



## FENTON CHARTER PUBLIC SCHOOLS

*The mission of the Fenton Charter Public Schools is to offer a high-quality innovative education to all students in a safe, secure, nurturing environment where students, parents and staff become a community of learners achieving collaborative and successful outcomes.*

**FCPS: 8928 B Sunland Boulevard, Sun Valley, CA 91352 • (818) 962-3630**  
**FACS: 11828 Gain Street, Lake View Terrace, CA 91342 • (818) 896-7482**  
**SMBCCS: 1022 North Van Ness Avenue, Los Angeles, CA 90038 • (323) 469-0971**  
**FPC: 11351 Dronfield Avenue, Pacoima, CA 91331 • (818) 485-5900**  
**STEM and FCLA: 8926 Sunland Boulevard, Sun Valley, CA 91352 • (818) 962-3636**

### REGULAR MEETING - BOARD OF DIRECTORS

**January 26, 2023 – 4:30 P.M.**

**Join Zoom Meeting: <https://us02web.zoom.us/j/87479668758>**

**Meeting ID: 874 7966 8758**

### AGENDA

The Fenton Charter Public Schools (“Charter Schools”) welcome your participation at the meetings of the Board of Directors (“Board”). The purpose of a public meeting of the Board is to conduct the affairs of the Fenton Charter Schools in public and encourage continued community interest in our organization.

#### **MODIFIED MEETING PROCEDURES AS PER EXECUTIVE ORDER N-15-21**

Executive Order N-29-20, adopted in March of 2020, suspended various procedures under the Ralph M. Brown Act governing “Brown Act Committee” meetings due to the COVID-19 global pandemic. Pursuant to the later Executive Order N-08-21, those suspended provisions were to continue until September 30, 2021. On September 16, 2021, Governor Gavin Newsom signed Assembly Bill (AB) 361 into law, which gave local agencies, including local educational agency (LEA) governing boards, flexibility in conducting public meetings virtually during a declared state of emergency (wildfires, floods, pandemics, etc.). AB 361 authorizes, until January 1, 2024, a local agency to use teleconferencing for public meetings, without complying with certain Brown Act requirements, in any of the following circumstances: 1) State or local officials have imposed or recommended measures to promote social distancing; 2) the board holds a meeting during a proclaimed state of emergency for the purpose of determining by majority vote whether, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; 3) the board holds a meeting during a proclaimed state of emergency and has determined by majority vote that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

#### **Instructions for Presentations to the Board by Parents and Citizens**

*If you wish to make a public comment, please follow these instructions:*

1. A Google survey “sign-up” will be open to members of the public 30 minutes prior to the public meeting. This survey will take the place of the “speaker cards” available at meetings. <https://bit.ly/2wDdxrM>
2. Speakers will fill in their names and select if they wish to address the board regarding a specific agenda item or a non-agenda item.
3. Speakers are asked to attend the board meeting virtually through the Zoom invitation link on the top of the agenda.
4. When it is time for the speaker to address the board, his/her name will be called by the Board Chair and the requesting speaker’s microphone will be activated.
5. Speakers should rename their Zoom profile with their real name to expedite this process.
6. After the comment has been given, the microphone for the speaker’s Zoom profile will be muted.

## I. PRELIMINARY

- A. **Call to Order** – Chairperson of the Board – Joe Lucente
- B. **Roll Call** – Secretary of the Board – Irene Sumida
- C. **Approval of the Agenda** – Chair Lucente

The Chair will request any amendments to the agenda, and then approval.

- D. **Minutes of Previous Regular Meeting** - Chair Lucente

Minutes of the December 1, 2022 Regular Meeting of the Board of Directors will be presented for approval.

## II. COMMUNICATIONS

- A. **Presentations from the Public** – Chair Lucente

Any persons present desiring to address the Board of Directors on any proper matter.

*Agenda items:* No individual presentation shall be for more than five (5) minutes and the total time for this purpose shall not exceed thirty (30) minutes per agenda item.

*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.

- B. **Committee/Council Reports**

1. **Finance Committee:** *Sarah Ananta, Maria Patrón (FPC); Donald Ausherman, Kristine Khachian (SMBCCS); Jennifer Hines (FCLA); Dominica Chong (STEM)*  
**Budget, Facilities and Safety Council:** *Martin Penner (FACS)*
2. **Instruction Committee:** *Brianna Ellis, Jackie Penner (FPC); Carmen Solis, Bunny Wolfer (SMBCCS); Yesenia Fuentes (FCLA); Elisa Vallejo (STEM)*  
**Curriculum and Assessment Council:** *Christopher Torres (FACS)*
3. **Personnel Committee:** *Karen Knapp, Judy Lee (FPC); Marie Kirakossian, Megan Rol (SMBCCS); Kate Marrelli (FCLA); Priscilla Gentry (STEM)*  
**Human Resource and Personnel Council:** *Leanna Hendrix (FACS)*
4. **Parent/Community Advocacy Committee:** *Gurpreet Gill, Bridget Ruiz (FPC); Evelia Manzo, Aaron Veals (SMBCCS); Brennan Mack (FCLA); Melissa Katchen (STEM)*  
**School-Community Relations Council:** *Tony Peña (FACS)*

- a. [School Site Council](#): *Paige Piper (FACS); (FPC); (SMBCCS); Lesmi Mendez (FCLA/STEM)*
- b. [English Learner Advisory Committee](#): *Juan Gomez (FACS); (FPC); Jennifer Flynn (SMBCCS); (FCLA/STEM)*

**C. [Financial Business Manager’s Report](#):**

Erik Okazaki, Associate Client Manager and colleague to Kristin Dietz, Financial Business Manager of the FCPS, will update the most current financial statements, cash flow position, and any variations in revenues and expenditures from the approved 2022-2023 budgets for all sites.

**D. [Directors’ Reports](#)**

- 1. [Fenton Avenue Charter School \(FACS\)](#) – *Ms. Monica Castañeda*
- 2. [Santa Monica Boulevard Community Charter School \(SMBCCS\)](#) – *Mr. Cary Rabinowitz*
- 3. [Fenton Primary Center \(FPC\)](#) – *Mr. Richard Parra*
- 4. [Fenton STEM Academy \(STEM\)](#) – *Mrs. Jennifer Miller*
- 5. [Fenton Charter Leadership Academy \(FCLA\)](#) – *Mrs. Jennifer Miller*

**E. [Chief Operating Officer’s Report](#) – Mr. Jason Gonzalez**

**F. [Chief Executive Officer’s Report](#) – Dr. David Riddick**

**III. [CONSENT AGENDA ITEMS](#)**

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board’s vote on them. The Chief Executive Officer recommends approval of all consent agenda items.

- A. [Recommendation to approve continued remote viewing option via tele/video conferencing meetings for the Fenton Charter Public Schools Board of Directors and for all Brown Act Committees Under AB 361 and Executive Order N-15-21](#)
- B. [Recommendation to receive and file 2020-2021 School Accountability Report Cards \(SARCs\) for Fenton Avenue Charter School, Fenton Primary Center, Santa Monica Boulevard Community Charter School, Fenton STEM Academy and Fenton Charter Leadership Academy](#)
- C. [Recommendation to approve 2023-2024 Instructional Calendar](#)

- D. [Recommendation to approve National Board Stipend for qualified certificated staff](#)
- E. [Recommendation to approve CSDC CBO Program participation for COO Jason Gonzalez](#)
- F. [Recommendation to ratify executive action and approve Cross Country Contract](#)

#### IV. [ITEMS SCHEDULED FOR ACTION](#)

- A. [Recommendation to receive and file June 30, 2022 consolidated audit for FCPS](#)
- B. [Recommendation to approve Request for Proposal \(RFP\) for independent auditor](#)
- C. [Recommendation to approve expenditures for items above the spending authority of the Chief Executive Officer](#)
- D. [Recommendation to ratify executive action on paid sick days for COVID-19 sick days and isolation](#)

#### V. [ITEMS SCHEDULED FOR INFORMATION](#)

- A. [Form 700 Filers](#)
- B. [Update on OPEB Trust and FCPS Investment Account Presentation – John Coury, Cathay Wealth Management](#)
- C. [Brown Act Training Presentation - Janelle Ruley, Young, Minney & Corr, LLP](#)
- D. [Vaughn Special Education Student Placement at Fenton Avenue Charter School](#)
- E. [Fenton Academies Fiscal Improvement Plan – Update](#)
- F. [LCAP Update and Instructional Report](#)

#### VI. [ANNOUNCEMENTS](#)

The next regular meeting of the Board of Directors of the Fenton Charter Public Schools will be held on Thursday, March 2, 2023 at 4:30 p.m. via Zoom.

#### VII. [FUTURE MEETINGS](#)

March 2, 2023  
April 13, 2023

May 18, 2023

June 15, 2023

### **VIII. ADJOURNMENT**

The next regular meeting of the Board of Directors of the Fenton Charter Public Schools will be held on Thursday, March 2, 2023 at 4:30 pm via Zoom.

### **Americans with Disabilities Act**

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting of the FCPS Board of Directors, please contact the FCPS business office at (818) 962-3630. Notification of 72 hours prior to the meeting will enable FCPS to make reasonable arrangements to ensure accommodations and accessibility to this meeting. Upon request, FCPS shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with disabilities.

**UNAPPROVED MINUTES**

**FENTON CHARTER PUBLIC SCHOOLS**

**BOARD OF DIRECTORS MEETING**

**December 1, 2022**

A meeting of the Board of Directors of the Fenton Charter Public Schools was held on Thursday, December 1, 2022, at 4:30 p.m. via Zoom (<https://us02web.zoom.us/j/87479668758>).

**I. PRELIMINARY**

**A. Call to Order – Vice Chairperson of the Board – Yvette King-Berg**

The Board of Directors meeting was called to order at 4:34 p.m. by the Board Vice Chair, Yvette King-Berg.

**B. Roll Call – Assistant to the Secretary of the Board – Coco Salazar**

**Board Members Present**

Yvette King-Berg, *Community Representative*  
Daniel Laughlin, *Parent Representative*  
Erin Studer, *Community Representative*  
Carrie Wagner, *Community Representative*  
Jed Wallace, *Community Representative*  
Walter Wallace, *Community Representative*

**Board Members Not Present**

Joe Lucente, *Community Representative*

**C. Approval of the Agenda – Vice Chair King-Berg**

On **MOTION** of Daniel Laughlin, **SECONDED** by Walter Wallace and **CARRIED** by a vote of 6 (YES) and 0 (NO), the Agenda (Item I.C.) was approved as presented.

Aye: (6) Yvette King-Berg, Daniel Laughlin, Erin Studer, Carrie Wagner, Jed Wallace, Walter Wallace

Nay: (0)

Abstentions: (0)

**D. Approval of Minutes of Previous Regular Meeting – Vice Chair King-Berg**

On **MOTION** of Carrie Wagner, **SECONDED** by Daniel Laughlin and **CARRIED** by a vote of 6 (YES) and 0 (NO), the minutes of the October 27, 2022 Regular Meeting (Item I.D.) were approved as presented.

Aye: (6) Yvette King-Berg, Daniel Laughlin, Erin Studer, Carrie

Nay: (0)

Abstentions: (0)

## II. COMMUNICATIONS

### A. **Presentations from the Public – Vice Chair King-Berg**

*There were no presentations from the public.*

### B. **Committee/Council Reports**

Minutes of all meetings held by any committee and/or council were sent to the Board Members prior to this meeting.

*There were no further reports by committees/councils.*

### C. **Financial Business Manager’s Report**

Erik Okazaki, Associate Client Manager and colleague to Kristin Dietz, Vice President of EdTec, and Financial Business Manager of the FCPS, presented the following information:

- The First Interim Report was submitted to the authorizing district on November 14, 2022. The report reveals a strong fiscal position for all five Fenton schools at the start of the 2022-2023 school year (*see Item IV.B.*)
- Ending fund balances remain strong as an organization.
- ADA has significant impact on financial outlook (difference between “current forecast” of 98.5% and “theoretical forecast” of 99.5%):
  - o FACS: net difference between 98.5% and 99.5% = \$85,831
  - o FPC: net difference between 98.5% and 99.5% = \$83,493
  - o SMBCCS: net difference between 98.5% and 99.5% = \$109,640
  - o STEM: net difference between 98.5% and 99.5% = \$44,284
  - o FCLA: net difference between 98.5% and 99.5% = \$44,539
- One-time funds have a significant impact on the financial outlook. All schools would be in a negative position without one-time funds (noted in **red**):
  - o FACS Operating Income
    - § Current forecast - \$811,991
    - § **Without one-time funds - \$1,192,721**
  - o FPC Operating Income

§ Current forecast - \$349,429  
§ Without one-time funds - \$1,704,966

o SMBCCS

§ Current forecast - \$1,215,708  
§ Without one-time funds - \$1,352,164

o STEM

§ Current forecast - \$102,383  
§ Without one-time funds - \$543,541

o FCLA

§ Current forecast - \$101,172  
§ Without one-time funds - \$652,624

Previous vs. current forecast: All schools, except STEM and FCLA, meet the board-established policy of at least 4 months cash on hand.

o FACS – Operating income decreased by \$43K since previous update

Months Cash on Hand – 6.5

o FPC – Operating income increased by \$94K since previous update

Months Cash on Hand – 5.1

o SMBCCS – Operating income decreased by \$105K since previous update

Months Cash on Hand – 8.7

o STEM – Operating income decreased by \$36K since previous update

Months Cash on Hand – 2.1

o FCLA – Operating income decreased by \$4K since previous update

Months Cash on Hand – 1.2

Bond Covenants: The obligated group (FPC, STEM and FCLA) is expected to meet both bond covenants:

o Liquidity – Minimum requirement is 45 days of cash on hand

§ Forecast for obligated group (including FPC) – 111 days

§ STEM and FCLA only – 56 days

o Debt Service – Minimum requirement ratio of 1.10

§ Forecast for obligated group (including FPC) – 2.08

§ STEM and FCLA only – 1.00

## D. Directors' Reports



*Directors' Reports were shared in the agenda and no presentations were made. Reports were accepted by the Board as submitted. Presentations will resume at the January 26, 2023 board meeting.*

**E. Chief Operating Officer's Report**

Fenton Charter Public Schools (FCPS) – Mr. Jason Gonzalez, Chief Operating Officer, reported.

**F. Chief Executive Officer's Report**

Fenton Charter Public Schools (FCPS) – Dr. David Riddick, Chief Executive Officer, reported.

**III. CONSENT AGENDA ITEMS**

**A. Recommendation to approve continued remote viewing option via tele/video conferencing meetings for the Fenton Charter Public Schools Board of Directors and for all Brown Act Committees Under AB 361 and Executive Order N-15-21**

**B. Recommendation to approve conference attendance for selected FCPS staff during the 2022-2023 school year**

**C. Recommendation to approve Transitional Kindergarten Lead Teachers at Santa Monica Boulevard Community Charter School and Fenton Primary Center, and a Primary Lead Teacher at Fenton Avenue Charter School**

On **MOTION** of Walter Wallace, **SECONDED** by Daniel Laughlin and **CARRIED** by a vote of 6 (YES) and 0 (NO), the recommendation to approve the Consent Agenda (Items III.A., B. and C.) was approved as presented.

Aye: (6) Yvette King-Berg, Daniel Laughlin, Erin Studer, Carrie Wagner  
Jed Wallace, Walter Wallace

Nay: (0)

Abstentions: (0)

**IV. ITEMS SCHEDULED FOR ACTION**

**A. Recommendation to approve LAUSD Certification of Board Compliance Review**

On **MOTION** of Daniel Laughlin, **SECONDED** by Carrie Wagner and **CARRIED** by a vote of 6 (YES) and 0 (NO), the recommendation to approve LAUSD Board Certification of Compliance Review (Item IV.A.) was approved as presented.

Aye: (6) Yvette King-Berg, Daniel Laughlin, Erin Studer, Carrie  
Wagner, Jed Wallace, Walter Wallace

Nay: (0)

Abstentions: (0)

**B. Recommendation to receive and file First Interim Report**

On **MOTION** of Walter Wallace, **SECONDED** by Carrie Wagner and **CARRIED** by a vote of 6 (YES) and 0 (NO), the recommendation to receive and file the First Interim Report (Item IV.B.) was approved as presented.

Aye: (6) Yvette King-Berg, Daniel Laughlin, Erin Studer, Carrie Wagner, Jed Wallace, Walter Wallace

Nay: (0)

Abstentions: (0)

**C. Recommendation to approve expenditures for items above the spending authority of the Chief Executive Officer**

On **MOTION** of Daniel Laughlin, **SECONDED** by Carrie Wagner and **CARRIED** by a vote of 6 (YES) and 0 (NO), the recommendation to approve expenditures for items above the spending authority of the Chief Executive Officer (Item IV.C.) was approved as presented. *Specific expenditure approved:*

**Los Angeles County Office of Education (LACOE): \$97,131.04** - This is a charge from LACOE for the implementation of the Business Enhancement System Transformation (BEST) System, pursuant to the original Memorandum of Understanding (MOU) entered into on or about 1/13/2017. The BEST System is an Enterprise Resource Planning (“ERP”) system, which provides a comprehensive human capital management (“HCM”) and financial services (“Finance”). This expenditure will be placed on the budget for the 2023-2024 school year.

Aye: (6) Yvette King-Berg, Daniel Laughlin, Erin Studer, Carrie Wagner, Jed Wallace, Walter Wallace

Nay: (0)

Abstentions: (0)

**D. Recommendation to approve Special Education Policies and Procedures in alignment with the California Department of Education’s Special Education Cyclical Monitoring for Small LEAs**

On **MOTION** of Erin Studer, **SECONDED** by Jed Wallace and **CARRIED** by a vote of 6 (YES) and 0 (NO), the recommendation to approve the Special Education Policies and Procedures in alignment with the California Department of Education’s Special Education Cyclical Monitoring for Small LEAs (Item IV.D.) was approved as presented.

Aye: (6) Yvette King-Berg, Daniel Laughlin, Erin Studer, Carrie Wagner, Jed Wallace, Walter Wallace

Nay: (0)

Abstentions: (0)

**E. Recommendation to approve the 2022-23 California Community Schools Partnership Program: Grant for Fenton Avenue Charter School, Fenton**

**Primary Center, Santa Monica Boulevard Community Charter School, Fenton STEM Academy and Fenton Charter Leadership Academy**

On **MOTION** of Daniel Laughlin, **SECONDED** by Carrie Wagner and **CARRIED** by a vote of 6 (YES) and 0 (NO), the recommendation to approve the 2022-23 California Community Schools Partnership Program: Grant for Fenton Avenue Charter School, Fenton Primary Center, Santa Monica Boulevard Community Charter School, Fenton STEM Academy and Fenton Charter Leadership Academy (Item IV.E.) was approved as presented.

Aye: (6) Yvette King-Berg, Daniel Laughlin, Erin Studer, Carrie Wagner, Jed Wallace, Walter Wallace

Nay: (0)

Abstentions: (0)

**V. ITEMS SCHEDULED FOR INFORMATION**

*There were no information items presented at this meeting.*

**VI. ANNOUNCEMENTS**

The next regular meeting of the Board of Directors of the Fenton Charter Public Schools will be held on Thursday, January 26, 2023 at 4:30 p.m. via Zoom.

**VII. FUTURE MEETINGS**

January 26, 2023

March 2, 2023

April 13, 2023

May 18, 2023

June 15, 2023

**VIII. ADJOURNMENT**

The meeting was adjourned at 5:28 p.m.

Respectfully submitted:

Coco Salazar  
Assistant to the Secretary of the Board

**II. B.**

**Committee and Council Reports**

**FENTON CHARTER PUBLIC SCHOOLS  
Santa Monica Blvd. Community Charter School**

**Unapproved Minutes of the Finance Committee**

**December 1, 2022**

**Call to Order:** Kristine Khachian and Donald Ausherman, Co-Chairs

**Roll Call:** Kristine Khachian and Donald Ausherman, Co-Chairs

**Finance Committee Members Present:** Holly Putnam, Donald Ausherman, Kristine Khachian, Emily Aaronson, Jordan Jones, Jennifer Nishimoto, Richard Castro, Patience Reinicke, Aleeya Culhane, Walter Gomez, Cary Rabinowitz, Isabella Rodriguez

**Excused Members:** Erick Lazo

**Members Absent:** N/A

**Non-committee Members Present:** Sandy Hernandez and Nicole Langlois

**Additions/Corrections to the Agenda:** Kristine Khachian and Donald Ausherman, Co-Chairs

**Approval of Minutes:** Kristine Khachian and Donald Ausherman, Co-Chairs

**Item #1**                    **Approval of Minutes from the September 7, 2022 meeting of the Finance Committee** - Kristine Khachian and Donald Ausherman, Co-Chairs (*Motion to Approve*)

On **MOTION** of Jennifer Nishimoto, **SECONDED** by Kristine Khachian, and **CARRIED**, the minutes of the Finance Committee Meeting on Thursday, September 7, 2022 were approved as submitted.

**Presentations from the Public:**

**Item #2**                    **Any persons desiring to address the Finance Committee on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #3**                    **Confirmation of Finance Committee Secretaries** - Kristine Khachian and Donald Ausherman, Co-Chairs (*Discussion Item*)

Emily Aaronson and Isabella Rodriguez volunteered to share the role of the Finance Committee Secretary. Secretaries will be approved at the next Finance Committee meeting.

**Item #4**                      **Enrollment and Financials Update (LCAP Goal 3)** - Cary Rabinowitz, Director (*Informational Item*)

This was an informational item presented by Mr. Rabinowitz. Our current enrollment is at 774 students. This is up from the beginning of the year and not too far from last year's enrollment numbers. One of the main drivers of the increase in enrollment is the addition of 3 extra TK classes. These additional classes provide a positive on-going enrollment trend for SMBCCS for coming years. Mr. Rabinowitz discussed the impact of ADA on the overall operating budget. He highlighted the difference between our current budget vs. our theoretical budget, and discussed the expiration date of the one-time ESSR funds. Additionally, Mr. Rabinowitz reviewed the organization-wide Board norms around staffing and class size.

**Item #5**                      **Facilities Update (LCAP Goal 3, AMO 5)** - Cary Rabinowitz, Director (*Informational Item*)

Mr. Rabinowitz presented information regarding ongoing facilities projects funded by the one-time ESSR funds. He highlighted many projects including: retiling of classrooms, jetting drainage, new cabinets and lighting, auditorium and main office renovations, updating restrooms and several others.

**Item #6**                      **Whole Brain Teaching Professional Development Opportunity (LCAP Goal 3, AMO 2)** - Cary Rabinowitz, Director (*Motion to Approve*)

Sandy Hernandez presented her background with Whole Brain Teaching. She was very excited to use the high energy, interactive strategies for classroom management and instruction with her students. Many teachers at the school have also taken an interest in Whole Brain Teaching. Sandy has visited several classrooms to model methods and inspire teachers. SMBCCS has an opportunity for professional development with the founder of Whole Brain Teaching, Chris Biffle, for a minimal cost. Teachers who show interest, can attend an hour-training after school each week for ten weeks. The team will then work to pass on their knowledge and mentor future teachers at SMBCCS interested in Whole Brain Teaching.

On **MOTION** of Jennifer Nishimoto, **SECONDED** by Holly Putnam, and **CARRIED**, the Whole Brain Teaching Professional Development Opportunity was approved.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

Wednesday, January 18, 2022

**Adjournment:**

On **MOTION** of Jennifer Nishimoto, **SECONDED** by Cary Rabinowitz, and **CARRIED**, the Finance Committee adjourned at 7:54 a.m.

**FENTON CHARTER PUBLIC SCHOOLS**  
**Fenton Avenue Charter School**

**Unapproved Minutes of the Budget, Facilities, and Safety Council**

**December 12, 2022**

A meeting of the Budget, Facilities, and Safety Council was held on December 12, 2022, at 7:20 a.m. in the Conference Room at Fenton Avenue Charter School.

**Call to Order:** Martin Penner, Chair

The Budget, Facilities, and Safety Council was called to order at 7:20 a.m. by Martin Penner.

**Roll Call:** Martin Penner, Chair

**Members Present:** Jose Aceves, Ann Velasco, Fanny Adnitt, Araceli Caro, Monica Castañeda, Elena Durghalli, Vanessa Ettleman, Juan Gomez, Mary Ann McPherson, and Martin Penner

**Members Excused:** Geina Addison

**Members Absent:** Cheryl Perkins

**Non-Committee Members Present:** Paige Piper

**Additions/Corrections to the Agenda:** Martin Penner – Chair

ESSER Facilities Projects (LCAP Goal 3, AMO 6) was added as Item #6.

**Item #1**                    **Minutes from the October 18, 2022 meeting of the Budget, Facilities, and Safety Council** (*Motion to Approve*)

On **MOTION** of MaryAnn McPherson, **SECONDED** by Vanessa Ettleman, and **CARRIED**, the minutes of the Budget, Facilities, and Safety Council from October 18, 2022 were approved as submitted.

**Presentations from the Public:** Martin Penner – Chair

**Item #2**                    **Any persons desiring to address the Finance Committee on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #3**                            **Earthquake Drill (LCAP Goal 2, AMO 6)** - Juan Gomez, Administrative Coordinator (*Informational Item*)

Administrative Coordinator, Mr. Gomez shared that Fenton Avenue Charter School held an Earthquake Drill on November 2, 2022. The time of the drill was changed from the morning to the afternoon due to weather conditions. After the drill, a survey was sent out to all staff to solicit feedback. Some areas of strength identified include: completion of search and rescue teams completing their assignments in a timely manner, and coordination amongst team members. Areas for improvement include: the need to streamline student dismissal requests, and the need to promptly complete and submit the “Injured/Missing Status Report.” One change to the earthquake drill procedures this year include having each teacher send one student with the partner class to obtain the emergency supplies. The drill was completed in 29 minutes

**Item #4**                            **Professional Development (LCAP Goal 3, AMO 5)** - Monica Castañeda, FACS Director (*Informational Item*)

Director Monica Castañeda provided the council with information regarding recent Professional Development opportunities. To begin, Ms. Castañeda and Mr. Gomez, along with nine FACS teachers attended the Solution Tree RTI Institute from December 6<sup>th</sup>-8<sup>th</sup>, 2022 at a cost of approximately \$7,000. Additionally, Paula Maker from Solution Tree will be coming to FACS on April 21, 2023 to support our PLC implementation at a cost of \$6,000. All professional development opportunities are being paid from ESSER II funds. Ms. Castañeda and the administrative team continue to look for additional professional development opportunities to enhance the instructional program at FACS.

**Item #5**                            **NCI Training (LCAP Goal 3, AMO 6)** - Paige Piper, Administrative Coordinator (*Informational Item*)

Ms. Piper shared with the committee that Nikki Webb with New Growth LA hosted three Nonviolent Crisis Intervention (NCI) Trainings for FCPS teachers and staff this trimester. FACS participants included: Juan Gomez, Paige Piper, Jann Manorothkul, Illeana Venegas, Adam Alverado, Jocelyn Ramirez, Monet Hendricks, and Saul Ulloa. Should a crisis situation arise, these individuals are now trained in de-escalation techniques, as well as restrictive and nonrestrictive interventions.

**Item #6**                            **Paraprofessional Training (LCAP Goal 3, AMO 6)** - Paige Piper, Administrative Coordinator (*Informational Item*)

Administrative Coordinator Paige Piper presented the committee with information regarding the trainings that FACS paraprofessionals have participated in this semester. In addition to general compliance trainings and job-specific trainings, paraprofessionals have been trained by Nurse Krystal Garcia on food allergies and how to identify if a student is experiencing anaphylaxis. Nurse Garcia also provided a general seizure training to all paraprofessionals. Additionally, Nikki Webb of New Growth LA, along with Judy Werner and Jocelyn Ramirez hosted a training regarding special education and implementing IEP accommodations in the classroom. Juan Gomez also led a training on Active Supervision to our paraprofessionals. The training provided the paraprofessionals with tools and techniques that would align with their supervision duties. Overall, the FACS paraprofessionals were grateful for the training opportunities, and are eager for further training opportunities.



**Item #7****ESSER Facilities Projects (LCAP Goal 3, AMO 6) - Monica Castañeda,  
Director (Informational Item)**

The administrative team, COO Jason Gonzalez, FCPS Facilities Manager Juan Alvarez, FACS Plant Manager Jose Aceves, and Maintenance Worker Tony Zamora, are working together to address facilities projects, repairs, and upgrades at FACS. After a campus walkthrough, a list was developed to include the work expected to be completed over the next two years. Funding for these projects will come from ESSER II and III funds. The list of items can be found in the [ESSER Facilities Projects spreadsheet](#). FACS is thankful for the efforts of the maintenance and custodial teams to update, repair, and maintain many areas of the 64 year old campus. Over the fall break, the team worked to freshen up the staff lounge with much-needed new paint. Over the winter break, the main office will receive the same attention.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

Friday, January 13, 2023

**Adjournment:**

On **MOTION** of Vanessa Ettleman, **SECONDED** by Juan Gomez, and **CARRIED**, the Budget, Facilities and Safety Council adjourned at 7:41 a.m. The next regular meeting of the council is to be determined.

**FENTON CHARTER PUBLIC SCHOOLS**  
**Fenton STEM Academy**

**Unapproved Minutes of the Finance Committee**

**January 12, 2023**

A meeting of the Finance Committee was held on Thursday, January 12, 2023 at 7:19 a.m. via zoom.

**Call to Order:** Jennifer Hines, FCLA Chairperson

The STEM Finance Committee meeting was called to order at 7:19 a.m. by FCLA Chair, Jennifer Hines.

**Roll Call:** Crisinda Ismail, Secretary

**Members Present:** Bianca Bell-Reed, Leticia Padilla-Parra, Crisinda Ismail, Christian Fuentes, Jennifer Miller, Cecilia Quijano

**Excused Members:** Dominica Chong, Romelia Lagunas

**Non-Committee Members Present:** Nikole De La Rosa, Fong Chau, Jennifer Hines, Jennifer Pimentel

**Additions/Corrections to the Agenda:**

There were no additions or corrections to the agenda.

**Approval of Minutes:** Jennifer Hines, FCLA Chairperson

**Item #1** **Minutes from the October 18, 2022 meeting of the Fenton STEM Finance Committee** *(Motion to Approve)*

On **MOTION** of Crisinda Ismail, **SECONDED** by Leticia Padilla-Parra, and **CARRIED**, the minutes from the October 18, 2022 meeting of the Finance Committee were approved as submitted.

**Presentations from the Public:**

**Item #2** **Any persons desiring to address the Fenton STEM Finance Committee on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #3**                      **Budget Update (LCAP Goal 3)** - Jennifer Miller, FCLA/STEM Director  
*(Informational Item)*

Mrs. Miller shared information presented at the Board meeting that was held on December 1, 2022 and explained that formal financial presentations are given monthly by EdTec. These reports are very user-friendly. Mrs. Miller presented preliminary numbers corresponding to previous budget forecasts compared to current forecasts. Mrs. Miller emphasized the importance of meeting monthly to review budget forecasts in order to accurately allocate funds where needed. STEM Academy is projected to end the year, June 2023, at a positive of \$138,000. However, as of now, the current end-of-year forecast for STEM is \$102,000, positive. The difference is due to a slight decrease in estimated LCFF funding. We are currently trending high for substitutes in comparison to last year's cost.

Mrs. Miller encouraged committee members to preview slides that will be presented at Board meetings and familiarize themselves with the spreadsheets that are presented on these slides as they are critical for staying informed.

**Item #4**                      **Enrollment Update (LCAP Goal 3)** - Jennifer Miller, FCLA/STEM Director  
*(Informational Item)*

Mrs. Miller shared current overall student enrollment. As per Infinite Campus, STEM has a present enrollment of 310. Infinite Campus reports also show teachers and their class sizes. STEM has 14 teachers rostered, with approximately 21-22 students trending per class. Mrs. Miller shared that as students enroll, an attempt is being made at balancing both FCLA and STEM student populations so that budgets are equal and stable. Currently FCLA has 16 rostered teachers, whereas STEM has 14 rostered teachers, and current class sizes for FCLA are lower than STEM. This may pose a challenge in next year's reorganization as teacher assignments depend on current class sizes and trends. It is likely to result in several split classes in the coming year.

**Item #5**                      **ADA Update (LCAP Goal 2, AMO 3)** - Jennifer Miller, FCLA/STEM Director  
*(Informational Item)*

Mrs. Miller reported our current updated ADA and shared that after 4 months, we are at an impressive yearly cumulative average of 99.06. Our budget is based on a 98.5 cumulative ADA. Mrs. Miller further explained how each teacher's monthly ADA affects the school-wide overall average, which can be a challenge. Some classrooms trend high in ADA, whereas some classrooms trend lower. Mrs. Pimentel sends out a monthly memo reporting each teacher's current ADA rate in comparison to the school-wide ADA. Many school-wide incentives are in place for both staff and students.

**Item #6**                      **School Accountability Report Card (SARC) (LCAP Goals 1-3)** - Jennifer Miller, FCLA/STEM Director  
*(Informational Item)*

The School Accountability Report Card (SARC) found on the CDE website is a useful resource for families to access. It is reviewed every January, approved by the Board, and published to the CDE website by February 1<sup>st</sup>. This report will be brought to the January 26<sup>th</sup> Board meeting for approval. The report includes school enrollment, school safety plan, academic progress, and teacher retention, and is accessible to the public. Stakeholders may access reports on [www.sarconline.org](http://www.sarconline.org).

**Item #7**                                    **Scholastic Book Fair Sales (LCAP Goal 3) - Cecilia Quijano, FCLA/STEM Assistant Director (Informational Item)**

The Academies hosted a Fall Scholastic Book Fair from October 24-28, 2022. Mrs. Quijano showed appreciation in thanking Ms. Virginia Palma and Mrs. Amarjeet Gonzalez who, along with the administrative team, hosted and ran the book fair this year. She also recognized our parent volunteer, Ms. Sandra Rodas, a parent of a student from Mrs. Weiss' 5<sup>th</sup> grade, who continues to make herself available to assist and help in any way during our annual Fall Book Fair. In addition, Mrs. Quijano acknowledged those who volunteered and helped to run the book fair during the Academies' Fall Family Math Night held on Friday, October 28, 2022: Melissa Andrade, Kelli Thompson, Melissa Katchen, Alexis Sheppard, Kelley Christenson, and Elisa Vallejo.

