



MINUTES OF THE 08/27/20 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: 2:03 pm

Date: 08/27/20

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 Andrade, SP; Latuner, Karen; McCray, Steve; McDaniel, Bruce; McMichael, Shuna; Stabile, John.

C. APPROVAL OF MINUTES FROM 07/23/20

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

**E. APPROVAL OF AGENDA**

Dr. McDaniel asked if there were any additions or corrections. Mr. Mena shared that there were none. Ms. Andrade motioned to approve agenda, second by Ms. Latuner. All in favor by consensus. None opposed

**II. OPEN SESSION**

**A. COMMUNICATIONS**

**1. RECOGNITIONS/PRESENTATIONS:**

- a. Presentation Charles Schwab & Co., Inc on investment strategy for school reserve fund (Jeff Milner and Marc Myers) – Mr. Jeff Milner, representative of Schwab & Co., worked with John Stabile for a good number of years. Mr. Milner and his company have put together a conservative investment plan of cash reserves – with protection; part of investment strategy – short term, US Treasury ladder – for purposes of earning some yield beyond what is being earned in the bank right now; provides quarterly liquidity for operating cash expenses that may come up. For longer term cash needs – proposal utilizing conservative bonds based mutual funds – focus on preserving principal and increasing amount of yield and return. Different type of bonds shared with the board. For cash needs beyond the next twelve months – diversified portfolio with flexibility to be sold, within one day liquidity. Mr. Stabile is familiar with this process and provided input and guidance. Board received an email with attachments and sample yields. Paused for questions/comments/feedback.

Dr. McDaniel asked him to talk about the total sum of money we are talking about and how much would go into each of those categories. Response: Operating with six (6) million dollars; 1.5 million in the US Treasury (CD Ladder) – would look at the different ones, structured to have a quarter of those mature every 3 months. These are liquid investments, so if a cash need arises, can be sold. Least aggressive to most aggressive... bonds, yet still very conservative; 1 million dollars would go into ultra-bear ultra-short bond, 1.1% yield currently; 18-24 month 2.5 million in next one, yield expectation 1.3% – 1.4% range; 1 million into PGIF short duration – cash reasonably not needed for some time.

Dr. McDaniel asked Mr. Spencer Styles to comment. Mr. Styles shared that even after state deferrals, Lennox Academy will still end with an 8 million budget, which leaves a 2-million-dollar cushion if invest 6 million; and they are not locked away. Mr. Styles does not see any concern with the proposals being made.

Ms. Andrade asked what percentage Mr. Milner gets from all this. Mr. Milner shared that he is a salary employee with bonus potential, so he gets no

commission from all this; his role is just to be a resource available to the board; at the end, the amount of business he provides, feedback from colleagues drives his bonus, but he has no interest in recommending treasury, CD, bonds, etc., He further assured that he puts clients interest before his.

Dr. McDaniel commented how in a planning meeting it was discussed the possibility of a quarterly updates to see how tracking – Mr. Milner shared that was not an unreasonable request and could provide that, and would share however feel comfortable to receive updates. Authorize agents can go on their website at any time (even hourly) to see how funds are doing.

Mr. Stabile commented how they will be keeping an eye out on interests from the federal government and if they see any abrupt changes, they advise and provide guidance accordingly. Mr. Milner confirmed.

Dr. McCray asked about screening/filtering process for mutual funds; response – majority of funds invested in government type of funds; there will be some to corporate funds, but not mandated on a socially responsible basis; if that is a basis, he cannot tell them they are in a socially responsible manner; Dr. McCray shared how he is not mandated, just something for them to consider, and as they look out for the wellbeing of our organization, but want to make sure not supporting something terrible with it. Mr. Milner shared they are happy to look deeper at it deeper.

Any further questions? No more questions from the board. Board will take action on the item later in the meeting. Dr. McDaniel asked the board if they were comfortable with ending discussion at this point. No one opposed.

