

**APPROVED MINUTES**  
**FENTON CHARTER PUBLIC SCHOOLS**  
**BOARD OF DIRECTORS MEETING**

**March 2, 2023**

A meeting of the Board of Directors of the Fenton Charter Public Schools was held on Thursday, March 2, 2023, at 4:30 p.m. in the FCPS Business Office Boardroom (8928 B Sunland Boulevard, Sun Valley, CA 91352) and via Zoom (<https://us02web.zoom.us/j/87479668758>).

**I. PRELIMINARY**

**A. Call to Order** – Chairperson of the Board – Joe Lucente

The Board of Directors meeting was called to order at 4:45 p.m. by FCPS Board Chair, Joe Lucente.

**B. Flag Salute** – Chair Lucente

Chair Lucente led the Board and the public in the Pledge of Allegiance.

**C. Roll Call** – Secretary of the Board – Irene Sumida

**Board Members Present**

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

**Board Members Not Present**

N/A

**D. Approval of the Agenda** – Chair Lucente

On **MOTION** of Yvette King-Berg, **SECONDED** by Walter Wallace, and **CARRIED** by a vote of 7 (YES) and 0 (NO), the Agenda (Item I.D.) was approved as amended (Item IV.G. was changed from approval of Compliance Assistant to Compliance Specialist).

Aye: (7) Yvette King-Berg, Daniel Laughlin, Joe Lucente,  
Erin Studer, Carrie Wagner, Jed Wallace, Walter  
Wallace

Nay: (0)

Abstentions: (0)

**E. Approval of Minutes of Previous Regular Meeting** – Chair Lucente

On **MOTION** of Daniel Laughlin, **SECONDED** by Carrie Wagner, and **CARRIED** by a vote of 7 (YES) and 0 (NO), the minutes of the January 26, 2023 Regular Meeting (Item I.E.) were approved as presented.

Aye: (7) Yvette King-Berg, Daniel Laughlin, Joe Lucente,  
Erin Studer, Carrie Wagner, Jed Wallace, Walter  
Wallace

Nay: (0)

Abstentions: (0)

## **II. COMMUNICATIONS**

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

*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:

- Ending fund balances remain strong as an organization.
- 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):
  - FACS Operating Income
    - Current forecast with 98.5% ADA - \$831,184
    - With 99.5% ADA - \$917,216
    - **Without one-time funds - \$1,192,721**
  - FPC Operating Income
    - Current forecast with 98.5% ADA - \$328,277
    - With 99.5% ADA - \$413,554
    - **Without one-time funds - \$1,623,475**
  - SMBCCS
    - Current forecast with 98.5% ADA - \$1,367,399
    - With 99.5% ADA - \$1,477,106
    - **Without one-time funds - \$1,352,164**

- o STEM
  - Current forecast with 98.5% ADA - \$100,302
  - With 99.5% ADA - \$145,374
  - Without one-time funds - \$671,808
  
- o FCLA
  - Current forecast with 98.5% ADA - \$89,750
  - With 99.5% ADA - \$135,399
  - Without one-time funds - \$833,966
  
- Previous vs. current forecast: All sites experienced a positive change, and only STEM and FCLA have not reached the 4 months “cash on hand” as per Board-policy.
  - o FACS – Operating income decreased by \$29K since last update  
Months Cash on Hand – 6.8
  
  - o FPC – Operating income decreased by \$16K since last update  
Months Cash on Hand – 5.2
  
  - o SMBCCS – Operating income decreased by \$35K since last update  
Months Cash on Hand – 9.6
  
  - o STEM – Operating income decreased by \$1K since last update  
Months Cash on Hand – 2.4
  
  - o FCLA – Operating income decreased by \$12K since last 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) – 104 days
    - STEM and FCLA only – 52 days
  
  - o Debt Service – Minimum requirement ratio of 1.10
    - Forecast for obligated group (including FPC) – 2.08
    - STEM and FCLA only – 1.02

#### **D. Directors’ Reports**

Fenton Avenue Charter School (FACS) – Ms. Monica Castañeda, Director, reported.

Santa Monica Boulevard Community Charter School (SMBCCS) – Mr. Cary Rabinowitz, Director, reported.