The total amount collected was \$13,249.58, which was double the amount earned from last year. The fair sales entitle our schools 50% of our total profit to go towards books and/or resource materials, or 25% in cash. We are still waiting for our final profit total and we will bring it back to staff to decide if we still would like to continue to purchase Scholastic News or to consider other options.

**Item #8**                                    **World's Finest Chocolate Fundraiser (LCAP Goal 2, AMO 1) - Cecilia Quijano, FCLA/STEM Assistant Director (Informational Item)**

Mrs. Quijano shared the results from the fall World's Finest Chocolate fundraiser, which ran from October 6<sup>th</sup>-11<sup>th</sup>, 2022. She acknowledged and thanked Mr. Tony Peña who, year after year, coordinates and helps our schools run a successful fundraiser. Mrs. Quijano stated that Mr. Peña is still waiting for the company to credit our school for the returned/unsold chocolate in order to provide us with the exact amount and estimated that both schools sold almost the same amount and will each receive around \$4,500 in profit. (That's approximately \$9,000 for the Academies). STEM's top selling class was Ms. Tepper's 5<sup>th</sup> graders, who will receive a McDonald's Happy Meal party. The top selling student, Ofelia Weitzel from Mrs. Padilla-Parra's 4<sup>th</sup> grade class, will receive a \$100 gift card. Our Spring Fundraiser is already scheduled for February 9<sup>th</sup> to February 24, 2023.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

TBD

**Adjournment:**

On **MOTION** of Leticia Padilla-Parra, **SECONDED** by Bianca Bell-Reed, and **CARRIED**, the Finance Committee adjourned at 7:51 a.m.

**Minutes respectfully submitted by: Crisinda Ismail, Secretary**

**FENTON CHARTER PUBLIC SCHOOLS  
Santa Monica Blvd. Community Charter School**

**Unapproved Minutes of the Finance Committee**

**January 18, 2023**

**Call to Order:** Kristine Khachian and Donald Ausherman, Co-Chairs

**Roll Call:** Kristine Khachian and Donald Ausherman, Co-Chairs

**Finance Committee Members Present:** Holly Putnam, Donald Ausherman, Kristine Khachian, Emily Aaronson, Jordan Jones, Jennifer Nishimoto, Richard Castro, Aleeya Culhane, Walter Gomez, Cary Rabinowitz, Isabella Rodriguez

**Excused Members:** Erick Lazo

**Non-committee Members Present:** Nicole Langlois and Beth Henschel

**Members Absent:** Patience Reinicke

**Additions/Corrections to the Agenda:** Kristine Khachian and Donald Ausherman, Co-Chairs

There were no additions/corrections to the agenda.

**Approval of Minutes:** Kristine Khachian and Donald Ausherman, Co-Chairs

**Item #1** **Approval of Minutes from the December 1, 2022 meeting of the Finance Committee** - Kristine Khachian and Donald Ausherman, Co-Chairs (*Motion to Approve*)

On **MOTION** of Walter Gomez, **SECONDED** by Kristine Khachian, and **CARRIED**, the minutes of the Finance Committee Meeting on Thursday, December 1, 2022 were approved as submitted.

**Presentations from the Public:**

**Item #2** **Any persons desiring to address the Finance Committee on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no old business.

**New Business:**

**Item #3** **Financial Update (LCAP Goal 3)** - Cary Rabinowitz, Director (*Informational Item*)

This was an informational item presented by Mr. Rabinowitz. He shared an updated budget with the committee and highlighted particular items. Our operating income, which includes COVID designated funds, remains very strong. Mr. Rabinowitz discussed current ADA and enrollment. Budgets are based on an ADA of 98.5% for the year. Actual numbers will affect the results for the entire year. It is important to monitor ADA projections for the year. Mr. Rabinowitz also discussed items that contributed to the Child Nutrition budget. He highlighted ELO-P funding and Educational Resources. He also mentioned the potential for additional income through future fundraising efforts.

**Item #4**                            **Facilities Update (LCAP Goal 3, AMO 5-6) - Cary Rabinowitz, Director**  
*(Informational Item)*

The Facilities Update was an informational item presented by Mr. Rabinowitz. Monday was the first delivery of new classroom cabinets. More classroom cabinets are scheduled to be delivered in the near future. Mr. Rabinowitz discussed several other key ongoing projects. He mentioned asphalt on the yard, new lighting, work on the auditorium, rekeying the campus, work in the front office and refinishing and retiling floors. He shared the spreadsheet of on-going maintenance projects. He also encouraged staff to continue to use the Maintenance Log in the Drive for classroom and campus concerns.

**Item #5**                            **Review of Current COVID Protocol (LCAP Goal 3, AMO 6) - Cary**  
**Rabinowitz, Director** *(Informational Item)*

This was an informational item presented by Mr. Rabinowitz. The previous COVID Protocol requirements remain the same. Staff members testing positive for COVID will continue to test on days 3-5. Staff members may return to work with a negative COVID test. They will continue to mask to day 10 from the first positive test if asymptomatic and from the onset of symptoms if symptomatic. The extending sick day policy for positive COVID cases remains in effect.

**Item #6**                            **New Visitor System in the Main Office (LCAP Goal 3, AMO 6) - Cary**  
**Rabinowitz, Director** *(Informational Item)*

This was an informational item presented by Mr. Rabinowitz. A new visitor system will be installed in the front office. The system will require that all visitors without background checks on file to check in via iPad. A temporary badge with photo will be generated for daily visitors.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

February 22, 2023

**Adjournment:**

On **MOTION** of Holly Putnam, **SECONDED** by Jennifer Nishimoto, and **CARRIED**, the Finance Committee adjourned at 7:46 a.m.

**Finance Committee minutes respectfully submitted by: Emily Aaronson**

**FENTON CHARTER PUBLIC SCHOOLS**  
**Fenton Avenue Charter School**

**Unapproved Minutes of the Budget, Facilities, and Safety Council**

**January 20, 2023**

A meeting of the Budget, Facilities, and Safety Council was held on January 20, 2023, at 7:15 a.m. in the Conference Room at Fenton Avenue Charter School.

**Call to Order:** Martin Penner, Chair

The Budget, Facilities, and Safety Council was called to order at 7:16 a.m. by Co-Chair Martin Penner.

**Roll Call:** Geina Addison, Secretary

**Members Present:** Jose Aceves, Geina Addison, Fanny Adnitt, Monica Castañeda, Elena Durghalli, Vanessa Ettleman, Juan Gomez, Mary Ann McPherson, Martin Penner, Cheryl Perkins, and Ann Velasco.

**Members Excused:**

**Members Absent:** Araceli Caro

**Non-Committee Members Present:** None

**Additions/Corrections to the Agenda:** Martin Penner, Chair

Hiring of a new custodian was added to New Business as Item #5.

**Item #1**                    **Minutes from the December 12, 2022 meeting of the Budget, Facilities, and Safety Council** (*Motion to Approve*)

On **MOTION** of Vanessa Ettleman, **SECONDED** by Fanny Adnitt, and **CARRIED**, the minutes of the Budget, Facilities, and Safety Council from December 12, 2022 were approved as submitted.

**Presentations from the Public:** Martin Penner, Chair

**Item #2**                    **Any persons desiring to address the Fenton STEM Finance Committee on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #3**                      **Paraprofessional Update (LCAP Goal 3, AMO 1)** - Juan Gomez, Administrative Coordinator *(Informational Item)*

Administrative Coordinator, Juan Gomez, updated the council regarding the Paraprofessional staff. FACS is currently short two Teacher Assistants and three Adult Assistants. The Adult Assistant vacancies are being filled by SCOOT, and the administrative team is looking to hire two Teacher Assistants. In addition to the vacant positions, the available hours of many of the current paraprofessionals have decreased due to their school schedules. The administrative team is working closely with the paraprofessionals to make adjustments to schedules and ensure coverage needs are met.

On Friday, January 20, 2023, Jocelyn Ramirez along with the SPED team will be hosting a training for Adult Assistants and Teacher Assistants. This training will focus on understanding IEP accommodations and supporting students in the classroom.

**Item #4**                      **Facilities Update (LCAP Goal 3, AMO 5)** - Monica Castañeda, Director *(Informational Item)*

Director Monica Castañeda reviewed the updates that have been made to the campus. Over the Winter Break, the main office was repainted and artificial turf was added to the “Bear Garden.” The dying trees around the playground pavilion were uprooted and new trees were planted. Ms. Castañeda is looking into getting a quote for installation of artificial turf in the back part of the yard so that students have a comfortable area to sit. Additionally, the freezer outside of the teacher’s lounge was replaced as it was intermittently functioning and requiring frequent repairs.

**Item #5**                      **Hiring of Custodian (LCAP Goal 3, AMO 5)** - Jose Aceves, Plant Manager *(Informational Item)*

Plant Manager, Jose Aceves, informed the council that a new custodian, Zachary Chamberlin, was hired. He will be working the evening shift from 11am-7:30pm and will be paid from ELOP funds.

**Announcements:**        There were no announcements.

**Next Regular Meeting:**

February 10, 2023

**Adjournment:**

On **MOTION** of Mary Ann McPherson, **SECONDED** by Vanessa Ettleman, and **CARRIED**, the Budget, Facilities and Safety Council adjourned at 7:41 a.m.

**Respectfully Submitted by Geina Addison**



**FENTON CHARTER PUBLIC SCHOOLS  
Santa Monica Boulevard Community Charter School**

**Unapproved Minutes of the Instruction Committee**

**November 30, 2022**

**Call to Order:** Carmen Solis and Bunny Wolfer, Co-Chairs

**Roll Call:** Jennifer Flynn and Zoe Weiss, Secretaries

**Members Present:** Diana Ramos, Jennifer Flynn, Jocelyn Condo, Bunny Wolfer, Zoe Weiss, Ariana Gomez, Sandra Hernandez, Carmen Solis, Amanda Hill, Grisel Benn, Cary Rabinowitz, Nicole Langlois, Walter Gomez

**Members Excused:** Tidarart Lot

**Additions/Corrections to the Agenda:** Carmen Solis and Bunny Wolfer, Co-Chairs

**Approval of Minutes:** Carmen Solis and Bunny Wolfer, Co-Chairs

**Item #1** **Minutes from the October 12, 2022 meeting of the Instruction Committee**  
*(Motion to Approve)*

On **MOTION** of Sandra Hernandez, **SECONDED** by Ariana Gomez, and **CARRIED**, the minutes were approved as submitted.

**Presentations from the Public:** Carmen Solis, Co-Chair

**Item #2** **Any persons desiring to address the Instruction Committee on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #3** **Earned Increase Walkthroughs (LCAP Goal 3) - Cary Rabinowitz,**  
Director *(Informational Item)*

Earned Increase Walkthroughs will occur the week of December 5<sup>th</sup>. Each class will be visited by 2 administrators. The original walkthrough checklist that staff is familiar with has been turned into a digital form. This will allow all staff to receive formal feedback on what was observed in their

classroom. The purpose of the walkthrough is for the administration to formally stop in and make sure that Fenton expectations are being met in classrooms.

**Item #4**                      **Revised Date: LAUSD Annual Performance Based Oversight Visit (LCAP Goal 1-3) - Cary Rabinowitz, Director (Informational Item)**

The LAUSD oversight visit is scheduled for March 1<sup>st</sup>. LAUSD reviews many items with the administration as well as visiting classrooms. Teachers will be notified of the specific focus for the classroom observations.

**Item #5**                      **Professional Development Opportunity: Whole Brain Teaching (LCAP Goal 3, AMO 2) - Cary Rabinowitz, Director (Informational Item)**

SMBCCS teachers will have the opportunity to participate in a 10-week professional development opportunity with the founder of Whole Brain Teaching. PD will occur outside of school hours via Zoom. There is a potential for teachers to be paid for this training via Elementary and Secondary School Emergency Relief (ESSER) Funding. Teachers need to commit to all 10 weeks.

**Item #6**                      **FCPS Learning Walks: “Try It, Discuss It, Connect It” (LCAP Goal 3, AMO 2) - Cary Rabinowitz, Director (Informational Item)**

Learning Walks are scheduled for the week of March 20<sup>th</sup>. The learning walks will be focused on the Try - Discuss - Connect model of the i-Ready math curriculum. All teachers will participate in classroom observations, but those teaching lessons will be identified on a volunteer basis. Groups of teachers will observe lessons for about 15-20 minutes and then participate in debrief sessions.

**Item #7**                      **Professional Learning Community Conference Feedback (LCAP Goal 3, AMO 2) - Grade Level Lead Teachers & Cary Rabinowitz, Director (Discussion Item)**

Lead teachers discussed the PLC (Professional Learning Communities) conference at the Lead Teacher meeting on November 29<sup>th</sup>. ([Lead Teacher Feedback](#)). It was determined that SMBCCS should form a guiding coalition to help monitor PLC progress. Instruction committee members discussed who it should include and how many times the guiding coalition should meet. This is an ongoing discussion.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

January 11, 2023

**Adjournment:**

On **MOTION** of Grisel Benn, **SECONDED** by Jocelyn Condo, and **CARRIED**, the Instruction Committee was adjourned at 7:57 A.M.

**FENTON CHARTER PUBLIC SCHOOLS**  
**Fenton Primary Center**

**Unapproved Minutes of the Instruction Committee**

**December 6, 2022**

**Call to Order:** Brianna Ellis and Jacqueline Penner, Co-Chair

The Instruction Committee was called to order on Tuesday, December 6th at 7:18 am by Co-Chairs Brianna Ellis and Jacqueline Penner.

**Roll Call:** Michelle Shaghoian, Secretary

**Members Present:** Brianna Ellis, Jaqueline Penner, Laura Holmes, Lisa Ibarra, Nitima Angus, Michelle Shaghoian, Angie Salceda, Richard Parra, Maria Reyes, Sirui Thomassian, Karen Knapp

**Members Excused:** Coco Salazar, Maria Cardenas, Gina Garcia, Wendy Kaufman, Gloria Rangel, Krystal Rodriguez

**Additions/Corrections to the Agenda:** Brianna Ellis, Co-Chair

There were no additions or corrections to the agenda.

**Approval of Minutes from June 7, 2022:** Brianna Ellis, Co-Chair

**Item #1 Minutes from the October 18, 2022 meeting of the Instruction Committee**

On **MOTION** of Lisa Ibarra, **SECONDED** by Jackie Penner, and **CARRIED**, the minutes were approved as submitted.

**Presentations from the Public:** Brianna Ellis, Co-Chair

**Item #2 Any persons desiring to address the Instruction Committee on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #3 WASC Update (LCAP Goal 2, AMO 2) - Richard Parra, FPC Director (Informational Item)**

Mr. Parra reported that the WASC visit is scheduled for the week of March 27th. The report is due in January.

**Item #4**                      **Earned Increase Walk-Through (LCAP Goal 3, AMO 2)** - Richard Parra, FPC Director (*Informational Item*)

Mr. Parra reported that the walk-throughs have been scheduled for February 6th -10th. We will discuss additional information with the leadership team on Thursday, December 8th to go over additional details.

**Item #5**                      **Learning Walks (LCAP Goal 3, AMO 2)** - Richard Parra, FPC Director (*Informational Item*)

Learning walks have been scheduled for the week of April 24th, and will look different from years past. Learning walks will be an opportunity for us to dissect the new math curriculum and share best practices. More information will be shared during the Thursday leadership meeting. Teachers shared constructive feedback about being observed while they are still learning the new math curriculum. A proposal is to focus learning walks on Benchmark Advanced. Teachers shared an idea of watching a model lesson from someone from i-Ready on the new math curriculum so they can refine their instruction.

**Item #6**                      **BEE Time Update (LCAP Goal 1, AMO 4)** - Michelle Shaghoian, FPC Acceleration Specialist (*Informational Item*)

The 2<sup>nd</sup> cycle of BEE time has been scheduled with the input of administrators and lead teachers. The cycle will start January 10<sup>th</sup>, and end February 17<sup>th</sup>. 1<sup>st</sup> and 2<sup>nd</sup> grade teachers have met to reflect, review the pacing for BEE time, and move students into the appropriate groupings for the second cycle. I appreciate all of their hard work and collaboration. Teachers have been encouraged to use the data from the 1<sup>st</sup> cycle to inform their daily small-group instruction. Mrs. Thomassian and Mrs. Shaghoian attended the “Accelerate to Educate” conference in late October, which discussed a lot of helpful information for tier 1 instruction that we could benefit from. Mrs. Thomassian and I will begin unpacking this information with the Guiding Coalition during our meeting on December 8<sup>th</sup>. We will also present this information with all of FPC on January 9<sup>th</sup> for our PD Day.

**Item #7**                      **Independent Studies (LCAP Goal 2, AMO 3)** - Richard Parra, FPC Director (*Informational Item*)

Maria Reyes and Richard Parra are collaborating to support teachers who have a large number of independent studies to complete. Mrs. Angus offered to support as well.

**Item #8**                      **Oversight Visit (LCAP Goal 1, AMO 1)** - Richard Parra, FPC Director (*Informational Item*)

The Oversight Visit has been scheduled for February 21st. More information to follow.

**Item #9**                      **CCSA TK Presentation on Proper Implementation of TK Classrooms (LCAP Goal 3, AMO 2)** - Richard Parra, FPC Director (*Motion to Approve*)

On **MOTION** of Nitima Angus, **SECONDED** by Angie Salceda and **CARRIED**, the minutes were approved as submitted.

**Announcements:** No additional announcements were made.

**Next Regular Meeting:**

TBD

**Adjournment:**

On **MOTION** of Lisa Ibarra, **SECONDED** by Michelle Shaghoian, and **CARRIED**, the Instruction Committee was adjourned at 7:56 a.m.

**Notes respectfully submitted by Michelle Shaghoian**

**FENTON CHARTER PUBLIC SCHOOLS**  
**Fenton STEM Academy**

**Unapproved Minutes of the Instruction Committee**

**December 15, 2022**

A meeting of the Instruction Committee was held on Thursday, December 15, 2022 at 7:18 am in the Hands-On Lab at Fenton STEM Academy at 8926 Sunland Blvd., Sun Valley, CA 91352.

**Call to Order:** Elisa Vallejo, Chairperson

The Instruction Committee Meeting was called to order at 7:20 am by Chairperson, Elisa Vallejo.

**Roll Call:** Krista Casanova, Secretary

**Members Present:** Elisa Vallejo, Krista Casanova, Alyssa Cutting, Lilia Padilla-Zuniga, Jennifer Miller, Elizabeth Marquez, Joanna Tepper

**Members Excused:** Virginia Palma, Jennifer Pimentel, Alejandra Muñoz

**Non-committee Members:** Melissa Andrade, Martha May, Mikki Raxlin, Yesenia Fuentes, Cecilia Quijano

**Additions/Corrections to the Agenda:** Elisa Vallejo, Chairperson

There are two corrections to the agenda. Item #9 will be presented by Elisa Vallejo, and Item #10 will be presented by Cecilia Quijano

**Approval of Minutes from:** Elisa Vallejo, Chairperson

**Item #1**                    **Minutes from the October 11, 2022 meeting of the Instruction Committee**  
*(Motion to Approve)*

On **MOTION** of Krista Casanova, **SECONDED** by Alyssa Cutting, and **CARRIED**, the minutes were approved as submitted.

**Presentations from the Public:** Elisa Vallejo, Chairperson

**Item #2**                    **Any persons desiring to address the Instruction Committee on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**Item #3**                      **Mid-term WASC Report and Visit (LCAP Goal 1, AMO 1) - Jennifer Miller, Director** *(Informational Item)*

Mrs. Miller informed the committee that the academies are in the middle of our six-year accreditation granted by the Western Association of Schools and Colleges (WASC), initially earned in 2019. At this benchmark, WASC will conduct a mid-year virtual check-in with Mrs. Miller. WASC is checking on the school to ensure that there has been no significant change to our operation that could affect our current status. Mrs. Miller has been in contact with the organization since July 2022 and has begun preparing the materials and evidence to provide for the check-in. The Mid-Cycle Report is to be provided six weeks before the virtual review. The virtual review will take place March 17, 2023. Mrs. Miller will reach out to staff if the committee wishes to conduct interviews. Mrs. Miller is confident that our school has continued to uphold the same high standards that were presented in February 2020.

**Item #4**                      **PLC Q2 Update (LCAP Goal 1, AMO 1-4) - Jennifer Miller, Director** *(Informational Item)*

Mrs. Miller updated the committee on the continuing development of our Professional Learning Community. Lead teachers (who make up the FCLA/STEM Guiding Coalition) met and discussed our goals for quarter two. Based on that feedback, it was determined to continue to refine our first quarter goals before moving ahead. These goals include continuing grade level work to establish SMART goals, maintain team norms and communication, alignment of instructional strategies, and conducting data chats. On December 9, 2022, the FCLA/STEM Guiding Coalition met to discuss the share-out of information obtained from the Professional Learning Community Conference held in Long Beach. Information from the conference will be shared at grade level meetings by lead teachers to continue practicing effective PLC strategies. Mrs. Miller extended her gratitude to the staff for doing an incredible job following the PLC model.

**Item #5**                      **Learning Walks – Spring Semester (LCAP Goal 1, AMO 1-4) - Jennifer Miller, Director** *(Informational Item)*

Mrs. Miller spoke with the committee about the academies' participation in Learning Walks. Prior to the COVID pandemic, Learning Walks were planned to enrich the strategies of teachers by observing other teachers in action. The plan was presented to the FCPS Leadership on December 1, 2022. The walks are scheduled for March of 2023. The targeted focus of the learning walks will be groups of educators observing their peers during a TDC Ready Math Lesson with a focus on facilitating mathematical discourse. FCPS is encouraging teachers to volunteer to be observed. Mrs. Miller emphasized to the committee that these observations are not evaluative, and volunteers will be provided with support from Angie Ferri, Kelley Christenson, Yesenia Fuentes, and the iReady team. Volunteers will be provided with guidance on what to showcase during observations. Mrs. Miller assured any volunteers that there will be plenty of opportunity for preparation to enable high levels of confidence during the observations.

**Item #6**                      **Upcoming LAUSD Oversight Visits (LCAP Goal 1, AMO 1-4) - Jennifer Miller, Director** *(Informational Item)*

Mrs. Miller spoke to the committee about the upcoming oversight visit for Fenton STEM Academy. Yolanda Jordan will be conducting the visit, and has expressed her excitement for her return to in-person oversight visits. The visit will consist of three parts: leadership interview, classroom visits, and document review. The school will be reviewed in four areas. These areas are:

1. Governance
2. Student achievement and educational performance
3. Organizational management, programs and operations
4. Fiscal operations.

Each area may earn a score of four, four being the highest possible score. Mrs. Miller reminded the committee that each school should showcase the school focus, our AIM model, and grade level alignment. Mrs. Miller asked the lead teachers to brainstorm with their grade level teams other aspects of our school to showcase during the oversight visit. The details of the visit will be discussed with staff in further detail at the January 18, 2023 staff meeting.

**Item #7**                      **Orton Gillingham Virtual Training (LCAP Goal 1, AMO 1)** - Cecilia Quijano, Assistant Director (*Informational Item*)

Mrs. Quijano presented the committee with information about the Orton Gillingham Virtual Training. Participants of the training will attend a thirty-hour virtual training on campus. Elisa Vallejo participated in the training in November of 2022, Alexis Sheppard attended the training in December 2022, and Melissa Andrade will attend in February of 2023. After participating in this accredited Structured Literacy course, teachers will understand the structure and foundation of the English language as well as the research behind the Science of Reading. Educators will have a basic knowledge of how to assess and teach students in all three tiers of RTI as well as students with dyslexia.

**Item #8**                      **Mid-Year TA Evaluations (LCAP Goal 1, AMO 1)** - Cecilia Quijano, Assistant Director (*Informational Item*)

Paraprofessionals employed by FCPS are evaluated twice a year. The “Mid-Year” Evaluation is the first evaluation given and was due to Mrs. Quijano Wednesday, December 14, 2022. Lead Teachers completed the evaluation with feedback and input from their grade-level team. Lead Teachers also met and reviewed the evaluation with their respective grade-level Teacher Assistant. Mrs. Quijano was also available to provide support to teachers and grade-level teams by presenting the completed evaluation to some paraprofessionals and reviewing areas of improvement. Teacher Assistants working in the classroom under the supervision of a teacher supporting students at a specific grade-level are evaluated by the grade-level team of teachers. Adult Assistants working with a specific student or students under the supervision of the student’s general education teacher and a resource specialist teacher are evaluated by the Resource Specialist and General Education Teacher for which they are assigned. Supervision Aides that provide supervision during recess, lunch and psychomotor are evaluated by Mrs. Quijano and Ms. Muñoz. Evaluations are essential to providing our students with the support they deserve. Mrs. Quijano thanked all teachers for the guidance and encouragement that they give our paraprofessionals on a daily basis to help them grow and develop skills that will in turn benefit all our students and their learning.

**Item #9**                      **English Learner Instructional Strategies (LCAP Goal 1, AMO 1-4)** - Elisa Vallejo, Acceleration Specialist (*Informational Item*)

Following an all staff Professional Development meeting on November 9th, the Assistant Director, Jennifer Pimentel, and the Acceleration Specialist, Elisa Vallejo, have been meeting with grade-level



teams to discuss grade-level-specific learning and instruction strategies for students who need English Language Support. The teams reviewed the testing demands of the ELPAC assessment in each of the 4 domains: listening, speaking, reading, and writing, and discussed what proficiency looks like in each of the domains. The teams then collaborated on strategies that can be incorporated for all students to help support these demands. The teams came to a consensus on strategies they will implement. Jennifer Pimentel will be revisiting this in February to help teacher teams prepare for instruction specific to prepping for the ELPAC assessment that will be administered in the spring.

**Item #10**                      **ELPAC Summative Assessment (LCAP Goal 1, AMO 1-4) - Cecilia Quijano, Assistant Director (Informational Item)**

The Summative ELPAC, which is the English Language Proficiency Assessment for California will be administered to students who have previously been identified as English Learners. The testing window will begin on February 27<sup>th</sup>. For FCLA, a total of 70 students from TK to 6<sup>th</sup> grade will be tested and from STEM, a total of 53 students will be assessed. The Summative ELPAC is computer based and students from Kinder to 2<sup>nd</sup> grade will be given the test in a one to one setting, while 3<sup>rd</sup> to 6<sup>th</sup> grade students will be taking the test in a group setting similar to the SBAC. The January 25<sup>th</sup> staff meeting will be dedicated to an ELPAC overview, which will include information on how teachers can access the ELPAC practice and training tests. We are also planning to meet with students for an ELPAC kick-off assembly as a motivational event and to review test-taking strategies. We will also meet with parents via Zoom to review ways to prepare their child at home. Ms. Palma, Mrs. Quijano and Jennifer Pimentel have gone over the training material remotely through Moodle and will be having for 2 other volunteers to assist in administering the assessment.

**Item #11**                      **Acceleration Specialist Support Model (LCAP Goal 1, AMO 1-4) - Elisa Vallejo, Acceleration Specialist (Informational Item)**

Our Acceleration Model has been continuing throughout December. From the beginning of the year, the Acceleration Specialist has been attending a grade-level meeting for K-6 once a week to help facilitate collaborative conversations in a professional learning community-style process. Elisa Vallejo has been directly servicing students with tier 2 support in grades 3-6. Starting in January, she will begin attending only one grade-level meeting per month to ensure that she can begin servicing more students. Beginning in January, she will work directly with a group of 10-12 students with tier 2 support in grades K-2. She will also begin servicing students with tier 3 supports outside of AIM time in grades K-6 as needed. The new schedule is being shared this week. She will complete this model for 1 session, then she will work with students with English Language Learning supports during the month of February before completing a second session with students in the month of March.

**Next Regular Meeting:** TBD

**Announcements**

There are no announcements.

**Adjournment:**

On **MOTION** of Krista Casanova, **SECONDED** by Joanna Tepper, and **CARRIED**, the Instruction Committee meeting adjourned at 7:55 a.m.

**Minutes respectfully submitted by: Krista Casanova**

**FENTON CHARTER PUBLIC SCHOOLS**  
**Fenton Charter Leadership Academy**

**Unapproved Minutes of the Instruction Committee**

**December 15, 2022**

A meeting of the Instruction Committee was held on Thursday, December 15, 2022, at 7:16 am in the Hands-On Lab at Fenton Charter Leadership Academy at 8926 Sunland Blvd., Sun Valley, Ca 91352

**Call to Order:** Yesenia Fuentes, Chairperson

The Instruction Committee Meeting was called to order at 7:16 am by Mrs. Fuentes

**Roll Call:** Yesenia Fuentes, Chairperson

**Members Present:** Yesenia Fuentes, Melissa Andrade, Martha May, Mikki Raxlin, Jennifer Miller

**Members Excused:** Stephanie Garcia, Susana Orozco, Jennifer Pimentel, Alejandra Muñoz

**Non-committee Members:** Elisa Vallejo, Krista Casanova, Alyssa Cutting, Lilia Padilla-Zuniga, Cecilia Quijano

**Additions/Corrections to the Agenda:** Yesenia Fuentes, Chairperson

There were no additions or corrections to the agenda.

**Approval of Minutes from October 11, 2022:** Yesenia Fuentes, Chairperson

**Item #1** **Minutes from the October 11, 2022 meeting of the Instruction Committee**  
*(Motion to Approve)*

On **MOTION** of Mikki Raxlin, **SECONDED** by Melissa Andrade, and **CARRIED**, the minutes were approved as submitted.

**Presentations from the Public:** Yesenia Fuentes, Chairperson

There were no presentations from the public.

**Item #2** **Any persons desiring to address the Instruction Committee on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no Old Business.

## **New Business:**

**Item #3**                      **Mid-term WASC Report & Visit (LCAP Goal 1, AMO 1)** - Jennifer Miller, Director (*Informational Item*)

Mrs. Miller reported that FCLA is preparing for its WASC mid-cycle visit. This visit is meant to be a refinement of the schoolwide action plan originally developed during initial WASC accreditation in Feb. 2020. The mid-cycle report to WASC is due in February. Mrs. Miller will have a one-day virtual visit with the chair of the WASC committee on March 17, 2023.

**Item #4**                      **PLC Question 2 Update (LCAP Goal 1, AMO 1-4)** - Jennifer Miller, Director (*Informational Item*)

Mrs. Miller informed the committee of the ongoing PLC grade-level work that is being done at FCLA. This work includes Team Forming, SMART goals, Data Chats, and Alignment of Instructional Strategies. The FCLA guiding coalition met on Friday 12/9. They shared-out what they learned from attending the PLC Long Beach conference and discussed grade-level implementation of what was learned. They also began to plan for PD Day 5 which will take place on January 9, 2023. During this meeting, the Acceleration Specialist presented her support model which included modifications to her schedule to allow for increased student support.

**Item #5**                      **Learning Walks - Spring Semester (LCAP Goal 1, AMO 1-4)** - Jennifer Miller, Director (*Informational Item*)

Mrs. Miller informed the committee that Learning Walks will take place in March. They will focus on the facilitation of meaningful mathematical discourse. All teachers will be able to observe two 20-minute math lessons. They will be given a list of things to look for during their observation of two i-Ready Math Instruction lessons. FCLA will be asking teachers from each grade level to volunteer to have their math lesson observed by their peers. Volunteers will be provided with planning time and will meet with the FCPS Instructional Coach and TOSAs ahead of the Learning Walks.

**Item #6**                      **Upcoming LAUSD Oversight Visits (LCAP Goal 1, AMO 1-4)** - Jennifer Miller, Director (*Informational Item*)

Mrs. Miller shared that the LAUSD oversight visit will take place on February 23, 2023. Yolanda Jordan will visit FCLA in person on February 23<sup>rd</sup>. Mrs. Miller is confident that during her visit Yolanda Jordan will observe our focus on leadership, the acceleration blocks, and PLC in action.

**Item #7**                      **Orton Gillingham Virtual Training (LCAP Goal 1, AMO 1)** - Cecilia Quijano, Assistant Director (*Informational Item*)

Mrs. Quijano reported that Alexis Sheppard (Upper-Grade Education Specialist) took part in a 30-hour Orton Gillingham Virtual Training in December. Melissa Andrade (Primary Grade Education Specialist) will take part in this training in February. Participants complete this training on campus. The Orton-Gillingham phonics program is a structured literacy approach. It incorporates visual, auditory, and kinesthetic pathways to reading and spelling. After participating in this course, teachers will understand the structure and foundation of the English language as well as the research

behind the Science of Reading. Educators will have a basic knowledge of how to assess and teach students in all three tiers of RTI as well as students with dyslexia.

**Item #8**                      **Mid-Year TA Evaluations (LCAP Goal 1, AMO 1)** - Cecilia Quijano, Assistant Director (*Informational Item*)

Mrs. Quijano shared that Paraprofessionals employed by FCPS are evaluated twice a year. The “Mid-Year” Evaluation was due on December 14, 2022. FCLA Lead Teachers completed the evaluation with feedback and input from their grade-level team. Lead Teachers also met and reviewed the evaluation with their grade-level Teacher Assistant. Mrs. Quijano was available to provide support to teachers who wanted her to present the completed evaluation to paraprofessionals and review areas of improvement.

At FCLA Teacher Assistants working in the classroom were evaluated by the grade-level team of teachers. Any Adult Assistants working with a specific student or students under the supervision of the general education teacher and the resource specialist were evaluated by the Resource Specialist and General Education Teacher to whom they were assigned. Supervision Aides (that provide supervision during recess, lunch, and psychomotor) were evaluated by Mrs. Quijano and Ms. Muñoz.

**Item #9**                      **English Learner Instructional Strategies (LCAP Goal 1, AMO 1-4)** - Elisa Vallejo, Acceleration Specialist (*Informational Item*)

Elisa Vallejo presented on behalf of Jennifer Pimentel. She shared that at the November 9<sup>th</sup> staff meeting the staff was presented with information that students will need to know in order to be successful on the Summative ELPAC. From November 28<sup>th</sup> to December 5<sup>th</sup> Mrs. Pimentel and Mrs. Vallejo met with each grade level during their grade-level meetings. They walked the teachers through a daily instruction action plan that included best practices to address each area of the ELPAC assessment- Listening, Speaking, Reading, and Writing. Teachers collaborated and generated ideas for the next steps in preparing students to be successful on the Summative ELPAC assessment.

