



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

Remote Attendee Videoconference Location:

3817 Halcon Place, Davis, CA 95618

853 San Benito St. #60, Hollister, CA 95023

19722 Collier Street, Woodland Hills, CA 91364

REGULAR MEETING - BOARD OF DIRECTORS

September 19, 2024 – 4:30 P.M.

FCPS Business Office Boardroom

8928 B Sunland Blvd.

Sun Valley, CA 91352

and via Zoom: <https://us02web.zoom.us/j/8747966875>

Meeting ID: 874 7966 875

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.

END OF STATE OF EMERGENCY AND NEW REMOTE PARTICIPATION RULES - Assembly Bill 2449

Governor Newsom announced that the COVID-19 state of emergency ended on February 28, 2023. With the end of the state of emergency, agencies are no longer able to utilize pandemic-era virtual meeting procedures. However, board members may continue to participate remotely by telephone and/or videoconference under traditional Ralph M. Brown Act teleconference rules. Effective January 1, 2023, Assembly Bill 2449 (AB 2449) allows individual board members to participate in meetings remotely during “emergency circumstances” or for “just cause.” Specific requirements may be found in the full text of AB2449 (posted on the FCPS website: www.fentoncharter.net). *All requirements for attendance by the FCPS Board of Directors are adhered to in accordance with the Ralph M. Brown Act.*

Instructions for Presentations to the Board by Parents and Citizens

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

1. The public may attend in person or may join via Zoom. If joining in person, the public may complete a “Request to Address the Board” (on an agenda item or non-agenda item) card which will be available at the door. If joining via Zoom, the following procedures should be followed:
2. Speakers may attend the board meeting virtually through the Zoom invitation link on the top of the agenda.
3. 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>
4. 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.
5. 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.
6. Speakers should rename their Zoom profile with their real name to expedite this process.
7. 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. **Flag Salute** – Chair Lucente
- D. **Approval of the Agenda** – Chair Lucente

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

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

Minutes of the August 8, 2024 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 Patron (*FPC*); Isabela Rodriguez (*SMBCCS*); Jennifer Hines (*FCLA*); _____ (*STEM*)
Budget, Facilities and Safety Council: Elena Durghalli (*FACS*)
2. **Instruction Committee:** Brianna Ellis & Michelle Shaghoian (*FPC*); Jocelyn Condo & Sandy Hernandez (*SMBCCS*); Melissa Andrade (*FCLA*); Elisa Vallejo (*STEM*)
Curriculum and Assessment Council: Christopher Torres (*FACS*)
3. **Personnel Committee:** Judy Lee, Caitlin McMabell & Angie Salceda (*FPC*); Marie Kirakossian & Megan Stevenson (*SMBCCS*); Kate Marrelli (*FCLA*); Priscilla Gentry (*STEM*)
Human Resource and Personnel Council: Lorena Sanchez (*FACS*)

4. **Parent/Community Advocacy Committee:** Gurpreet Gill & Bridget Ruiz (*FPC*); Christian Hidalgo & Aaron Veals (*SMBCCS*); Brennan Mack (*FCLA*); Sofia Carias (*STEM*)
School-Community Relations Council: Tony Peña (*FACS*)
 - a. **School Site Council:** (*FACS*); (*FPC*); (*SMBCCS*); (*FCLA/STEM*)
 - b. **English Learner Advisory Committee:** (*FACS*); (*FPC*); (*SMBCCS*); (*FCLA/STEM*)

C. Financial Business Manager’s Report:

Erik Okazaki, Financial Business Manager of the FCPS, will present an update on the most current financial statements, cash flow position, and any variations in revenues and expenditures from the approved 2024-2025 budgets for all sites.

D. Directors’ Reports

Directors’ Reports will be distributed to Board members 72 hours prior to the regular meeting. All Board members are asked to submit any questions or requests for clarification to Board Chair Lucente prior to the beginning of the meeting. Chair Lucente will call upon individual Directors as needed.

