF funds. This represents 93% of the total reduction in revenue. Other state revenue is unfavorable by \$46K driven mostly from a reduction in state lottery fund this year of 25%. Expenses: Projected expenses are budgeted at \$51k reduction from current year: Total salary and benefits are increased by 100K due to step and column increases; non-

capitalized equipment is \$130k lower due to significant device purchases in FY20; operations is projecting an increase \$23k due to the rise in insurance costs; facilities cost are higher by \$15k due to the add-back of field costs in FY20-21; general consulting is budgeted \$40k lower than current projections and is based on actual spending to date. Pro Services within both Management Fee and District Oversight Fee are favorable by \$20k due to a decrease in total revenue. Fund Balance: A surplus of \$162k (or 2.4%) is budgeted in FY21 despite significant decrease in revenue.

Dr. McDaniel asked about insurance costs; additionally, Dr. McDaniel stated that one can anticipate additional expenses to accommodate safe school conditions for both students and employees as a result of COVID-19 and necessary materials for impact on program. As such, he would like to suggest that a blanket line item to cover such expenses be added into the budget. After discussion, the board decided that the preliminary budget reflect a \$150K budget item for covid-19 safety related expenses.

2. EXECUTIVE DIRECTOR'S REPORT:

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

Mr. Mena presented information regarding guidance provided by the CDE thus far; looking at various models – in person, remote, vs. hybrid. Mr. Mena shared results of survey he conducted with students. Survey yielded good response rate (530 students responded to survey). 69.6% of students responded that they are “okay with the online learning but prefer to be at school,” 14.9% stated that “online learning is very difficult for me, I prefer to be at school,” and 15.5% of students stated, “I am really enjoying the online learning and prefer this versus having to come to school everyday.” Students shared potential challenges to learning at home, and more than half of students (54.2%) stated that it is difficult to focus at home because it is too loud and there are many distractions. 34.7% stated that they did not have any challenges listed on survey (i.e., difficulty focusing at home, not having a space to do work at home, having to care for younger siblings...). About 23% of students reported that their internet connections was not stable. 17% of students reported feeling anxious or stressed as a result of covid-19. The board thanked Mr. Mena for sharing survey results.

Mr. Mena shared plans for upcoming graduation drive through celebration for the class of 2020.

Additionally, Mr. Mena referenced the LCAP summary report and shared how this is typically the time when the board approves the LCAP. However, it has been moved to December this year. Instead, they have asked that we present an LCAP summary report that provides an update of things that have happened as a result of school closures.

Mr. Mena shared information about fundraising efforts by graduating class and how they typically use that money to bring down the costs per student for grad night, prom, and other senior activity expenses. Unfortunately, due to COVID-19, those events were not possible this year. Some schools are considering hosting an event after graduation, but the team feels that money could be best used if distributing evenly among each member of the class of 2020 (approximately \$100 per student). Item will be up for board approval later tonight.

Board thanked Mr. Mena for his presentation, no questions asked.

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 CDE COVID-19 Operations Written Report. Executive Order N-56-20 has extended the deadline for adoption of 20-21 LCAP from July 1, 2020 to December 15, 2020.

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

Motioned: Mr. Stabile

Second: Ms. Latuner

All in favor. None Opposed.

- b. Approve LMSTA preliminary budget for the 2020-2021 fiscal year.

It is recommended that the Board approve Agenda Item B.b., with modification of line item to account for school expenses as a result of covid-19.

Motioned: Ms. Andrade

Second: Ms, Latuner

All in favor. None Opposed.

- c. Approve \$1,500 stipend for eligible employees who waived medical health coverage after providing proof of other medical coverage for the 2019-2020 school year.

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

Motioned: Ms. Latuner

Second: Ms. Andrade

All in favor. None Opposed.

- d. Accept and approve job resignation of Manuel Rosas, effective June 12<sup>th</sup>, 2020.

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

Motioned: Dr. McMichael

Second: Mr. Stabile

All in favor. None Opposed.