Fenton Primary Center (FPC) – Mr. Richard Parra, Director, reported.

Fenton STEM Academy (STEM) – Mrs. Jennifer Miller, Director, reported.

Fenton Charter Leadership Academy (FCLA) – Mrs. Jennifer Miller, Director, reported.

**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 revised conference attendance for the 2022-2023 school year**

On **MOTION** of Walter Wallace, **SECONDED** by Yvette King-Berg, and **CARRIED** by a vote of 7 (YES) and 0 (NO), the recommendation to approve the Consent Agenda (Item III.A.) was approved as presented.

Aye: (7) Yvette King-Berg, Daniel Laughlin, Joe Lucente, Erin Studer, Carrie Wagner, Jed Wallace, Walter Wallace

Nay: (0)

Abstentions: (0)

**IV. ITEMS SCHEDULED FOR ACTION**

**A. Recommendation to certify Second Interim Report**

On **MOTION** of Jed Wallace, **SECONDED** by Carrie Wagner, and **CARRIED** by a vote of 7 (YES) and 0 (NO), the recommendation to certify Second Interim Report (Item IV.A.) was approved as presented.

Aye: (7) Yvette King-Berg, Daniel Laughlin, Joe Lucente,  
Erin Studer, Carrie Wagner, Jed Wallace, Walter  
Wallace  
Nay: (0)  
Abstentions: (0)

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

On **MOTION** of Carrie Wagner, **SECONDED** by Yvette King-Berg, and **CARRIED** by a vote of 7 (YES) and 0 (NO), the recommendation to approve expenditures for items above the spending authority of the Chief Executive Officer (Item IV.B.) was approved as presented. *Specific items approved:*

**Strategies 360: \$45,000 for FCPS**

Gina Plate, Senior Vice President of California Education for Strategies 360 (S360), has submitted a proposal on behalf of (S360) to assist the Fenton Charter Public Schools with community asset mapping and gap analysis consistent with the four proven practices of the California Community Schools Partnership Program. Services from S360 include the following at a rate of \$11,250 per month. The focus of these efforts will be to inform our community on services available to our families in the Expanded Learning Opportunities Program and community services available to the Fenton community at large.

**Communications/Digital Media and Web Discovery:** The development of the communications audit including social media/website analytics, and recommendations for each major communications tool.

**Communications Definition and Development:** The creation of a full communications plan & materials development identified in the plan.

**Communications Delivery:** Based on the final plan and agreed activity scope could include ongoing content creation, press engagement, social media management for primary SM channels.

**Creative Discovery:** Review of all existing brand standards, logo files, messaging and guidelines, current communication to staff, students and families, and communities. Interviews with key stakeholders.

**Digital Marketing Services:** Media Costs, Reporting, Creative Development

**Graphic Design:** If design support is needed on specific collateral or materials, we are happy to provide it while we complete the discovery process.

Prior to joining S360, Gina Plate served as the Vice President of Regulatory Affairs and Special Education at the California Charter Schools Association (CCSA). She served as the primary liaison for all special education issues for more than a decade with CCSA. Gina was appointed by Governor Jerry Brown to the Advisory Commission on Special Education (ACSE) and held the position of Chair from 2011-2019. As Chair of the Commission, Gina had the unique opportunity to bring together expertise from both traditional school districts and charter schools statewide. Gina Plate and S360 are also working with the Charter Operated Programs (Option 3) to enhance the social media plan for the COP.

**Power Security Group: \$46,592 (SMBCCS)**

Security expenses for Santa Monica Boulevard Community Charter School (SMBCCS) were budgeted at \$120,000 for the 2022-2023 school year. The contract with Power Security Group will increase the annual security cost at SMBCCS to about \$139,776 for a night and day guard. As this contract begins in February, the amount for the remainder of the year is expected to be \$46,592.