**Item #10**                      **ELPAC Summative Assessment (LCAP Goal 1, AMO 1-4)** - Cecilia Quijano, Assistant Director (*Informational Item*)

Mrs. Quijano presented on behalf of Jennifer Pimentel. Mrs. Quijano reported that the Summative ELPAC, which is the English Language Proficiency Assessment for California, will be administered to students who have previously been identified as English Learners. The Summative ELPAC is a computer-based test. Students from Kinder to 2<sup>nd</sup> grade will be given the test in a one-to-one setting, while 3<sup>rd</sup> to 6<sup>th</sup>-grade students will be taking the test in a group setting similar to the SBAC. Seventy FCLA students from TK to 6<sup>th</sup> grade will be tested beginning February 27<sup>th</sup>.

Mrs. Pimentel plans to use the January 25<sup>th</sup> staff meeting for an ELPAC overview. The review will include information on how teachers can access the ELPAC practice and training tests. FCLA plans to meet with students for an ELPAC kick-off assembly as a motivational event and to review test-taking strategies. There will be a Zoom meeting to help parents review for the test at home. Ms. Palma, Mrs. Quijano, and Mrs. Pimentel have gone over the training material remotely through Moodle and will be having 2 other volunteers assist in administering the assessment.

**Item #11****Acceleration Specialist Support Model (LCAP Goal 1, AMO 1-4) - Elisa Vallejo, Acceleration Specialist (*Informational Item*)**

Mrs. Vallejo shared that she has been attending grade-level meetings once a week to help facilitate collaborative conversations in a professional learning community-style process in grades K-6. She has been directly servicing students with tier 2 support in grades 3-6. Starting in January, she will begin attending only one grade-level meeting per month to ensure that she can begin servicing more students. Beginning in January, she will work directly with a group of 10-12 students with tier 2 support in grades K-2. She will also begin servicing students with tier 3 supports outside of AIM time in grades K-6 as needed. The new schedule was shared with teachers before the winter break. During the month of February, she will work with students with English Language Learning support.

**Next Regular Meeting:**

TBD

**Announcements:**

There are no announcements.

**Adjournment:**

On **MOTION** of Martha May, **SECONDED** by Melissa Andrade, and **CARRIED**, the Instruction Committee meeting adjourned at 7:56 am.

**Minutes respectfully submitted by Martha May**

**FENTON CHARTER PUBLIC SCHOOLS**  
**Santa Monica Boulevard Community Charter School**

**Unapproved Minutes of the Instruction Committee**

**January 11, 2023**

**Call to Order:** Carmen Solis and Bunny Wolfer, Co-Chairs

The Instruction Committee meeting was called to order at 7:18 a.m. by Co-chairs, Carmen Solis and Bunny Wolfer.

**Roll Call:** Jennifer Flynn and Zoe Weiss, Secretaries

**Members present:** Diana Ramos, Jennifer Flynn, Jocelyn Condo, Bunny Wolfer, Ariana Gomez, Sandra Hernandez, Carmen Solis, Jennifer Allen, Amanda Hill, Grisel Benn, Cary Rabinowitz, Nicole Langlois

**Members Excused:** Tidarat Lot

**Members Absent:** Zoe Weiss

**Non-Members in Attendance:** Walter Gomez and Beth Henschel

**Additions/Corrections to the Agenda:** Carmen Solis and Bunny Wolfer, Co-Chairs

There were no additions or corrections to the agenda.

**Approval of Minutes:** Carmen Solis and Bunny Wolfer, Co-Chairs

**Item #1**                    **Minutes from the November 30, 2022 meeting of the Instruction Committee** *(Motion to Approve)*

On **MOTION** of Sandra Hernandez, **SECONDED** by Ariana Gomez, and **CARRIED**, the minutes were approved as submitted.

**Presentations from the Public:** Carmen Solis, Co-Chair

**Item #2**                    **Any persons desiring to address the Instruction Committee on any proper matter**

**Old Business:**

There was no Old Business.

**New Business:**

**Item #3**                      **Feedback-Implementation of the Teaching Assessing Cycle (LCAP Goal 1, AMO 2-3) - Cary Rabinowitz, Director (*Discussion Item*)**

Earlier this week, Mr. Rabinowitz sent out a Google form to staff for feedback on the teaching and assessing cycle. This form is a way to quantify where grade levels are in this cycle at this point in the school year. We need to see how grade levels are working through the cycle to understand the support(s) that grade levels may need for the rest of the school year. This includes: how we are doing with unpacking the assessments, discussing test questions, giving unit tests as a grade level, etc. The purpose is not to see deficits, but to identify what support(s) may be needed. Mr. Rabinowitz would like responses back from all teachers by the end of the week. All grade level members should complete the form. The form is designed to keep the growth mindset at the forefront, and to help guide teachers and grade levels to see additional areas for improvement. Items on the form can also serve as a guide for lead teachers to plan grade level meetings.

**Item #4**                      **SMBCCS Guiding Coalition (LCAP Goal 1, AMO 2-3) - Cary Rabinowitz, Director (*Informational Item*)**

We discussed different options for how to choose members for the Guiding Coalition, which will be an important entity as we continue implementing PLCs at Santa Monica. Some ideas include:

- Surveying teachers to see who may be interested
- Beginning the coalition with some lead teachers on the team, but also to inviting additional members who are interested in taking on more leadership to join
- Including focus leads
- Perhaps lead teachers starting out on the team, and then adding additional members at a later date

The discussion also brought up several questions that the Instruction Committee plans to discuss as we move forward: Is the Guiding Coalition a static group? Is it flexible in its members? How long should the guiding coalition stay in place?

The Instruction Committee looks forward to continuing this discussion regarding the Guiding Coalition.

**Item #5**                      **2023-2024 FCPS Instructional Calendar (LCAP Goal 3) - Cary Rabinowitz, Director (*Informational Item*)**

Prior to winter vacation, Dr. Riddick sent out a survey for calendar options for next school year. Tentatively, the calendar options will be sent out for a Fenton-wide vote on January 17<sup>th</sup>. Voting was due by January 18<sup>th</sup>. A second vote will only occur if the winning calendar on the first vote does not receive 50% of the vote. Board approval for the 2023-2024 calendar will occur at the March meeting. LAUSD will not release their calendar until later on in the Spring, sometime at the end of March or early April. Look for an email soon from Dr. Riddick for more information.

**Item #6**                      **Mid-Year iReady Assessments: Administration and Expectations (LCAP Goal 1, AMO 1-2) - Cary Rabinowitz, Director (*Informational Item*)**

The administration’s window for the Mid-Year iReady assessments is January 23-February 10. Please make sure assessments are formalized in a way so that they are completed in clusters, and not sporadically. Teachers should formally proctor the assessment. This means circulating around the room, checking on students, making sure students are continuously working, etc. The Mid-Year assessment is the most important administration of i-Ready, and getting the most meaningful data is important. It is alright to use your W.I.N. time for the assessment if needed; Acceleration Specialists and TA’s will be able to help with the test administration. Please check in with Ms. Hernandez and Mrs. Solis if you plan to schedule your iReady during your W.I.N. time.

Grade level lead teachers, please provide the dates your grade level will be administering the assessment. These can be included in your grade level minutes or emailed separately to Mr. Rabinowitz.

**Item #7                                    Earned Increase Walkthrough Feedback (LCAP Goal 3, AMO 2) - Cary Rabinowitz, Director (Informational Item)**

All teachers will receive a feedback form from Mr. Rabinowitz based on the observations from December. The form is based on Charlotte Danielson’s 4 domains of teaching. There are commendations and recommendations on the form. Mr. Rabinowitz thanked all teachers for their hard work in creating positive classroom environments, and reminded us about the Fenton culture of classrooms ‘looking’ and being prepared and engaging at all times, not just during our Walkthrough week.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

March 15, 2023

**Adjournment:**

On **MOTION** of Jocelyn Condo, **SECONDED** by Sandra Hernandez, and **CARRIED**, the Instruction Committee was adjourned at 7:44 am.



**FENTON CHARTER PUBLIC SCHOOLS**  
**Fenton Avenue Charter School**

**Unapproved Minutes of the Curriculum and Assessment Council**

**January 17, 2023**

A meeting of the Curriculum and Assessment Council was held on January 17, 2023, at 7:15 a.m. in the Conference Room of Fenton Avenue Charter School.

**Call to Order:** Christopher Torres, Chairperson

The Curriculum and Assessment Council was called to order at 7:20 a.m. by Christopher Torres.

**Roll Call:** Robin McNutt

**Members Present:** Patricia Aparicio, Barbara Ausherman, Monica Castañeda, Emily Gillmore, Hayley Martin, Robin McNutt, Lorena Sanchez, Christopher Torres, Tiffany Walker, Rebecca Williamson

**Members Absent:** N/A

**Non-Members Present:** Juan Gomez

**Members Excused:** Myriam Arechiga, Paige Piper

**Additions/Corrections to the Agenda:** Christopher Torres, Chairperson

There were no additions or corrections to the agenda.

**Item #1** **Minutes from the November 8, 2022 meeting of the Curriculum and Assessment Council** (*Motion to Approve*)

On **MOTION** of Lorena Sanchez, **SECONDED** by Tiffany Walker, and **CARRIED**, the Minutes of the Curriculum and Assessment Council Meeting November 8<sup>th</sup>, 2022, were approved as submitted.

**Presentations from the Public:** Christopher Torres, Chairperson

**Item #2** **Any persons desiring to address the Curriculum and Assessment Council on any proper matter**

There were no presentations from the public.

**New Business:**

**Item #3** **Middle of Year i-Ready Diagnostic (LCAP Goal 1, AMO 5) – Monica Castaneda, FACS Director** (*Informational Item*)

Ms. Castañeda shared that the i-Ready Mid-Year Diagnostic Assessment window will be opening on January 23, 2023. The assessment window will be open for two weeks, although teachers are encouraged to have students complete the assessment in week one as there will be no GLOW time that week to accommodate for assessments. The week of January 30, 2023 will serve as a ‘makeup’ week for students who were absent during the first week. Ms. Castañeda reminded teachers to reiterate the importance of the assessment to students prior to beginning the assessment. Teachers should be establishing a classroom environment that promotes a growth mindset, and are encouraged to use the resources provided by i-Ready.

**Item #4**                      **Semester Awards (LCAP Goal 2, AMO 1) – Juan Gomez, FACS Administrative Coordinator (Informational Item)**

Mr. Gomez shared that Semester Awards will take place next week, January 23<sup>rd</sup>-27<sup>th</sup>. A staff Memo, along with parent letters, and student certificates were provided to classroom teachers last week. Teachers will be recognizing students in the areas of: Academic Achievement, Citizenship, Improvement, and Attendance. At the assemblies, students with perfect in-set attendance will receive a certificate and pin. Students with perfect attendance due to independent studies are recognized with the monthly Brag Tags. FACS is excited to welcome the parents of awards recipients to attend the assembly in person!

**Item #5**                      **LAUSD Oversight Visit (LCAP Goal 1, AMO 2) - Monica Castaneda, FACS Director (Informational Item)**

Ms. Castañeda announced that the annual LAUSD Oversight Visit will occur on Wednesday, February 8, 2023. This year, the LAUSD Oversight team will be on campus for a full day. The visit will begin with a Leadership Team meeting, followed by classroom visits. Teachers are all asked to prepare their classrooms in anticipation of being visited. The oversight binders being completed by Mr. Gomez and Ms. Piper are due to the Oversight team on February 1st, and will be reviewed during the February 8th visit.

**Item #6**                      **RTI Update (LCAP Goal 1, AMO 1-6) - Monica Castaneda, FACS Director (Informational Item)**

Ms. Castañeda shared that last month, several staff members attended the RTI At Work Institute, from December 7-9<sup>th</sup>. A Guiding Coalition has been formed consisting of the 11 teachers and administrators who attended, in addition to the Acceleration Specialist. The Coalition plans to meet each Wednesday after the Staff Meetings to develop an action plan for the school. One shift the Guiding Coalition plans to make is adjusting GLOW from Acceleration only, to include Intervention as well. During Professional Development Day #5, the coalition guided the staff to reflect on their “why,” and decide on a school mantra for RTI- “Together we can, together we will.” The coalition also met to review the SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis that staff completed back in December. Upon reviewing the survey results and submissions, the team is working to develop an action plan that addresses the identified needs.

**Item #7**                      **Summative ELPAC Assessment (LCAP Goal 1, AMO 3) – Juan Gomez, FACS Administrative Coordinator (Informational Item)**

Mr. Gomez presented that the ELPAC Assessment window for 2023 is from February 1<sup>st</sup> - May 1<sup>st</sup>. FACS plans to begin assessing the Reading, Writing, and Listening domains on February 15<sup>th</sup>. Each grade level will begin by assessing reading, then writing, followed by listening. The grade levels will

be split in order to create small assessment cohorts that will be assessing in Rooms 55 and 56. Specifics will be shared with teachers in the coming weeks.

**Item #8**                      **Independent Study Folders (LCAP Goal 2, AMO 3) - Monica Castaneda,**  
FACS Director (*Informational Item*)

Ms. Castañeda shared that all teachers have received lime green Independent Study folders for each student. These folders have been created in an effort to better track and monitor Independent Studies. We are hopeful that these folders will be helpful for parents, and encourage them to be diligent in reviewing, completing, and returning the forms. In an effort to bring parent attention to the amount of Independent Studies their student has completed, the bottom of the folder has a designated space for teachers to log the number of Independent Studies a student has completed.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

TBA

**Adjournment:**

By order of **GENERAL CONSENSUS**, the Curriculum and Assessment Council Meeting was adjourned at 7:40 a.m.

**FENTON CHARTER PUBLIC SCHOOLS  
Fenton Primary Center**

**Unapproved Minutes of the Personnel Committee**

**December 2, 2022**

A meeting of the Personnel Committee was held on December 2, 2022, at 7:17 a.m. in room 201 at Fenton Primary Center.

**Call to Order:** Karen Knapp, Co-Chair

The Personnel Committee was called to order at 7:17 a.m. by Co-Chair, Karen Knapp.

**Roll Call:** Shirley Saetang, Secretary

**Members Present:** Karen Knapp, Judy Lee, Shirley Saetang, Jeanette Hernandez, Sandra Valle, Nina Ferman, Nitima Angus, Laura Vasquez, Richard Parra, and Wendy Kaufman

**Members Excused:** Caitlin McMabell, Sarah Lin, Cristina Moran, Sirui Thomassian, Jessi Tello

**Additions/Corrections to the Agenda:** Judy Lee, Co-Chair

There was a correction to the agenda:

**Item #6** Learning Walks March 13-17 will be moved to the week of April 24<sup>th</sup>.

**Approval of Minutes from October 11, 2022:** Karen Knapp, Co-Chair

**Item #1** **Minutes from the October 11, 2022 meeting of the Personnel Committee**  
*(Motion to Approve)*

On **MOTION** of Nitima Angus, **SECONDED** by Jeanette Hernandez, and **CARRIED**, the Minutes of the Personnel Committee from October 11, 2022 were approved as submitted.

**Presentations from the Public:** Judy Lee, Co-Chair

**Item #2** **Any persons desiring to address the Personnel Committee on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #3                                  Hiring of Speech and Language Pathologist - Brianne Beeman - Starting January 9, 2023 (LCAP Goal 3, AMO 1) - Richard Parra FPC Director (Motion to Approve)**

Mr. Parra informed the committee that Brianne Beeman is waiting to be processed by the business office. She is projected to start in January.

On **MOTION** of Nitima Angus, **SECONDED** by Laura Vasquez, and **CARRIED**, the hiring of Speech and Language Pathologist, Brianne Beeman, has been approved.

**Item #4                                  Earned Increased Walkthroughs February 6-10 (LCAP Goal 3, AMO 2) - Richard Parra FPC Director (Informational Item)**

Walkthroughs will begin the week of February 6<sup>th</sup>. Administrators will conduct the walkthroughs.

**Item #5                                  Middle of Year Goal Setting February 13-17 (LCAP Goal 3, AMO 2) - Richard Parra, FPC Director (Informational Item)**

Middle of the year goal setting will begin the week of February 13<sup>th</sup>. The goal setting meetings will be a follow up of what was discussed at the Fall meeting.

**Item #6                                  Learning Walks April 24-28 (LCAP Goal 3, AMO 2) - Richard Parra, FPC Director (Informational Item)**

Learning walks for the new I-Ready Math curriculum are scheduled for the week of April 24<sup>th</sup>. There was a discussion regarding teachers not feeling prepared enough to teach I-Ready Math during an observation. Teachers feel that they need to live the new curriculum for at least a year and need more time to collaborate with their grade levels on best practices for lesson delivery before presenting a lesson to others. Mr. Parra will look into the possibility of having our learning walks conducted in the fall of next school year. Mr. Parra will discuss more with Lead Teachers next week on the Learning Walk format and get input from each grade level.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

January 31, 2023

**Adjournment:**

On **MOTION** of Nitima Angus, **SECONDED** by Sandra Valle, and **CARRIED**, the Personnel Committee adjourned at 7:38 a.m.

**Minutes respectfully submitted by: Shirley Saetang**

**FENTON CHARTER PUBLIC SCHOOLS**  
**Fenton STEM Academy**

**Unapproved Minutes of the Personnel Committee**

**January 13, 2023**

A meeting of the Personnel Committee was held on Friday, January 13, 2023 at 7:19 a.m. in the Hands-on Lab at Fenton STEM Academy at 8926 Sunland Blvd., Sun Valley, CA 91352.

**Call to Order:** Priscilla Gentry, Chair

**Roll Call:** Julie Nguyen, Secretary

The Personnel Committee meeting was called to order at 7:19 a.m. by Chair, Priscilla Gentry.

**Personnel Committee Members Present:** Jennifer Miller, Jennifer Pimentel, Priscilla Gentry, Deborah Allan, Ana Soto Gutierrez, and Julie Nguyen.

**Excused Members:** Cedric Ramirez & Kelley Christenson

**Non-Committee Members:** Kate Marrelli, Cecilia Quijano, Loren Caballero, Abigail Gillmore, and Lindsey Western.

**Additions/Corrections to the Agenda:** Priscilla Gentry, Chair

There were no additions or corrections to the agenda.

**Approval of Minutes from October 17, 2022:** Priscilla Gentry, Chair

**Item #1** **Minutes from the October 17, 2022 meeting of the Personnel Committee**  
*(Motion to Approve)*

On **MOTION** of Ana Soto Gutierrez, **SECONDED** by Deborah Allan, and **CARRIED**, the minutes were approved as submitted.

**Presentations from the Public:** Priscilla Gentry, Chair

**Item #2** **Any persons desiring to address the Personnel Committee on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #3**                      **Maternity Leave for Kelli Josepher - Jennifer Miller, Director**  
*(Informational Item)*

Mrs. Miller shared that Kelli Josepher is currently on her maternity leave. Her last day before her leave was on Tuesday, January 10<sup>th</sup>. She will be out until the end of the school year. There is a long-term substitute secured to replace Mrs. Josepher. The substitute is Patricia Vargas. Prior to her leave, Mrs. Josepher had set up very detailed plans to assist Ms. Vargas while she was away. Mrs. Andrade will help run Ms. Vargas' IEP meetings for the duration of the school year. We wish Kelli Josepher the best while on maternity leave.

**Item #4**                      **MOY Professional Goal Setting Conferences (LCAP 3, AMO 1) - Jennifer Miller, Director**  
*(Informational Item)*

Mrs. Miller shared with the committee information about the middle of year goal setting meetings. It will take place February 27<sup>th</sup> through March 3<sup>rd</sup>. The MOY goal setting meetings will be structured the same as before. Mrs. Miller will share a link to all staff to sign up for a goal setting time. There will be a rotating substitute who will cover classes as teachers meet with Mrs. Miller. Teachers will review data to see the growth and progression of their class. Mrs. Miller shared that the link will be sent out after the dates and times of the second semester formal observations for probationary staff are set.

**Item #5**                      **Second Semester Earned Increase Walkthroughs (LCAP 3, AMO 1) - Jennifer Miller, Director**  
*(Informational Item)*

Fenton STEM will have their Earned Increase Walkthroughs from January 30<sup>th</sup> through February 3<sup>rd</sup>. These walkthroughs will ensure that the classrooms are ready for the LAUSD Oversight Visit that will take place on the 7<sup>th</sup> of February. The walkthrough will last five minutes. The walkthrough checklist will be shared out at Wednesday's staff meeting to prepare teachers of expectations for the upcoming oversight visit.

**Item #6**                      **Second Semester Formal Observation Lessons (LCAP 1, AMO 1) - Jennifer Miller, Director**  
*(Informational Item)*

Mrs. Miller shared that the probationary staff are now ready for their second semester formal observation lessons. The second semester formal observation lessons will focus on mathematics. They will take place from February 6<sup>th</sup> to March 10<sup>th</sup>. Mrs. Miller shared that the probationary staff did an amazing job during their first observation and thanked all staff who worked to help provide guidance to the probationary staff.

**Item #7**                      **FCPS Letter of Intent (LCAP 3, AMO 1) - Jennifer Miller, Director**  
*(Informational Item)*

Mrs. Miller explained how important the Letter of Intent is to begin reorganization. It allows the organization to know who plans to retire, move on to different opportunities, or who are interested in returning to work with Fenton. Reorganization of staff typically begins in February and ends before spring break in April. Mrs. Miller will go over the Letter of Intent and reorganization process with all staff before January 30<sup>th</sup> when it is sent out. Staff will have a two-week window to turn in the Letter of Intent. The Letter of Intent helps the school properly staff for the following school year.

**Announcements:**

There are no announcements.

**Next Regular Meeting:**

TBD

**Adjournment:**

On **MOTION** of Deborah Allan, **SECONDED** by Ana Soto Gutierrez, and **CARRIED**, the Personnel Committee was adjourned at 7:42 a.m.

**Minutes respectfully submitted by: Julie Nguyen**



**FENTON CHARTER PUBLIC SCHOOLS**  
**Fenton Charter Leadership Academy**

**Unapproved Minutes of the Personnel Committee**

**January 13, 2023**

A meeting of the Personnel Committee was held on Friday, January 13, 2023 at 7:15 a.m. at Fenton Charter Leadership Academy at 8926 Sunland Blvd., Sun Valley, CA 91352.

**Call to Order:** Kate Marrelli, Chair

The Personnel Committee meeting was called to order at 7:18 a.m. by Chair, Kate Marrelli.

**Roll Call:** Loren Caballero, Secretary

**Personnel Committee Members Present:** Kate Marrelli, Loren Caballero, Lindsey Western, Jennifer Pimentel, Abigail Gillmore, Jennifer Miller

**Excused Members:** Cedric Ramirez, Veronica McCaughin

**Non-Committee Members:** Priscilla Gentry, Julie Nguyen, Cecilia Quijano, Ana Soto Gutierrez, Deborah Allan, Cecilia Quijano

**Additions/Corrections to the Agenda:** Kate Marrelli, Chair

There were no additions or corrections to the agenda.

**Approval of Minutes from October 17, 2022:** Kate Marrelli, Chair

**Item #1** **Minutes from the October 17, 2022 meeting of the Personnel Committee**  
*(Motion to Approve)*

On **MOTION** of Abigail Gillmore, **SECONDED** by Loren Caballero, and **CARRIED**, the minutes were approved as corrected.

**Presentations from the Public:** Kate Marrelli, Chair

**Item #2** **Any persons desiring to address the Personnel Committee on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #3**                      **Maternity Leave for Kelli Josepher - Jennifer Miller, Director**  
*(Informational Item)*

Mrs. Miller informed the committee regarding Kelli Josepher's maternity leave. Her last day was January 10, 2023. She will remain out for the remainder of the school year, and is set to return in the new school year. In her place we have a long-term sub, Patricia Vargas. Mrs. Josepher's case load will remain the same while she is gone. Melissa Andrade will be assisting with the remainder of Mrs. Josepher's IEP meetings. Mrs. Miller acknowledges the hard work the SPED team has put in to make this transition as seamless as possible.

**Item #4**                      **MOY Professional Goal Setting Conferences (LCAP 3, AMO 1) - Jennifer Miller, Director**  
*(Informational Item)*

Mrs. Miller presented the committee information regarding the Middle of the Year Goal Setting Meetings. Mrs. Miller will be meeting with teachers from Monday, February 27<sup>th</sup> through Friday, March 3<sup>rd</sup>. Mrs. Miller discussed the importance of the MOY Goal Setting Meetings, as it allows teachers to focus on i-Ready and AIM data. Mrs. Miller will spend time with each teacher comparing BOY (beginning of year) data to MOY (middle of year) data, focusing on student data compared to the grade level and the school as a whole. This is also a great time to get teacher input when comparing student performance with their data. Upper grade teachers will also have the opportunity to discuss which students are on track to pass the state assessment and what areas need to be focused on to get students where they need to be. Mrs. Miller will send out a link for teachers to sign up within the next few days.

**Item #5**                      **Second Semester Earned Increase Walkthroughs (LCAP 3, AMO 1) - Jennifer Miller, Director**  
*(Informational Item)*

Mrs. Miller presented an update for the Second Semester Earned Increase Walkthroughs to the committee. These walkthroughs will be combined with the LAUSD pre-visit walkthroughs and will take place February 13<sup>th</sup> – February 17<sup>th</sup>, with FCLA having their oversight visit on February 23<sup>rd</sup>. The team will consist of Jennifer Miller, Jennifer Pimentel and Cecilia Quijano. One person from the admin team will visit each classroom. They will be using a checklist that will be provided to the staff during an upcoming staff meeting. Admin will spend 5-7 minutes in each room, and feedback will be given to each teacher afterwards.

**Item #6**                      **Second Semester Formal Observation Lessons (LCAP 1, AMO 1) - Jennifer Miller, Director**  
*(Informational Item)*

Mrs. Miller presented information to the committee regarding second semester formal observations. Second semester formal observation sign-ups will be posted for probationary staff in the next few days. These observations will take place February 6<sup>th</sup> – March 10<sup>th</sup>. Probationary teachers will choose their date and time of preference, although most of the observations will take place at 8:30 am. The second observation focuses on mathematics.

Mrs. Miller would like to thank all of the teachers who are supporting the probationary teachers at the Academies. Mrs. Miller acknowledges that this is a critical time for first- and second-year teachers to receive support and resources from their peers.

**Item #7**                      **FCPS Letter of Intent (LCAP 3, AMO 1) - Jennifer Miller, Director**  
*(Informational Item)*

Mrs. Miller shared that the FCPS Letter of Intent survey will be emailed to the staff by Dr. Riddick on Monday, January 30<sup>th</sup>. Mrs. Miller acknowledged the importance of this survey as it is the first step in staff reorganization for the 2023-2024 school year.

**Announcements:**

There are no announcements.

**Next Regular Meeting:**

TBD

**Adjournment:**

On **MOTION** of Abigail Gillmore, **SECONDED** by Lindsey Western, and **CARRIED**, the Personnel Committee was adjourned at 7:42 a.m.

**Minutes respectfully submitted by: Loren Caballero**

**FENTON CHARTER PUBLIC SCHOOLS**  
**Fenton Avenue Charter School**

**Unapproved Minutes of the Human Resource and Personnel Council**

**January 18, 2023**

A meeting of the Human Resource and Personnel Council was held on Wednesday, January 18, 2023 at 7:15 A.M., in the Conference Room at Fenton Avenue Charter School, 11828 Gain St., Lake View Terrace, CA 91342.

**Call to Order:** Leanna Hendrix, Chair

The Human Resource and Personnel Council meeting was called to order at 7:16 a.m. by Chair, Leanna Hendrix.

**Roll Call:** Bernite Oandasan, Co-Secretary

**Personnel Committee Members Present:** Lizette Adkisson, Barbara Aragón, Feather Gentry, Katherine Sheppard, Leanna Hendrix, Bernite Oandasan, Monet Hendricks, Jann Manorothkul, Karen Scarf, Monica Castaneda, and Piper Paige.

**Excused Members:** Lillian De La Torre, Elsie Orellana, Juan Gomez

**Non-Committee Members:** None

**Additions/Corrections to the Agenda:** Leanna Hendrix, Chair

The following items were added to the agenda:

Item #8                      Resignation of Anna Flores (LCAP Goal 3, AMO 1) - Monica Castañeda, Director (*Informational Item*)

Item #9                      Hiring of Part-Time Speech Language Pathologist (LCAP Goal 3, AMO 1) - Monica Castañeda, Director (*Informational Item*)

**Approval of Minutes from November 9, 2022:** Leanna Hendrix, Chair

**Item #1                      Minutes from the November 9, 2022 meeting of the Human Resource and Personnel Council (*Motion to Approve*)**

On **MOTION** of Barbara Aragón, **SECONDED** by Lizette Adkisson, and **CARRIED**, the minutes were approved as submitted.

**Presentations from the Public:** Leanna Hendrix, Chair

**Item #2                      Any persons desiring to address the Human Resource and Personnel Council on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #3 Letter of Intent (LCAP Goal 3, AMO 1) - Monica Castañeda, Director (informational Item)**

Dr. Riddick will send out the letter of intent on January 30<sup>th</sup>, and it will be due by February 6<sup>th</sup>. All staff, including probationary teachers, will complete the letter to help inform our staffing needs for the upcoming school year. Ms. Castañeda reiterated that the letter of intent is not a guarantee of employment, but rather a guiding tool for staffing needs.

**Item #4 Director Evaluations (LCAP Goal 2, AMO 1- 4) - Monica Castañeda, Director (Informational Item)**

Ms. Castañeda informed the council that director evaluations will follow the same protocol as previous years. A Google form survey will be sent out to the staff. She will then meet with the faculty representative, Dr. Riddick, and Mr. Gonzalez to review the staff feedback. Ms. Castañeda will be evaluating the administrative team: Mr. Gomez, Ms. Piper, and Mrs. Meeks. The faculty representative will send out a Google form to allow staff to anonymously provide any feedback.

**Item #5 Paraprofessional Update (LCAP Goal 3, AMO 1) - Juan Gomez, Administrative Coordinator (Informational Item)**

Ms. Piper shared that we are currently short two TA's and three Adult Assistants. We are looking to hire two teachers' assistants. Currently, the AA vacancies are being filled by Scoot paraprofessionals. In addition to the vacant positions, the available hours of many of our current paraprofessionals have decreased due to their school schedules, as paraprofessionals are required to be enrolled in college at least part time. Ms. Piper and Mr. Gomez are working closely with the paraprofessionals to make adjustments to schedules to ensure coverage needs are met.

On Friday, January 20, 2023, Jocelyn Ramirez along with the SPED team will be hosting a training for Adult Assistants and classroom Teachers Assistants. This training will focus on understanding IEP accommodations and supporting students in the classroom.

**Item #6 MOY Goal Setting Meetings (LCAP Goal 1, AMO 2) - Monica Castañeda, Director (Informational Item)**

Ms. Castañeda shared that MOY goal setting meetings are tentatively scheduled for the week of February 13<sup>th</sup>. She will be using the data gathered from MOY i-Ready diagnostic and feedback collected from our SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis to guide the meetings and future professional development. Data will be reviewed and compared from the beginning to middle of the school year to evaluate growth and provide additional needs for students and classes. Based on our SWOT Analysis, an online Heggerty PD has already been scheduled to go

over phonemic awareness and intervention strategies to assist teachers with helping students during GLOW time.

**Item #7**                      **Earned Increase Walkthroughs (LCAP Goal 3, AMO 1) - Monica Castañeda, Director** (*Informational Item*)

Ms. Castañeda shared that Earned Increase Walkthroughs are scheduled for the week of February 6<sup>th</sup>. She will walk through all classrooms, while Ms. Piper and Mr. Gomez will each walk through half of the classrooms.

**Item #8**                      **Resignation of Anna Flores (LCAP Goal 3, AMO 1) - Monica Castañeda, Director** (*Informational Item*)

Ms. Castañeda informed the council that our school counselor, Anna Flores, has submitted her resignation letter. Her last day is January 27<sup>th</sup>. Ms. Castañeda thanked her for her services. The position has been posted on EdJoin. Monet Hendricks and Ileana Venegas will provide services in the interim.

**Item #9**                      **Hiring of Part-Time Speech Language Pathologist (LCAP Goal 3, AMO 1) - Monica Castañeda, Director** (*Informational Item*)

Ms. Castañeda announced that FCPS has hired a new speech pathologist, Gladys Ramirez-Perez, who will be shared with three Fenton campuses. She will be at FACS for three days of the week and a day each at FPC and the Academies. She will be working alongside our current speech pathologist, Geina Addison, to provide services to our students.

**Announcements:**

Ms. Castañeda announced that enrollment for the 2023-2024 school year has begun. She shared that enrollment for primary grades is growing.

**Next Regular Meeting:**

February 6, 2023

**Adjournment:**

On **MOTION** of Paige Piper, **SECONDED** by Jann Manorothkul, and **CARRIED**, the meeting was adjourned at 7:38 a.m.

**Respectfully submitted by: Bernite Oandasan**

**FENTON CHARTER PUBLIC SCHOOLS**  
**Fenton Primary Center**

**Unapproved Minutes of the Parent Advocacy Committee**

**December 1, 2022**

A meeting of the Parent Advocacy Committee was held on December 1, 2022, at 7:15 a.m. in the Conference Room (Room 201) of Fenton Primary Center at 11351 Dronfield Avenue, Pacoima, CA, 91331.

**Call to Order:** Bridget Ruiz, Co-Chair

The Parent Advocacy Committee Meeting was called to order at 7:16 a.m. by Co-Chair, Bridget Ruiz.

**Roll Call:** Coco Salazar, Secretary

**Members Present:** Bridget Ruiz, Gurpreet Gill, Coco Salazar, Lisa Morales, Diana Lucas, Jennifer Daugherty, Magaly Ponce, Gloria Rangel, Richard Parra, Wendy Kaufman, Sirui Thomassian

**Members Excused:** Paola Ramirez, Jessi Tello

**Members Absent:** Tony Peña

**Additions/Corrections to the Agenda:** Gurpreet Gill, Co-Chair

Item #7 Kindergarten Fundraiser (LCAP 2, AMO 1) was deleted from the agenda.