Mr. Stabile asked if Mr. Styles wanted to weight in. Dr. McDaniel commented how he has already but would certainly welcome his input again. Mr. Styles shared how he didn't have anything further to add, but again shared that he felt it was a very reasonable approach. He believes it is a very conservative approach with very short investment horizon; if things were to change for the school, it is not like the funds are locked; he would have no concerns with the proposed \$6 million proposed investment. Mr. Mena asked Mr. Styles to comment, for Mr. Stabile's protection – since they also manage his funds, is there anything else that they need to do; Mr. Styles shared that as long as Mr. Stabile receives no compensation, then there is no need to do anything else.

- b. Fiscal Status – Charter Impact (Spencer Styles) – Mr. Styles wanted to share information on two other items, before jumping on July presentation – EP spending plan – reminded the board that twice year they need to vote on it and take action EPA funds. First as part of budget certificated salaries and benefits, what's on the agenda – a formal report of how funds were spent; significant less than what received last year, but no impact; backfill from LCFF.

Unaudited actuals report – all data that went into this report is what was reviewed last month.

Mr. Roger Castillo – Director of Client Finance, he has been assistance with preparation of financials these last few months. He will introduce himself and walk the board through the July financials. July financials highlights were shared with the board – restored LCFF funding in this forecast is 7.92% better compared to approved budget & contributing to a positive \$673k forecast for year-end revenue. Current year ADA is capped at FY 19-20 P-2 ADA as of February 29, 2020. Year end expenses are projecting higher by \$14k; LCAP has been replaced with a Learning Continuing Plan for FY20-21 and is due by 9/30/20. Mr. Stabile asked what that meant. Mr. Mena responded.

Attendance Data and Metrics were reviewed, along with revenue and expense highlights. Cash balance was reviewed – Cash forecasting to remain better than budget despite the inclusion of the spring 2021 deferrals impacting in March and into next fiscal year. Reminders regarding compliance reports due in the next 60 days.

- c. Board Vacancy Candidate (Celeste Vazquez) – Mr. Mena shared that when the opportunity came up, the team without hesitation thought of Celeste Vasquez, from the class of 2014, as a possible candidate for the board. Celeste was very involved while at the Academy; she would make a great role model and do great things in that position. Mr. Mena asked Celeste to share a little bit about herself and what she has done since she graduated from the Academy.

Celeste introduced herself and thanked everyone for having her here. She shared how Lennox Academy will always have a special place in her heart, and it was always her second home – it is where she learned her craft in the stem field. Celeste went to Dartmouth College after graduating from Lennox Academy and graduated in 2018; she applied the values she learned at LMSTA – Familia, Ganas, y Orgullo. As the only Latinx women on path of engineering at Dartmouth, she made plans to make sure she wasn't going to be the last one, so she started chapter to ensure that other Hispanic students followed her path. Celeste is currently working at Northrup Grumman – learning a lot with manufacturing. She feels that she has grown much wiser because of experience and would like to help serve the community.

Dr. McDaniel shared that it was heartwarming to hear her story and interest in becoming a Board Member. Dr. McDaniel shared the process. She is welcome to stay for the rest of the meeting, but will be placed in the waiting room when the board comes to the line item to take action on whether or not she is accepted as part of the board. Mr. Stabile asked how she knew that she wanted to work with Northrup Grumman at such a young age; Celeste shared that she remembers participating in youth day and it changed her life. Mr. Stabile shared

how he is a retired engineer from Northrup Grumman himself, and how he used to go tutor at Lennox Academy (prior to the pandemic), and asked Celeste if she had any thoughts on how we can help those aspiring engineers who don't have the math skills required of them. Celeste shared some of her views. Ms. Andrade asked what elementary school she attended. Celeste responded that she went to Buford Elementary School. Ms. Andrade asked Celeste if she could see a program for elementary and pre-school program to get them fire up, and what that would look like. Celeste shared her views and highlighted hands on learning at a young age. Dr. McCray asked about SHEP – Celeste responded that it was a platform for students who identify as Hispanic and pursuing engineering at Dartmouth; during her time there she found there wasn't a community for Latinx; so she created this to provide opportunities to network with professionals, go to conventions... Dr. McCray commended her for making that system of support.