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

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

Fenton Primary Center (FPC) – Mrs. Sirui Thomassian

Fenton STEM Academy (STEM) – Dr. Beth Henschel

Fenton Charter Leadership Academy (FCLA) – Dr. Beth Henschel

E. Director of Instruction’s Report - Mrs. Jennifer Miller

The Director of Instruction’s report will be distributed to Board members 72 hours prior to the regular meeting. All Board members are asked to submit any questions or requests for clarification to Board Chair Lucente prior to the beginning of the meeting. Chair Lucente will call upon Mrs. Miller as needed.

F. Director of Special Education’s Report – Mrs. Kristine Khachian

The Director of Special Education’s report will be distributed to Board members 72 hours prior to the regular meeting. All Board members are asked to submit any questions or requests for clarification to Board Chair Lucente prior to the beginning of the meeting. Chair Lucente will call upon Mrs. Khachian as needed.

G. Director of Community Schools’ Report – Mr. Richard Parra

The Director of Community Schools’ report will be distributed to Board members 72 hours prior to the regular meeting. All Board members are asked to submit any questions

or requests for clarification to Board Chair Lucente prior to the beginning of the meeting. Chair Lucente will call upon Mr. Parra as needed.

H. [Chief Operating Officer's Report](#) – Mr. Jason Gonzalez

I. [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.

There are no items scheduled for the Consent Agenda this month.

IV. [ITEMS SCHEDULED FOR ACTION](#)

A. [Recommendation to approve submission of draft of Food Services Management Company Request for Proposal \(RFP\) and sample contract documents to the School Food Service Contract Unit, California Department of Education \(CDE\), Nutrition Services Division](#)

B. [Recommendation to approve slate of directors and officers for the FCPS Foundation Board of Directors for 2024-2025](#)

C. [Recommendation to receive June 30, 2024 Unaudited Actual Reports for Fenton Avenue Charter School, Fenton Primary Center, Santa Monica Boulevard Community Charter School, Fenton STEM Academy and Fenton Charter Leadership Academy](#)

D. [Recommendation to approve revised FCPS Employee Handbook](#)

E. [Recommendation to approve the revised Comprehensive School Safety Plans for Fenton Avenue Charter School, Santa Monica Boulevard Community Charter School, Fenton Primary Center, Fenton STEM Academy and Fenton Charter Leadership Academy](#)

F. [Recommendation to approve the Expanded Learning Opportunities Program budget for the Fenton Charter Public Schools](#)

G. [Recommendation to approve the California Community Schools Partnership Program Planning and Implementation budgets for the Fenton Charter Public Schools](#)

V. [ITEMS SCHEDULED FOR INFORMATION](#)

A. [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, October 24, 2024 at 4:30 pm in the boardroom of the FCPS Business Office and via Zoom.

VII. FUTURE MEETINGS

October 24, 2024
December 12, 2024
January 23, 2025
March 6, 2025
April 10, 2025
May 22, 2025
June 12, 2025

VIII. ADJOURNMENT

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**

August 8, 2024

A meeting of the Board of Directors of the Fenton Charter Public Schools was held on Thursday, August 8, 2024, at 4:30 p.m. in the FCPS Business Office Boardroom and via Zoom (<https://us02web.zoom.us/j/874796687583>).

I. PRELIMINARY

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

The Board of Directors meeting was called to order at 4:38 p.m. by the Board Chair, Joe Lucente.

B. Roll Call – Secretary of the Board – Irene Sumida

Board Members Present

Yvette King-Berg, *Community Representative*

Daniel Laughlin, *Parent Representative*

Joe Lucente, *Community Representative*

Carrie Wagner, *Community Representative*

Jed Wallace, *Community Representative*

Via Zoom: 3817 Halcon Place, Davis, CA 95618

Caprice Young, *Community Representative*

Via Zoom: 853 San Benito St. #60, Hollister, CA 95023

Board Members Not Present

Erin Studer, *Community Representative*

C. Flag Salute – Chair Lucente

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

D. Approval of the Agenda – Chair Lucente

On **MOTION** of Daniel Laughlin, **SECONDED** by Yvette King-Berg, and **CARRIED** by a vote of 6 (YES) and 0 (NO), the Agenda (Item I.D.) was approved as presented.