- e. Accept and approve job resignation of Katherine Steeper, effective June 12<sup>th</sup>, 2020.

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

Motioned: Dr. McMichael

Second: Mr. Stabile

All in favor. None Opposed.

- f. Approve resolution 1920-2 to allow students from the Class of 2020 to receive a recognition from the funds raised to support senior activities.

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

Motioned: Mr. Stabile

Second: Ms. Andrade

All in favor. None Opposed.

- g. Approve filing of form 700 (Statement of Economic Interests) for the following:
- i. Bruce McDaniel – Board Chair
  - ii. Karen Latuner – Board Vice-Chair
  - iii. Shuna McMichael – Board Treasurer
  - iv. SP Andrade – Board Director
  - v. John Stabile – Board Director
  - vi. Armando Mena – Executive Director

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

Motioned: Mr. Stabile

Second: Dr. McMichael

All in favor. None Opposed.

- h. Approve for extension of **Chair** Board Director term for Bruce McDaniel, current Board Chair, for a two-year term effective July 2020 through June

2022.

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

Motioned: Ms. Latuner

Second: Dr. McMichael

All in favor. None Opposed.

- i. Approve for extension of Board Director term for SP Andrade, current Board ~~Chair~~ Director, for a two-year term effective July 2020 through June 2022.

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

Motioned: Ms. Latuner

Second: Dr. McMichael

All in favor. None Opposed.

- j. Approve service to grind, repair and apply top coat to indoor area of approximately 3,100 square feet at the AutoShop property (10934 Hawthorne Blvd.). Cost not to exceed \$16,000.

It is recommended that the Board approve Agenda Item B.j., with amendment language to read:

“Cost not to exceed \$17,500.”

Motioned: Mr. Stabile

Second: Ms. Latuner

All in favor. None Opposed.

- k. Approve contract with Commercial Door of Los Angeles to furnish and install 5 new commercial rolling steel doors at the AutoShop Property (10934 Hawthorne Blvd.). Cost not to exceed \$55,000.

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

Motioned: Mr. Stabile

Second: Ms. Latuner

All in favor. None Opposed.

- l. Ratify and approve Purchase Orders/Expenses for April, 2020.

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

Motioned: Mr. Stabile

Second: Dr. McMichael

All in favor. None Opposed.

- m. Consideration and approval of the following Board Meeting schedule for the 2020-2021 School Year:
  - August 27, 2020

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AGENDA

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- September 24, 2020
- October 29, 2020
- December 3, 2020
- January 28, 2021
- February 25, 2021
- April 29, 2021
- May 27, 2021

It is recommended that the Board approve Agenda Item B.m. Board asked to have a meeting in July to have an update and discussion on reopening of school for 20-21 school year.

Motioned: Ms. Latuner

Second: Mr. Stabile

All in favor. None Opposed.

n. Discussion on filling Board Director vacancies.

Board discussed the need to find replacements for Mr. Almaraz and Ms. Rector, due to lack of attendance and passing away, respectively. Mr. Almaraz had hoped to start meeting again in December, but life has been a challenge and he has not been responding even via email. Mr. Mena had not placed him on the agenda to be removed, in hopes that he would respond, but his term has in fact expired and not renewed due to his absences. Dr. McDaniel shared that it was good to have an alumnus as part of the board and would recommend that one spot be filled with another alumnus. Dr. McDaniel also shared that he had someone in mind that would be interested in being part of the board. This other person has worked in Lennox and knows the community well; he is someone he has a lot of respect for and feels that he will be a good candidate. Mr. Stabile also shared that he had someone in mind that he could also suggest, should the person Dr. McDaniel had in mind is not interested. Mr. Mena shared that he has reached out to an alumnus who is currently in his 1st year at Boeing but is waiting to hear back from him. Mr. Mena also has another alumnus in mind that might be interested. The Board hopes to have board item positions filled at the next regularly scheduled Board Meeting.

### III. ADJOURNMENT

The meeting was adjourned at **6:29** pm.

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#### Board Meeting Minutes Approval

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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AGENDA

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