**Think Together: \$40,111 (FACS and SMBCCS)**

Think Together will provide non-instructional day services for up to 80 students at Fenton Avenue Charter School and Santa Monica Boulevard Community Charter School for four hours per day over four Saturday program days. Think Together will assign six Program Leaders to deliver the services at a supervision ratio of not more than one staff member to 20 students (1:20) and a supervision ratio of not more than one staff member to 10 Transitional Kinder/Kinder students (1:10), incorporating two “floaters” to help maintain ratios. Each site will be supervised by a Site Coordinator. Think Together will pay for all curricular materials, field trip experiences, consumable supplies and personal protective equipment required to deliver the services. Think Together will apply a 15% administrative fee.

Aye: (7) Yvette King-Berg, Daniel Laughlin, Joe Lucente,  
Erin Studer, Carrie Wagner, Jed Wallace, Walter  
Wallace  
Nay: (0)  
Abstentions: (0)

**C. Recommendation to approve auditing firm for 2023-2024 and subsequent two years**

On **MOTION** of Walter Wallace, **SECONDED** by Daniel Laughlin, and **CARRIED** by a vote of 7 (YES) and 0 (NO), the recommendation to approve the selection of the auditing firm Christy White, Inc. to audit the FCPS financial statements for fiscal year ending June 30, 2023, with the option of auditing the FCPS financial statements for the subsequent two fiscal years (Item IV.C.) was approved as presented.

Aye: (7) Yvette King-Berg, Daniel Laughlin, Joe Lucente,  
Erin Studer, Carrie Wagner, Jed Wallace, Walter  
Wallace

Nay: (0)

Abstentions: (0)

**D. Recommendation to approve one-time Math Stipends to recognize and honor the efforts of selected teachers for the inaugural launch of Math Learning Walks**

On **MOTION** of Carrie Wagner, **SECONDED** by Yvette King-Berg, and **CARRIED** by a vote of 7 (YES) and 0 (NO), the recommendation to approve one-time Math Stipends to recognize and honor the efforts of selected teachers for the inaugural launch of Math Learning Walks (Item IV.D.) was approved as presented.

Aye: (7) Yvette King-Berg, Daniel Laughlin, Joe Lucente,  
Erin Studer, Carrie Wagner, Jed Wallace, Walter  
Wallace

Nay: (0)

Abstentions: (0)

**E. Recommendation to approve the position of Director of Community Schools for the Fenton Charter Public Schools**

On **MOTION** of Carrie Wagner, **SECONDED** by Daniel Laughlin, and **CARRIED** by a vote of 7 (YES) and 0 (NO), the recommendation to approve the position of Director of Community Schools for the Fenton Charter Public Schools (Item IV.E.) was approved as presented.

Aye: (7) Yvette King-Berg, Daniel Laughlin, Joe Lucente,  
Erin Studer, Carrie Wagner, Jed Wallace, Walter  
Wallace

Nay: (0)

Abstentions: (0)

**F. Recommendation to approve the position of Instructional Coach for the Fenton Charter Public Schools**

On **MOTION** of Jed Wallace, **SECONDED** by Yvette King-Berg, and **CARRIED** by a vote of 7 (YES) and 0 (NO), the recommendation to

approve the position of Instructional Coach for the Fenton Charter Public Schools (Item IV.F.) was approved as presented.

Aye: (7) Yvette King-Berg, Daniel Laughlin, Joe Lucente,  
Erin Studer, Carrie Wagner, Jed Wallace, Walter  
Wallace  
Nay: (0)  
Abstentions: (0)

**G. Recommendation to approve the position of Compliance Specialist for the Fenton Charter Public Schools**

On **MOTION** of Erin Studer, **SECONDED** by Daniel Laughlin, and **CARRIED** by a vote of 7 (YES) and 0 (NO), the recommendation to approve the position of Compliance Specialist for the Fenton Charter Public Schools (Item IV.G.) was approved as presented.

Aye: (7) Yvette King-Berg, Daniel Laughlin, Joe Lucente,  
Erin Studer, Carrie Wagner, Jed Wallace, Walter  
Wallace  
Nay: (0)  
Abstentions (0)

**H. Recommendation to approve the cancellation of the American Express Card for the Fenton Charter Public Schools**

On **MOTION** of Walter Wallace, **SECONDED** by Carrie Wagner, and **CARRIED** by a vote of 7 (YES) and 0 (NO), the recommendation to approve the cancellation of the American Express Card for the Fenton Charter Public Schools (Item IV.H.) was approved as presented.