Aye: (6) Yvette King-Berg, Daniel Laughlin, Joe Lucente, Carrie Wagner,
Jed Wallace, Caprice Young

Nay: (0)

Abstentions: (0)

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

On **MOTION** of Carrie Wagner, **SECONDED** by Daniel Laughlin, and **CARRIED** by a vote of 6 (YES) and 0 (NO), the minutes of the July 18, 2024 Regular Meeting (Item I.E.) were approved as presented.

Aye: (6) Yvette King-Berg, Daniel Laughlin, Joe Lucente, Carrie Wagner,
Jed Wallace, Caprice Young
Nay: (0)
Abstentions: (0)

II. COMMUNICATIONS

A. Presentations from the Public – Chair Lucente

There were no presentations from the public.

B. Public Hearing – Sufficiency of Instructional Materials - Education Code Section 60119:

A notice of public hearing regarding *California Education Code (EC) Section 60119, Sufficiency of Instructional Materials*, was posted on the Fenton website beginning on July 26, 2024. The Board encouraged participation from parents, teachers and community members regarding the sufficiency of textbooks and instructional materials for each student.

There were no presentations from the public.

C. Committee/Council Reports

Committee and Council reports for meetings conducted since the official start of the 2024-2025 school year will be posted in the September agenda.

D. Financial Business Manager’s Report

Erik Okazaki, Financial Business Manager of the FCPS, will present a review of the current financial standing of each school and the organization at the September meeting.

E. Directors’ Reports

School Site Directors’ Reports will resume in September. The Directors and their respective schools are listed below:

Fenton Avenue Charter School (FACS) – *Ms. Monica Castañeda*

Santa Monica Boulevard Community Charter School (SMBCCS) – *Mr. Cary Rabinowitz*

Fenton Primary Center (FPC) – *Mrs. Sirui Thomassian*

Fenton STEM Academy (STEM) – *Dr. Beth Henschel*

Fenton Charter Leadership Academy (FCLA) – *Dr. Beth Henschel*

- F. Director of Instruction’s Report** – Mrs. Jennifer Miller
Mrs. Jennifer Miller, Director of Instruction, reported.
- G. Director of Special Education’s Report** – Mrs. Kristine Khachian
Mrs. Kristine Khachian, Director of Special Education, reported.
- H. Director of Community Schools’ Report** – Mr. Richard Parra
Mr. Richard Parra, Director of Community Schools, reported.
- I. Chief Operating Officer’s Report** – Mr. Jason Gonzalez
Mr. Jason Gonzalez, Chief Operating Officer, reported.
- J. Chief Executive Officer’s Report** – Dr. David Riddick
Dr. David Riddick, Chief Executive Officer, reported.

III. CONSENT AGENDA ITEMS

- A. Recommendation to approve final staff rosters, leadership positions, recommendations for regular status, and employee contracts for FACS, SMBCCS, FPC, STEM and FCLA for the 2024-2025 school year**
- B. Recommendation to approve 2024-2025 Parent Involvement Policies for Fenton Avenue Charter School, Santa Monica Boulevard Community Charter School, Fenton Primary Center, Fenton STEM Academy and Fenton Charter Leadership Academy and the FCPS Student Handbook**

On **MOTION** of Carrie Wagner, **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. and B.) was approved as presented.

Aye: (6) Yvette King-Berg, Daniel Laughlin, Joe Lucente, Carrie Wagner, Jed Wallace, Caprice Young
 Nay: (0)
 Abstentions: (0)

IV. ITEMS SCHEDULED FOR ACTION

- A. Recommendation to approve Resolution #56: Sufficiency of Instructional Materials**

On **MOTION** of Yvette King-Berg, **SECONDED** by Jed Wallace, and **CARRIED** by a vote of 6 (YES) and 0 (NO), the recommendation to approve Resolution #56: Sufficiency of Instructional Materials (Item IV.A.) was approved as presented.

Aye: (6) Yvette King-Berg, Daniel Laughlin, Joe Lucente, Carrie Wagner,

Jed Wallace, Caprice Young

Nay: (0)

Abstentions: (0)

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

On **MOTION** of Caprice Young, **SECONDED** by Daniel Laughlin, 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.B.) was approved as presented.

