



**BOARD OF DIRECTORS MEETING AGENDA  
LENNOX MATH, SCIENCE AND TECHNOLOGY ACADEMY  
11036 Hawthorne Blvd. Lennox, CA 90304**

**July 23, 2020**

**2:00 pm**

**INSTRUCTIONS FOR PRESENTATIONS TO  
THE BOARD BY PARENTS AND CITIZENS**

The Lennox Math, Science and Technology Academy (“School”) welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board of Directors (“Board”) is to conduct the affairs of the School in public. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

**This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20.**

The Board of Directors (“Board”) and employees of Lennox Academy shall meet via the Zoom meeting platform. Members of the public who wish to access this Board meeting may do so at:

<https://us02web.zoom.us/j/84800138374>

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.

Access to Board Materials: A copy of the written materials which will be submitted to the School Board may be reviewed by any interested persons on Lennox Academy’s website along with this agenda following the posting of the agenda at least 72 hours in advance of this meeting.

Disability Access: Requests for disability-related modifications or accommodations to participate in this public meeting should be made 24 hours prior to the meeting by calling (310) 680-5600. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

**I. PRELIMINARY**

**A. CALL TO ORDER** at 2:04 p.m. Dr. McDaniel welcomed all board members and attendees.

**B. ROLL CALL**

	Present	Absent
Andrade, SP	<u>  x  </u>	_____
Latuner, Karen	<u>  x  </u>	_____
McDaniel, Bruce	<u>  x  </u>	_____
McMichael, Shuna	<u>  x  </u>	_____
Stabile, John	<u>  x  </u>	_____

**C. APPROVAL OF MINUTES FROM BOARD MEETING 5/28/20**

Mr. Stabile called the motion to approve the board meetings from May 28<sup>th</sup>.  
2<sup>nd</sup> by Ms. Andrade  
Approved 5-0

**D. APPROVAL OF AGENDA**

Item B-H will be move to be first. Not a change of item agenda, just of order. All board members were in consensus to approve the change.  
Motioned by Ms. Andrade, second by Dr. McMichael  
Approved 5-0

**II. OPEN SESSION**

**A. COMMUNICATIONS—No communications**

**1. RECOGNITION/PRESENTATIONS:**

a. Fiscal Status - Charter Impact (Spencer Styles)

The actual budget that was approved by the state was discussed during today’s meeting. There is a significant increase in the actual surplus--over a million dollars due to vendor invoicing that happened after June 30<sup>th</sup>. They will roll over for the 20-21 fiscal year. The amount of \$120, 000 will roll over for the next fiscal year. There is a 18k variance since last board meeting. Slight variations but close to the forecast. Variance of 1.4%--the driver was due to the higher attendance rate. We also start with a conservative attendance forecast. Noncapitalized equipment of 120K will be added to next year’s forecast. General consulting was a carryover from the original budget and was used as a place holder. Fund balance is looking great—higher due to the reduction of expenses and it is slightly over a million dollars. 50% of June LCFF payment was deferred to July (the state has not written checks yet). It will impact next year’s cash flow -June deferred payment. Update for the upcoming year (good news for LMSTA): 2019-20 LCFF rates—the state will use this for this upcoming year’s budget which is an increase from the original reported. Yet, it will be deferred (six months of payments that will equate to about 1.4

million dollars). \$543,000 is the monthly average LMSTA spends on payments. LMSTA should have about \$8.1 million reserves on June 2021 even after the delays. If there is a federal bailout, payments from the state less likely to be deferred (yet this is highly unlikely); therefore plan for the deferments as currently scheduled. There is going to be an additional \$670,000 due to the updated budget. About \$1.1 million will be owed to LMSTA due to deferments. LMSTA has a total of about \$11 million in reserves: cash balance is \$8 million (\$11 million includes all assets minus liabilities). Significant amount of federal funds for Learning Loss approved after the CARES Act. Current estimate is \$750,000 more revenue for LMSTA for Learning Loss Mitigation; there are tight restrictions on how a school can spend it. Internet connectivity is a valid reason on how to spend the funds. The Learning Loss Mitigation application was released yesterday. Do not want to add it to the revenue until potential expenses tied to the funding are added.

b. Board Vacancy Candidate (Steve McCray)