- d. Presentation of draft Learning Continuity and Attendance Plan (Admin Team)  
The Admin team – Mr. Mena, Mr. Villanueva, Ms. Jimenez, and Ms. Lomeli – shared a PowerPoint presentation with the board that addressed the various components of the Learning Continuity and Attendance Plan. The following sections were shared: General Information, Stakeholder Engagement, Continuity of Learning, In-person Instructional Offerings, Distance Learning Program, Access to Devices and Connectivity, Pupil Participation and Progress, Distance Learning Professional Development, Staff Roles and Responsibilities, Supports for Pupils with Unique Needs, Pupil Learning Loss, Mental Health and Social and Emotional Well-Being, Pupil and Family Engagement and Outreach, and School Nutrition.

The Board made comments and asked questions throughout the presentation. At the end question was asked about criteria from moving from phase 2 to phase 3, as presented in the plan. Mr. Mena shared that we are keeping an eye out on the pandemic as it unfolds; it is hard to put a date as to when those phases will occur, but will continue to monitor, and make sure that staff, students, and families feel comfortable to do so. Will continue surveying all stakeholders.

Mr. Mena commented regarding a previous question asked by the board regarding passing periods and instructional minutes. Passing periods do not count during distance learning, as such, bell schedule was adjusted to reflect the 240 daily synchronous minutes.

2. EXECUTIVE DIRECTOR'S REPORT:  
This is a presentation of information which has occurred since the previous Board meeting.

Mr. Mena thanked admin team for work in developing plan and guidance in

starting the school year. Last year's closure was a learning experience for everyone, but things went very smoothly at the start of the year – 100 % of students had devices to connect to their classes as a result of all staff's hard work.

Back to school "night" was done a little differently this year and was incorporated into the school day. Traditionally, this is a well-attended event in the afternoon. This year, parents were invited to login during their son/daughter's period, following the Wednesday schedule. For those parents who were unable to join because of work, teachers posted a recording of their session through ParentSquare and shared with them how they could get in touch with them if they had any questions. Teachers shared that it was not as successful this year; there was a lot less participation; have made a note of it.

Dr. McDaniel and Dr. McCray congratulated the team for a job well done nonetheless and acknowledged that what is happening at Lennox Academy is not what is happening in many other places.

Dr. McMichael left at 3:45 pm.

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. Appoint Celeste Vasquez as Lennox Academy Board Director for a two-year term effective August 27<sup>th</sup> through June 2022.

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

Motioned: Ms. Latuner

Second: Mr. McCray

Dr. McMichael left at 3:45 pm.

All present in favor. None Opposed.

- b. Discussion and approval to transfer up to 6 million in school fund monies from Chase banking to Charles Schwab & Co., Inc and invest in proposed investment strategy.

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

Motioned: Dr. McCray

Second: Ms. Latuner

All in favor. None Opposed. Ms. Vasquez voted moving forward.

- c. Ratify and approve employment of the following staff:
  - i. Erin Woods (History Teacher) effective August 10, 2020
  - ii. Josephine Ruvalcaba (Science Teacher) effective August 10, 2020
  - iii. Jose Avila-Sanchez (Science Teacher) effective August 10, 2020
  - iv. Leidy Ruiz – change in status from Teacher Assistant to SSA effective August 10, 2020.

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

Motioned: Ms. Andrade

Second: Mr. Stabile

All in favor. None Opposed.

- d. Approve CaliforniaChoice (Medical) and California ChoiceBuilder (Dental/Vision) as carriers to provide health benefits for Lennox Academy employees, utilizing One Digital as the broker effective October 2020 – September 2021.

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

Motioned: Ms. Andrade

Second: Dr. McCray

All in favor. None Opposed.

- e. Approve stipend for Aurora Vasquez to serve as the ASB/Yearbook advisor for the 2020-2021 school year. To be paid at the teacher hourly rate (not to exceed \$8,000).

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

Motioned: Mr. Stabile

Second: Ms. Andrade

All in favor. None Opposed.