Aye: (6) Yvette King-Berg, Daniel Laughlin, Joe Lucente, Carrie Wagner, Jed Wallace, Caprice Young

Nay: (0)

Abstentions: (0)

Specific items approved:

Think Together: \$1,248,443 for Expanded Learning Opportunities Program. This is comparable to the amount spent on Think Together during the 2023-2024 school year. The following is the breakdown:

Think Together: \$535,479 (Base ELO-P Program) [Non-Instructional Days (NID) (ELO-P)] - Think Together will provide non-instructional day services for the 2024-2025 school year as listed below. Think Together will ensure Fenton students receive nine hours a day for 30 days through a combination of ELO-P funds, 21st Century Community Learning Centers (21st CCLC) and/or After School Education and Safety (ASES). The following amounts are the expense applied to ELO-P by location.

- ***Fenton Primary Center - \$117,849:*** *Serving 30 students, six hours a day for nine program days and nine hours a day for 30 program days.*
- ***Fenton Ave Charter School - \$82,301:*** *Serving 60 students, six hours a day for nine program days and nine hours a day for 30 program days.*
- ***Santa Monica Blvd. Community Charter School - \$100,206:*** *Serving 80 students, six hours a day for nine program days and nine hours a day for 30 program days.*
- ***Fenton STEM Academy - \$117,849:*** *Serving 60 students, six hours a day for nine program days and nine hours a day for 30 program days.*
- ***Fenton Charter Leadership Academy - \$117,849:*** *Serving 60 students, six hours a day for nine program days and nine hours a day for 30 program days.*

Think Together: \$538,644 (Additional Classes) Think Together will provide FACS, FPC, and SMBCCS an additional Site Coordinator using ELO-P funds. The following amounts are the expense applied to ELO-P by location.

- ***Fenton Primary Center - \$178,423 -*** *Serving additional 60 students.*
- ***Fenton Ave Charter School - \$163,737 -*** *Serving additional 100 students.*

- *Santa Monica Blvd. Community Charter School - \$196,484 - Serving additional 120 students.*

Think Together: \$174,320 (Additional Site Coordinator) Think Together will provide FACS, FPC, and SMBCCS an additional Site Coordinator using ELO-P funds. The following amounts are the expense applied to ELO-P by location.

- *Fenton Ave Charter School - \$87,160*
- *Santa Monica Blvd. Community Charter School - \$87,160*

Mathnasium: \$129,456 (SMBCCS) - Santa Monica Boulevard Community Charter School will offer Mathnasium again as an afterschool provider using ELO-P funds. This amount is for 72 students in grades 2nd-6th grade. SMBCCS will use ELO-P funds to cover this expense.

Rafael Franco and Associates: \$65,120 (FCPS) – This expense is for the expansion of the FCLA-STEM annex servery. The scope of work includes the design and permit of a new kitchen, and expanding the existing FCLA-STEM annex servery by approximately 800 square feet, with equipment layout provided by the owner's consultant. A Plan Check Review will be submitted to the Los Angeles Department of Building and Safety and the Los Angeles County Department of Public Health. KIT grants and NSLP funds will be used to cover the expense.

C. Recommendation to approve Resolution #57: Submission of Charter Renewal for Fenton Primary Center

On **MOTION** of Yvette King-Berg, **SECONDED** by Carrie Wagner, and **CARRIED** by a vote of 6 (YES) and 0 (NO), the recommendation to approve Resolution #57: Submission of Charter Renewal for Fenton Primary Center (Item IV.C.) was approved as presented.

Aye: (6) Yvette King-Berg, Daniel Laughlin, Joe Lucente, Carrie Wagner, Jed Wallace, Caprice Young
 Nay: (0)
 Abstentions: (0)

V. ITEMS SCHEDULED FOR INFORMATION

There were no items scheduled for information.

VI. ANNOUNCEMENTS

The next regular meeting of the Board of Directors of the Fenton Charter Public Schools will be held on Thursday, September 19, 2024 at 4:30 p.m. in the FCPS Business Office Boardroom and via Zoom.