**Approval of Minutes from October 6, 2022:** Bridget Ruiz, Co-Chair

**Item #1** **Minutes from the October 6, 2022 meeting of the Parent Advocacy Committee** (*Motion to Approve*)

On **MOTION** of Sirui Thomassian, **SECONDED** by Magaly Ponce, and **CARRIED**, the Minutes of the Parent Advocacy Committee Meeting of October 6, 2022, were approved as submitted.

**Presentations from the Public:** Bridget Ruiz, Co-Chair

**Item #2** **Any persons desiring to address the Personnel Committee on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #3**                    **Great Kindness Week (LCAP 2, AMO 1)** - Bridget Ruiz, FPC PAC Co-Chair (*Motion to Approve*)

The Great Kindness Challenge is an initiative that promotes kindness and a school culture of compassion, unity, and respect. The Great Kindness Challenge will run from January 23 – January 27, 2023. FPC’s Communication Leads, Jennifer Daugherty and Krystal Rodriguez, will take the lead on this event.

On **MOTION** of Richard Parra, **SECONDED** by Coco Salazar and **CARRIED**, the Great Kindness Week has been approved.

**Item #4**                    **Winter Spirit Week (LCAP 2, AMO 2)** - Gurpreet Gill, FPC PAC Co-Chair (*Motion to Approve*)

This year, FPC will participate in the 12 Days of Christmas Outfits Spirit Week. In order to get through the 12 days, Saturday and Sunday will also be included. As in previous years, participation is optional. A flier will be sent home and shared via School Story and on Instagram. The theme for each day is as follows:

- Monday, December 5 – 100% That Grinch – Wear green or Grinch attire
- Tuesday, December 6 – Rudolph Red – Wear as much red as you can
- Wednesday, December 7 – Candy Cane Lane – Wear red and white
- Thursday, December 8 – Holiday Hair, Don’t Care – Wear holiday hair/head accessories
- Friday, December 9 – Elf on a Shelf – Dress like an elf or wear elf attire
- Saturday, December 10 – Winter Wonderland – Wear blue and white
- Sunday, December 11 – Feeling Frosty – Wear as much white as you can
- Monday, December 12 – National Gingerbread Day – Wear gingerbread clothing or accessories
- Tuesday, December 13 – Jingle All the Way – Wear holiday accessories
- Wednesday, December 14 – Merry Morning – Wear holiday or Christmas pajamas
- Thursday, December 15 – Rocking Around the Christmas Tree – Rock out your Christmas look
- Friday, December 16 – National Ugly Sweater Day – Wear an ugly Christmas sweater

On **MOTION** of Lisa Morales, **SECONDED** by Diana Lucas, and **CARRIED**, the 12 Days of Christmas Outfits Spirit Weeks have been approved.

**Item #5**                    **Pacoima Christmas Parade Update (LCAP 2, AMO 2)** - Bridget Ruiz, FPC PAC Co-Chair (*Informational Item*)

The Pacoima Parade will take place on Saturday, December 10, 2022. The Leadership Club led by Communication Leads, Jennifer Daugherty and Krystal Rodriguez, will participate in the parade and represent FPC. A short meeting will be held to update teachers who will be participating and details on the parade meeting location will be shared. Staff who have signed up to assist with the preparations will also be contacted.

**Item #6**                    **ELOP (LCAP 2, AMO 2)** - Jessi Tello, FPC Expanded Learning Coordinator (*Informational Item*)



The second session of after school ELOP will end on December 9th. Teachers who are teaching in the morning may teach until December 16th, but must inform their students' parents of the date they choose as the last day. During the second session of ELO-P, over 60% of FPC students participated in before and/or after school Expanded Learning clubs. The following after school clubs were held during the second session: *Theater, Art, Spanish, Superhero Art, Story Telling, Bloxels, Mad Science, Drone Flight, Rocket Science, Science and Art, Kindergarten Thematic Learning, Lego Masters, Leadership, and Robot Coding.*

Mr. Tello expressed his gratitude to all ELOP teachers for a fantastic job of planning, prepping, and teaching their clubs. Thirteen teachers provided an afterschool focus on enrichment activities while the five morning clubs focused more on academics and intervention.

The third session of ELOP will begin on January 17, 2023. Teachers interested in working for the next session of ELOP must complete the [ELO-P Teacher Survey](#) by Friday, December 9th.

**Item #7**                      **Winter Program Update (LCAP 1, AMO 1) - Richard Parra, FPC Director**  
*(Informational Item)*

As part of the requirement of the Education Through Music - Los Angeles grant, all students will be participating in the Winter Music program. The performances will take place throughout four days: Thursday, December 8, Friday December 9, Tuesday, December 13 and Wednesday, December 14. All classes and grade levels have been divided and each group will perform twice, during an 8:30 AM and then a 9:30 AM performance. Parents have also been divided so that only half of the classes' parents are invited to attend each performance time.

Music teacher, Mrs. Filichia, has shared out flyers for each performance group and asked teachers to send the invitation via Class Dojo. Teachers have also been asked to inform parents of the suggested performance attire:

- TK - Wear an elf hat and Christmas colors: red, green, gold
- K - Wear reindeer antlers and Christmas colors: red, green, gold
- 1st - Wear a Santa hat and Christmas colors: red, green, gold
- 2nd - Wear a Santa hat and Christmas colors: red, green, gold

**Item #8**                      **Holiday Sale (LCAP 1, AMO 1) - Bridget Ruiz, FPC PAC Co-Chair**  
*(Motion to Approve)*

TK and Kindergarten grade level teams will host a Holiday Sale from Tuesday, December 6 to Thursday, December 8, after school from 1:45 – 2:30 PM. A flier will be shared via School Story and Class Dojo. Items will be sold for \$1 each, 7 items for \$5, or 15 items for \$10. All proceeds will go toward their upcoming field trip.

On **MOTION** of Lisa Morales, **SECONDED** by Gurpreet Gill, and **CARRIED**, the Holiday Sale has been approved.

**Announcements:**

No announcements were made.

**Next Regular Meeting:**

TBD

**Adjournment:**

By order of **GENERAL CONSENSUS**, the Parent Advocacy Committee Meeting was adjourned at 7:59 AM.

**Minutes respectfully submitted by: Coco Salazar**

**FENTON CHARTER PUBLIC SCHOOLS**  
**Fenton Charter Leadership Academy**

**Unapproved Minutes of the Parent Advocacy Committee**

**December 13, 2022**

A meeting of the Parent Advocacy Committee was held on Tuesday, December 13, 2022 at 7:24 AM.

**Call to Order:** Melissa Katchen, Interim Chair

**Roll Call:** Bridget Badro, Secretary

**Parent Advocacy Committee Members Present:** Bridget Badro, Kalea Wright, Adriana Baez, Jennifer Miller, Cecilia Quijano, Alejandra Munoz

**Non-committee Members:** Melissa Katchen, Deanna Weiss, Kelli Thompson, Jennifer Pimentel

**Members Excused:** Raquel Contreras, Siranush Akopyan, Brennan Mack

**Additions/Corrections to the Agenda:** Melissa Katchen, Interim Chair

**Approval of Minutes from October 12, 2022:** Melissa Katchen, Interim Chair

**Item #1** **Minutes from the October 12, 2022 meeting of the Parent Advocacy Committee** (*Motion to Approve*)

On **MOTION** of Cecilia Quijano **SECONDED** by Adriana Baez, and **CARRIED**, the minutes were approved as submitted.

**Presentations from the Public:** Melissa Katchen, Interim Chair

**Item #2** **Any persons desiring to address the Instruction Committee on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #3** **Winter Preschool Tour (LCAP 1, AMO 1)** - Jennifer Miller, Director (*Informational Item*)

The Fenton Academies is hosting preschool/kindergarten school tours for interested families. A small group tour was offered in November. Families were highly interested in our school. This tour

resulted in a parent enrolling their child. Another tour will be offered in January of 2023. We hope to continue to increase school enrollment.

**Item #4**                      **Great Kindness Week (LCAP 2, AMO 1)** - Melissa Katchen, School Counselor (*Informational Item*)

The Great Kindness Challenge provides powerful tools that actively engage schools, families, and communities in creating a culture of compassion, acceptance, unity, and respect. It will be held the week of January 23 – January 27, 2023. Students will be participating in numerous engaging activities over the course of the week including spirit days, completing checklists, and visiting the kindness station. More information can be found on the [FCPS website](#).

Kindness Spirit Days

Monday, January 24: Shine bright for kindness (wear neon or bright colors)

Tuesday, January 24: Peace, Love, and Kindness (wear tie dye, peace signs, or hearts)

Wednesday, January 25: #GrowKindess (wear floral or green)

Thursday, January 26: Crazy for kindness (crazy hair/hat)

Friday, January 27: Kindness makes us feel cozy (pajama day)

**Item #5**                      **Snow City 100s Club Event (LCAP 1, AMO 1)** - Alex Munoz, Expanded Learning Coordinator (*Informational Item*)

The Fenton Academies has established the 100’s club to increase in-seat attendance. This monthly event is meant to celebrate students who achieve 100% perfect in seat attendance for the entire month. 100% perfect attendance for the month of November was celebrated on Thursday, December 8<sup>th</sup>. There were approximately 181 students who participated in this exciting event, Snow City. Participating students were encouraged to dress up in winter-themed attire to really get into the winter spirit. They played a variety of winter themed games, created their own snow, played in some magical artificial snow, and even enjoyed some tasty hot cocoa. We look forward to providing more fun events to continue to promote excellent attendance at our school. View some photos from Snow City [here](#).

**Item #6**                      **Winter Show (LCAP 1, AMO 1)** - Alex Munoz, Expanded Learning Coordinator (*Informational Item*)

The Fenton Academies is proud to present a Winter Show featuring the Musical Club and Ballet Club. The Winter Show is scheduled to take place on Wednesday, December 14. There will be three performances for classes to attend, followed by a parent performance at 3:00 PM. Our Musical Club students will be performing “A Place in a Christmas Choir”, led by the incredibly talented Mrs. Akopyan and Ms. Carias. Our Ballet Club students will be performing “The Nutcracker”, led by the wonderful Ms. Christenson. All students have been practicing tirelessly, even coming in for Saturday rehearsals. We are thrilled for students to show off their incredible performing talent and look forward to seeing more amazing performances from our musical club and ballet students.

**Item #7**                      **ELOP Program Update (LCAP 2, AMO 2)** - Alex Munoz, Expanded Learning Coordinator (*Informational Item*)

Students are thrilled to be able to participate in a wide variety of unique and interesting opportunities. Session two has approximately 287 students signed up for and are currently participating in a variety of partner program clubs. We have continued our partnership with BEAR,

Parker Anderson Enrichment, and LA School of Music. We have also collaborated with new partners, Mad Science and Reptacular Animals. Session 2 flyers of teacher clubs were sent home on Friday, December 9<sup>th</sup>. Sign-ups will be open until Friday, December 16<sup>th</sup>. Students will receive confirmation letters upon returning from winter break. The second session of teacher clubs will begin on Tuesday, January 17<sup>th</sup>. Teachers participating in ELOP session 2 have already met with Ms. Muñoz to review how to complete their time card, student attendance procedures, and general expectations. In total, we will have 15 of our certificated staff participating in these clubs. This Friday, we are excited to host the Music Center as they put on a performance from Mariachi Los Camperos. Over 150 students have signed up to attend this event. We also expect representatives from Councilwoman Monica Rodriguez to be in attendance. On Sunday, December 18<sup>th</sup>, our Ballet Club students will be taking a field trip to UCLA Royce Hall to watch “The Nutcracker.” Thank you to Kelley Christenson for reaching out to the Los Angeles Ballet’s Power of Performance program to acquire free ballet tickets. Lastly, we are excited to share that Think Together will be providing winter programming during the winter break. This winter special will be available January 4<sup>th</sup> - 6<sup>th</sup> and January 9<sup>th</sup>. The program will run from 7:30 am to 4:30 PM daily. Students will be provided with a variety of winter themed activities, academic skills practice, and physical education. Students do not need to be currently enrolled in Think Together to participate.

**Item #8**                                **First Semester Awards Assemblies (LCAP 2, AMO 2) - Cecilia Quijano,**  
Assistant Director (*Informational Item*)

We will host our Semester Awards Assemblies the week of January 23 – January 27, 2023. Assemblies will be hosted in person for students and offered via zoom for families to view remotely. During these assemblies, students will be recognized for demonstrating exceptional citizenship, academic achievement, improvement, Math Fact Mastery, STEM excellence, leadership achievement, and school attendance. Parent notification letters will be sent home to inform families of students receiving an award with the corresponding date and time. We will hold these award assemblies again in June.

**Announcements:**

There are no announcements.

**Next Regular Meeting:**

The next meeting of the Parent Advocacy Committee will be determined at a later date.

**Adjournment:**

On **MOTION** of Kalea Wright, **SECONDED** by Adriana Baez, and **CARRIED**, the Parent Advocacy Committee adjourned at 7:42 AM.

**Minutes respectfully submitted by: Bridget Badro, Secretary**

**FENTON CHARTER PUBLIC SCHOOLS**  
**Fenton Charter STEM Academy**

**Unapproved Minutes of the Parent Advocacy Committee**

**December 13, 2022**

A meeting of the Parent Advocacy Committee was held on Tuesday, December 13, 2022 at 7:15 AM.

**Call to Order:** Melissa Katchen, Chair

**Roll Call:** Melissa Katchen, Chair

**Parent Advocacy Committee Members Present:** Melissa Katchen, Deanna Weiss, Kelli Thompson, Jennifer Pimentel, Cecilia Quijano, Jennifer Miller

**Non-committee Members:** Bridget Badro, Kalea Wright, Adriana Baez, Alejandra Munoz

**Members Excused:** Sofia Carias

**Additions/Corrections to the Agenda:** Melissa Katchen, Chair

**Approval of Minutes from October 12, 2022:** Melissa Katchen, Chair

**Item #1** **Minutes from the October 12, 2022 meeting of the Parent Advocacy Committee** (*Motion to Approve*)

On **MOTION** of Cecilia Quijano, **SECONDED** by Deanna Weiss, and **CARRIED**, the minutes were approved as submitted.

**Presentations from the Public:** Melissa Katchen, Chair

**Item #2** **Any persons desiring to address the Instruction Committee on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #3** **Winter Preschool Tour (LCAP 1, AMO 1)** - Jennifer Miller, Director, (*Informational Item*)

The Fenton Academies is hosting preschool/kindergarten school tours for interested families. A small group tour was offered in November. Families were highly interested in our school, and this

tour even resulted in a parent enrolling their children. Another tour will be offered in January of 2023. We hope to continue to increase school enrollment through these interactive and engaging opportunities.

**Item #4**                      **Great Kindness Week (LCAP 2, AMO 1)** - Melissa Katchen, School Counselor (*Informational Item*)

The Great Kindness Challenge provides powerful tools that actively engage schools, families, and communities in creating a culture of compassion, acceptance, unity, and respect. It will be held the week of January 23 – January 27, 2023. Students will be participating in numerous engaging activities over the course of the week including spirit days, completing checklists, and visiting the kindness station. More information can be found on the [FCPS website](#).

Kindness Spirit Days

Monday, January 24: Shine bright for kindness (wear neon or bright colors)

Tuesday, January 24: Peace, Love, and Kindness (wear tie dye, peace signs, or hearts)

Wednesday, January 25: #GrowKindess (wear floral or green)

Thursday, January 26: Crazy for kindness (crazy hair/hat)

Friday, January 27: Kindness makes us feel cozy (pajama day)

**Item #5**                      **Snow City 100s Club Event (LCAP 1, AMO 1)** - Alex Munoz, Expanded Learning Coordinator (*Informational Item*)

The Fenton Academies has established the 100's club to increase in-seat attendance. This monthly event is meant to celebrate students who achieve 100% perfect in seat attendance for the entire month. 100% perfect attendance for the month of November was celebrated on Thursday, December 8<sup>th</sup>. There were approximately 181 students who participated in this exciting event, Snow City. Participating students were encouraged to dress up in winter-themed attire to really get into the winter spirit. They played a variety of winter themed games, created their own snow, played in some magical artificial snow, and even enjoyed some tasty hot cocoa. We look forward to providing more fun events to continue to promote excellent attendance at our school. View some photos from Snow City [here](#).

**Item #6**                      **Winter Show (LCAP 1, AMO 1)** - Alex Munoz, Expanded Learning Coordinator (*Informational Item*)

The Fenton Academies is proud to present a Winter Show featuring the Musical Club and Ballet Club. The Winter Show is scheduled to take place on Wednesday, December 14<sup>th</sup>. There will be three performances for classes to attend, followed by a parent performance at 3:00 PM. Our Musical Club students will be performing "A Place in a Christmas Choir," led by the incredibly talented Mrs. Akopyan and Ms. Carias. Our Ballet Club students will be performing "The Nutcracker", led by the wonderful Ms. Christenson. All students have been practicing tirelessly, even coming in for Saturday rehearsals. We are thrilled for students to show off their incredible performing talent and look forward to seeing more amazing performances from our musical club and ballet students.

**Item #7**                      **ELOP Program Update (LCAP 2, AMO 2)** - Alex Munoz, Expanded Learning Coordinator (*Informational Item*)

Students are thrilled to be able to participate in a wide variety of unique and interesting opportunities. Session two has approximately 287 students currently participating in a variety of

partner program clubs. We have continued our partnership with BEAR, Parker Anderson Enrichment, and LA School of Music. We have also collaborated with new partners, Mad Science and Reptacular Animals. Session 2 flyers of teacher clubs were sent home on Friday, December 9<sup>th</sup>. Sign-ups will be open until Friday, December 16<sup>th</sup>. Students will receive confirmation letters upon returning from winter break. The second session of teacher clubs will begin on Tuesday, January 17<sup>th</sup>. Teachers participating in ELOP session 2 have already met with Ms. Muñoz to review how to complete their time card, student attendance procedures, and general expectations. In total, we will have 15 of our certificated staff participating in these clubs. This Friday, we are excited to host the Music Center as they put on a performance from Mariachi Los Camperos. Over 150 students have signed up to attend this event. We also expect representatives from Councilwoman Monica Rodriguez to be in attendance. On Sunday, December 18<sup>th</sup>, our Ballet Club students will be taking a field trip to UCLA Royce Hall to watch “The Nutcracker.” Thank you to Kelley Christenson for reaching out to the Los Angeles Ballet’s Power of Performance program to acquire free ballet tickets. Lastly, we are excited to share that Think Together will be providing winter programming during the winter break. This winter special will be available January 4<sup>th</sup> - 6<sup>th</sup> and January 9<sup>th</sup>. The program will run from 7:30 am to 4:30 PM daily. Students will be provided with a variety of winter themed activities, academic skills practice, and physical education. Students do not need to be currently enrolled in Think Together to participate.

**Item #8**                      **First Semester Awards Assemblies (LCAP 2, AMO 2)** - Cecilia Quijano,  
Assistant Director (*Informational Item*)

We will host our Semester Awards Assemblies the week of January 23 – January 27, 2023. Assemblies will be hosted via zoom. During these assemblies, students will be recognized for demonstrating exceptional citizenship, academic achievement, improvement, Math Fact Mastery, STEM excellence, leadership achievement, and excellent school attendance. Parent notification letters will be sent home to inform families of students receiving an award with the corresponding date and time. We will hold these award assemblies again in June.

**Announcements:**

There are no announcements.

**Next Regular Meeting:**

The next meeting of the Parent Advocacy Committee will be determined at a later date.

**Adjournment:**

On **MOTION** of Deanna Weiss, **SECONDED** by Cecilia Quijano, and **CARRIED**, the Parent Advocacy Committee adjourned at 7:39 AM.

**Minutes respectfully submitted by: Sofia Carias, Secretary**



**FENTON CHARTER PUBLIC SCHOOLS**  
**Santa Monica Boulevard Community Charter School**

**Unapproved Minutes of the Parent Advocacy Committee**

**January 17, 2023**

**Call to Order:** Evelia Manzo and Aaron Veals, Co-Chairs

A meeting of the Parent Advocacy Committee was held on January 17, 2023 at 7:20 a.m. in the auditorium at Santa Monica Boulevard Community Charter School.

**Roll Call:** Christian Hidalgo, Secretary

**Members Present:** David Levinson, Christian Hidalgo, Sandra Campos, Lisa DeFrancesco, Evelia Manzo, Aaron Veals, Alexis Ribakoff, Cary Rabinowitz, Walter Gomez

**Absent:** Johana Juarez, Shae Ortega Padilla, Christy Namkung

**Non-Committee Members Present:** Nicole Langlois

**Additions/Corrections to the Agenda:**

There were no additions or corrections to the agenda.

**Approval of Minutes:** Evelia Manzo and Aaron Veals, Co-Chairs

**Item #1**                    **Approval of Minutes from the October 18, 2022 meeting of the Parent Advocacy Committee** (*Motion to Approve*)

On **MOTION** of Xareni Robledo, **SECONDED** by Cary Rabinowitz, and **CARRIED**, the minutes from the October 18, 2022 meeting of the Parent Advocacy Committee were approved.

**Presentations from the Public:** Evelia Manzo and Aaron Veals, Co-Chairs

**Item #2**                    **Any persons desiring to address the Parent Advocacy Committee on any proper matter**

Xareni reminded the committee on the Great Kindness Challenge Week planned for January 23<sup>rd</sup>-27<sup>th</sup>. An email with information regarding the GKC will be sent. Information about the activities will also be in teacher mailboxes. Attached will be the spirit week flier and activities paired with each day.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #3**                            **2023-2024 FCPS Instructional Calendar (LCAP Goal ) - Cary Rabinowitz, Director (Informational Item)**

Mr. Rabinowitz gave an overview of the timeline to finalize the calendar. An email of FCPS Official Survey: 2023-2024 FCPS Instructional Calendar will be sent out today. The voting for this survey will end on Wednesday, January 18th at 4pm.

**Item #4**                            **English Learner Proficiency Assessment for CA (ELPAC) (LCAP Goal 1, AMO 3) - Walter Gomez, Assistant Director (Informational Item)**

Mr. Gomez reviewed the 2022-2023 Summative ELPAC dates. On Friday, January 20<sup>th</sup> there will be a PD for Training and Calibration for the whole school. February 1<sup>st</sup> ELPAC Summative Testing window opens.

**Item #5**                            **Mid-Year i-Ready Assessments (LCAP Goal 1, AMO 1-2) - Cary Rabinowitz, Director (Informational Item)**

Mr. Rabinowitz reviewed mid-year testing dates for the i-Ready Diagnostic Test. On January 23<sup>rd</sup> the i-Ready Diagnostic Window Opens until February 10<sup>th</sup>. He addressed the importance of making sure the test is as formal as possible with only proctoring and no assistance to the students while taking the diagnostic test. Students who need to complete a make-up test will be pulled out separately. Parent information will be sent out regarding the i-Ready Diagnostic Test.

**Item #6**                            **WASC Mid-Cycle Visit (LCAP Goal 1-3) - Cary Rabinowitz, Director (Informational Item)**

Mr. Rabinowitz reviewed the WASC school-wide visit on March 16<sup>th</sup>. The school-wide visit will be virtual, with staff members and parents participating in the meeting.

**Item #7**                            **ELOP Program Updates (LCAP Goal 2, AMO 2) - Cary Rabinowitz, Director (Informational Item)**

Mr. Rabinowitz provided updates on ELOP after-school programs on behalf of Ms. Luna. Ms. Luna reports the Nutcracker Remix through Everybody Dance LA was a success. 180 family members attended in our auditorium. K-2 students also participated in a field trip to Underwood Family Farms in December.

The ELOP program is currently fully staffed with many opportunities for students.

Current timelines and programs are as follows:

- Teacher Clubs Session 2 will begin on January 17<sup>th</sup>
- 2<sup>nd</sup> Session Outside Vendors ends on Feb 3<sup>rd</sup>
- 3<sup>rd</sup> Session Outside Vendors begins on Feb 6<sup>th</sup>

We are excited to bring students after school tutoring through Sylvan Learning Center and Mathnasium. We are planning for this program to start by the end of February.

**Item #8**                            **Semester Awards (LCAP Goal 2, AMO 1) - Beth Henschel, Administrative Coordinator (Informational Item)**

Mr. Gomez presented Ms. Henschel's notes on the Semester Awards. On January 24<sup>th</sup>-27<sup>th</sup> we will be holding our mid-year Semester Awards. Three students from each class will be recognized for Academics, Improvement, and Citizenship. Students will also be recognized for Attendance (the number of students per class will vary). This year, students with perfect in-seat attendance will receive a special Attendance Pin. The Assemblies will take place in the auditorium at either 8:15 or 9:30. Parents will be asked to send only one guest due to an extraordinary number of attendance awards earned. Teacher concerns about students receiving an award for perfect attendance due to completing Independent Studies were brought to the director's attention. Discussions about what is the best strategy or incentives for awarding students with perfect attendance due to completing Independent Studies vs In-Seat Attendance were discussed.

**Item #9**                      **Student Council Update (LCAP Goal 2, AMO 2)** - David Levinson, Teacher (*Informational Item*)

Mr. Levinson provided an update for Student Council. Student Council will have a student-led meeting on January 19<sup>th</sup>. Upcoming activities, such as dances, movies, and other school activities, will be led by Student Council.

**Item #10**                      **Parent Center Update (LCAP Goal 2, AMO 1)** - Johana Juarez, Parent Center Director (*Informational Item*)

The Parent Center update was tabled until the next meeting.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

February 21, 2023

**Adjournment:**

On **MOTION** of Xareni Robledo, **SECONDED** by Walter Gomez, and **CARRIED**, the Parent Advocacy Committee adjourned at 7:49 a.m.

**Minutes respectfully submitted by: Christian Hidalgo**

**FENTON CHARTER PUBLIC SCHOOLS**  
**Fenton Avenue Charter School**

**Unapproved Minutes of the School-Community Relations Council**

**Thursday, January 19, 2023**

A meeting of the School-Community Relations Council was held on Thursday, January 19, 2023, at 7:18 a.m. at Fenton Avenue Charter School at 11828 Gain Street, Lakeview Terrace, CA 91342.

**Call to Order:** Tony Peña, Chair

The School-Community Relations Council Meeting was called to order at 7:18 a.m. by Chair, Tony Peña.

**Roll Call:** Tony Peña, Chair

**Members Present:** Tony Peña, Anna Flores, Christina Melkonian, Emily Waterbury, Andrea Cuba, Tiffany Fisher, Evelyn Martinez, Saul Ulloa, Juan Gomez, and Paige Piper.

**Members Excused:** Ileana Venegas, Monica Castañeda

**Additions/Corrections to the Agenda:** Tony Peña, Chair

**Approval of Minutes:** Tony Peña, Chair

**Item #1** **Minutes from the November 10, 2022 meeting of the School-Community Relations Council** (*Motion to Approve*)

On **MOTION** of Tiffany Fisher, **SECONDED** by Christina Melkonian, and **CARRIED**, the Minutes of the School-Community Relations Council Meeting of November 10, 2022 were approved as submitted.

**Presentations from the Public:** Tony Peña, Chair

**Item #2** **Any persons desiring to address the School, Community Relations Council on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #3** **Semester Awards (LCAP Goal 2, AMO 1)** - Juan Gomez, Administrative Coordinator (*Informational Item*)

Mr. Gomez presented information regarding the Semester Awards. The awards will be presented between Monday, January 23, 2023 and Friday, January 27, 2023. Presentations will be held during grade level psychomotor times in order to alleviate scheduling conflicts. Grade level classes will be split into two sessions. Awards consist of: 3 Achievement Awards, 3 Citizenship Awards, 3 Improvement Awards, and Perfect Attendance Awards (numbers may vary). Perfect Attendance Awards will be recognizing in-seat attendance as our students that have perfect attendance with Independent Studies are already being recognized by monthly brag tags.

**Item #4**                      **LAUSD Oversight Visit (LCAP Goal 1, AMO 2)** - Paige Piper, Administrative Coordinator (*Informational Item*)

Ms. Piper presented information regarding the LAUSD Oversight Visit. Our annual LAUSD visit will be on February 8, 2023. Yolanda Jordan will be visiting the campus. During her visit she will be touring the school and visiting classrooms. Grade level teams have been asked to show grade level rigor and projects with standards posted in their classrooms. Teachers are to be prepared to have visitors in the classroom at any time throughout that day.

**Item #5**                      **Summative ELPAC Assessment (LCAP Goal 1, AMO 3)** - Juan Gomez, Administrative Coordinator (*Informational Item*)

Mr. Gomez presented information regarding the Summative ELPAC Assessment. The window begins February 1st and continues through May 1st. With LAUSD oversight being on February 8, 2023, the admin team will begin the administration of ELPAC beginning on February 15th, 2023. We have hired an additional TA from SCOOT to help with testing. Mrs. Sarnecki, from SCOOT, will come in on January 31, 2023 to begin the ELPAC certification process. With the addition of primary students on campus, we will begin testing grades 3-5 first, then move forward with testing our primary grades since they require one-to-one testing. Mr. Gomez will facilitate the administration of the Summative ELPAC with the support of Ms. Piper. The following are the domains that will be tested: reading, writing, listening and speaking. We will have additional adults helping with the speaking portion of the assessment since that specific domain requires one-to-one testing.

**Item #6**                      **Independent Study Folders (LCAP Goal 2, AMO 3)** - Paige Piper, Administrative Coordinator (*Informational Item*)

Ms. Piper presented information regarding Independent Study Folders. Green Independent Study Folders were made and distributed for each student. The goal is to streamline Independent Studies so attention is brought to parents about how many Independent Studies students have completed this year and where the Independent Study documents are held. We hope this will increase our ADA.

**Item #7**                      **Great Kindness Challenge** – Anna Flores, School Counselor (*Informational Item*)

Mrs. Flores presented the Great Kindness Challenge. The Great Kindness Challenge will take place on the week of January 23, 2023. The Challenge is a week-long program dedicated to creating a culture of kindness and compassion in communities worldwide. A flier was made and distributed to the families with detailed information of each themed day. It was also shared that coming in April-May of 2023 is the Fenton Avenue Buddy Bench.

**Announcements:**

Ms. Cuba announced that she will be presenting an art workshop on Inca Motif Art on February 25th at the Ria Chucha's Cultural Event

**Next Regular Meeting:**

February 9, 2023

**Adjournment:**

By order of **GENERAL CONSENSUS**, the School-Community Relations Council Meeting was adjourned at 7:31 a.m.

**Minutes respectfully submitted by: Tiffany Fisher and Christina Melkonian, Co-Secretaries**

**FENTON CHARTER PUBLIC SCHOOLS  
Fenton STEM Academy  
Fenton Charter Leadership Academy**

**Unapproved Minutes of the School Site Council (SSC)**

**December 5, 2022**

A meeting of the School Site Council was held on Monday, December 5, 2022 at 3:00 p.m. via Zoom.

**Call to Order & Pledge:** Lesmi Mendez, Chair

The School Site Council meeting was called to order at 3:06 p.m. by Chair, Lesmi Mendez.

**Roll Call:** Jennifer Miller

**Members Present:** Jennifer Miller, Jennifer Pimentel, Cecilia Quijano, Alex Munoz, Lindsey Western, Lesmi Mendez, Sindy Serrano, Amanda Spinola, Amarjeet Gonzalez, and Alexander Cantwell

**Members Excused:** None

**Non-Members in Attendance:** None

**Additions/Corrections to the Agenda:** Lesmi Mendez, Chair

**Presentations from the Public:** Lesmi Mendez, Chair

There were no presentations from the public.

**Item #1** **Minutes from the October 24, 2022 meeting of the School Site Council (SSC) - Lesmi Mendez, Chair (*Motion to Approve*)**

On **MOTION** of Sindy Serrano, **SECONDED** by Amarjeet Gonzalez, and **CARRIED**, the minutes from the October 24, 2022 meeting were approved.

**Item #2** **Any persons desiring to address the School Site Council on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #3**                                    **Average Daily Attendance Rates & Incentives (LCAP Goal 1, AMO 1) -**  
Jennifer Miller, FCLA/STEM Director (*Informational Item*)

Mrs. Miller provided information to the council about average daily attendance. Every school receives revenue based on an average of daily attendance. This total is not based on the number of students enrolled, but is instead based on the number of students present in class each day. STEM and FCLA are averaging about 98-99% monthly ADA. We make up for advance-notice absences using an independent study program. Our goal as a school is to decrease the number of absences and to increase our in-seat attendance. There are several incentives put in place to motivate the students to come to school every day including: monthly brag tags, free dress, semester awards, and the new 100s Club. Mrs. Miller reminded parents of the importance of daily school attendance in order to maintain learning.

**Item #4**                                    **STEM & Leadership Focus Programs (LCAP Goal 1, AMO 1-4) -** Jennifer  
Miller, FCLA/STEM Director (*Informational Item*)

Mrs. Miller informed the council about the STEM and Leadership Focus Programs at each school. The two teachers nominated to lead the schools' focuses are Krista Casanova, representing STEM, and Mikki Raxlin representing FCLA. At FCLA, students participate in monthly leadership challenges, community service, and complete lessons and projects incorporating leadership values. STEM implements activities such as a monthly STEM challenge and projects. Both schools are considering a culminating focus event such as the Leadership Summit or STEM Expo.

**Item #5**                                    **LAUSD Performance Based Oversight Review -** Jennifer Miller,  
FCLA/STEM Director (*Informational Item*)

Mrs. Miller reviewed the process of the annual review for charter schools led by the LAUSD Charter Schools Division Team. STEM will be the first school to be reviewed on February 7, 2023 followed by FCLA on February 23<sup>rd</sup>. The LAUSD team will interview several members of the school including our administrative staff. There will also be classroom visits where the reviewers will be seeking alignment by our schools regarding instruction. They will also be looking to see evidence of student learning submitted digitally. Overall, the team scores in four categories: Student Achievement and Educational Performance; Fiscal Operations; Governance; and Organizational Management, Programs, and Operations. The Academies have historically received 3s and 4s in every area. We look forward to showcasing new programs and practices.

**Item #6**                                    **English Learner Instructional Strategies -** Jennifer Pimentel, FCLA/STEM  
Assistant Director (*Informational Item*)

Mrs. Pimentel informed the council about the upcoming ELPAC assessment that will be given in March 2023. All English Language Learners who pass this assessment with a 4 will be reclassified as fluent English speakers. All teachers have been given suggestions and tools to support their students' English development and to prepare students for the test.