Dr. McCray introduced himself. He is a baseball fan and grew up in the Jefferson Park area by USC. His mom was one of the first African American graduates from USC and an LAUSD teacher. Jackie Robinson fan. He comes from a family of Black ranchers from Wyoming. He has two siblings, two daughters, two sons, five grandchildren and a wife. Obtained his Master's degree from UCLA. He started his education career at Mountain View District before working at the Lennox School District in 1988. Tom Johnstone was one his mentors. Dr. McCray worked for the Lennox School District for six years as Biological Sciences educator and Assistant Principal before heading to Cal State Dominguez Hills to teach math/science methods classes and a diversity course. At Dominguez Hills, Dr. McCray noticed preservice teachers were afraid of teaching science. Therefore, he wanted to have a hands-on approach to ensure they would teacher science to their students. Working with preservice teachers motivated him to go back to a school setting as a Principal and working in a Central Office. He is committed to students and identify what they need in order to make their academic goals happen and/or create pathways so they are able to. His goal is to prepare students to go to Boeing, Northrop, etc, especially students of color as there is a need for representation. His dissertation focused on how children are our messenger; so, we need to see what they are able to do, where they are and where they need to be. He also likes to work on how to bridge the gaps between students' aspirations and their lack of skills. He feels creating a common language and baselines for reading and math skills can help address students' skill gaps. He is a proponent of internships as they help to motivate students. He thinks outreach from LMSTA to the middle schools to support math readiness and address basic skills can help improve the math skills of incoming 9<sup>th</sup> graders. He is looking to participate in any capacity the school needs him to be in; does not want to be just a drop-in.

2. EXECUTIVE DIRECTOR'S REPORT:

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

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 comment

**B. ITEMS SCHEDULED FOR DISCUSSION AND/OR ACTION**

a. Removal of Board Director, Sam Almaraz.

It is recommended that the Board approve Agenda Item B.a.	Motion: Ms. Andrade Action: Approved Second: Dr. McMichael Vote: 6-0
--	---

b. Ratify and approve stipend of \$612.50 (paid at the PD teacher rate) for assisting in the 9<sup>th</sup> grade orientation meetings held 6/19/20 through 6/24/20 for the following teachers:

- i. Alejandra Garcia
- ii. Aurora Vasquez
- iii. Ivie Sherman
- iv. Samantha Thompson

It is recommended that the Board approve Agenda Item B.b.	Motion: Ms. Latuner Action: Approved Second: Mr. Stabile Vote: 6-0
--	---

c. Ratify and approve CharterSafe insurance and risk management coverage for the 2020-2021 school year, coverage effective July 1, 2020.

It is recommended that the Board approve Agenda Item B.c.	Motion: Ms. Latuner Action: Approved Second: Ms. Andrade Vote: 6-0
--	---

d. Ratify and approve service agreement with Cross Country Education (formerly Direct Ed) to provide Special Education Services and substitutes for teachers and support staff for the 2020-2021 school year.

We use Cross Country Education for counseling services for our Special Education students and substitute teachers. We did not use the substitute teacher services during the spring school closure as there was little demand and the few times there was, SSA advisors with sub credential were able to cover. The upcoming year's rates are close to last year's rates. They have been good with our feedback and have included a few on the "Do not hire" list for our school based on teacher feedback.

It is recommended that the Board approve Agenda Item B.d.	Motion: Ms. Andrade Action: Approved Second: Mr. Stabile Vote: 6-0
--	---

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

It is recommended that the Board approve Agenda Item B.e.	Motion: Mr. Stabile Action: Approved Second: Ms. Latuner Vote: 6-0
--	---

- f. Approve amended Student Support Advisor (SSA) salary schedule to include increase for employees with Master's Degree.

Mr. V explained to the board the role of SSAs within our Ganas! Program. They shadow students during the day and run the after-school program.

Recommendation: SSA start at \$21.00 per hour rate (BA/BS requirement) and cap out at \$31.70 over a 15 year period with a yearly 3% increase. Two of our SSAs have recently earned a Master's Degree. Therefore, created a column that compensates them for their advanced degree and it starts them at \$24.00 per hour and caps out at \$36.30 after 15 years (3% yearly increase). Schedule enhancements for advanced degrees are common at school districts. SSAs work full time over nine months (183 work days) and are hourly employees. Some also have a sub credential so they work during the summer. When we created this position in hopes to hire someone recently out of college and thinking of going into education. Therefore, this position allows them to gain experience in the field.

It is recommended that the Board approve Agenda Item B.f.	Motion: Mr. Stabile Action: Approved Second: Ms. Latuner Vote: 6-0
--	---

- g. Approve CTE salary schedule.  
We currently only have one CTE teacher on staff. As we look to expand our CTE program, it is important to have a schedule to publicize it. When that teacher was hired, a few salary schedules from other districts were reviewed, such as Pasadena Unified, that were used as guide. Requirements for a CTE are not as rigorous as obtaining a single/multiple subject credential as a Bachelor's degree is not required nor the completion of a teacher education program. Want to establish a fair salary schedule that will also follow the yearly 3% increase.