VII. FUTURE MEETINGS

September 19, 2024
October 24, 2024
December 12, 2024
January 23, 2025
March 6, 2025
April 10, 2025
May 15, 2025
June 12, 2025

VIII. ADJOURNMENT

The meeting was adjourned at 5:41 p.m.

Respectfully submitted:

Irene Sumida
Secretary of the Board

II. B.

Committee and Council Reports

FENTON CHARTER PUBLIC SCHOOLS
Fenton Primary Center

Unapproved Minutes of the Finance and Safety Committee

Wednesday, September 11, 2024

Call to Order: Sarah Ananta called the meeting to order at 7:20 a.m.

Roll Call: Mia Martinez, Secretary

Members Present: Sarah Ananta, Maria Patron, Sandra Valle, Mia Martinez, Shirley Saetang, Abigail Jackson, Rosa Benkovic, and Sirui Thomassian

Non-Members Present: Paola Ramirez

Additions to the Agenda:

Item #6 Safety Items

Item #1 **Approval of Minutes from the April 5th meeting of the Finance and Safety Committee - Sarah Ananta, Chair** (*Motion to Approve*)

On **MOTION** by Sandra Valle, **SECONDED** by Mia Martinez, and **CARRIED**, the minutes of the April 5, 2024 Finance and Safety Committee were approved and submitted.

Item #2 **Any person(s) desiring to address the Finance and Safety Committee on any proper matter**

There were no presentations from the public.

Old Business:

There was no Old Business.

New Business:

Item #2 **2024-2025 Budget Update (LCAP 2, AMO 2) - Sirui Thomassian, Director** (*Informational Item*)

The Director, Sirui Thomassian, reported enrollment is 483 students and 23 students are unfunded. The 23 unfunded students represent \$345,000. Fenton Primary Center is budgeted for 532 students. The school needs 49 more students to meet our enrollment for the school budget. The 49 more students represent \$735,000. The school is about \$1 million in the red for the budget. The school is following all the norms to stay within the budget.

Item #3 **Enrollment Update (LCAP 2, AMO 3) - Sirui Thomassian, Director** (*Informational Item*)

The Director, Sirui Thomassian, reported enrollment is 483 students with 23 of the students unfunded. Although the school continues to receive new students enrolling there are some students leaving. The school continues to focus on increasing enrollment.

Item #4 **The Great Shakeout October 17, 2024 (LCAP 3, AMO 6) - Sirui Thomassian, Director** (*Informational Item*)

The Director, Sirui Thomassian, reported the monthly earthquake drills continue in the classrooms. Mrs. Thomassian signed up the school to participate in the Great Shake Out this year on October 17, 2024. Supplies are being updated for the Great Shakeout. Information about the Great Shake Out is attached to the minutes. More information will be shared in the weekly bulletin.

Item #5 **Facilities Update (LCAP 3, Goal 5) - Sirui Thomassian, Director** (*Informational Item*)

The Director, Sirui Thomassian, reported that the pebbles put around the trees on the playground will be replaced. Alternatives like benches around the trees are being considered. The air conditioning was fixed in the Multi-purpose Room the first week of school. Drop down shades were installed for the Transitional Kindergarten classrooms. One of the blue shade tarps on the playground is torn. The blue shade tarp is under warranty and will be replaced.

Item #6 **Safety Items - Sirui Thomassian, Director** (*Informational Item*)

Sarah Ananta reported that the classroom numbers on the playground where students line up for emergency drills are faded and need to be spaced out more. The Director, Sirui Thomassian, reported Jessi Tello is working on updating the emergency plan with all the administrators, Gloria Rangel and Paola Ramirez. Paola Ramirez reported that many emergency numbers need to be changed on the emergency plan. Paola Ramirez also said that some doors were not able to be locked. Mrs. Thomassian said that will be investigated. All doors must be able to be locked. Paola Ramirez also brought up the idea that the leads on the emergency plan could be on the Finance and Safety Committee. Maybe some leads could be changed when the emergency plan is updated or changes could be made in the future. Mrs. Thomassian will put updated information in the weekly bulletin on how to use the new phones in case of an emergency. September 25, 2024 will be the fire drill for the whole school. Administration is looking into the protocol for practicing all the emergency drills at the school.