- f. Ratify and approve employment contracts and terms for the following employees:

Last Name	First Name	Position	Status	2021 Contract
Apusen	Julius	Teacher	Salary	At-Will (yr2)
Avila	Cassandra	Paraprofessional	Hourly	2 YR Fixed 2020-2022
Barrientos	Crystal	TA	Hourly	At-Will
Cano	Iona	Teacher	Salary	2 YR Fixed 2020-2022
Cervantes	Elizabeth	Teacher	Salary	2 YR Fixed 2020-2022
Coronado	Beatris	SSA	Hourly	1 YR Fixed 2020-2021
Espinoza	Giovanni	Custodian	Hourly	1 YR Fixed 2020-2021
Esquivias	Jocelyne	TA	Hourly	1 YR Fixed 2020-2021
Farias	Alejandra	Paraprofessional	Hourly	At-Will
Garcia	Carlos	Classified	Salary	At-Will (yr1)
Gonzales	Donna Patty	SSA	Hourly	At-Will (yr2)
Gonzalez	Aileen	Teacher	Salary	2 YR Fixed 2020-2022
Gonzalez	Juan Carlos	Classified	Hourly	At-Will (yr2)
Gonzalez	Sugey	SSA	Hourly	1 YR Fixed 2020-2021
Guzman	Cristina	SSA	Hourly	At-Will (yr2)
Jackson	Ana	Teacher	Salary	At-Will (yr2)
Lomeli	Cynthia	Management	Salary	2 YR Fixed 2020-2022
Mendoza	Vanessa	Paraprofessional	Hourly	2 YR Fixed 2020-2022
Monroy	Bryan	Teacher	Salary	At-Will (yr2)
Munguia	Lilybeth	Office Clerk	Hourly	At-Will (yr2)
Navarro	Ana	Paraprofessional	Hourly	2 YR Fixed 2020-2022
Pappas	Stephanie	Counselor	Salary	At-Will (yr2)
Parra	Marisol	TA	Hourly	At-Will
Ponce	Christine	Counselor	Salary	1 YR Fixed 2020-2021
Ponce	Paola	Paraprofessional	Hourly	2 YR Fixed 2020-2022
Ratcliff	Priscilla	Instructor	Salary	1 YR Fixed 2020-2021
Ruiz	Leydy	TA	Hourly	At-Will (yr1)
Sherman	Ivie	Teacher	Salary	At-Will
Thompson	Samantha	Teacher	Salary	2 YR Fixed 2020-2022
Yniguez	Adriana	SSA	Hourly	At-Will (yr2)

It is recommended that the Board approve Agenda Item B.f.  
 Motioned: Ms. Andrade  
 Second: Ms. Latuner  
 All in favor. None Opposed.

- g. Approve Resolution 2021-1, Education Protection Account (EPA) Spending Plan in the amount of \$561,875.

It is recommended that the Board approve Agenda Item B.g.  
 Motioned: Mr. Stabile  
 Second: Ms. Latuner  
 All in favor. None Opposed.

- h. Approve Lennox Academy 2019 – 2020 Unaudited Actuals Financial Report.

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

Motioned: Mr. Stabile

Second: Ms. Latuner

All in favor. None Opposed.

- i. Approve 20-21 Master Contract with STAR of CA (DBA: E.R.A. ED).

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

Motioned: Ms. Andrade

Second: Ms. Latuner

All in favor. None Opposed.

- j. Approve Executive Director to enter into Service Agreements on behalf of Lennox Academy for the 20-21 school year.

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

Motioned: Mr. Stabile

Second: Ms Vasquez

All in favor. None Opposed.

- k. Approve Resolution 2021-2, proclaiming the month of September as Suicide Prevention and Recovery Month: “Finding Hope, Building Resiliency, Supportive Recovery.”

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

Motioned: Ms. Latuner

Second: Dr. McCray

All in favor. None Opposed.

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

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

Motioned: Mr. Stabile

Second: Dr. McCray

All in favor. None Opposed.

- m. Discussion on the draft Learning Continuity and Attendance Plan for the 20-21 school year. The final plan will be presented for approval at the scheduled September 24<sup>th</sup> board meeting.

Specific individual input to email Mr. Mena, unless someone would like to make a plea for this item, that is what is suggested.

### **III. ADJOURNMENT**

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AGENDA

BOARD OF DIRECTORS

LENNOX MATH, SCIENCE AND TECHNOLOGY ACADEMY

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The meeting was adjourned at 4:42 pm.

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**Board Meeting Minutes Approval**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date