**Item #6**                                    **Expanded Learning Update (LCAP Goal 2) -** Alex Muñoz, FCLA/STEM  
Expanded Learning Coordinator (*Informational Item*)

Ms. Munoz informed the council that Session 2 Partner Programs have officially begun this week. Parents should check their confirmation letters for exact dates and times. Session 1 Teacher Clubs will be ending on December 9<sup>th</sup>, with Session 2 Teacher Clubs beginning the week of January 16<sup>th</sup>.



Digital and paper QR code sign-ups will be available soon. For any students enrolled in Think Together, there may be winter classes available from 8:00am to 5:00pm. Additionally, Ms. Munoz is looking to offer opportunities for all students later in the year during Spring Break and summer.

**Item #7**                      **Semester Awards Assemblies** - Cecilia Quijano, FCLA/STEM Assistant Director (*Informational Item*)

Mrs. Quijano informed the council about the upcoming Semester Awards Assemblies that will be held from January 23<sup>rd</sup> - January 27<sup>th</sup>. Students will be recognized for their exceptional citizenship, academic achievement, improvement, Math Fact Mastery, STEM excellence, Leadership achievement, and school attendance. More details will be provided at a later date.

**Announcements:**

Winter Show – Wednesday, December 14, 2022. All SSC members were invited to attend the upcoming Winter Show.

**Next Regular Meeting:**

The next regular meeting of the School Site Council is to be held on Monday January 30, 2022 at 3:00p.m.

**Adjournment:**

On **MOTION** of Sindy Serrano, **SECONDED** by Amarjeet Gonzalez, and **CARRIED**, the School Site Council meeting adjourned at 3:56p.m.

**Minutes respectfully submitted by: Lindsey Western**

**FENTON CHARTER PUBLIC SCHOOLS**  
**Santa Monica Boulevard Community Charter School**

**Unapproved Minutes of the School Site Council Meeting**

**January 13, 2023**

**Call to Order:** Danielle Arce, Chair

A meeting of the School Site Council was held on January 13, 2023 at 3:30 p.m. via Zoom at Santa Monica Boulevard Community Charter School.

**Roll Call:** Cary Rabinowitz, Secretary

**Members Present:** Karla Lara, Danielle Arce, Jazmin Luna, Denise Molina, Cary Rabinowitz, Berta Naranjo, Johana Juarez

**Members Absent:** Jamesha Myles, Shelena Baker

**Additions/Corrections to the Agenda:** Danielle Arce, Chair

**Approval of Minutes:** Danielle Arce, Chair

On **MOTION** of Jazmin Luna, **SECONDED** by Cary Rabinowitz, and **CARRIED**, the minutes from the November 10, 2022 meeting of the School Site Council were approved.

**Presentations from the Public:** Danielle Arce, Chair

**Item #1**                    **Any persons desiring to address the Instruction Committee on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #2**                    **Review of School Financials: State and Federal Funding (LCAP Goal 3) - Cary Rabinowitz, SMBCCS Director (Informational Item)**

Mr. Rabinowitz reviewed school finances. He provided an overview of school revenue sources and expenses. He discussed the school's current operating income as well as unique funding sources this year including ESSER funding and ELOP funding. We looked at the school's ADA and enrollment and discussed how these two factors drive the school's overall budget.

**Item #3**                    **Review of State and Local Student Achievement Data (LCAP Goal 1, AMO 1-4) - Cary Rabinowitz, SMBCCS Director (Informational Item)**

The council reviewed local and state student achievement data via the State’s CAASPP website. The council looked at the school’s year to year results as compared to the State. The council also discussed trends in scoring for schools surrounding SMBCCS.

**Item #4**                      **Review of LCAP Goal 1: Increasing Student Achievement - Cary Rabinowitz, SMBCCS Director** (*Discussion Item*)

Given the school’s recent scores on the CAASPP assessment, the council discussed current instructional strategies being employed at the school. The council specifically discussed “What I Need” time, specific time dedicated to address targeted needs of students in the classroom.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

February 2, 2023

**Adjournment:**

On **MOTION** of Cary Rabinowitz, **SECONDED** by Jazmin Luna, and **CARRIED**, the School Site Council adjourned at 3:58 p.m.

**Minutes respectfully submitted by: Cary Rabinowitz**

**FENTON CHARTER PUBLIC SCHOOLS  
Fenton Avenue Charter School**

**Unapproved Minutes of the English Learner Advisory Council**

**December 13, 2022**

**Call to Order:** Monica Castañeda, Interim Chair

**Roll Call:** Monica Castañeda, Interim Secretary

**ELAC Members Present:** Monica Castañeda, Juan Gomez, Lorena Sanchez, Cindy Soto  
**ELAC Members Excused:** Anna Flores

**Presentations from the Public:** Monica Castañeda, Interim Chair

**Item #1**                    **Any persons desiring to address the English Learner Advisory Council on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #2**                    **English Learner Advisory Council Bylaws** - Monica Castañeda, FACS Director (*Informational Item*)

Ms. Castañeda shared and reviewed the English Learner Advisory Council Bylaws with the committee.

**Item #3**                    **English Learner Advisory Council Responsibilities** - Monica Castañeda, FACS Director (*Informational Item*)

Ms. Castañeda reviewed the ELAC information page posted on the CDE website. She stated that the ELAC is a school-level committee composed of parents, staff, and community members designated to advise school officials on English learner programs and services. Ms. Castañeda reviewed the following areas of the ELAC: responsibilities, composition, and election of members. Fenton Avenue Charter School completed the nomination, and election process for the ELAC members' and names were shared in December.

**Item #4**                    **English Learner Advisory Council Members Terms of Office** - Monica Castañeda, FACS Director (*Information Item*)

The suggested term of office for staff members is two years, and parents may serve two years. If a parent's child reclassifies during the current school year, the parent may continue to participate in the

council. The council will continue to ensure the parents of ELs constitute at least the same percentage of the committee membership as their children represent in the student body.

**Item #5**                      **Selection of English Learner Advisory Council Officers** - Monica Castañeda, FACS Director (*Motion to Approve*)

The following members were nominated to hold the duties of ELAC chairperson, vice chair, secretary, and parliamentarian :

Chairperson - Mr. Juan Gomez  
Vice Chair - Ms. Cindy Soto  
Secretary - Ms. Lorena Sanchez  
Parliamentarian - Ms. Monica Castañeda

On **MOTION** of Mr. Gomez, **SECONDED** by Cindy Soto, and **CARRIED**, the Council Officers were approved.

**Item #6**                      **FACS Local Control Accountability Plan** - Monica Castañeda, FACS Director (*Informational Item*)

Ms. Castañeda reviewed and presented the FACS Local Control Accountability Plan detailing funding based on the LCFF formula. She reviewed the three goals and how funding is allocated towards each. Each goal was discussed and how FACS is working to ensure the goals are being addressed regularly and plans to meet them.

**Item #7**                      **FACS EL Master Plan** - Monica Castaneda, FACS Director (*Informational Item*)

Ms. Castañeda explained that the FCPS Master Plan includes information such as identifying English Learners (ELs) using the ELPAC Assessments, an Initial and Summative. The FCPS Master Plan highlights the instructional time for EL Learners, both Integrated and Designated ELD. Additionally, the resource used for instruction is Benchmark Advance and the i-Ready Diagnostics, which includes an EL component. The Master Plan also includes how students are reclassified, and progress monitored. This and additional information is included in the Master Plan. Ms. Castañeda will email a copy of the Master plan to all committee members.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

TBD

**Adjournment:**

On **MOTION** of Ms. Sanchez, **SECONDED** by Mr. Gomez, and **CARRIED**, the meeting was adjourned at 7:46 a.m.

**FENTON CHARTER PUBLIC SCHOOLS**  
**Santa Monica Boulevard Community Charter School**

**Unapproved Minutes of the English Learner Advisory Council Meeting**

**January 13, 2023**

**Call to Order:** Jennifer Flynn, Chair

A meeting of the English Learner Advisory Council was held on January 13, 2023 at 3:00 p.m. via Zoom at Santa Monica Boulevard Community Charter School.

**Roll Call:** Cary Rabinowitz, Interim Secretary

**Members Present:** Cary Rabinowitz, Jennifer Flynn, Walter Gomez

**Members Absent:** Anayesi Reyes, Diana Ou, Mayda Santos

**Additions/Corrections to the Agenda:** Jennifer Flynn, Chair

**Approval of Minutes:** Jennifer Flynn, Chair

On **MOTION** of Walter Gomez, **SECONDED** by Cary Rabinowitz, and **CARRIED**, the minutes from the November 10, 2022 meeting of the English Learner Advisory Council were approved.

**Presentations from the Public:** Jennifer Flynn, Chair

**Item #1**                    **Any persons desiring to address the English Learner Advisory Council on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #2**                    **Review of SMBCCS Charter Petition and Supports to EL Students (LCAP Goal 1, AMO 3-4) - Cary Rabinowitz, SMBCCS Director (Informational Item)**

Mr. Rabinowitz reviewed the Charter Petition and its embedded supports for English Learners, items such as Santa Monica's ELD Lead Teachers and Parent Forums to support parents of English learner students. Mr. Rabinowitz also discussed the process of identifying EL students and their pathway toward initial fluency or reclassification.

**Item #3**                    **Review of Current and Historical English Learner Data (LCAP Goal 1, AMO 3-4) - Cary Rabinowitz, SMBCCS Director (Informational Item)**

Mr. Rabinowitz reviewed EL historical data using State scores and how they are diagrammed in our WASC Self Study Report and Charter Renewal Petition. In many cases, the growth of our EL students drive the growth of our school as a whole.

**Item #4**                      **Review of Current and Historical Student Attendance Data (LCAP Goal 2, AMO 3)** - Cary Rabinowitz, SMBCCS Director (*Informational Item*)

The council reviewed historical attendance at the school and the importance and the effect of independent study completion. Our review included attendance for the year as compared to attendance data from previous years.

**Item #5**                      **Summative ELPAC Assessment (LCAP Goal, AMO 3)** - Cary Rabinowitz, SMBCCS Director (*Informational Item*)

The council reviewed the Summative ELPAC Assessment, specifically its timeline of administration and its components. We also reviewed how the ELPAC is used to drive instruction in classrooms.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

February 2, 2023

**Adjournment:**

On **MOTION** of Cary Rabinowitz, **SECONDED** by Walter Gomez, and **CARRIED**, the English Learner Advisory Council adjourned at 3:20 p.m.

**Minutes respectfully submitted by: Cary Rabinowitz**

II. C.

**Financial Business Manager's Report**  
*(See presentation slides)*



**II.D.**

**Directors' Reports**

**FENTON AVENUE CHARTER SCHOOL (FACS)  
DIRECTOR’S REPORT**

**January 26, 2023**

*The mission of Fenton Avenue Charter School is to further instill the joy of learning by creating an environment that promotes confident, self-reliant, interdependent learners who become productive, contributing citizens of the community.*

**State Charter Number: 30**

**ATTENDANCE AND ENROLLMENT**

*AVG. Monthly ADA (4th reporting period) – 98%  
Cumulative ADA – 98.4%*

Date	TK	K	1st	2nd	3rd	4th	5th	Total
1/20/23	18	41	24	24	163	182	185	637

Enrollment for the 2023-2024 school year is underway! Enrollment began on January 10th and FACS has already received 20 enrollment packets. The school will continue its marketing efforts

throughout the upcoming months. Next year, the primary grades will reach two classes per grade level, adding an additional class in both first and second grades. Fenton Avenue is pleased with the increase in enrollment this year and is looking forward to a greater increase as we prepare to enter into the 2023-2024 school year.



**CURRICULUM AND INSTRUCTION**

**Professional Development** On January 11, 2023 Fenton Avenue welcomed members of Kaiser Permanente’s Education Theater as they hosted the RISE UP: Trauma Informed Approach virtual workshop for FACS teachers. This mental health and resilience program promoted resilience in the school environment by providing an opportunity for teachers to learn about and explore the potential impact of trauma and stress on the ‘learning brain.’ Teachers were also instructed on self-regulation strategies, and the role that self-regulation plays in creating a trauma-informed classroom environment.

**LAUSD Oversight Visit**

Fenton Avenue Charter School is excited to welcome Yolanda Jordan and her team for the school’s annual oversight visit on February 8, 2023. We are excited to showcase the wonderful things

happening at FACS, specifically: the acceleration program, environmental studies focus, and PLCs. We look forward to sharing the results of our Oversight visit with the Board at an upcoming Board Meeting.

### ***Guiding Coalition***



Members of Fenton Avenue’s Guiding Coalition attended the Solution Tree Response to Intervention (RTI) Institute in December 2022. Based on the sessions attended, the Guiding Coalition identified next steps for Fenton Avenue as we work towards becoming a PLC and improving student learning outcomes for the acceleration program. The Guiding Coalition presented this information to staff on December 14, 2022.

As decided by the Guiding Coalition, Fenton Avenue will be implementing homogenous groupings during GLOW beginning in March of 2023. These groupings will be determined based on student performance on the Middle of Year i-Ready Diagnostic assessment. Instruction will align with Benchmark Advance ELA Units, and consist of one mid-unit common formative assessment, along with tier 2 and tier 3 interventions and extension opportunities.

Education Specialists will be collaborating with general education grade level teachers to accommodate and modify instruction as we work towards a co-teaching model. Students in the Special Day program will be included in the homogenous groupings along with their general education peers. Fenton Avenue would like to recognize the **4th Grade Team, Emily Waterbury, and Myriam Arechiga** for piloting this model of instruction.

To support implementation of this program, Fenton Avenue will be utilizing Teachers Assistants from SCOOT to provide additional student support during GLOW time. These Teachers Assistants will be supervised and trained by Fenton Avenue’s Acceleration Specialist, Robin McNutt, and the administrative team to ensure they are utilized effectively. Fenton Avenue is excited to increase student learning outcomes by meeting the needs of all students!

### ***Prioritizing and Unpacking Essential Standards***

On Thursday, January 19th and Friday, January 20th, Instructional Coach Angie Castellana-Ferri and TOSAs Kelley Christenson and Yesenia Fuentes led a Professional Development on identifying, prioritizing, and unpacking essential standards for grade level leads and the FACS Guiding

Coalition. Together, the Instructional Coach and TOSAs taught the team how to determine which standards are ‘essential,’ so that instructional priority can be given to those concepts.

Based on these new understandings, grade level teams spent the afternoon of the January 20th PLC Minimum Day collaborating and determining which standards are essential. After identifying the standards, grade level leads led the team through the ‘unpacking’ process modeled by Mrs. Ferri and the TOSAs. Finally, through the unpacking process, teams identified specific learning targets needed in order to be proficient at the essential standard, which will become the learning objectives for the GLOW units of study.

## **HUMAN RESOURCE AND PERSONNEL**

### ***First Semester Formal Observations***

Probationary teachers completed their first semester formal observations in November/December 2022. All teachers with probationary status conducted an Explicit Direct Instruction (EDI) lesson in English Language Arts per the Fenton Charter Public Schools Evaluation Handbook.

As part of the observation lessons, educators will participate in a pre-observation and post-observation lesson to discuss instructional goals and student learning outcomes. Second semester formal observations will begin on January 31, 2023 and will focus on EDI delivery of a mathematics lesson aligned with the California Common Core Standards.

### ***Resignation of School Counselor***

Fenton Avenue’s School Counselor has resigned from her position, effective Friday, January 27th. Mrs. Flores joined Fenton Avenue in January 2021, amidst the height of the pandemic. FACS is appreciative of Mrs. Flores’ service to the school and students. The School Counselor position has been posted on EdJoin and the FACS hiring committee looks forward to interviewing prospective candidates for the position.

### ***Hiring of Custodian***

Fenton Avenue Charter School is pleased to announce that Zach Chamberlin has been hired as a full-time custodian. Mr. Chamberlin’s hiring completes our custodial team. We are eager to have Zach begin working with the custodial team at Fenton Avenue. Zach’s assignment will cover the ELOP program throughout the evening.

## **BUDGET, FACILITIES, AND SAFETY**

### ***Facility Improvements***

Over the Winter Break, the facilities team completed several large projects at Fenton Avenue. Fenton Avenue would like to thank **Jose Aceves, the FACS custodial team, Tony Zamora, Juan Alvarez, and Jason Gonzalez** for their hard work and commitment to ensuring these projects were completed

on time for the students' return to campus. All facilities improvements were completed using ESSER II funding.

First, the Main Office was painted, and fitted with new baseboards. Additionally, new office furniture was purchased and installed. The clean and modern appearance of the main office provides a positive first impression to all stakeholders.

Additionally, the “Bear Garden” was also fitted with turf. Installation of the turf has created a peaceful and inviting outdoor learning environment that can be used for a variety of purposes. Teachers are encouraged to utilize this space as part of their instructional day.

Finally, several dead trees were removed from the blacktop area. The removal of these trees will ensure a safe play space and campus facility for years to come. The trees that were removed were replaced, assuring shady play spaces remain for future students.



## SCHOOL-COMMUNITY RELATIONS

### *Semester Awards Assemblies*

First Semester Awards Assemblies are being held this week, January 23rd-27th. Each teacher is recognizing three students in the areas of: Academic Achievement, Improvement, Citizenship, and Attendance. Parents and families are invited to attend the assembly as we recognize the accomplishment of our Fenton Fireflies.

### *Kindness Challenge*



The Great Kindness Challenge is occurring this week, January 23rd-27th. As part of this national campaign, students will be receiving daily incentives that correspond to daily “Kindness Challenges.” Additionally, fun spirit wear will serve as a visual reminder that together, we can lift each other up, cheer each other on, and will show the world that kindness matters. Finally, students will

have the opportunity to interact with a “Kindness Photo Booth” station, where they will be reminded that they put the “I” in kind!

**Upcoming Events:**

- 1/23-27      The Great Kindness Challenge  
                 First Semester Awards  
                 iReady Mid-Year Diagnostic
- 2/6-10      Earned Increase Walkthroughs
- 2/8           LAUSD Oversight Visit
- 2/9           Spring Picture Day
- 2/13-17     Professional Goal Setting Meetings
- 2/17           PLC Minimum Day
- 2/20           Presidents Day Holiday
- 2/24           Minimum Day
- 3/3           Reorganization Packet Distributed
- 3/6-10      FACS Learning Walks
- 3/10-11     RBT Conference
- 3/13-16     CCSA Conference (Castañeda)
- 3/17           Minimum Day  
                 Reorg Round 1 Posted
- 3/20           Reorg Round 2
- 3/22           Reorg Round 3
- 3/20-24     Parent-Teacher Conferences
- 3/24           Second Reporting Period Ends  
                 Final Reorg Posted
- 3/26-28     WASC Visit
- 3/30           Open House
- 3/31           PD Day #6  
                 Lead Applications Due

**SANTA MONICA BOULEVARD COMMUNITY CHARTER SCHOOL  
(SMBCCS)  
DIRECTOR'S REPORT**

**January 26, 2023**

*Santa Monica Boulevard Community Charter School promotes academic achievement in a collaborative environment that creates self-confident, self-reliant learners who will become positive contributors to their communities.*

**State Charter Number: 446**

**ENROLLMENT AND ATTENDANCE**

**Cumulative Average Daily Attendance (ADA) – 98.8%**

*Monthly Average Daily Attendance (ADA) – September - 98.70%; October – 99.10%;  
November – 98.78; December – 98.64*

Date	TK	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	Total
Jan. 2023	54	99	84	121	123	108	109	79	777

**INSTRUCTION**

**iReady Mid-Year Diagnostic Assessments**

The iReady Mid-Year Diagnostic Assessment Window opened on Monday, January 23<sup>rd</sup> and will close on Friday, February 10<sup>th</sup>. Results on the mid-year assessments drive instructional decisions for the remainder of the year and are perhaps our strongest predictor of growth for the State Summative Assessment. We look forward to sharing results of the assessments at our March Board of Directors Meeting.

**Teach and Assess Cycle Teacher Survey**

The Teach and Assess Model is a reflective and intentional cycle that guides teachers through a process of identifying appropriate learning targets for students, preparing for instruction and assessment, reflecting on instructional outcomes, and making adjustments. Teachers participated in a needs assessment that rated the frequency in which their grade level conducts each step of the cycle.

Data reports stronger grade level frequency in administering common formative assessments, discussing instructional strategies, reviewing and analyzing data, and conducting student data chats. Data reports lesser grade level frequency in unpacking essential standards pre-unit, creating learning targets pre-unit and reviewing and/or taking unit assessments before a unit begins.

Feedback from the survey will be used to support teachers in meeting each step of the cycle to fidelity.

**Expanded Learning Opportunities Program (ELOP) Updates, Jazmin Luna, Coordinator**

The SMBCCS ELOP welcomed approximately 180 families members to the Everybody Dance LA Nutcracker Remix on December 13th. On December 16th, 26 K-2nd graders attended a field trip to Underwood Family Farms. Students had the opportunity to pick different vegetables, watch an animal show, and feed different animals.

We are currently in Session 2 welcoming outside vendors to our program. This ends on February 3rd. Students have the opportunity to participate in classes such as Hogwarts, Recycled Art, and Basketball Superstars.

Session 2 Teacher Clubs just began offering knitting, crafting, cursive for beginners, robotics, and art.

Session 3 with our outside vendors will begin the week of February 6th. Some classes will include jewelry making, cooking class, anime, cartooning, and comic book creation and creative sculptures.

We are currently working with Mathnasium and the Sylvan Learning Center to offer tutoring services on campus. This service will be limited to a small number of students based on required adult to student ratios, but will be a fantastic support to families. Our goal is to start February 27th.

**Professional Development**

Santa Monica staff attended various trainings in December – January to support the school’s focus on Acceleration:

**❖ Professional Development Day #5 – Acceleration Mindsets, January 9<sup>th</sup> @ SMBCCS**

*Attendance: Carmen Solis, Zoe Weiss, Ariana Gomez, Jordan Jones, Grisel Benn, Cary Rabinowitz*

Santa Monica teachers and staff focused on the Six Mindsets of the Acceleration Model. Carmen Solis and Sandy Hernandez did an excellent job reviewing Mindset 1 and Mindset 5 which centered around creating a community of learners both at the school and in the classroom thereby laying a foundation for acceleration. Teachers then reviewed how to create learning targets within a unit of study and had time to meet with adjacent grade levels to discuss standard progressions within strands.

The image to the right depicts the process grade levels took to unpack a previously identified essential standard.

- 1) Identify *what students need to know* and *what students need to be able to do*.
- 2) Created learning targets derived from the skills and content within the essential standard.
- 3) Analyze the progression of the skills and content within their essential standard grade to grade.

**Unpacking the Standards and Identifying Prerequisites within the Standard**

[Place Your Finished Document in this Folder](#)

4th Grade - Unit 5

Essential (Priority) Standard				
RI.4.9 Integrate information from two texts on the same topic in order to write or speak about the subject knowledgeably.				
What Students Need to Know (Content) and What Students Need To Be Able to Do (Skills)				
Skills: Integrate information from two texts / Compare & Contrast ; understanding informational texts; academic language/vocabulary; developing multiple paragraphs on a specific informational topic within two texts				
Content: academic language/vocabulary; thinking maps (double bubble); grammar; read two texts on the same topic; writing, speaking				
Learning Targets for Essential (Priority) Standard				
1) I can <b>compare and contrast</b> two informational texts <b>using a thinking map</b> . 2) I can <b>speak using academic language</b> to <b>share my knowledge on a topic based on two texts</b> . 3) I can <b>integrate information from two texts</b> on the same topic to <b>write</b> about the subject intelligently.				
Vertical Articulation: Prerequisite and Target Skills (Verbs) and Content (Nouns)				
Two Grade Levels Below	One Grade Level Below	Current Grade Level	One Grade Level Above	Two Grade Levels Above
*List prerequisite skills and content*	*List prerequisite skills and content*	*Copy and paste the essential standard here*	*List target skills and content*	*List target skills and content*
RI.2.9 - Compare and contrast the most important points presented by two texts on the same topic.	RI.3.9 - Compare and contrast the most important points and key details presented in two texts on the same topic.	RI.4.9 Integrate information from two texts on the same topic in order to write or speak about the subject knowledgeably.	RI.5.9 - Integrate information from several texts on the same topic in order to write or speak about the subject knowledgeably.	RI.6.9 - Compare and contrast one author's presentation of events with that of another (e.g., a memoir written by and a biography on the same person).



- ❖ **Student Support Training – Special Education Assistants and Adult Assistants, January 9<sup>th</sup>**  
*Attendance: Various Special Education Assistants and Adult Assistants from SMBCCS including BII consultants from Scoot Education*

Judy Werner, Nicole Langlois and Special Education Team members at Santa Monica prepared training to classified staff members supporting students with disabilities. Among other items, the training focused on supporting student behavior and unique academic supports. 15 total individuals confirmed their attendance for the training.

- ❖ **Upper Grade Lead Teacher Planning Day, January 19<sup>th</sup> @ FACS**  
*Attendance: Carmen Solis, Zoe Weiss, Ariana Gomez, Jordan Jones, Grisel Benn, Cary Rabinowitz*

Upper grade lead teachers and Carmen Solis shared a planning day with lead teachers and acceleration specialists from the other Fenton schools to further identify and unpack essential standards as part of our efforts to implement the Instructional Cycle. The day focused on question 1 of Professional Learning Community Model – *What do we want students to learn?*

- ❖ **English Language Proficiency Assessment for CA – Calibration Training, January 20<sup>th</sup>**  
*Attendance: All Roster-Holding Teachers*

Thank you to Jennifer Flynn, Walter Gomez, and Bunny Wolfer for preparing and facilitating our ELPAC Calibration Training for teachers giving the Summative Assessment this Winter and Spring. Calibration is required of all test examiners to ensure continuity and reliable grading outcomes.

## PERSONNEL

### **Fall 2022 Earned Increase Walkthroughs**

FCPS Earned Increase Walkthroughs at Santa Monica occurred the Week of December 5<sup>th</sup>. Two administrators visited each certificated staff member. The original walkthrough checklist was turned into a digital form for administrators to complete as they circulated rooms. This allowed notetaking and subsequent feedback to occur much more efficiently. Administrators were very pleased with hard work and professionalism of staff and look forward to our second walkthroughs scheduled for the week of February 13<sup>th</sup>.

### **Teacher Resignation – Tiene Hauck**

We are sad to report that Tiene Hauck, Kindergarten, Room 4 did not return to Santa Monica after the Winter Vacation. Family obligations required Tiene and her husband, Aaron, to move north to Sacramento. Tiene began at Santa Monica in August 2015. Among other roles, Tiene served as a Grade Level and Focus Lead Teacher, and Personnel Committee Chair. She is well known at Santa Monica as a source of stability, consistency and objectivity and was always willing to support those in need. Her presence will be greatly missed, but we whole-heartedly wish her and her family all the best.

### **FCPS Letter of Intent**

The FCPS Letter of Intent was distributed by Dr. Riddick on Friday, January 20<sup>th</sup>. Santa Monica teachers will be required to complete the form by Monday, February 6<sup>th</sup>.

## COMMUNITY RELATIONS



### **Computer Science Education Week – Family Code Event**

SMBCCS participated in Computer Science Education Week, December 5<sup>th</sup> through December 9<sup>th</sup> and hosted families for our annual Family Code Event on December 7<sup>th</sup>. A minimum day was scheduled to allow teachers to prepare for the event and parents to join us on campus. During the event, students and their parents engaged in various coding activities and enjoyed refreshments via an assortment of food trucks on campus. Thank you to our STEAM Leads – Gaby Arroyo, Christy Namkung, and Jennifer Nishimoto for organizing the event and our various teacher and staff volunteers for supporting us!

### **SMBCCS Winter Show**

It was a pleasure welcoming families back to Santa Monica for our Winter Show. The school held several shows for students and families. Teachers did a phenomenal job preparing their students for the festive event. A big thank you to Ms. Henschel for her leadership in facilitating the event.

### **Semester Award Assemblies**

Santa Monica will hold Semester Awards this year the week of January 23<sup>rd</sup>. Students are awarded certificates in one of four areas – Achievement, Citizenship, Improvement and Attendance. 1-2 grade level ceremonies will occur each day. All classrooms from each grade level are in attendance as well as parents of award winners. We look forward to celebrating our students' achievements!

### **La Opinion Advertising Agreement**

Santa Monica plans to continue our relationship with La Opinion Spanish Newspaper with an Advertising Agreement placing full page ads from March – September 2023. These will include participating in La Opinion's Educational Spotlight Supplements.

## FACILITIES AND SAFETY

### **DeFoe-4-Kids Classroom Cabinets**

We have begun installing our new classroom cabinets previously approved by the FCPS Board of Directors. These cabinets replace computer counter workspace previously in rooms. They will provide teachers additional storage space in rooms and an area of storage for technology devices that is locked and secure. We hope to complete this installation by early February.

### **SchoolPass Visitor System**

A new SchoolPass Visitor System is being installed. The program will conduct a criminal background check to ensure the visitor is appropriate and safe to be on campus. A badge is then printed and an ID created for the visitor to wear while on campus. Our main office will have access to all visitors entering through this system.

### **Upcoming Events:**

- 2/1 ELPAC Summative Window Opens (Statewide)
- 2/2 ELAC (3:00)/SSC Meeting (3:30)
- 2/3 STEAM Assembly: Diavolo (8:30 TK-1; 9:30 4-6; 10:40 2-3)  
[Minimum Day Schedule](#)
- 2/6-2/10 National School Counseling Week

- 2/6-3/21**      **ELPAC Testing Begins** ([\*ELPAC 1 to 1 Speaking and Testing Schedule\*](#))
- 2/13-2/17      Earned Increase Walkthroughs;
- 2/14              Personnel Committee Meeting
- 2/15              Instruction Committee Meeting
- 2/20              President's Day Holiday - No School
- 2/21              Professional Goal Setting Meetings
- Parent Advocacy Committee Meeting (7:15)
- 2/22              Professional Goal Setting Meetings
- Finance Committee Meeting (7:15)

**FENTON PRIMARY CENTER (FPC)  
DIRECTOR'S REPORT**

**January 26, 2023**

*The mission of the Fenton Primary Center is to cultivate a love of learning by fostering an environment that promotes self-discovery, independence and an awareness of the connectedness between self and others.*

**State Charter Number: 911**

**General Information on Enrollment and Attendance:**

***January 2023 Enrollment Report (TK-2):***

Transitional Kindergarten	Kindergarten	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	Total	Monthly ADA	Cumulative ADA
83	134	161	169	547	99.6%	99.4%

***Last Board Meeting Report in December (TK-2):***

Transitional Kindergarten	Kindergarten	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	Total	Monthly ADA	Cumulative ADA
82	130	156	167	535	99.34%	99.27%

**Enrollment and Recruitment**

FPC started recruiting and enrolling for the 2023-2024 school year. The school has created a newspaper article for the Daily News that was published in the education section on January 21, 2023. The school is also creating flyers, stickers, banners, etc. for marketing and will provide these items during upcoming events in the community. The FPC front office has handed out over 50 applications in the first week with about ten returned completed. The school anticipates the enrollment for 2023-2024 to be 552 with the following details:

GRADE	TOTAL	Teachers	Ratio
<b>TK</b>	90	6	15:1
<b>Kindergarten</b>	147	7	21:1
<b>First Grade</b>	147	7	21:1
<b>Second Grade</b>	168	8	21:1
<b>TOTAL</b>	<b>552</b>	<b>28</b>	<b>19.5:1</b>

**Instruction**

**PD Day #5 – PLC-Acceleration and Essential Standards:** On January 9<sup>th</sup>, FPC had its 5th professional development day for the 2022-2023 school year. Mrs. Shaghoian, Acceleration Specialist, did a fantastic job of presenting to staff regarding the acceleration model and introduced the discussion of reviewing our current essential standards. Grade levels also met to discuss upcoming events including the mid-year i-Ready diagnostic assessment.

**School Accountability Report Card (SARC):** FPC has completed its School Accountability Report Card (SARC) for the 2021-2022 school year. This year the California Department of Education changed the submission website for developing, reviewing, and submitting the report. The website had some issues and the actual website did not launch until January 12, 2023. This report is a requirement, mandated to be published by February 1<sup>st</sup> of each year, with important information regarding the school's demographics, teacher qualifications, facility conditions, and parent involvement opportunities. The SARC will be presented to the board for approval during the FCPS January meeting and finalized online by the February 1<sup>st</sup> deadline.

**Gifted and Talented Program Testing (GATE):** FPC contracted an LAUSD Psychologist to test second grade students for the Gifted and Talented Program (GATE). Every year the school has students test for GATE with about 20% of those tested qualifying. Mrs. Rangel, school psychologist, helped create the selection process for teachers and a list of students was created. The school has six students waiting for the dates assessments will take place.

**Great Kindness Challenge Week:** FPC is celebrating *The Great Kindness Challenge* this week (January 23-27). FPC's school counselor, Paola Ramirez, provided teachers with special lessons about kindness and students will participate in various activities during the week. Most importantly, students will be exposed to the meaning of kindness while doing the activities. Some of the daily lessons will be about giving, helping, complimenting, being a friend, and random acts of kindness.

**FCPS Final Calendar:** In January FCPS finalized the 2023-2024 191-Day school calendar. All FCPS staff had an opportunity to vote for their choice of three calendars. The final calendar will be presented to the FCPS board of directors for final approval before the school sends the new calendar to parents.

### **Personnel and Compliance**

**Staff Reorganization Process:** The reorganization process for the 2023-2024 school year has begun. The process began with the "letter of intent" being sent to all employees this past week with a submission deadline of February 6<sup>th</sup>. This is the first step in identifying any possible vacancies any of the FCPS schools might have and to identify hiring needs for the 2023-2024 school year. It is important to begin any hiring early as California might be facing a teacher shortage.

### **Facilities and Safety**

Over the winter break the FPC custodial team spent some time deep cleaning lunch benches and buffing floors. Our FCPS facilities team spent time cleaning gutters and patching roof leaks due to the heavy rain the past two months.

### **Parent Advocacy and Community Outreach**

**100<sup>th</sup> Day of School:** FPC will celebrate its 100<sup>th</sup> day of school on Tuesday, February 7<sup>th</sup>. The teaching staff are planning a variety of hands-on interactive math activities that include the use of manipulatives to assist in counting to 100, grouping tens to make 100, calendar activities, and much more.