Next Regular Meeting:

TBD

Adjournment:

On **MOTION** by Mia Martinez, **SECONDED** by Shirley Saetang, and **CARRIED**, the Finance and Safety Committee Meeting of September 11, 2024 was adjourned at 7:52 a.m.

Minutes respectfully submitted by Mia Martinez, Committee Secretary

FENTON CHARTER PUBLIC SCHOOLS
Santa Monica Blvd. Community Charter School

Unapproved Minutes of the Finance Committee

September 11, 2024

Call to Order: Isabella Rodriguez, Co-Chair

Meeting was called to order at 7:16 am.

Roll Call: Kimberlee Eggly, Secretary

Present Members: Emily Aaronson, Isabella Rodriguez, Jennifer Nishimoto, Richardo Castro, Fanny Adnitt, Lizette Adkisson, Erick Lazo, Holly Putnam, Tidarart Lot, Yennizel Duran, Victor Orellana, Maria Sanderson, and Kimberlee Eggly

Absent Members:

Excused: Cary Rabinowitz, Vanessa Marcoe

Non-Members: N/A

Additions/Corrections to the Agenda: Isabella Rodriguez, Co-Chair

There were no additions or corrections to the agenda.

Approval of Minutes: Isabella Rodriguez, Co-Chair

Item #1 **Approval of Minutes from the May 1, 2024 meeting of the Finance Committee**
- Isabella Rodriguez, Co-Chair (*Motion to Approve*)

On **MOTION** of Holly Putnam, **SECONDED** by Walter Gomez, and **CARRIED**, the minutes from the May 1, 2024 meeting of the Finance Committee were approved as submitted.

Presentations from the Public: Isabella Rodriguez, Co-Chair

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

Old Business:

There was no Old Business.

New Business:

Item #3 **Selection of Finance Committee Co-Chair** - Isabella Rodriguez, Committee Chair (*Motion to Approve*)

This item will be tabled for the next Finance Committee Meeting.

Item #4 **Selection of Finance Committee Secretaries** - Isabella Rodriguez, Committee Chair (*Motion to Approve*)

Victor Orellana has volunteered to be Finance Committee secretary. We will revisit this topic at our next committee meeting with the possibility of having another committee member share the position.

On **MOTION** by Jennifer Nishimoto, **SECONDED** by Emily Aaronson, and **CARRIED**, the Finance Committee secretary was approved.

Item #5 **Enrollment Update (LCAP Goal 3)** - Walter Gomez, Assistant Director (*Informational Item*)

Our school currently has 703 students enrolled. There were 685 students enrolled at the beginning of the year. 23 new students have been enrolled from grades TK to 5th. Our class sizes are still small with 11-12 students in TK, 17-18 students in K, 16-17 students in 1st grade, 20-21 students in grades 2 & 3, 22 - 24 students in 4th grade, 22 - 23 students in grade 5 and 23 - 24 students in grade 6.

As of today, just over 80% of independent studies have been submitted. Teachers are asked to continue to turn in their independent studies as today is the last day to do so for month 1.

Item #6 **Facilities & Technology Update (LCAP Goal 3, AMO 5)** - Walter Gomez, Assistant Director (*Informational Item*)

Thank you to our custodial team for their hard work, especially this week with our air conditioning in the main building. Another thank you to our technology team for installing new printers in all classrooms and wireless microphones on campus. Landscaping and painting projects are in progress.

Item #7 **Review of Financials (LCAP Goal 3)** - Walter Gomez, Assistant Director (*Informational Item*)

This item has been tabled and will be discussed at the next meeting on October 9, 2024.