Aye: (7) Yvette King-Berg, Daniel Laughlin, Joe Lucente,  
Erin Studer, Carrie Wagner, Jed Wallace, Walter  
Wallace  
Nay: (0)  
Abstentions (0)

**V. ITEMS SCHEDULED FOR INFORMATION**

- A. Update on FCPS OPEB Trust and FCPS Investment Account**
- B. Fenton Academies Fiscal Improvement Plan - Update**
- C. LCAP Update and Instructional Report**
- D. WASC Self-Studies and Action Plans for the Fenton Charter Public Schools**

*These were information items only and no action was taken.*



## **VI. CLOSED SESSION**

Chair Lucente made the following announcement:

“The Board of Directors will now be moving into closed session to discuss matters described in Section VI. Matters to be discussed are those permitted by Government Code Section 54957 - Public Employee Performance Evaluation and Public Employee Appointment, and Government Code 54956.9 - Conference with Legal Counsel - Anticipated Litigation.”

The Board moved into Closed Session at 6:11 p.m. to review the following items:

- A. Government Code 54957 - PUBLIC EMPLOYEE PERFORMANCE EVALUATION AND PUBLIC EMPLOYEE APPOINTMENT**
- B. Government Code 54956.9 - CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

## **VII. RETURN TO OPEN SESSION**

The Board reconvened to Open Session at 6:42 p.m., and Chair Lucente made the following announcements:

“The Board took the following action in Closed Session on Item VI.A.”

- A. Government Code 54957 - PUBLIC EMPLOYEE PERFORMANCE EVALUATION AND PUBLIC EMPLOYEE APPOINTMENT**

On **MOTION** of Erin Studer, **SECONDED** by Yvette King-Berg, and **CARRIED** by a vote of 7 (YES) and 0 (NO), the Board received and reviewed the evaluations of all current FCPS administrators and recommended extending one-year contracts, and corresponding earned salary increases as per the guidelines outlined in the FCPS Employee Handbook and following the Administrative Salary Schedule, to all of the following:

- Monica Castañeda, Director, FACS
- Juan Gomez, Administrative Coordinator, FACS
- Paige Piper, Administrative Coordinator, FACS
- Mercedes Cordoba Meeks, ELO-P Coordinator, FACS
- Richard Parra, Director, FPC
- Wendy Kaufman, Assistant Director, FPC
- Sirui Thomassian, Assistant Director, FPC
- Jessi Tello, ELO-P Coordinator, FPC
- Cary Rabinowitz, Director, SMBCCS
- Walter Gomez, Assistant Director, SMBCCS
- Beth Henschel, Administrative Coordinator, SMBCCS
- Jazmin Luna, ELO-P Coordinator, SMBCCS
- Nicole Langlois, Administrative Coordinator, SMBCCS

- Jennifer Miller, Director, STEM and FCLA
- Jennifer Pimentel, Assistant Director, STEM and FCLA
- Cecilia Quijano, Assistant Director, STEM and FCLA
- Alexandra Muñoz, ELO-P Coordinator, STEM and FCLA

Aye: (7) Yvette King-Berg, Daniel Laughlin, Joe Lucente,  
Erin Studer, Carrie Wagner, Jed Wallace, Walter  
Wallace

Nay: (0)

Abstentions: (0)

**B. Government Code 54956.9 - CONFERENCE WITH LEGAL  
COUNSEL - ANTICIPATED LITIGATION**

“The Board took no action on Item VI.B.”

**VIII. ANNOUNCEMENTS**

The next regular meeting of the Board of Directors of the Fenton Charter Public Schools will be held on Thursday, April 13, 2023 at 4:30 p.m. in the FCPS Business Office Boardroom, 8928 B Sunland Blvd., Sun Valley, CA 91352 and via Zoom.

**IX. FUTURE MEETINGS**

April 13, 2023

May 18, 2023

June 15, 2023

**X. ADJOURNMENT**

The meeting was adjourned at 6:42 p.m.

Respectfully submitted:



Irene Sumida  
Secretary of the Board