**World's Finest Chocolate Sales:** FPC began its World's Finest Chocolate sales on January 18<sup>th</sup> and will end January 31<sup>st</sup>. The chocolate sale fundraisers are twice a year and are the largest fundraisers of the school. The school expects to raise an additional \$4,000 in profit for school field trips and homework supplies. In the fall the chocolate sales generated \$4,200 for the school.

**Big Smiles Dental Visits:** Big Smiles Dental is an organization that provides free dental exams and cleanings. They serve low socioeconomic neighborhoods. Their overall goal is to help students avoid absenteeism and tardiness due to dental problems. They have visited FPC a few times over the years. This school year they visited in December and will be returning at the end of January. They provide free dental exams and cleanings for FPC students. The team will visit the school again in April for additional check-ups. Currently they are serving about 30 FPC students.

**Winter Concerts:** With the support of the Education Through Music – Los Angeles grant, FPC had its first winter concert that had every student at FPC participate. Parents were excited to see their children perform. The music teacher, Mrs. Barbara Filichia, and the school organized eight performances for parents. Eight performances were needed to maximize the space in the MPR and to protect students and families from COVID.



**Pacoima Holiday Parade:** FPC participated in the Pacoima Holiday Parade on December 6, 2022. The school selected its Communication Focus Leadership Team, led by Mrs. Rodriguez and Miss Daugherty, to represent FPC at the parade. The team did a great job preparing postcards with candy canes and distributing them to the crowds. A special thanks to our Parent Advocacy Committee co-leads, Mrs. Ruiz and Miss Gill, for coordination with the parade commission and completing our application. This was a great recruitment and advertising event for the school.



### Upcoming Events:

- 2/6 Second of two Earned Increase Walkthroughs for Certificated Staff
- 2/7 100<sup>th</sup> Day of School
- 2/20 President's Day – No School
- 2/21 LAUSD Oversight Visit
- 3/2 FCPS Board Meeting

**FENTON STEM ACADEMY (STEM)  
DIRECTOR'S REPORT**

**January 26, 2023**

*The mission of the Fenton STEM Academy: Elementary Center for Science, Technology, Engineering and Math is successful student engagement and achievement through the implementation of a curriculum that interconnects science, technology, engineering, and math across all disciplines, including art, music, language arts and social studies.*

**State Charter Number: 1605**

**ENROLLMENT**

	<b>TK</b>	<b>K</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>	<b>6<sup>th</sup></b>	<b>Total</b>	<b>Monthly ADA</b>	<b>Cumulative ADA</b>
<b>01/26/2023</b>	<b>22</b>	<b>21</b>	<b>40</b>	<b>47</b>	<b>46</b>	<b>70</b>	<b>42</b>	<b>24</b>	<b>312</b>	<b>99.16%</b>	<b>99.17%</b>

**Enrollment and Average Daily Attendance (ADA) – (Fiscal Improvement Plan Goal 2)**

Fenton STEM Academy enrolled **6 new students and dropped 0 students** returning from winter break. The school continues to maintain an Average Daily Attendance rate above 99%.

100% ADA Incentives have continued to yield positive outcomes. Students and staff are recognized and celebrated for achieving such phenomenal goals.

**100s Club – 100% Monthly ADA (Students)**



Students who maintain 100% in seat attendance are eligible for the monthly 100s Club event. On January 17, 2023 approximately 315 students with 100% in seat attendance for December were invited to an interactive magic show assembly. Students continue to display strong motivation to achieve membership in the 100s Club with the number of eligible students showing a steady increase each month. The next 100s Club event will take place Friday, February 24<sup>th</sup>. The event details will be shared ahead of time to students and staff. Thank you to Alex Muñoz for her creativity with designing this wonderful event.

**100% ADA Teacher Award (Teachers)**

Congratulations to the **10 Academies teachers** (*Deborah Allan, Loren Caballero, Fong Chau, Christian Fuentes, Kate Marrelli, Elizabeth Marquez, Veronica McCaughin, Julie Nguyen, Leticia Padilla Parra, Lindsey Western*), for achieving 100% ADA for the month of December. These teachers were recognized during the January 20, 2023 monthly Spirit Day Assembly and will be awarded a prize of their preference from the [Teacher ADA Prize Menu](#) courtesy the admin team.



Teachers can select from a variety of items, including one of the administrators taking over their classroom for one hour. We are grateful for the hard work of our teachers and look forward to supporting their efforts.



*Mrs. Pimentel taking over Ms. Western's class for a winter holiday lesson (left).  
Ms. Muñoz taking over Mrs. Marrelli's class with a gingerbread cooking lesson (right).*



*Mrs. Miller taking over Mrs. Badro's class with a "behind the scenes" school tour, featuring COO, Jason Gonzalez (left).  
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**Develop a Dynamic Community Engagement Plan– (Fiscal Improvement Plan Goal 1)**

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The Fenton Academies have a few Expanded Learning field trips coming soon. The Student Council students will be attending a Fulcrum Adventures trip on Sunday, February 5th. Students will have the opportunity to strengthen their leadership, teambuilding, and collaborative skills as they participate in a variety of ropes courses.

Additionally, the FCLA/STEM 6th grade students will participate in a once in a lifetime adventure as they embark on a trip to Catalina Island Marine Institute from March 17th - March 19th. The last time students were able to set sail to CIMI was prior to the pandemic, so it is thrilling to see that our students will once again get to participate in what is always a memorable experience.

Lastly, the month of January brings the start of the second session of teacher clubs. It is exciting to see the return of some club favorites, such as Ballet Club, Musical Club, and a variety of homework clubs, along with some new offerings such as, Yoga & Meditation, Multiplication Masters, and an almost daily 6th Grade Math Club. The FCLA/STEM teachers do an excellent job of providing a wide range of engaging opportunities. Additionally, we will continue our partner programs through the middle of February. Students are currently enjoying classes such as, Creative Sculpture, Cooking Academy (which is always a favorite), and Animal Encounters. As always, parent surveys will be sent out to begin plans for our final club session, which will begin in March. Stay tuned for more exciting updates!

**STEM Focus**

Each week the school features a science, technology, engineering, and/or mathematics related lesson or activity occurring at Fenton STEM Academy. The school spotlights one grade per week in the parent newsletter to show the most recent, innovative, and creative events and activities happening at STEM. The following image shows the most recent showcase. This continues to be a highly effective way to reinforce a STEM infused program.



**Fenton STEM Academy:**  
**A Fenton Charter Public School**  
 8926 Sunland Boulevard Sun Valley, CA 91352  
 (818) 962-3636 FAX (818) 394-9885  
 David Riddick, Chief Executive Officer  
 Jason Gonzalez, Chief Operating Officer

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Jennifer Miller  
Director


Jennifer Pimentel  
Assistant Director

Cecilia Quijano  
Assistant Director

Alex Muñoz  
Expanded Learning Coordinator

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~ January 20, 2023 ~ Newsletter #18



**SPOTLIGHT ON STEM** – Each week we will feature a science, technology, engineering, and/or mathematics related lesson or activity occurring at Fenton STEM Academy. In this section of the newsletter, you will find the most recent, innovative, and creative events and activities happening at STEM. This week we are excited to share a lesson that involved our Transitional Kindergarten students.

Br., the Transitional Kindergartener scientists in Mrs. Gentry’s class have been focusing on ice! With the current chilly winter weather, we’ve been experiencing, we have been exploring ice and its properties. We have been exposed to some new vocabulary such as *melt*, *freeze*, *solid*, and *liquid*. Using a Circle Map, students brainstormed ideas on hot items that could make ice melt- some great ideas were lava, hot cocoa, the desert, and soup! We also were able to explore ice cubes (in the shape of snowflakes) and observe how they melt when we are holding them for an extended period of time. Students soon found out their bodies produce warmth, which was making the frozen ice cubes melt into liquid!

*Parent Newsletter sent Friday, January 20, 2023 – showcasing STEM and Transitional Kindergarten*

**Personnel (Fiscal Improvement Plan Goals 3 & 4)**

**Mid-Year Goal Setting Meetings:** As approved by the STEM Personnel committee, all STEM teachers in grades TK-6 will participate in mid-year goal setting meetings. These meetings are a follow up to the goal setting meetings that were held in the beginning of the year. Mid-year meetings will analyze data collected from the winter MAP testing administration. This review of data will

allow teachers to target instruction in an effort to best prepare students for the spring CAASPP testing, as well as provide intervention and enrichment. Teachers will work with Mrs. Miller to revise their SMART goals based on student results. Mid-year goal setting meetings will take place February 27-March 3, 2023.

**Student Recruitment and Enrollment:** Fenton STEM Academy will begin enrolling for the 2023 – 2024 school year on February 13, 2023. The following recruitment events have been planned for the next several months. Many of these events have proven very successful for recruitment over the past few years, with the addition of several new recruitment opportunities:

- Informational Flyers – Informational flyers will be distributed to nearby organizations and businesses. They are available in the main office. (Ongoing)
- Postcard Mailing – Several mailings will take place, informing families about enrollment at Fenton STEM Academy. (Ongoing)
- Preschool Visits – Leadership will visit nearby preschools to share information regarding our instructional program and enrollment process. (February/March)
- The Sun Valley Parks and Recreation Soccer Day Event– The Fenton Academies will host a booth with information regarding both schools and the enrollment process. (February)
- The Sunland/Tujunga Parks and Recreation Easter Egg Event– The Fenton Academies will host a booth with information regarding both schools and the enrollment process. (April)
- The STEM Expo/Open House – The annual STEM Expo will serve as a recruitment opportunity, in addition to a celebration of our STEM infused program. Interested families will be invited to tour and participate during this schoolwide event. (May)
- Parent Communication – Current families will continue to receive information regarding enrollment through weekly newsletters, parent meetings, assemblies, etc. Word of mouth has continued to remain our strongest form of recruitment thus far. (Ongoing)

#### **Upcoming Events:**

- February 7 – LAUSD Oversight Visit
- February 13 – Enrollment begins for the 2020-2021 school year
- February 27 – ELPAC Testing begins
- February 27-March 3 – Mid-Year Goal Setting Meetings
- March 17 – WASC Mid-Cycle Virtual Visit

**FENTON CHARTER LEADERSHIP ACADEMY (FCLA)  
DIRECTOR’S REPORT**

**January 26, 2023**

*The mission of Fenton Charter Leadership Academy is to nurture the development of responsible, thoughtful citizens in an increasingly interdependent global society by creating environments in which students are challenged to explore, to create, and to make decisions while actively participating in and being accountable for their learning.*

**State Charter Number: 1613**

**ENROLLMENT**

	<b>TK</b>	<b>K</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>	<b>6<sup>th</sup></b>	<b>Total</b>	<b>Monthly ADA</b>	<b>Cumulative ADA</b>
<b>01/26/2023</b>	<b>18</b>	<b>37</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>46</b>	<b>50</b>	<b>47</b>	<b>318</b>	<b>98.54%</b>	<b>98.75%</b>

**Enrollment and Average Daily Attendance (ADA) – (Fiscal Improvement Plan Goal 2)**

Fenton Charter Leadership Academy enrolled **4 new students and dropped 0 students** returning from winter break. The school continues to maintain an Average Daily Attendance rate above 99%.

100% ADA Incentives have continued to yield positive outcomes. Students and staff are recognized and celebrated for achieving such phenomenal goals.

**100s Club – 100% Monthly ADA (Students)**



Students who maintain 100% in seat attendance are eligible for the monthly 100s Club event. On January 17, 2023 approximately 315 students with 100% in seat attendance for December were invited to an interactive magic show assembly. Students continue to display strong motivation to achieve membership in the 100s Club with the number of eligible students showing a steady increase each month. The next 100s Club event will take place Friday, February 24<sup>th</sup>. The event details will be shared ahead of time to students and staff. Thank you to Alex Muñoz for her creativity with designing this wonderful event.

**100% ADA Teacher Award (Teachers)**

Congratulations to the **10 Academies teachers** (*Deborah Allan, Loren Caballero, Fong Chau, Christian Fuentes, Kate Marrelli, Elizabeth Marquez, Veronica McCaughin, Julie Nguyen, Leticia Padilla Parra, Lindsey Western*), for achieving 100% ADA for the month of December. These teachers were recognized during the January 20, 2023 monthly Spirit Day Assembly and will be

awarded a prize of their preference from the [Teacher ADA Prize Menu](#) courtesy the admin team. Teachers can select from a variety of items, including one of the administrators taking over their classroom for one hour. We are grateful for the hard work of our teachers and look forward to supporting their efforts.



*Mrs. Pimentel taking over Ms. Western's class for a winter holiday lesson (left).  
Ms. Muñoz taking over Mrs. Marrelli's class with a gingerbread cooking lesson (right).*



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**Cecilia Quijano**  
Assistant Director

**Alex Muñoz**  
Expanded Learning Coordinator

~ January 20, 2023 ~ Newsletter #18



**A LOOK AT LEADERSHIP** – Each week we will feature a Leadership related lesson or activity occurring at Fenton Charter Leadership Academy. In this section of the newsletter, you will find the most recent, innovative, and creative events and activities happening at FCLA. This week we are excited to share a lesson that involved our Transitional Kindergarten students.

The TK kids at FCLA have been learning all about kindness and how to show love and care for others. They have loved reading books like “My Friends and Me” by Stephanie Stansbie, “In Our Classroom” by Diana Schuda, and “Our Skin” by Megan Madison, Look for these titles at the local library to read at home! Our youngest students on campus practice acts of kindness every day by always doing the right thing, even when no one is watching, and are excited to keep spreading the love as Valentine’s Day approaches!

*Parent Newsletter sent Friday, January 20, 2023 – showcasing Leadership/SEL and Transitional Kindergarten*

**Personnel (Fiscal Improvement Plan Goals 3 & 4)**

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**II. E.**

**Chief Operating Officer's Report**

**FENTON CHARTER PUBLIC SCHOOLS (FCPS)  
CHIEF OPERATING OFFICER’S REPORT**

**January 26, 2023**

*The mission of the Fenton Charter Public Schools is to offer a high-quality innovative education to all students in a safe, secure, nurturing environment where students, parents and staff become a community of learners achieving collaborative and successful outcomes.*

This report contains information related to [Finance](#), [Facilities](#)

**Finance:**

**State - CalPERS Rates Projected to Increase**

*From School Services of California*

*Posted January 20, 2023*

The California Public Employees’ Retirement System (CalPERS) revised its projected out-year **employer** (not to be confused with the employee’s portion) contribution rates as of June 30, 2021, and has again adjusted its estimates for future employer contribution rates with increases beginning in 2023-24 as follows:

Year	Prior Rates Adopted by CalPERS	New Projected Rates per CalPERS Actuarial Report
2022-23	25.37%	25.37%
2023-24	25.20%	27.00%
2024-25	24.60%	28.10%
2025-26	23.70%	28.80%
2026-27	22.60%	29.20%
2027-28	22.60%	30.70%

The employer contribution rates are influenced by the CalPERS amortization and smoothing policy, which spreads rate changes over a five-year period, as well as changes in actuarial assumptions such as retirement rates, termination rates, mortality rates, rates of salary increase, and inflation.

Estimates for CalSTRS employer contribution rates are as follows:

Year	New Projected Rates for CalSTRS
2021-22	16.92%
2022-23	19.1+%
2023-24	19.1+%

CalSTRS can increase the employer rate by up to 1 percentage point each year. However, the overall increase cannot exceed 20.25 percent.

**Facilities:**

**FCLA-STEM Playground Expansion**

The playground expansion project remains on hold as we continue to wait for the City of Los Angeles Department of Building and Safety to approve the express permits that were filed in December 2022 (and are still under review). Unfortunately, the delay prevented the organization from completing the construction of the access ramps over the winter break as originally planned. The construction of the ramps is projected to begin late January. All parties involved are committed to carrying out the project in a manner that will have the lowest impact on the operations of the school, and will allow for partial access to the playground whenever possible. The safety of the students will dictate the accessibility of the yard while construction occurs. Temporary fencing will be placed around any areas that are being worked on. The overall cost of the project remains unchanged at \$929,757.24 with a total contingency of \$84,000

Our long-time project manager Hope Fang will be leaving Pacific Charter School Development (PCSD) on January 27, 2023. She has been instrumental in Fenton’s numerous construction projects over the years. We wish her the best of luck in her future endeavors. PCSD will update the organization at our next construction meeting with the name of our new project manager.

**II.F.**

**Chief Executive Officer's Report**

**FENTON CHARTER PUBLIC SCHOOLS (FCPS)  
CHIEF EXECUTIVE OFFICER'S REPORT**

**January 26, 2023**

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**National**

[Mental Health](#); [Inflation Update](#)

**State**

[2023-2024 Budget Update](#); [In-Person Board Meetings](#);

**LAUSD**

[New LAUSD Board President](#)

**FCPS**

[Enrollment](#); [ADA Rates](#); [Budget Review](#)  
[Summer School](#); [Acceleration Program](#); [Expanded Learning](#);  
[Health Care](#); [Community Schools](#); [Charter Renewals](#)

**National:**

Mental Health ([Back to Top](#))

***From School Services of California –***

“School-Based Mental Health Funds Available”

posted October 4, 2022

The U.S. Department of Education (ED) announced new mental health grant programs as part of the Bipartisan Safer Communities Act (BSCA) efforts to increase access for students to mental health services. The BSCA includes millions in investments over the next five years in the School-Based Mental Health Services (SBMH) and the Mental Health Service Professional Demonstration (MHSP) grants, both aimed at providing funding to hire credentialed mental health professionals and to develop partnerships between schools and training institutions to provide services to students from diverse backgrounds and in multiple languages.

There will be upcoming informational webinars available for each program in the coming weeks (October 11 and 19 for SBMH and October 12 and 18 for MHSP).

The SBMH and the MHSP grants are part of the \$1 billion in BSCA [Stronger Connections](#) funds announced in late September. The ED outlined three principles for how local educational agencies (LEAs) could use these funds:



1. Creating positive, inclusive, and supportive school environments; and increasing access to place-based interventions and services
2. Engaging students, families, educators, staff, and community organizations in the selection and implementation of strategies and interventions to create safe, inclusive, and supportive learning environments
3. Designing and implementing policies and practices that are responsive to underserved students, protect student rights, and demonstrate respect for student dignity and potential

The California Department of Education will need to develop a competitive grant process to award more than \$119 million in funds in competitive grants to LEAs. More information about the BSCA Stronger Connections grant program can be found [here](#).

Inflation Update ([Back to Top](#))

### ***From School Services of California –***

“CPI Indicates Inflation is Slowing”

posted January 12, 2023

The U.S. Bureau of Labor and Statistics released the most current Consumer Price Index (CPI) today, January 12, 2023. For the month of December, the seasonally adjusted CPI decreased 0.1%, with lower gasoline prices being the most significant factor driving the decrease. The unadjusted 12-month CPI increased by 6.5%.

The CPI measures the change in prices paid for goods and services as well as the spending patterns of consumers. The CPI is based on prices of food, clothing, shelter, fuel, transportation, doctors’ visits, and other goods and services that people buy on a day-to-day basis across the country. For analysis of the month-to-month trends, the data is seasonally adjusted to consider factors that normally occur at the same time each year, such as weather events and holidays. The unadjusted data is reflective of the prices actually paid by the consumer.

The lower price for gasoline was by far the largest contributor to the decrease as the cost for electricity, natural gas, and food all increased for the month of December. Over the past 12 months, gasoline costs decreased 1.5% while electricity increased 14.3%, natural gas increased 19.3%, and food increased 10.4%.

The most current data is certainly good news indicating that inflation is slowing, although consumers are still feeling the effects in their daily lives. While CPI is not the measure used to determine the cost-of-living adjustment (COLA) for public education, trends in CPI reliably reflect trends in the implicit price deflator. The Governor’s Budget includes an assumed 8.13% COLA for public education for the 2023-24 school year.

### **State:**

2023-204 Budget Update ([Back to Top](#))

*From School Services of California –*

“Governor’s Proposals for the 2023-24 State Budget and K-12 Education”  
[Board Presentation](#) (PDF)

*From California Association of School Business Officials (CASBO) –*

“Governor Newsom Releases the 2023-2024 State Budget Proposal”

posted January 10, 2023

Governor Gavin Newsom released the [2023-24 state budget proposal](#) that focuses on resiliency and protecting existing investments, while emphasizing the use of one-time funding. The budget proposal forecasts General Fund revenues will be \$29.5 billion lower than the 2022 Budget Act projections, and California now faces an estimated budget gap of \$22.5 billion in the 2023-24 fiscal year.

**K-12 Highlights**

- \$108.8 billion Proposition 98 General Fund
- 8.13 percent cost-of-living adjustment (COLA)
- \$1.2 billion reduction from the Arts, Music, and Instructional Materials Discretionary Block Grant that was included in the 2022 Budget Act, going from \$3.5 billion to \$2.3 billion
- \$750,000 ongoing Proposition 98 General Fund to support the professional development of local educational agencies’ (LEAs) Chief Budget Officers through mentorship programming by the Fiscal Crisis and Management Assistance Team (FCMAT)

**Trailer Bill Language**

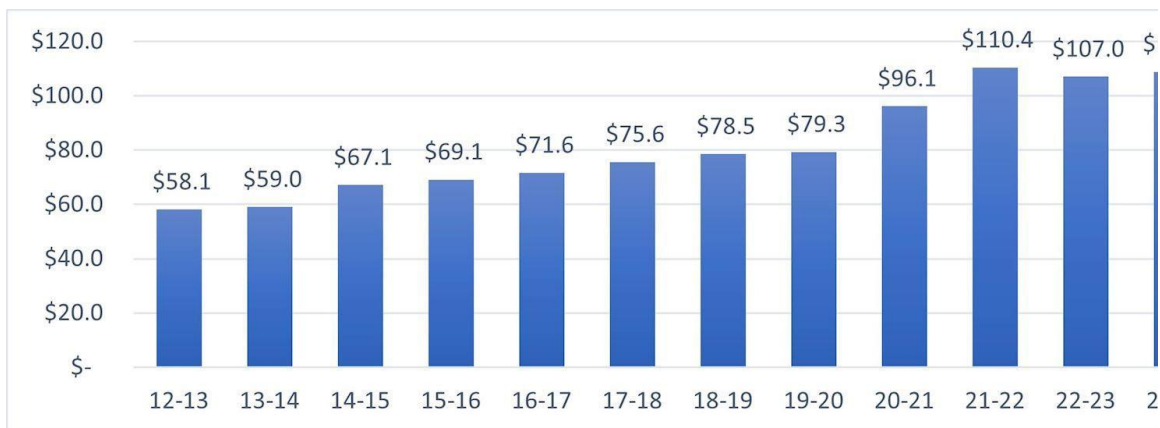
Additional details will be released as part of the trailer bill language in the weeks to come. CASBO will analyze the Administration’s budget proposals and provide recommendations and position statements during this year’s budget deliberation process.

**Proposition 98 General Fund**

Proposition 98 funding is \$108.8 billion, a decrease of about \$1.5 billion from last year’s budget. The Guarantee continues to be in Test 1 for all years 2021-22 through 2023-24 and is “rebenched” from 38.3 percent to 38.6 percent to accommodate enrollment increases for the implementation of Universal Transitional Kindergarten (UTK). Beginning in 2024-25, the Proposition 98 Guarantee will be “rebenched” according to the requirements of the Arts and Music in Schools—Funding Guarantee and Accountability Act.

The budget includes total funding of \$128.5 billion (\$78.7 billion in the General Fund and \$49.8 billion in other funds) for all K-12 education programs. K-12 per-pupil funding totals \$17,519 per Proposition 98 General Fund and \$23,723 per pupil when accounting for all funding sources.

**Proposition 98 Funding**  
**2012-13 to 2023-24**  
*(Dollars in Billions)*



Source: Governor’s 2023-24 Budget Proposal

**Proposition 98 Rainy Day Fund**

Due to a decrease in capital gains revenues, and a projected deposit of \$366 million in 2023-24, the total balance of the PSSSA has decreased to \$8.5 billion, down from the \$9.5 billion projected in the 2022 Budget Act.

The balance of \$8.1 billion in 2022-23 continues to trigger school district reserve caps in 2023-24.

**Local Control Funding Formula (LCFF)**

One of CASBO’s priorities is for the state to fund the statutory cost-of-living adjustment (COLA). We recommended to the Administration that before considering new programs/priorities, the state fund existing obligations, including providing the statutory COLA for the LCFF and other programs outside of the LCFF that receive a COLA.

There is a decline of 2.2 percent average daily attendance (ADA), which brings the total LCFF funding to \$80.1 billion in 2023-24. The budget proposes an LCFF COLA of 8.13 percent, an increase of \$4.2 billion. For the state to fund this COLA, the budget provides about \$613 million in one-time funding in 2022-23 and about \$1.4 billion in one-time funding for 2023-24.

**LCFF Equity Multiplier and Accountability Improvements**

It is estimated that LCFF for annual supplemental and concentration grant funding, is \$13.4 billion. The budget proposes \$300 million ongoing Proposition 98 General Fund to create an equity multiplier as an add-on to the LCFF, intended to close opportunity gaps. Without providing the details of what the targeted methodology will be, these funds will be allocated based on a school-site eligibility and is intended to support the highest-needs schools. We anticipate the funding being allocated to LEAs with schools serving high concentration of students eligible for free meals (90% or more free meal eligibility for elementary and middle schools and 85% or more free meal eligibility for high schools) and LEAs would be required to use those funds on services and support that directly benefit those eligible schools, along with providing stakeholder engagement for the use of the funds.

We will share more information once trailer bill language is released but, in the meantime, we anticipate that there will be a requirement for LEAs, where student group performance is low based on the school dashboard indicator at the school level, to include specific actions, goals, and funding in both the LCAP and LEA budget, as well as subsequent evaluations that include stakeholder input. The LCAP review and approval process will be adjusted accordingly. Changes will also be made to the LCAP planning process to equip community members on how to use the dashboard.

The budget does share that there will be changes to the accountability and continuous improvement system through the Local Control and Accountability Plan (LCAP) and Differentiated Assistance (DA) based on research and data evaluations. We anticipate trailer bill language that will tie the Local Control Accountability Plan (LCAP), dashboard, and the state system of support.

### **Early Education**

#### **Transitional Kindergarten (TK)**

Based on updated enrollment and attendance data, the budget provides revised estimates for the first year investments, including a reduction of approximately:

- \$10 million, for the first year investment from \$614 million to \$604 million.
- \$46 million, to add one additional certificated or classified staff person from \$383 million to \$337 million.

The budget includes \$690 million to implement the second year of transitional kindergarten expansion (approximately 46,000 children) and \$165 million to support the addition of one additional certificated or classified staff person in TK classrooms serving these students.

#### **California State Preschool Program (CSPP)**

The budget proposes to maintain what was planned for in the 2022 Budget Act of \$64.5 million Proposition 98 General Fund and \$51.8 million General Fund to continue a multi-year plan to ramp up the inclusivity adjustments for the State Preschool Program and students with disabilities will be required to make up at least 7.5 percent of State Preschool Program providers' enrollment.

The budget also proposes a \$152.7 million General Fund to support reimbursement rate increases previously supported by available one-time federal stimulus funding. This is in addition to approximately \$63.3 million General Fund and \$112 million Proposition 98 General Fund to support an 8.13 percent statutory cost-of-living adjustment.

The budget proposes an increase of \$763,000 in Proposition 98 General Fund to support the preschool Classroom Assessment Scoring System.

#### **California Preschool, Transitional Kindergarten and Full-Day Kindergarten Facilities Grant Program (FDK)**

The budget proposes to delay the \$550 million that was planned for, in the 2022 Budget Act, from 2023-24 to 2024-25.

### **Literacy**

The budget adds \$250 million one-time Proposition 98 General Fund to the existing Literacy Coaches and Reading Specialist Grant Program to continue helping improve the quality of reading for students. It also includes a \$1 million one-time General Fund to create a Literacy Roadmap to better help educators understand how to use existing resources.

### **Transportation**

The budget provides \$238,000 General Fund, for the school bus driver training program, of which \$138,000 is ongoing.

### **Special Education**

Another CASBO budget priority is special education and we recommended to the Administration that future COLA for special education, through the AB 602 formula, be treated the same as the

LCFF to ensure that the staff and programs supported through this allocation are not disproportionately affected. We believe these funds will make progress toward equalizing funding rates.

We are pleased to see an increase of \$669 million ongoing Proposition 98 General Fund to reflect an 8.13 percent COLA for categorical programs that remain outside of the LCFF, including special education. This increases the ADA rate to about \$886.

The Administration continues to prioritize special education and the budget includes some programmatic changes including:

- Limiting the amount of additional funding that Special Education Local Plan Areas (SELPAs) are allowed to retain for non-direct student services before allocating special education base funding to their member local educational agencies (LEAs).
- Stabilizing current SELPA membership by extending the moratorium on the creation of new single-district SELPAs by two years from June 30, 2024, to June 30, 2026.
- Increasing fiscal transparency by requiring the California Department of Education (CDE) to post each SELPA's annual local plan on its website, including its governance, budget, and services plans.

### **Educator Workforce**

Another CASBO budget priority is addressing staff shortages. CASBO recommended suspending certain requirements and bringing back, for a short-term, hiring flexibilities for retirees.

The budget highlights the multi-year investments made to address the educator shortages in the 2021 and 2022 Budget Act and expresses the commitment to continue funding those programs.

### **Arts and Cultural Enrichment**

The budget acknowledges the passage of Proposition 28 (Arts and Music in Schools—Funding Guarantee and Accountability Act) and provides about \$941 million from the General Fund for this purpose. In return, the budget reduces \$1.2 billion from the Arts, Music, and Instructional Materials Discretionary Block Grant that was included in the 2022 Budget Act, going from \$3.5 billion to \$2.3 billion, which is intended to help cover LCFF costs.

The budget also includes a \$100 million one-time Proposition 98 General Fund (about \$100-200 per high school senior in a public school) to provide cultural enrichment experiences. Details around this proposal are still being developed.

### **Budgetary Reserves**

The Budget reflects \$35.6 billion in total budgetary reserves. These reserves include \$22.4 billion in the Budget Stabilization Account. The reserve total also includes:

- \$8.5 billion in the Public School System Stabilization Account (PSSSA),
- \$3.8 billion in the state's operating reserve – the Special Fund for Economic Uncertainties
- \$900 million in the Safety Net Reserve

To help close the \$22.5 billion budget gap, the budget reflects the following:

- \$7.4 billion in funding delays
- \$5.7 billion in reductions and pullbacks
- \$4.3 billion in fund shifts, specific to the California State University, bonds to cash projects, and zero-emission vehicle commitments
- \$3.9 billion in trigger reductions, primarily in climate and transportation, housing, parks, and workforce training (\$55 million)
- \$1.2 billion in limited revenue generation and borrowing

The budget does not project a recession; however, the volatility of revenue conditions may change in the coming months. The Administration acknowledges if that is the case, they can propose to withdraw from reserve accounts as well as additional program reductions.

The budget also provides the following measures to close projected shortfalls in the coming years:

- \$7 billion to address inflationary adjustments, which were scheduled over 2024-25 and 2025-26, are now withdrawn.
- \$4 billion in supplemental deposits to this reserve account had been scheduled over 2024-25 and 2025-26. These are now withdrawn.
- \$4 billion in additional deposits to the Safety Net Reserve had been scheduled in 2024-25 and 2025-26. These are now withdrawn.
- \$2.1 billion in General Fund had been scheduled to reduce lease revenue bond liability in 2022-23 through 2025-26, which is reverted to lease revenue bond funds to pay for capital projects.
- \$1.7 billion in General Fund, which had been scheduled in 2024-25 to reduce General Obligation bond liability through the redemption of callable bonds, is now withdrawn.

**General Fund**

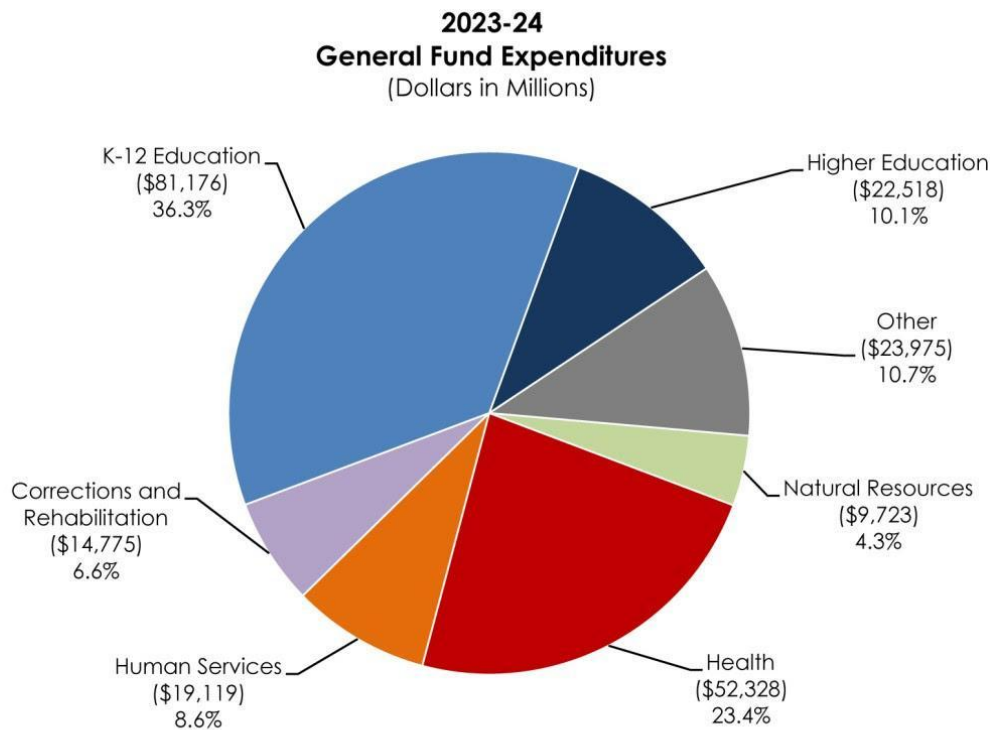
**2023-24 Governor’s Budget  
General Fund Budget Summary  
(Dollars in Millions)**

	<b>2022-23</b>	<b>2023-24</b>
<b>Prior Year Balance</b>	\$52,713	\$52,713
Revenues and Transfers	\$208,884	\$208,884
<b>Total Resources Available</b>	<b>\$261,597</b>	<b>\$261,597</b>
Non-Proposition 98 Expenditures	\$160,973	\$160,973
Proposition 98 Expenditures	\$79,103	\$79,103
<b>Total Expenditures</b>	<b>\$240,076</b>	<b>\$240,076</b>
<b>Fund Balance</b>	<b>\$21,521</b>	<b>\$21,521</b>
Reserve for Liquidation of Encumbrances	\$4,276	\$4,276
Special Fund for Economic Uncertainties	\$17,245	\$17,245
<b>Public School System Stabilization Account</b>	<b>\$8,108</b>	<b>\$8,108</b>
<b>Safety Net Reserve</b>	<b>\$900</b>	<b>\$900</b>
<b>Budget Stabilization Account/Rainy Day Fund</b>	<b>\$21,487</b>	<b>\$21,487</b>

Note: Numbers may not add due to rounding.