It is recommended that the Board approve Agenda Item B.g.	Motion: Mr. Stabile Action: Approved Second: Ms. Latuner Vote: 6-0
--	---

- h. Appoint Steven McCray as Lennox Academy Board Director for a two year term effective August 1<sup>st</sup> through June 2022.

Comment from Ms. Andrade: Dr. McCray is very knowledgeable and dedicated to students. He will be a wonderful asset to LMSTA. He is a hands-on person.

It is recommended that the Board approve Agenda Item B.h.	Motion: Mr. Stabile Action: Approved Second: Ms. Andrade Vote: 5-0
--	---

- i. Nominate and appoint board director to serve in the capacity of “Secretary”.

Duties: Review board meeting minutes and ensure they are accurate. Make sure there is an accurate log and current record in place. Oversee that things are organized. Sam Almaraz served in this capacity.

Minutes will be shared for review before the upcoming board meeting. Majority of communication with secretary will be via email.

Share minutes with secretary before upcoming board meeting. Communication via email.

Ms. SP Andrade will be the next board’s secretary.

It is recommended that the Board approve Agenda Item B.i.	Motion: Mr. Stabile Action: Approved Second: Ms. Latuner Vote: 6-0
--	---

- j. Ratify and approve form 990 Tax Return Filing for year ending June 30, 2019.

They were submitted already; auditor took care of it.

It is recommended that the Board approve Agenda Item B.j.	Motion: Ms. Andrade Action: Approved Second: Dr. McMichael Vote: 6-0
--	---

- k. Ratify and approve Purchase Orders/Expenses for May through June, 2020.

Highlights of Purchase Orders: Provide backup documentation for purchase over \$15,000 as discussed at previous board meeting. CDW Purchase Order: Projector that was purchased for the staff lounge. Battery backup unit for server room dfps (\$2,000 Purchase Order expense). Instructure purchase is for CANVAS our Learning Managing System that helps teachers organize their instructional materials (\$16,000 purchase). Dell Purchase Order (\$110,316) was to replenish 150 laptops that our 10<sup>th</sup> graders will receive.

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

Motion: Mr. Stabile Action: Approved  
Second: Ms. Andrade Vote: 6-0

1. Discussion on the reopening of school for the 20-21 school year.

Mr. Mena presented LMSTA’s “Learning Continuity Planning 2020.” Asked for board feedback.

Two weeks, ago, the CDE shared the requirement to have a Learning Continuity Attendance Plan in lieu of a LCAP this year. The state wants to ensure that all LEAs are going to address the educational challenges that arise due to the pandemic. This plan needs to be approved by September 30<sup>th</sup>, 2020 by the Board. The plan wants to ensure there is quality of instruction regardless of the medium throughout the school year. LEAs also need to address how they are going to assess pupil progress. Schools will need to log and document student progress and active learning. Additionally, the plan needs to describe how schools will support staff and student mental health. The current reality is that the number of cases is increasing drastically throughout California. Over 12,000 cases of children with the virus in California. Case rate per 100,000 people. In comparison to other nearby cities, Lennox has a high case rate. Majority of students are from the Lennox zip code that attend LMSTA. Prior to the Governor’s orders of July 17,2020. we were thinking of a possible hybrid plan but that changed with the Governor’s orders. Meaningful instruction is essential per Governor’s order. Having the technology in place since the get-go did help LMSTA in the spring. Need to address with staff the expectations of what remote learning would look like moving forward. LA county needs to off monitoring list for 14 consecutive days before we can think of reopening school. LMSTA needs to to think of a transitional plan when that occurs. Per Governor, masks and physical distancing are requirements when schools reopen. Testing is a requirement—testing staff in a rotating basis every 2 months—need more guidance from the state. How are we going to train our 9<sup>th</sup> graders to use Zoom? We conducted 9<sup>th</sup> grade orientation with each family individually and gave all of them a laptop at that time. Regardless, it will be difficult to start the school year via Zoom. Mr. V and Lomeli met with our new staff to give them a brief orientation and this will continue throughout the school year.

Mr. Mena shared survey participation based on a survey shared a few weeks ago with parents, students and staff. Recommendation for starting school (was asked before 7/17/20): students wanted some form of in person instruction, a little over half the parents wanted to continue with distance learning, and about 90% of the staff wanted to continue with remote learning.