*Source: Governor’s 2023-24 Budget Proposal*

**2023-24 General Fund Expenditures**  
(Dollars in Millions)



Source: Governor's 2023-24 Budget Proposal

**Materials**

[Governor's Budget Summary](#)

[K-12 Education Summary](#)

[Education Budget Agency Report](#)

**In-Person Board Meeting** ([Back to Top](#))

Governor Newsom announced that the COVID-19 state of emergency will end on February 28, 2023. The Los Angeles City Council voted to end the city's state of emergency due to COVID-19 on February 1, 2023. Per our legal counsel, if and when the state of emergency ends, agencies will no longer be able to trigger AB 361's remote meeting procedures in reliance on that COVID-19 emergency. Assuming Governor Newsom does not make any changes to the end of the state of emergency next month, the Fenton Charter Public Schools will need to meet in person at the next board meeting on March 2, 2023.

The following is [guidance](#) from Procopio [Kevin M. Davis](#) and [Greta A. Proctor](#):

Beginning January 1, 2023, Assembly Bill 2449 (AB 2449) also allows individual board members to participate in meetings remotely during "emergency circumstances," such as physical or family medical emergencies, or for "just cause," including childcare or caregiving needs, contagious illness, a disability, or travel on official agency business. Unlike the traditional teleconference rules, AB 2449 allows a board member to remotely participate

without as much pre-planning. The board member’s teleconference location does not need to be posted on the meeting notice or agenda, and does not have to be open to the public.

**District:**

**New LAUSD Board President** ([Back to Top](#))

Jackie Goldberg, has been elected to serve as the Board President of the Los Angeles Board of Directors. Goldberg has served as the Los Angeles Board of Education president 40 years ago and also served on the L.A. City Council and in the state Legislature. The board elected Scott Schmerlson as vice president, replacing Nick Melvoin.

**FCPS:**

**Enrollment** ([Back to Top](#))

We are pleased to share enrollment has stabilized across the Fenton schools. We will continue to monitor the enrollment of students across the Fenton schools closely throughout the year. Please see the [Director’s Reports](#) for specific details on enrollment trends.

	<b>September (2022)</b>	<b>October (2022)</b>	<b>December (2022)</b>	<b>January (2023)</b>
FACS	634	633	633	637
FPC	525	534	535	
SMBCCS	763	780	774	777
STEM	300	308	306	312
FCLA	308	311	314	318

**ADA Rates** ([Back to Top](#))

All Fenton schools have currently met the ADA target of 98.5%. The following are the cumulative ADA Rates for the School Year.

	<b>September (2022)</b>	<b>October (2022)</b>	<b>November (2022)</b>	<b>December (2023)</b>
FACS	98.49%	98.63%	98.48%	98%
FPC	99.20%	99.24%	99.34%	99.6%
SMBCCS	98.70%	99.10%	98.78%	98.64%
STEM	98.68%	99.48%	99.17%	99.16%
FCLA	98.17%	98.87%	98.82%	98.54%

**Budget Review** ([Back to Top](#))

The following is an update on the operating income for the Fenton schools.



	<b>September (2022)</b>	<b>October (2022)</b>	<b>December (2022)</b>	<b>January (2023)</b>
FACS	\$841,690	\$854,996	\$811,991	\$859,901
FPC	\$5,384	\$255,239	\$349,429	\$344,094
SMBCCS	\$1,126,179	\$1,320,699	\$1,215,708	\$1,402,220
STEM	\$4,726	\$137,537	\$102,383	\$100,600
FCLA	\$5,444	\$104,983	\$101,172	\$102,067

Please see the [Financial Business Manager’s Report](#) for additional information. An item we will need to follow is the unexpected rise in costs associated with contractors. We will need to breakdown this expense as all schools have seen a dramatic increase in either contracted substitutes or in contracted special education services.

**Summer School Program** ([Back to Top](#))

Fenton is currently scheduled to operate Summer School from June 20, 2023 to July 7, 2023. Summer School is currently planned to begin the week after school ends. Interested teachers will not have a week of planning, but will be able to receive funding for planning in the same manner as the ELO-P Before/After School rate. Certificated staff will be able to earn one (1) hour of planning time at \$75 per hour for every four (4) hours of before/after school sessions worked during the week (4:1 ratio). We will likely have a Summer School principal role similar to the 2021-2022 school year. Please see the [Summer School Reflections](#) memo for additional insights into summer school.

**Acceleration Program** ([Back to Top](#))

The Acceleration Model is rooted in highly effective first instruction that takes place throughout the regular day schedule. This quality instruction takes into account a highly trained staff implementing a rigorous curriculum through research based instructional strategies and social emotional support. The Fenton schools measure the effectiveness of our instructional program through the implementation of formative assessments that inform and drive our instruction and summative assessments to evaluate the overall effectiveness of the program. The Acceleration Model allows us to respond when some of our students do not meet the measurable learning goals.

All Fenton schools have a 40 minute block of time 3-4 days a week for the acceleration model to take place. All Fenton schools have committed 45 minutes of planning time at least once a week for collaboration to take place among grade levels. Lead Teachers all have an available six (6) hours of planning time through a sub day available to them for planning purposes. Lead Teacher meetings before/after school vary from 1 to 4 hours a month with the Director meeting directly with Lead Teachers. Planning time for teachers through available sub time varies across the schools from three (3) hours of sub time to six (6) hours of sub time during the school day to implement the program. Available substitute time is pre-planned and involves a collaborative approach for an entire grade level. In addition, each school has six (6) minimum days for planning time for the implementation of the program in a collaborative format. All Fenton schools are in the final stages of identifying schoolwide and grade level collective commitment statements that reflect their vision for high levels of student achievement and engagement. All Fenton schools have identified essential standards, common formative assessments, and summative assessments to measure learning goals.

Currently, the Fenton Acceleration Model consists of a combination of intervention strategies and acceleration strategies. Our goal is to transition over from intervention instruction to acceleration instruction. This will take some time to fully grasp the nuances and differences between traditional intervention (remediation) and acceleration. The following is a comparison of typical intervention practices compared to acceleration. The acceleration instructional approach can be applied to any subject at any time of the day. At the core of acceleration is building student self-confidence by introducing them to hand-picked basic skills that are connected to the core class instruction ahead of time.

Acceleration is compared to remediation in the research done by Suzy Pepper Rollins in [Learning in the Fast Lane: Eight Ways to Put All Students On the Road to Academic Success](#).

FIGURE 1.1. Acceleration and Remediation: A Comparison

	<b>Acceleration</b>	<b>Remediation</b>
<b>Self-efficacy</b>	<ul style="list-style-type: none"> <li>● Self-confidence and engagement increase.</li> <li>● Academic progress is evident.</li> </ul>	<ul style="list-style-type: none"> <li>● <i>Students perceive they're in the "slow class," and self-confidence and engagement decrease. Backward movement leads to a sense of futility and lack of progress.</i></li> </ul>
<b>Basic skills</b>	<ul style="list-style-type: none"> <li>● Skills are hand-picked just in time for new concepts.</li> <li>● Students apply skills immediately.</li> </ul>	<ul style="list-style-type: none"> <li>● <i>Instruction attempts to reteach every missing skill. Skills are taught in isolation and not applied to current learning.</i></li> </ul>
<b>Prior knowledge</b>	<ul style="list-style-type: none"> <li>● Key prior knowledge is provided ahead of time, enabling students to connect to new information.</li> </ul>	<ul style="list-style-type: none"> <li>● <i>Typically does not introduce prior knowledge that connects to new learning.</i></li> </ul>
<b>Relevance</b>	<ul style="list-style-type: none"> <li>● Treats relevance as a critical component to student motivation and memory.</li> </ul>	<ul style="list-style-type: none"> <li>● <i>Typically does not introduce prior knowledge that connects to new learning.</i></li> </ul>
<b>Connection to core class</b>	<ul style="list-style-type: none"> <li>● Instruction is connected to core class; ongoing collaboration is emphasized.</li> </ul>	<ul style="list-style-type: none"> <li>● <i>Instruction is typically isolated from core class.</i></li> </ul>
<b>Pacing and direction</b>	<ul style="list-style-type: none"> <li>● Active, fast-paced, hands-on.</li> <li>● Forward movement; goal is for students to learn on time with peers.</li> </ul>	<ul style="list-style-type: none"> <li>● <i>Passive, with focus on worksheets or basic software programs. Backward movement; goal is for students to "catch up" to peers.</i></li> </ul>

### Expanded Learning ([Back to Top](#))

The Expanded Learning Opportunities Program (ELO-P) provides funding for after school and summer school enrichment programs for transitional kindergarten (TK) through sixth grade. “Expanded learning” means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. Expanded learning programs are pupil-centered; results-driven; include community partners; and complement, but do not replicate, learning activities in the regular school day and school year.

Commencing with the 2022-23 school year, LEAs with an unduplicated pupil percentage (UPP) of 80% or greater that receive the higher funding amount, shall offer to all pupils in classroom-based

instructional programs in kindergarten and grades 1 to 6, inclusive, access to expanded learning opportunity programs, and shall ensure that access is provided to any pupil whose parent or guardian requests their placement in a program. Expanded learning opportunity programs shall include:

- On school days and days on which school is taught for the purpose of meeting the 175-instructional-day offering, in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, are no less than nine (9) hours of combined instructional time and expanded learning opportunities per instructional day;
- For at least 30 non-school days, during intersessional periods, no less than nine hours of in-person expanded learning opportunities per day.

An overview of the FCPS Expanded Learning program was presented to the Board as an informational item on August 18, 2022. Three big ideas are the driving reason for the Expanded Learning Coordinator positions. The ELO-P program is to be run inclusive of all After School activities - Consider it to be an “After School Academy”.

Big Idea #1 - **Increase Enrollment** in “Expanded learning” before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences.

Big Idea #2 - **Fiscal Responsibility** to ensure programs are sustainable and are an appropriate use of public funds.

Big Idea #3 - **Safe and Supportive** environments will be maintained to adopt, implement, and maintain at all times a comprehensive emergency plan, health and safety procedures, and Restorative Justice practices.

The following is an update on the budget for ELO-P across the schools. Next year, schools will receive an audit finding if the ELO-P is not implemented and if funds are not spent.

ELO-P	FACS	FPC	SMB	STEM	FCLA	Total
ELO-P Revenue	1,838,633	1,953,654	2,772,123	976,976	948,613	<b>8,489,999</b>
ELO-P Expenses	(354,590)	(649,068)	(585,430)	(228,895)	(353,512)	<b>(2,171,495)</b>
<b>Total Remaining</b>	<b>1,484,043</b>	<b>1,304,586</b>	<b>2,186,693</b>	<b>748,081</b>	<b>595,101</b>	<b>6,318,504</b>
<b>Total % Remaining</b>	<b>81%</b>	<b>67%</b>	<b>79%</b>	<b>77%</b>	<b>63%</b>	<b>74%</b>

### Health Care ([Back to Top](#))

On January 27, 2023, Fenton will attend a School Employee Benefits Pre-Renewal meeting with Gallagher. Attending on behalf of Fenton will be the CEO, COO, Executive Advisor, and Board Chairman. This is a meeting prior to the annual Open Enrollment meeting open to all employees that typically takes place the first week of May. An area we will explore to potentially expand health care services for employees is the implementation of a Health Reimbursement Arrangement (HRA). HRAs are employer-funded plans that allow more health coverage choices for employees while decreasing employer costs. We will present additional information if this becomes a viable option.

### California Community Schools Partnership Program (CCSPP) ([Back to Top](#))

All five (5) of the Fenton schools submitted a grant for the CCSPP in December. Community schools often include four evidence-informed programmatic features, which are aligned and integrated into high-quality, rigorous teaching and learning practices and environments:

- Integrated support services;
- Family and community engagement;
- Collaborative leadership and practices for educators and administrators; and
- Extended learning time and opportunities.

As each Fenton school is a separate LEA, each of the five Fenton schools, as an individual LEA, can receive \$200,000 for planning. Following the Planning Grants, the CCSPP Implementation Grants are for new community schools, or for the expansion or continuation of existing community schools. The grant awards are up to \$500,000 annually.

The Fenton schools will likely use these funds toward one (1) Community School Director that will work with Site Directors, Expanded Learning Coordinators, and Parent Center Directors to engage in community asset mapping and gap analysis. The Community School Director will work with site advisory committees/councils and all stakeholders. Funding is available for professional development and identifying resources to integrate current programs such as Expanded Learning Programs and Mental Health Programs to serve our community.

Ideally, Fenton would establish an Ad Hoc Committee consisting of Board members and staff members eager to see the launch of the Community Schools Partnership Program.

### **Charter Renewals** ([Back to Top](#))

Pursuant to [Education Code Section 47607.4](#), all charter schools whose term expires on or between January 1, 2022, and June 30, 2025, shall have their term extended by two years. Given this extension, three (3) of the Fenton Schools are up for the renewal of their petitions.

Fenton Avenue Charter School  
Fenton Primary Center  
Santa Monica Boulevard Community Charter School

Fenton is working with Janelle Ruley of Young, Minney & Corr to ensure our charter petitions are in compliance and ready for submission in July. As of January 23, 2023, LAUSD has not released guidelines for the submission of charter renewals.

### **III. CONSENT AGENDA ITEMS**

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board's vote on them. The Chief Executive Officer recommends approval of all consent agenda items.



## FENTON CHARTER PUBLIC SCHOOLS

January 26, 2023

**TO:** Fenton Charter Public Schools  
Board of Directors

**FROM:** David Riddick  
Chief Executive Officer/President

**SUBJECT: Recommendation to approve continued remote viewing option via tele/video conferencing meetings for the Fenton Charter Public Schools Board of Directors and for all Brown Act Committees Under AB 361 and Executive Order N-15-21**

### BACKGROUND

On December 2, 2021, the Board approved Resolution #50: Teleconference Board Meeting Pursuant to Special Rules in Government Code Section 54953(e). Under Executive Order N-29-20, adopted in March of 2020, various procedures under the Ralph M. Brown Act governing “Brown Act Committee” meetings were suspended due to the COVID-19 global pandemic. Pursuant to a later Executive Order N-08-21, those suspended provisions were to continue until September 30, 2021. On September 16, 2021, Governor Gavin Newsom signed Assembly Bill (AB) 361 (Rivas, R., D-Salinas) into law, which gives local agencies, including local educational agency (LEA) governing boards, flexibility in conducting public meetings virtually during a declared state of emergency (wildfires, floods, pandemics, etc.).

AB 361 authorizes, until January 1, 2024, a local agency to use teleconferencing for public meetings, without complying with certain Brown Act requirements, in any of the following circumstances:

1. State or local officials have imposed or recommended measures to promote social distancing;
2. The board holds a meeting during a proclaimed state of emergency for the purpose of determining by majority vote whether, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees;
3. The board holds a meeting during a proclaimed state of emergency and has determined by majority vote that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

AB 361 specifies that if a local legislative body determines it is entitled to use the exemptions afforded to it in this bill, then it must abide by the following requirements when conducting a public meeting:

- Notice the meeting and post agendas as the Brown Act requires;
- Allow the public to access the meeting and give notice for how the public can access the meeting and provide public comment;
- Identify and include in the agenda an opportunity for all persons to attend via a call-in or an internet-based service option;
- Conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body;
- Provide a public comment period where the public can address the legislative body directly and allow for public comment up until the period is closed;
- Prohibits limiting public comments to only those submitted in advance and specifies that the legislative body must provide an opportunity for the public to offer comment in real time;
- In the event of a disruption that prevents the public agency from broadcasting the meeting or prevents members of the public from offering public comment, the legislative body is prohibited from taking action on items appearing on the meeting agenda until public access to the meeting via the teleconferencing option is restored.

The teleconferencing flexibilities for local agencies under AB 361 sunset on January 1, 2024. This means that unless subsequent legislation extends the provisions of AB 361 for local agencies, they will expire on January 1, 2024, and that local agencies would be expected to follow all of the rigid Brown Act requirements regardless of an emergency beginning in 2024.

## **ANALYSIS**

AB 361 stipulates that if the state of emergency remains active for more than 30 days, a local agency must make the following findings every 30 days by majority vote in order to continue utilizing the bill's teleconferencing provisions:

- The FCPS Board of Directors has reconsidered the circumstances of the state of emergency
- Any of the following circumstances exist:
  1. The state of emergency continues to directly impact the ability of the members to meet safely in person.
  2. State or local officials continue to impose or recommend measures to promote social distancing.

In consideration of the state of emergency, the following circumstances continue to exist:

1. The state of emergency continues to directly impact the ability of the members to meet safely in person.
2. State or local officials continue to impose or recommend measures to promote social distancing.

Governor Newsom announced that the COVID-19 state of emergency will end on February 28, 2023. The Los Angeles City Council voted to end the city's state of emergency due to COVID-19 on February 1, 2023. Per our legal counsel, if and when the state of emergency ends, agencies will no longer be able to trigger AB 361's remote meeting procedures in reliance on that COVID-19 emergency. Assuming Governor Newsom does not make any changes to the end of the state of emergency next month, the Fenton Charter Public Schools will need to meet in person at the next board meeting on March 2, 2023.

The following is [guidance](#) from Procopio [Kevin M. Davis](#) and [Greta A. Proctor](#):

Beginning January 1, 2023, Assembly Bill 2449 (AB 2449) also allows individual board members to participate in meetings remotely during “emergency circumstances,” such as physical or family medical emergencies, or for “just cause,” including childcare or caregiving needs, contagious illness, a disability, or travel on official agency business. Unlike the traditional teleconference rules, AB 2449 allows a board member to remotely participate without as much pre-planning. The board member’s teleconference location does not need to be posted on the meeting notice or agenda, and does not have to be open to the public. However, **all** of the following requirements apply when a board member is using the new AB 2449 rules:

- At least a **quorum of the board must participate in the meeting from a single physical location** that is identified on the notice and agenda, is open to the public, and is located within the jurisdiction. This is different from the traditional teleconference rules where a quorum of the board must be within the jurisdiction but not necessarily all at one physical location.
- The agenda must **provide an option for members of the public to participate in the meeting remotely by phone and internet, e.g. a dial-in number and link**, in addition to public participation at the physical location. It is permissible for third-party website or internet platform providers to require the public to register/log-in. The public **must be able to comment in real-time**, and the board cannot require submission of comments in advance.
- The board member using AB 2449 must notify the agency at the earliest opportunity possible, even at the start of the meeting. A separate request and disclosure is required for each meeting. **The disclosure must include a general description of the need to participate remotely**, provided that they need not disclose any medical diagnosis or disability, or personal medical information. At the meeting before any action is taken, the board member must **publicly disclose whether any adults are present in the room with the board member**, and the general nature of the person’s relationship.
- The board member must participate remotely by **audio and video**.
- A board member may only participate remotely based on “just cause” for **two meetings per calendar year**.
- In addition, a board member **may not participate remotely under AB 2449 for more than three consecutive months, or for 20 percent of the regular meetings**



**within a calendar year.** If the governing body meets 10 or fewer times per year, each board member may only use AB 2449 twice per year.

- If the broadcast of the meeting or the public's ability to comment via call-in or internet-based options is **disrupted, the board cannot take further action until restored.** Any actions taken during disruption may be challenged.

Because of the many conditions for using AB 2449, we expect the traditional teleconference rules under the Brown Act may continue to be the go-to rules for board members seeking to participate remotely in meetings. AB 2449 sunsets on January 1, 2026.

## **RECOMMENDATION**

Given current health conditions, it is recommended that the Board of Directors approve teleconferencing provisions for continued remote viewing option via tele/video conferencing meetings for the Fenton Charter Public Schools Board of Directors and for all Brown Act Committees Under AB 361 and Executive Order N-15-21.



## FENTON CHARTER PUBLIC SCHOOLS

January 26, 2023

**TO:** Fenton Charter Public Schools  
Board of Directors

**FROM:** David Riddick  
Chief Executive Officer/President

**SUBJECT:** Recommendation to receive and file 2021-2022 School Accountability Report Card (SARC) documents for Fenton Avenue Charter School, Fenton Primary Center, Santa Monica Boulevard Community Charter School, Fenton STEM Academy and Fenton Charter Leadership Academy

### BACKGROUND

Since November 1988, state law has required all public schools receiving state funding to prepare and distribute a School Accountability Report Card (SARC). A similar requirement is also contained in the federal Elementary and Secondary Education Act (ESEA). The purpose of the report card is to provide parents and the community with important information about each public school. A SARC can be an effective way for a school to report on its progress in achieving goals. The public may also use a SARC to evaluate and compare schools on a variety of indicators.

### ANALYSIS

Although there can be great variation in the design of school report cards, they generally begin with a profile that provides background information about the school and its students. The profile usually summarizes the school's mission, goals, and accomplishments. State law requires that the SARC contain all of the following:

- Demographic data
- School safety and climate for learning information
- Academic data
- School completion rates
- Class sizes
- Teacher and staff information
- Curriculum and instruction descriptions
- Postsecondary preparation information
- Fiscal and expenditure data

School report cards must be updated annually and published by February 1.

## **RECOMMENDATION**

It is recommended that the Board approve the five SARC documents and direct the Executive Director to have the documents posted on the Fenton website.

### **Separate Attachments:**

[Fenton Avenue Charter School, Fenton Primary Center, Santa Monica Boulevard Community Charter School, Fenton STEM Academy and Fenton Charter Leadership Academy School Accountability Report Card \(SARC\) documents for 2021-2022](#)



## FENTON CHARTER PUBLIC SCHOOLS

January 26, 2023

**TO:** Fenton Charter Public Schools  
Board of Directors

**FROM:** David Riddick  
Chief Executive Officer/President

**SUBJECT: Recommendation to approve 2023-2024 Instructional Calendar**

### BACKGROUND

The Chief Executive Officer worked with the Directors of the Fenton schools to develop the 2023-2024 instructional calendar.

### ANALYSIS

After receiving staff input, Dr. Riddick summarized results, created a survey to allow all full-time staff to vote for their choice of calendar, and a final calendar was selected.

The recommended calendar adheres closely to past instructional calendars, and reflects 184 days of instruction and 7 days of professional development for certificated staff.

### RECOMMENDATION

It is recommended that the Board approve the instructional calendar for the 2023-2024 school year. The Board is also asked to approve the 201, 224 and 249-day calendars for all other staff.

**Attachment:** [2023-2024 Instructional Calendar \(184-day Instructional Calendar with 7 Professional Development days for teachers \(PD days are indicated with an “S”; highlighted “X” indicates legal holidays\); 201, 224 and 249-day calendars \(also included as separate attachments for reference\)](#)



## FENTON CHARTER PUBLIC SCHOOLS

January 26, 2023

**TO:** Fenton Charter Public Schools  
Board of Directors

**FROM:** David Riddick  
Chief Executive Officer/President

**SUBJECT: Recommendation to approve National Board Stipend for qualified certificated staff**

### BACKGROUND

On August 19, 2021, the Board approved an increase to the National Board Stipend in alignment with Assembly Bill (AB) 130. AB 130 (Page 121, Section 42, Amends Education Code Section 44395) provides \$250 million one-time Proposition 98 General Fund for incentive grants to attract and retain National Board Certified teachers to teach in high-priority schools, serve as mentors for other instructional staff and support other teachers in pursuing National Board certification.

CASBO and School Services of California (SSC) provided the following details on elements of AB 130 related to the National Board for Professional Teaching Standards Certification Incentive Program.

- Grant Amount. Up to \$25,000 if a teacher agrees to teach at a high-priority school (55% or higher UPP) for at least five years, disbursed in annual payments of \$5,000 over a five-year period.
- Teaching service prior to July 1, 2021, will not be counted towards satisfaction of this five-year commitment.
- Current teachers in high-priority schools may be eligible to receive an award of \$2,500, disbursed in two parts (50% upon application for funds and 50% upon completion of the National Board certification).

During the 2021-2022 school year, Fenton provided a stipend in the amount of \$5,000 for Certificated (Teachers/Administrators) with a valid National Board Certification for up to five years. Certificated staff that enroll in a National Board Certification program are eligible for up to \$2,500 upon enrollment and \$2,500 upon completion of program.

### ANALYSIS

This Action item seeks to increase the National Board stipend to **\$7,500** consisting of the original \$2,500 provided by Fenton and the \$5,000 a year from AB 130. This would ensure Fenton continues to provide certificated staff with National Board Certification **\$2,500** and contribute the additional **\$5,000** from AB 130.

## **RECOMMENDATION**

It is recommended that the Board approve the National Board Stipend for qualified certificated staff.



## FENTON CHARTER PUBLIC SCHOOLS

January 26, 2023

**TO:** Fenton Charter Public Schools  
Board of Directors

**FROM:** David Riddick  
Chief Executive Officer/President

**SUBJECT: Recommendation to approve CSDC CBO Program participation for COO Jason Gonzalez**

### **BACKGROUND**

The Charter Schools Development Center (CSDC) is offering a [Charter Business Officer \(CBO\) Training](#) program that brings together a new cohort of charter school business and operations leaders in the spring to learn, problem-solve, network and share. The comprehensive hybrid program offers a rigorous curriculum that delivers the critical skills and knowledge required of charter school leaders with significant financial management, operational and oversight responsibilities. The training is an unparalleled opportunity for the state's charter school business leaders to develop and master the expertise needed to effectively navigate their organization's fiscal and operational health and long-term stability. CBO participants earn extensive training, resources and develop a statewide network of charter business leaders.

### **ANALYSIS**

This is a fifteen (15) week program composed of two in-person workshops and live online meetings. The program begins in-person on January 31st. The program ends on May 10th. The CBO Training consists of a scaffolded series of facilitated sessions that cover the topics most critical to those managing and/or overseeing the business of charter school organizations. The cost of the program for CSDC members such as FCPS is \$5,650.

### **RECOMMENDATION**

It is recommended that the Board approve the CSDC CBO Program participation for COO Jason Gonzalez.



**FENTON CHARTER PUBLIC SCHOOLS**

January 26, 2023

**TO:** Fenton Charter Public Schools  
Board of Directors

**FROM:** David Riddick  
Chief Executive Officer/President

**SUBJECT: Recommendation to ratify executive action and approve Cross Country Contract**

**BACKGROUND**

Cross Country provides a wide range of services and is a fee-for-service vendor. Historically, Cross Country expenses are approved by the Board in June with the approval of the yearly budget. During a review of our fiscal operations, LAUSD made a recommendation to have this vendor approved independently by the Board of Directors.

**ANALYSIS**

The attached contract reveals the hourly rate for special education and substitute services. The following are rates for commonly used services

- Speech and Language Pathologist (SLP) \$115 per hour
- Speech and Language Pathology Assistant (SLPA) \$74 per hour
- Resource Teacher (RST) \$115 per hour
- Full Day Substitute Teacher - \$258 per day

**RECOMMENDATION**

It is recommended that the Board ratify executive action and approve Cross Country Contract

**Attachment:** [Cross Country Contract](#)



**IV. ITEMS SCHEDULED FOR ACTION**



## FENTON CHARTER PUBLIC SCHOOLS

January 26, 2023

**TO:** Fenton Charter Public Schools  
Board of Directors

**FROM:** David Riddick  
Chief Executive Officer/ President

**SUBJECT: Recommendation to receive and file June 30, 2022 consolidated audit report for the Fenton Charter Public Schools**

### BACKGROUND

Each year, an independent fiscal audit is required to review the financial practices and year-end position of local educational agencies. Audits must be conducted in accordance with auditing standards generally accepted in the U.S. and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### ANALYSIS

An audit of the Fenton Charter Public Schools was conducted by Christy White, Inc., the independent auditing firm selected at the March 5, 2020 board meeting. The final consolidated audit was sent to the California Department of Education (CDE), State Controller's Office (SCO), Los Angeles Office of Education (LACOE) and our authorizing district, LAUSD, as per state requirements. There were no weaknesses present in internal controls, compliance and other matters, no audit findings related to the financial statements, no audit findings and questioned costs related to federal awards, and no audit findings and questioned costs related to state awards during the year ended June 30, 2022.

### RECOMMENDATION

It is recommended that the Board of Directors receive and file the June 30, 2022 consolidated audit for FCPS.

**Separate Attachment:** [Consolidated June 30, 2022 Audit for FCPS](#)



## FENTON CHARTER PUBLIC SCHOOLS

January 26, 2023

**TO:** Fenton Charter Public Schools  
Board of Directors

**FROM:** David Riddick  
Chief Executive Officer/ President

**SUBJECT: Recommendation to approve Request for Proposal (RFP) for independent auditor**

### **BACKGROUND**

The original contract with Christy White, Inc. was a three-year contract, ending with the June 30, 2022 audit and as required by law, FCPS must go to bid for an independent auditing firm.

### **ANALYSIS**

The selection and contracting of the independent auditing firm must be completed in March 2023 to ensure the Los Angeles County Office of Education is notified of the selected auditor by April 1, 2023.

FCPS will post a bid for prospective auditors on January 27, 2023, with an anticipated selection by February 24, 2023, and board approval of the contract at the March 2, 2023 regular meeting of the board.

The Request for Proposal (RFP) is attached for review and approval by the Board prior to posting.

### **RECOMMENDATION**

It is recommended that the Board of Directors approve the Request for Proposal (RFP) and direct the Chief Executive Officer to post the RFP on Fenton's website as well as email copies to prospective auditing firms to seek formal bids.

**Attachment: *Request for Proposal for independent auditor***



## FENTON CHARTER PUBLIC SCHOOLS

### REQUEST FOR PROPOSAL FOR AUDIT SERVICES

#### I. GENERAL INFORMATION

Fenton Charter Public Schools (hereinafter referred to as “the Charter Management Organization”) is requesting proposals from licensed certified public accountant firms to audit its financial statements for the fiscal year ending June 30, 2023, with the option of auditing its financial statements for the subsequent two (2) fiscal years. These audits are to be performed in accordance with the provisions included in this request for proposal:

To be considered, two (2) copies of a proposal must be received by

David Riddick, Chief Executive Officer  
Fenton Charter Public Schools  
8928 B Sunland Boulevard  
Sun Valley, California, 91352

by 2:00 P.M. on Friday, February 17, 2023. Fenton Charter Public Schools reserves the right to reject any or all proposals submitted.

The Charter Management Organization reserves the right, where it may serve the Charter Management Organization’s best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Charter Management Organization, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Submission of the proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Fenton Charter Public Schools and the firm selected.

It is anticipated the selection of a firm will be completed by February 24, 2023. Following the notification of the selected firm, it is expected a contract will be executed between both parties by March 3, 2023.

#### II. NATURE OF SERVICES

##### A. Scope of Work to be Performed

The auditor will express an opinion on the fair presentation of its financial statements in conformity with generally accepted accounting principles.

The financial and compliance audit will involve all of the Fenton Charter Public School's funds and accounts. The auditor is required to analyze and apply audit procedures to the supplementary information in order to comply with reporting requirements as prescribed by the California Department of Education and the Audit Guide as it relates to charter schools. (Note that attendance auditing is required for charter schools).

B. Auditing Standards

To meet the requirements of this request for proposal, the audit shall be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the *Government Auditing Standards*, issued by the Comptroller General of the United States; and *Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments and Non Profit Organizations*.

C. Reports Required

1. Basic nonprofit financial statements and required supplementary schedules:

- a. Two (2) preliminary drafts
- b. Eight (8) final bound copies
- c. One (1) master unbound set

2. Management letter to the Chief Executive Officer of the Fenton Charter Public Schools:

Purpose shall be to make known recommendations of the auditor which, if implemented, would in the auditor's opinion, increase the efficiency and improve internal accounting control as they relate to the business operations essential to the charter management organization. All comments and recommendations shall be discussed with, and a draft of the letter provided to the Chief Executive Officer, prior to issuance.

3. All Reports:

The audit reports shall be in accordance with generally accepted auditing standards, the standards set forth for financial audits in the *Government Auditing Standards*, issued by the Comptroller General of the United States; *Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments and Non Profit Organizations*. The audit reports shall comply with the requirements set forth by the State Controller's Office with respect to charter school reporting.

D. Working Paper Retention and access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of seven (7) years, unless the firm is notified in writing by the Charter Management Organization of the need to extend the retention period. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

E. Timing, Location, and Conduct of Audit Work

In addition to time requirements established by the California Department of Education and the Los Angeles Unified School District, the following conditions shall apply:

1. The Charter Management Organization expects to receive prior to June 30<sup>th</sup> of each year, a list of schedules to be prepared and other items required for the audit.
2. Pre-closing, interim, tests and procedures shall be conducted at a mutually agreeable time.
3. Prior to completion of the audit, the auditor will provide the Charter Management Organization's Chief Executive Officer and/or Financial Business Consultant with the adjusting journal entries for review.
5. Report completion and an exit conference are required by November 15<sup>th</sup> of each year.
6. Prior to submission of the completed report, the auditor will be required to review a draft of the proposed report and management letter with the Chief Executive Officer and/or Financial Business Consultant. The management letter will be sent to the Chief Executive Officer of the Fenton Charter Public Schools.
7. The financial audit reports must be submitted to the Charter Management Organization no later than December 1<sup>st</sup> of each year. The financial Audit Statement must be submitted to the Los Angeles Unified School District, Los Angeles County Superintendent, California Department of Education and California State Controller's Office no later than December 15<sup>th</sup> of each year.
8. The auditor will present the financial statement and management letter at a meeting of the Fenton Charter Public Schools Board of Directors as requested.

III. DESCRIPTION OF THE CHARTER MANAGEMENT ORGANIZATION

A. Principal Contact

The auditors will report to the Chief Executive Officer of the Fenton Charter Public Schools and will receive information from the Chief Executive Officer, Chief

Operating Officer, Financial Business Consultant, or a designated representative, who will coordinate the assistance to be provided by the Charter Management Organization to the auditor.

**B. Background Information**

The Fenton Charter Public Schools is a charter management organization, and non-profit public benefit corporation [501(c)(3)], consisting of five public charter schools authorized by the Los Angeles Unified School District, serving grades TK (Transitional Kindergarten) to sixth grade. Annual ADA is approximately 2,550, and the Charter Management Organization has approximately 250 full-time and 250 part-time employees.

The chart below lists the five schools within the Fenton Charter Public Schools organization (audit would be a consolidated audit report):

NAME OF SCHOOL	TYPE OF CHARTER	GRADE LEVELS SERVED	ENROLLMENT
Fenton Avenue Charter School (FACS)	Conversion	TK-5	637
Fenton Primary Center (FPC)	Start-up/Conversion (charter was written to move Fenton Avenue off year round calendar)	TK-2	547
Santa Monica Blvd. Community Charter School (SMBCCS)	Conversion	TK-6	777
Fenton STEM Academy (STEM)	Start-up	TK-6	312
Fenton Charter Leadership Academy (FCLA)	Start-up	TK-6	318
<b>TOTAL</b>			<b>2,591</b>

The administrative personnel at the schools consist of a Director, Assistant Director(s), and Administrative Coordinator(s), with specific positions varying at each site. All schools have three administrators, except for Santa Monica Boulevard, which has four (Director, Assistant Director and two Administrative Coordinators).

The Fenton Charter Public Schools business office personnel consist of a Business Data Manager responsible for all data collection related to students (CALPADS and other state and federal reporting) and employees; Payroll/Human Resource Manager responsible for payroll; an Attendance Manager responsible for attendance documentation and reporting for all five sites; an IT Manager who oversees the E-Rate program, technology needs, and inventory of equipment at all locations; and an Administrative Assistant who is responsible for Accounts Payable. The Charter Management Organization has also contracted with a Financial Business Consultant to assist with various business functions. The Fenton Charter Public Schools uses the accrual basis of accounting. The Charter Management Organization contracts with EdTec for their back-office accounting and maintains bank accounts with Pacific Western Bank and East West Bank.

2022-2023 Budget Information is provided (see Appendix A).

C. Federal and State Financial Assistance

As part of the Single Audit Act, all Federal Financial Assistance received by the Fenton Charter Public Schools must be considered for compliance auditing. The Charter Management Organization receives approximately \$5 million of its revenues from Federal sources.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are required to be submitted:

Requests for proposals issued	<b>January 27, 2023</b>
Due Date for proposal	<b>February 17, 2023</b>

B. Notification and Contract Dates

Selected firm notified	<b>February 24, 2023</b>
Contract date	<b>March 3, 2023</b>

C. Date Audit May Commence

The Fenton Charter Public Schools will have all records, posted statements, bank reconciliations, and other necessary reports ready for audit and all management personnel available to meet with the firm's personnel as of **August 18, 2023**.

V. PROPOSAL REQUIREMENTS

A. General Requirements

1. Submission of Proposals

The following material is required to be received by **February 17, 2023** for a proposing firm to be considered:

a. Two (2) copies of the proposal to include the following:

i. Title page

Title page showing the request for proposal's subject; the firm's name, address and telephone number of a contact person; and the date of the proposal.

ii. Table of Contents

iii. Transmittal Letter



A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement of why the firm believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for sixty days.

iv. Detailed Proposal

THE DETAILED PROPOSAL SHOULD FOLLOW THE ORDER SET FORTH IN SECTION V.B. OF THIS REQUEST FOR PROPOSAL.

c. Proposer should send the completed proposal to the following address:

David Riddick, Chief Executive Officer  
Fenton Charter Public Schools  
8928 B Sunland Boulevard  
Sun Valley, CA 91352

B. Technical Proposal

1. General Requirements

The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposal requirements. As such, the substance of proposals will carry more weight than their form or manner of presentation.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

While additional data may be presented, the following subjects, items No. 2 through 9, must be included. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposal. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that it is independent of the Fenton Charter Public Schools as defined by generally accepted auditing standards/the U.S. General Accounting Office's government Auditing Standards (2003). The firm should also list and describe the firm's professional relationships involving the Charter Management Organization for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

3. License to Practice in California.

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in California.

4. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's nonprofit or government audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement.

The firm shall provide information on the results of the most recent peer review and the results of any Federal or State reviews of its audits during the past five (5) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past five (5) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in California. The firm also should provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past five (5) years and membership in professional organizations relevant to the performance of the audit.

The firm should provide as much information as possible regarding the number, qualifications, experience and training including relevant continuing professional education, of the specific staff to be assigned to this engagement. The firm also should indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the Charter Management Organization.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. Prior Engagements with the Fenton Charter Public Schools.

The firm should list separately all engagements within the last five years for the Fenton Charter Public Schools by the type of engagement (i.e. audit, management advisory services, other). For each engagement, the firm should

indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

7. Similar Engagements with Other Charter Schools, Charter Management Organizations or Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of ten) performed in the last five years that are similar to the engagement described in this request for proposal. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

8. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal.

Firms are required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement

NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

- c. Sample sizes and the extent to which statistical sampling is to be used in the engagement
- d. Type and extent of analytical procedures to be used in the engagement
- e. Approach to be taken to gain and document an understanding of the Charter Management Organization's internal control structure
- f. Approach to be taken in determining laws and regulations that will be subject to audit test work

9. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential Audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the Charter Management Organization.

C. Sealed Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The sealed dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The Fenton Charter Public Schools will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

The sealed dollar cost bid sheet should include the following information:

- a. Name of Firm
  - b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the Fenton Charter Public Schools.
  - c. A fixed price consistent with auditing standards at that time for the 2023, 2024 and 2025 engagements.
2. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each

The sealed dollar cost bid should include a schedule of professional fees and expenses.

3. Out-of-Pocket Expenses Included in the Total All-Inclusive Maximum Price
4. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the agreement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billings shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld pending delivery of the firm's final reports.

## VI. EVALUATION PROCEDURES

### A. Administrative Review

Proposals submitted will be evaluated by the Chief Executive Officer, Chief Operating Officer and Financial Business Consultant.

### B. Review of Proposals

The Administrative Review will consist of a point formula during the review process to score proposals by each of the criteria described below.

After the composite technical score for each firm has been established, the sealed dollar cost bid will be opened and additional points will be added to the technical score based on the price bid.

C. Evaluation of Proposals

The following is intended to give a brief description of the steps that will be used in the evaluation of the proposals. The evaluators will compare the relative merits of alternative audit approaches and will assess the hours required by staff level to complete the various segments of the audit as well as determine if the experience of assigned staff is adequate for the type of audit desired.

<b>Technical Criteria</b>	<b>Point Range</b>
1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed (0-45)	
a. Audit Coverage	0-20
Adequacy of sampling techniques	
Adequacy of analytical procedures	
b. Realistic time estimates of each major segment of the work plan and the estimated number of hours for each staff level including consultants assigned	0-10
c. Copy of an audit conducted last year for another similar charter school or charter management organization	0-15
2. Technical experience of the firm (0-40)	
a. Auditing of the type under consideration	0-15
b. Auditing similar entities (size/budget)	0-20
c. Firm or staff auditing experience with this district	0-5
3. Qualifications of staff, including consultants, to be assigned to the audit. Education, including continuing education courses taken during the past two years, position in the firm, and years and types of experience will be considered. (0-30)	
a. Qualifications of the audit team	0-20
b. Supervision to be exercised over the audit team by the firm's management	0-10
4. Size and structure of the firm	0-10
<b>TOTAL TECHNICAL POINTS</b>	<b>0-125</b>

<b>Cost Criteria</b>	<b>Point Range</b>
1. Cost of the Audit	0-25
TOTAL COST POINTS	0-25
MAXIMUM POINTS	0-150

While the total score will be a significant factor, the Fenton Charter Public Schools reserves the right to make a final selection

D. Final Selection

It is anticipated that a firm will be selected by **February 24, 2023**. Following notification of the firm selected, it is expected a contract will be executed between both parties by **March 3, 2023**.

F. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Fenton Charter Public Schools and the firm selected.



## FENTON CHARTER PUBLIC SCHOOLS

January 26, 2023

**TO:** Fenton Charter Public Schools  
Board of Directors

**FROM:** David Riddick  
Chief Executive Officer/ President

**SUBJECT: Recommendation to approve expenditures for items above the spending authority of the Chief Executive Officer**

### BACKGROUND

The Chief Executive Officer has the authority to approve expenditures up to \$40,000. All expenditures over \$40,000 must be approved by the Board of Directors.

### ANALYSIS

The following expenditures exceed the Chief Executive Officer's spending authority, and the Board is asked to review and approve the items.

**Mathnasium: \$38,905** - Mathnasium will accommodate up to 18 students from February 27, 2023 to June 9, 2023. Students will attend online with Mathnasium-trained instructors via Zoom at Santa Monica Boulevard Community Charter School. Students in the program will receive lifetime support from Mathnasium.

**Precision Locksmith: \$40,535.66** Precision Locksmith will re-key all perimeter gates and school doors at Fenton Avenue Charter School.

### RECOMMENDATION

It is recommended that the Board of Directors approve the expenditures for Mathnasium in amount of \$38,905 and Precision Locksmith for \$40,535.66.

**Attachments:** [Expenditures Above the Spending Authority of Chief Executive Officer](#)



## FENTON CHARTER PUBLIC SCHOOLS

January 26, 2023

**TO:** Fenton Charter Public Schools  
Board of Directors

**FROM:** David Riddick  
Chief Executive Officer/ President

**SUBJECT: Recommendation to ratify executive action on paid sick days for COVID-19 sick days and isolation**

### **BACKGROUND**

On January 27, 2022, the Board approved action on the implementation of paid time off up to 10 days for Fenton staff in quarantine or isolation due to the COVID-19 global pandemic. At that time, the state eliminated the requirement to offer exclusion pay. Although we are currently not facing a surge of positive COVID-19 cases, it is still a prudent strategy to consider extending COVID-19 sick days and isolation. The following are details related to exclusion pay and time off.

#### **Individuals Required to Isolate Due to COVID-19 Exposure in the Workplace**

Effective January 1, 2023, employers are no longer required to offer exclusion pay to employees who are exposed to COVID-19 in the workplace in accordance with CalOSHA's COVID-19 Prevention Emergency Temporary Standards (ETS), which expired on December 31, 2022. On December 15, 2022, CalOSHA adopted Non-Emergency COVID-19 Prevention Regulations, which no longer require employers to provide exclusion pay for COVID-19 workplace exposure.

#### **Individuals Required to Take Time Off Due to COVID-19 Related Reasons**

Since January 1, 2022, FCPS has provided employees up to 80 hours of COVID-19 Supplemental Paid Sick Leave (COVID-19 SPSL) as required by California law. California's COVID-19 SPSL law expired on December 31, 2022. Effective January 1, 2023, California law no longer requires employers to provide a separate bank of paid sick leave for COVID-19 related reasons, including but not limited to: employee or family member tested positive for COVID-19, employee is attending an appointment to receive vaccine/booster, the employee is caring for a child whose school or place of care is closed due to COVID-19.



## **ANALYSIS**

Although FCPS is no longer required, by law, to provide paid time off due to COVID-19 related illness or exposure other than allowing employees to use accrued and unused paid sick leave provided under existing law, doing so limits the potential exposure of COVID-19 to the Fenton schools by incentivizing them to quarantine as appropriate while on paid time off.

Offering paid time off to staff members that test positive for COVID-19 or have been required to quarantine due to being a close contact with an individual in their immediate household is not an additional financial burden to Fenton as the funds have already been allocated to salaries. It is likely that there may be an additional cost for substitute teachers among credentialed teachers, however this would likely be an additional cost regardless based on the need of the employee to quarantine.

This Action item seeks to ratify and accept Executive Action to temporarily offer paid time off for staff members that test positive for COVID-19 or are a close contact to an individual in their immediate household that tests positive for COVID-19 for a total of 10 cumulative days through March 2, 2023. Individuals are required to submit proof of a positive COVID-19 test for either themselves or their immediate household to receive the paid time off. The impact of this action will be analyzed for any adverse consequences and will be brought before the board at the next meeting. This action will likely have a small financial impact, but will have long lasting effects on the institutional legacy showcasing how Fenton keeps our employees safe and creates an environment for them to feel valued.

This Action item only applies to individuals that have not used 10 days or 80 hours of COVID-19 Supplemental Paid Sick Leave (COVID-19 SPSL) this year. This policy would be applicable until the next board meeting on March 2, 2023. This policy will expire on March 2, 2023 unless extended by the Board of Directors.

## **RECOMMENDATION**

It is recommended that the Board ratify and accept executive action on the implementation of paid time off up to 10 days for Fenton staff in quarantine or isolation due to the COVID-19 global pandemic.

**Attachment:** [FCPS COVID-19 Discretionary Paid Sick Leave Policy](#)

**V. ITEMS SCHEDULED FOR INFORMATION**



## FENTON CHARTER PUBLIC SCHOOLS

January 26, 2023

**TO:** Fenton Charter Public Schools  
Board of Directors

**FROM:** Jason Gonzalez  
Chief Operating Officer

**SUBJECT: Form 700 Filers**

### BACKGROUND

Every elected official and public employee who makes or influences governmental decisions is required to submit a Statement of Economic Interest, also known as the Form 700. The Form 700 provides transparency and ensures accountability in two ways:

1. It provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their personal finances.
2. It serves as a reminder to the public official of potential conflicts of interest so the official can abstain from making or participating in governmental decisions that are deemed conflicts of interest.

### ANALYSIS

For purposes of fulfilling the LAUSD Form 700 requirements, all members of the FCPS Board of Directors, Executive Officers, Directors, and selected Managers are part of the decision-making group identified by FCPS as required filers. The conflict of interest code generated by the Los Angeles County Board of Supervisors (LACBOS) identifies designated positions that are required to file a statement of economic interest and adhere to the disclosure requirements specified in the LACBOS-assigned categories.

The Form 700 (SEI) Electronic Filing & COI Roster System has made it possible to e-file via the portal. Only FCPS board members are included in the e-file roster in the electronic filing system. All other designated positions must file a Form 700 through either original blue ink signatures or an approved electronic signatures system, such as DocuSign. Fenton Charter Public Schools will employ the latter method whenever possible for greater efficiency.

The following procedure will again be observed to send and receive the Form 700s this year:

- After receipt of the Form 700 roster from LAUSD (expected after February 1<sup>st</sup>), Form 700 documents will be prepared for all filers (FCPS Board of Directors, Executive Officers, Directors, and selected Managers).
- Filers that are part of the Form 700 (SEI) Electronic Filing roster are required to log into the portal to complete the Form 700.
- All other filers will receive an email from DocuSign, which will allow them to complete the Form 700 electronically. Email addresses must be a part of the agency domain (i.e., [name@fentoncharter.net](mailto:name@fentoncharter.net)) to participate in this method.
- **The forms are due to LACBOS and LAUSD by March 19<sup>th</sup> and it would be appreciated if forms are signed and returned no later than March 1st.**
- Documents for all Fenton filers will be submitted with the third quarterly report to LAUSD through Dropbox.

SB 126 places the responsibility for oversight of the proper implementation of the FCPS Conflict of Interest Policy in the hands of the Los Angeles County Board of Supervisors (LACBOS) and e-filing of the Form 700 documents is now conducted via the LACBOS system. Only the “top tier” of decision makers is required to file through the LACBOS, and the FCPS Board of Directors and Chief Executive Officer are the only filers filing with the County. The extensive list of filers for LAUSD is related to our inclusive governance system that places a level of decision making in the hands of administrators and selected managers, and the desire of FCPS to be transparent in all matters related to the management of the organization.

## RECOMMENDATION

This is an information item only and no action is required.

**Attachment:** [Sample Form 700 document](#)



**FENTON CHARTER PUBLIC SCHOOLS**

January 26, 2023

**TO:** Fenton Charter Public Schools  
Board of Directors

**FROM:** Joe Lucente  
Chairman of the FCPS Board of Directors

Jason Gonzalez  
Chief Operating Officer

**SUBJECT: Update on FCPS OPEB Trust and FCPS Investment Account**

**BACKGROUND**

FCPS OPEB Trust:

The *Fenton Charter Public Schools Public School Employee Retirement Healthcare Benefits Trust* (“FCPS OPEB Trust”) was formally established on September 17, 2015. Irene Sumida was named as the “Grantor,” and along with Joe Lucente, an “Initial Co-Trustee”. The trust was established “...solely for the benefit of one or more specified public employee retirement healthcare benefits plans sponsored and provided to qualified public school employees and beneficiaries by Fenton Charter Public Schools, a California nonprofit public benefit corporation...” As an irrevocable trust, there are specific guidelines and regulations pertaining to the *exclusive* use of any funds.

- Funds may be used to pay for the health benefits of qualified retirees
- Funds may be used to pay for actuarial services related to the trust<sup>1</sup>
- Funds may be used for expenses for legal services and audits related to the trust

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<sup>1</sup> An actuarial valuation report of other post-employment healthcare benefits (OPEB) offered by the Fenton Charter Public Schools is conducted annually as required by the accounting requirements of the *Financial Accounting Standards Board* (FASB) *Accounting Standards Codification No. 715* (ASC 715), specifically FASB ASC 715-60 and FASB ASC 715-20 (formerly known as SFAS 106, Employer’s Accounting for Postretirement Benefits Other Than Pensions and SFAS 158, Employer’s Accounting for Defined Benefit Pension and Other Postretirement Plans, respectively). The purpose of the annual valuation report is to provide measurements of the OPEB obligations, annual expense, and other disclosure items in accordance with FASB ASC 715. The annual valuation report is presented to the FCPS Board of Directors for discussion and review, and updates on OPEB Trust activity are included at all regular board meetings.

The FCPS OPEB Trust account was opened at the East West Bank and an investment portfolio created on March 28, 2016. The portfolio was transferred to Cathay Wealth Management on October 30, 2017.

**FCPS Investment Account:**

On March 24, 2011, the Board of Directors of Fenton Primary Center (“FPC”) amended the FPC Articles of Incorporation to rename the nonprofit public benefit corporation [501(c)(3)] the *Fenton Charter Public Schools* (“FCPS”). With the name change and subsequent “Agreement of Merger” between Fenton Avenue Charter School and the Fenton Charter Public Schools, the renamed entity became a charter management organization (CMO), adding flexibility and new possibilities for growth and expansion to what was originally a single, year-round, multi-track conversion charter school. Santa Monica Boulevard Community Charter School was divested to the organization by LAUSD in May 2012, and Fenton STEM Academy and Fenton Charter Leadership Academy (originally Fenton Academy for Social and Emotional Learning) were opened by FCPS in August 2015.

With the flexibility 501(c)(3) status allows and the growth of the organization to five schools, the Board of Directors approved the opening of an investment account for the Fenton Charter Public Schools at the October 19, 2017 regular board meeting<sup>2</sup>. \$1.5 million was approved as the initial investment, and an additional \$4.5M (\$1,000,000 from FACS; \$500,000 from FPC; and \$3,000,000 from SMBCCS) was approved for investment at the January 27, 2022 board meeting.

**ANALYSIS**

The President of the Trust, Walter Wallace, and Secretary of the Trust, Joe Lucente, will provide an update on the OPEB Trust, and FCPS Chief Operating Officer, Jason Gonzalez, will share an update on the FCPS Investment Account.

**RECOMMENDATION**

This is an information item only and no action is required.

**Attachment:** [\*OPEB Trust Investment Account - Updated Performance\*](#)

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<sup>2</sup> Activities of the FCPS Investment Account are reported to the FCPS Board of Directors at all regular board meetings to ensure active discussion, review and oversight, and are included within the annual independent consolidated audit of the Fenton Charter Public Schools.



## FENTON CHARTER PUBLIC SCHOOLS

January 26, 2023

**TO:** Fenton Charter Public Schools  
Board of Directors

**FROM:** David Riddick  
Chief Executive Officer/ President

**SUBJECT: Brown Act Training Presentation - Janelle Ruley, Young, Minney & Corr, LLP**

### BACKGROUND

The Ralph M. Brown Act is an act of the [California State Legislature](#), authored by Assemblymember [Ralph M. Brown](#) and passed in 1953, that guarantees the public's right to attend and participate in meetings of local legislative bodies.

The Brown Act was enacted in response to public concerns over informal, undisclosed meetings held by local elected officials. The Brown Act solely applies to California city and county government agencies, boards, and councils. The comparable [Bagley-Keene Act](#) mandates open meetings for State government agencies.

### ANALYSIS

As a charter public school board, the Fenton Charter Public Schools Board of Directors is required to follow the provisions of the Brown Act. Janelle Ruley, attorney with Young, Minney and Corr LLP, will present the provisions of the act, and updates related to the impact of COVID-19 and the re-opening of schools and the workplace, to ensure continued compliance with all aspects of the law.

### RECOMMENDATION

This is an information item only, with a formal presentation by Ms. Ruley, and no action is required.



## FENTON CHARTER PUBLIC SCHOOLS

January 26, 2023

**TO:** Fenton Charter Public Schools  
Board of Directors

**FROM:** David Riddick  
Chief Executive Officer/ President

**SUBJECT: Vaughn Special Education Student Placement at Fenton Avenue Charter School**

### BACKGROUND

During the 2018-2019 school year, Fenton Avenue Charter School (FACS) received a Program Development Grant in the amount \$213,584 for the The Fenton Help Group Learning Lab. This was a collaborative project submitted by Judy Werner, FCPS Special Education Coordinator, and Jason Bolton of The Help Group.

The goal of this collaborative project was to bring the expertise and experience of the Help Group together with the academic rigor of Fenton to create an innovative program designed for our students with the most significant behavioral and emotional needs to ensure they are provided the highest quality education in the least restrictive environment.

The Fenton THG Learning Lab was designed as a place to provide space to assist students with behavioral and emotional regulation so learning can occur. In addition to decreasing the need for Non Public School (NPS) placements with the Fenton Charter Public Schools, one of the goals of this program was to offer placement to local schools in our areas who are struggling to meet the needs of students with similar challenges.

### ANALYSIS

In August of 2022, Fenton Avenue Charter School (FACS) was approached by Vaughn Next Century Learning Center regarding the placement of a student with disabilities into a specialized program at FACS. The student has been enrolled all year and is thriving in the program. Both schools have worked collaboratively to ensure the details of the Memorandum of Understanding are implemented to monitor enrollment and attendance, maintain records, IEP meetings, reevaluations, state assessments, transportation, service providers, communication, and billing.

A special thank you to Judy Werner and the entire team at Fenton Avenue Charter School.



## **RECOMMENDATION**

This is an information item only and no action is required.

**Attachment:** [\*Memorandum of Understanding\*](#)



**FENTON CHARTER PUBLIC SCHOOLS**

January 26, 2023

**TO:** Fenton Charter Public Schools  
Board of Directors

**FROM:** David Riddick  
Chief Executive Officer/ President

**SUBJECT: Fenton Academies Fiscal Improvement Plan – Update**

**BACKGROUND**

On August 17, 2015, Fenton STEM Academy (STEM) and Fenton Charter Leadership Academy (FCLA) opened in the east San Fernando Valley to serve students in grades kindergarten through fifth grades. Both schools opened with an enrollment under 200 students. The initial goal was to obtain a capacity of 408 students at each site. In 2019, the charters for both schools were amended and approved by the Los Angeles Unified School District to serve students in grades TK-6th grade. The schools had their highest enrollment during the 2021-2022 school year.

Unfortunately, the schools have experienced a decline in enrollment over the past two (2) years. The enrollment decline from the peak enrollment is roughly -11%. By comparison, the enrollment decline among the neighboring schools has been about -18%.

	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
Fenton STEM Academy	145	260	301	314	316	343	341	312
Fenton Charter Leadership Academy	169	232	288	326	328	355	323	318
Vinedale Elementary (K-8) (1.3 miles)	183	155	154	174 <i>*Added 6th Grade</i>	204 <i>*Added 7th Grade</i>	216 <i>*Added 8th Grade</i>	205	

Glenwood Elementary (K-5) (1.4 miles)	409	371	329	307	257	225	206	
Stonehurst Elementary (K-5) (1.7 miles)	301	288	284	294	309	294	255	

## ANALYSIS

The Academies have established the following five (5) goals to increase enrollment and ensure the Fenton Academies are fiscally solvent.

Goal 1: Develop a Dynamic Community Engagement Plan

Goal 2: Maintain Average Daily Attendance (ADA) of 98.5%

Goal 3: Closely Monitor Spending to Achieve Four Months of Cash On Hand

Goal 4: Follow FCPS Staffing Norms

Goal 5: Develop a Contingency Plan to Ensure Fiscal Solvency of the Fenton Academies

### **Goal 1: Develop a Dynamic Community Engagement Plan**

The following are action items taken by the Fenton Academies to engage the community.

- Sun Valley Parks & Recreation Sports Day - October 8, 2022
- Fall Family Math Night - October 28, 2022
- Thanksgiving Event - November TBD
- Fall Preschool Tour - November 14-18, 2022
- Winter Holiday Show - December 13-15, 2022
- Winter Preschool Tour - January 30 - Feb 3, 2023
- Farmer's Market - Spring TBD
- Tour for Life - Spring TBD
- Earth Day Event - Spring TBD
- Parks & Rec Egg Hunt - Spring TBD
- Spring Preschool Tour - Spring TBD
- STEM Expo - Spring TBD
- Leadership Summit - Spring TBD
- Open House - Spring TBD
- [Online Reviews - Fenton Academies](#)
  - [Greatschool.org \(STEM\)](#)
  - [Greatschools.org \(FCLA\)](#)
- Ongoing Social Media Posts
- Ongoing School Tours
- ELO-P Classes, Field Trips, and Assemblies
- Recognition of 100% ADA

### **Goal 2: Maintain Average Daily Attendance (ADA) of 98.5%**

The Fenton Academies have intensified efforts to ensure ADA rates meet 98.5%.

*ADA Rates by Month*

STEM				FCLA			
Sept. '22	Oct. '22	Dec. '22	Jan. '23	Sept. '22	Oct. '22	Dec. '22	Jan. '23
98.68%	99.48%	99.36	99.16%	98.17%	98.87%	99.06	98.54

**Goal 3: Closely Monitor Spending**

The Fenton Academies will closely monitor spending with the goal of reaching four months of cash on hand.

*Bond Covenants*

Liquidity ( <i>45 Minimum</i> )				Debt Service ( <i>1.10 Minimum</i> )			
Sept. '22	Oct. '22	Dec. '22	Jan. '23	Sept. '22	Oct. '22	Dec. '22	Jan. '23
41	68	56	72	.94	1.03	1.00	1.00

*Operating Income by Month*

STEM				FCLA			
Sept. '22	Oct. '22	Dec. '22	Jan. '23	Sept. '22	Oct. '22	Dec. '22	Jan. '23
\$4,726	\$137,537	\$102,383	\$100,600	\$5,444	\$104,983	\$101,172	\$102,067

**Goal 4: Follow FCPS Staffing Norms**

The following are the FCPS Staffing Norms approved by the Board of Directors on March 4, 2021.

***T.A.s:***

- *One per every three classrooms*
- *T.A.s only work with students; no supervision*

***Office Staff:***

- *Maximum of one per every 200 students. (Office staff includes Office Manager, Office Assistant, Compliance Assistant, and Nurse's Aide.)*
- *If the school's ending fund balance is above \$200,000 additional "office staff" such as additional Office Assistants, Compliance Assistants, Nurse's Aide, and Supply Room Clerks may be hired.*

***Custodial Staff:***

- *Maximum of four (4) full-time per site or 3 full-time plus 2 part-time.*

***Security:***

- When schools return to “normal”, 1.5 per site with no contracted services.

**Administration:**

- Consider changing the norm to 1 administrator for every 225 students. Schools have until August 2022 when the new norm may be implemented by Board action.

Special Education Guidelines:

- Consistent use of data to determine placements.
- Consistent use of data and research to determine programs necessary at any given Fenton site.
- Well-developed and communicated specific procedures and protocols to determine assignment of Adult Assistants (AAs), the number of hours an AA is assigned, and regular review of the necessity of the assignment.
- More in-depth and regular review of adherence to protocols at each site, including monthly review and evaluation of Special Education spending.

		STEM		FCLA	
		308		312	
		Board Norms	22-23 Current	Board Norms	22-23 Current
Administrator	1300	1.30	1.5	1.39	1.5
Teachers (24:1)	1100	12	14	13	16
Other Certificated (Specialists)	1148; 1200		4		4
Office Staff	2401	1.5	2	1.5	2
Supervision Aide	2202		2.63		4
Custodians	2201	2	2.5	2	2.5
Security	2201	0.75	0.5	0.75	0.5
TAs	2100	4	6	4	5
SPED TAs	2100		0		0
Adult Assistant	2100		8		6

**Goal 5: Develop a Contingency Plan to Ensure Fiscal Solvency of the Fenton Academies**

The following are considerations the Fenton Academies are exploring as a contingency plan to ensure the fiscal solvency of the Fenton Academies.

**School Shuttle Service**

Shuttle service would allow the school to reach additional families in Sun Valley who may not have access to transportation.

**Expand Grade Levels Served**

The schools can expand grade levels served to meet community needs and increase enrollment. Nearby schools provide TK-8th grade. This may be a potential model.

**Building Lease**

The Annex facility could be leased to a partnering school or school agency for a rental fee.

The Fenton Academies will continue to implement practices and strategies to serve their community.

**RECOMMENDATION**

This is an information item only and no action is required.



## FENTON CHARTER PUBLIC SCHOOLS

January 26, 2023

**TO:** Fenton Charter Public Schools  
Board of Directors

**FROM:** David Riddick  
Chief Executive Officer/ President

**SUBJECT: LCAP Update and Instructional Report**

### BACKGROUND

As per Education Code sections 52060, 52066, 47605, 47605.5, and 47606.5:

*The LCAP is intended to be a comprehensive planning tool. LEAs may reference and describe actions and expenditures in other plans, and funded by a variety of other fund sources, when detailing goals, actions, and expenditures related to the state and local priorities. LCAPs must be consistent with school plans submitted pursuant to Education Code section 64001. The information contained in the LCAP, or annual update, may be supplemented by information contained in other plans (including the LEA plan pursuant to Section 1112 of Subpart 1 of Part A of Title I of Public Law 107-110) that are incorporated or referenced as relevant in this document.*

*Charter schools, pursuant to Education Code sections 47605, 47605.5, and 47606.5, must describe goals and specific actions to achieve those goals for all pupils and each subgroup of pupils identified in Education Code section 52052, including pupils with disabilities, for each of the state priorities as applicable and any locally identified priorities. For charter schools, the inclusion and description of goals for state priorities in the LCAP may be modified to meet the grade levels served and the nature of the programs provided, including modifications to reflect only the statutory requirements explicitly applicable to charter schools in the Education Code.*

### ANALYSIS

The 2022-2023 Local Control and Accountability Plans for the Fenton Schools were approved by the Board on June 23, 2022. The following is a comparison of i-Ready Beginning of Year (BOY) data from the 2021-2022 school year and the current school year (2022-2023). Across the Fenton schools, we are seeing students score slightly higher on the BOY i-Ready Diagnostic Assessments compared to last year. State scores are posted as well for a frame of reference. State assessment data showed a slight increase of 1% in Reading and 1% in Mathematica in reporting students that began the year “One Grade Level and Above”.

*Reading: Comparison between i-Ready “On Grade Level and Above” and CAASPP Scores*

FACS		FPC		SMBCCS		STEM		FCLA		State	
21-22	22-23	21-22	22-23	21-22	22-23	21-22	22-23	21-22	22-23	21-22	22-23
BOY		BOY		BOY		BOY		BOY		BOY	
18	<b>24</b>	12	<b>16</b>	12	<b>14</b>	20	<b>20</b>	20	24	28	<b>29</b>
MOY		MOY		MOY		MOY		MOY		MOY	
34	-	26	-	39	-	36	-	36	-	39	-
EOY		EOY		EOY		EOY		EOY		EOY	
<b>41</b>	-	<b>38</b>	-	38	-	<b>47</b>	-	<b>50</b>	-	<b>48</b>	-
				<b>33*</b>							
CAASPP		CAASPP		CAASPP		CAASPP		CAASPP		CAASPP	
<b>42</b>	-	-	-	<b>33</b>	-	<b>49</b>	-	<b>47</b>	-	<b>47</b>	-

\* EOY iReady score of 33 for SMBCCS is exclusive to students in grades 3-6 to show alignment with CAASPP scores.

We will continue to monitor the growth of our students throughout the year during the Middle of Year (MOY) Assessments and End of Year (EOY) Assessments. We notice a strong correlation between the EOY Assessment and the California Assessment of Student Performance (CAASPP) ELA Proficiency score. In Math, students typically score 8-11% higher on the EOY i-Ready Assessments compared to Math CAASPP exams.

*Mathematics: Comparison between i-Ready “On Grade Level and Above” and CAASPP Scores*

FACS		FPC		SMBCCS		STEM		FCLA		State	
21-22	22-23	21-22	22-23	21-22	22-23	21-22	22-23	21-22	22-23	21-22	22-23
BOY		BOY		BOY		BOY		BOY		BOY	
5	11	5	6	5	8	9	10	10	13	17	18
MOY		MOY		MOY		MOY		MOY		MOY	
18	-	18	-	22	-	29	-	23	-	30	-
EOY		EOY		EOY		EOY		EOY		EOY	
<b>42</b>	-	37	-	37	-	48	-	40	-	43	-
				<b>34*</b>							
CAASPP		CAASPP		CAASPP		CAASPP		CAASPP		CAASPP	
<b>32</b>	-		-	<b>27</b>	-	<b>40</b>	-	<b>29</b>	-	<b>33</b>	-

\* EOY iReady score of 34 for SMBCCS is exclusive to students in grades 3-6 to show alignment with CAASPP scores.

We will continue to monitor the i-Ready data to gauge the success of our students throughout the year. Please see the [LCAP Benchmark Data](#) for demographic performance. In addition, attached is a detailed [instructional report](#) based on i-Ready Assessment data for the Beginning of Year (EOY) along with [2022 CAASPP state data](#).



**RECOMMENDATION**

This is an information item only and no action is required.