Three options were presented for the remote learning schedule: Option 1: follow our traditional bell schedule (A schedule on Monday, Thursday and Friday; block schedule on Tuesday and Wednesday); Option 2: Cycle through block schedule Monday-Thursday and I schedule on Friday; Option 3: use last semester’s modified block schedule (modified block schedule on Monday-Thursday and TA schedule on Friday). Most stakeholders selected Option 3. Recommendation: use Option 3 with distance

learning; guarantees the 240 minutes mandate of instructional time on a daily basis. It will also need to include a schedule where students can check in with teachers in order to meet the 240 daily minute requirement either on Wednesday or Friday.

Assessment of how distance learning went during the spring—overall it was good based on how fast it occurred. Connectivity and lack of engagement were some of challenges. Overall happy with the results. Need to implement additional expectations, based on the state mandates, to continue to enhance our program. Math and Reading inventories show increase in student skills this past spring as well as AP exams. Mr. Stabile would like data on the spring's math finals.

Technology team was on campus throughout the closure to address tech issues. School was opened for most of the time minus two weeks or so. Teachers had access to their classroom. Campus was open from 6:30 a.m.-4:00 p.m. daily. Attendance rates was high during last semester's distance learning—comparable to in-person attendance (in the high 90s). A schedule was followed since the beginning and teachers continued to take attendance as usual; office staff called home for students who were no shows (continued to work as if we were in-person). Special Education students continued to be serviced and IEPs were conducted as scheduled (in a virtual setting).

Grades were issued grades last spring. Is the school planning anything special for our 9<sup>th</sup> graders? Need to have conversations with the 9<sup>th</sup> grade team to see what we can do to offer positive experiences for these incoming students. Thinking of bringing (virtually) a motivational speaker. Also possibly have a townhall meeting where parents can participate.

Goal is to continue to provide the same services as prior to school closure (have our program as close as possible; accountability with flexibility). All students are high needs during this time. Need to brainstorm we else we can continue to how to better service our at-promise students.

80% of students shared they are comfortable with Zoom (those who shared they are not comfortable is due to the fact they were ask to have their cameras on) and 91% of staff are comfortable with Zoom (non-teaching staff comprises the 8% that shared they are not comfortable).

Comfortable returning for in person instruction: more students shared they feel comfortable returning to school; this sentiment decreased with parents and with staff (over 90% of staff does not feel comfortable retuning to campus). Safety issue is a concern for most staff.

Potential Blended/Hybrid Models: Bring students at a smaller scale when students are abl to come in-person. Option 1: AM/PM group (half the school attends in the morning and the other half in the afternoon) and Fridays would be done remotely. Option 2:



Alternating Days (A and B group) and students see all their teachers during the days they come in. Fridays would be virtual. Option 3: A mixture of option A and B: come in one week and be completely virtual the second week (and alternate). When students are not in school, they are supposed to have assignments that are equivalent to the instructional minutes. How do students receive support when they are working on their assignments and the teacher is busy working with another group of students? They have the after-school office hours and SSAs can also support in this capacity. How can we help students support immediately rather than waiting for after school support? Have an SSA available to help students with their assignment can be a possibility (their caseload students can be helped by another SSA colleague who is working with students in the [virtual] classroom). Why a 15- minute passing period for Zoom sessions? The demand of being in front of the screen can take a toll so want to provide a break for teachers and students and give them time take care of possible child care issues (as many students are finding themselves taking care of younger siblings as they juggle remote learning). Mr. Stabile would like to resume his math tutoring sessions twice a week when school opens.

The goal was not to make a decision today in selecting a hybrid model but rather gather feedback from the board as we move forward with the plan. Will share a draft of the plan at the next month's Board meeting.

Suggestions: look at studies, if any, to study the effectiveness of hybrid models. Options 2 and 3 also provide more practical possibilities for deep cleaning. More time in the remote learning schedule—time seems to be drastically reduced per Mr. Stabile.

There are still too many unknowns such as how to test our staff regularly. Many logistics are unknown and/or not clear and hope the state will provide more direction. Accuracy of tests is also a concern. Many things needed are backordered. Need a clearer plan from the state. Get more feedback from staff early next month to present draft on August 27<sup>th</sup> meeting. Need more guidance from the state as to what PPE we need to provide to our staff and students (what is the availability as well?). The Lennox School District ordered PPE on our behalf that was given by the state.

### **III. ADJOURNMENT**

The meeting was adjourned at 4:36 p.m..