Item #8 **Local Control Accountability Plan (LCAP Goal 1-3)** - Walter Gomez, Assistant Director (*Informational Item*)

The Local Control Accountability Plan (LCAP) is a comprehensive tool that outlines how California public schools, including Fenton Charter Public Schools (FCPS), plan to meet specific goals and objectives related to student achievement, engagement, and conditions of learning. It is updated annually to align with the Local Control Funding Formula (LCFF), providing flexibility in fund usage while ensuring accountability. The LCAP includes input from school stakeholders such as parents, staff, and students to address local needs and priorities. There are three goals.

Goal 1: Increase student achievement

Goal 2: Increase meaningful and purposeful student, teacher, and parent engagement.

Goal 3: Provide an appropriate Basic Condition of Learning.

Announcements:

There were no announcements.

Next Regular Meeting:

The next Finance Committee meeting will be October 9, 2024.

Adjournment:

On **MOTION** by Richard Castro, **SECONDED** by Fanny Adnitt, and **CARRIED**, the October 9, 2024 meeting of the Finance Committee was adjourned at 7:33 a.m.

FENTON CHARTER PUBLIC SCHOOLS
Fenton Primary Center

Unapproved Minutes of the Instruction Committee

September 3, 2024

A meeting of the Instruction Committee was held on Tuesday, September 3, 2024, at 7:15 a.m. in Room 201 of Fenton Primary Center at 11351 Dronfield Avenue, Pacoima, CA, 91331.

Call to Order: Coco Salazar, Co-Chair

The Instruction Committee Meeting was called to order at 7:17 a.m. by Co-Chair, Coco Salazar.

Roll Call: Brianna Ellis, Co-Chair

Members Present: Brianna Ellis, Coco Salazar, Jacqueline Penner, Sarah Ananta, Maria Cardenas, Nitima Angus, Judy Lee, Maria Reyes, Nina Ferman, Gloria Rangel, Max Young, Sirui Thomassian, Elissa Vallejo

Members Excused: Laura Holmes, Nicole Langlois, Jessi Tello

Members Absent: Carlos Garcia

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

The following items were added to the agenda:

Item #12: **Report Cards (LCAP Goal 1, AMO 4)** - Sirui Thomassian, FPC Director
(Discussion Item)

Item #13 **Curriculum Updates (LCAP Goal 1, AMO 2)** - Sirui Thomassian, FPC
Director *(Informational Item)*

Approval of Minutes from June 6, 2024 meeting of the Instruction Committee: Brianna Ellis, Co-Chair

Item #1 **Minutes from the June 6, 2024 meeting of the Instruction Committee -**
Brianna Ellis, Co-Chair *(Motion to Approve)*

On **MOTION** of Gloria Rangel, **SECONDED** by Jacqueline Penner, and **CARRIED**, the Minutes of the Instruction Committee Meeting of June 6, 2024, were approved as submitted.

Presentations from the Public: Brianna Ellis, 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 **Selection of Committee Secretary (LCAP Goal 2, AMO 2)** - Brianna Ellis and Coco Salazar Co-Chairs (*Motion to Approve*)

The committee decided to share the responsibility of the secretary position. Each month a new committee member will act as secretary for that month. Max Young was appointed as secretary for this meeting.

On **MOTION** of Sarah Ananta, **SECONDED** by Jacqueline Penner, and **CARRIED**, the Selection of Committee Secretary was approved.

Item #4 **i-Ready BOY Assessments (LCAP Goal 1, AMO 4)** - Sirui Thomassian, FPC Director (*Informational Item*)

First and second grades began the BOY i-Ready Diagnostic Assessment on August 26th. These grades have until September 13th to complete both reading and math assessments. The kindergarten assessment window runs from September 3rd to September 23rd. At this point in reading, only 29% of first graders have not started, and only 5% of second graders have not started. For math, 78% of first graders have not started, and 33% of second graders have not started.

Item #5 **Initial ELPAC Testing Update (LCAP Goal 1, AMO 4)** - Sirui Thomassian, FPC Director (*Informational Item*)

Ms. Reyes, Compliance Assistant, has been working hard administering the Initial ELPAC to the 40 students who need required testing. Result letters for parents have been placed in teacher's boxes. TK students are not required to be tested. They will be tested next year in Kindergarten. The summative ELPAC testing will begin in February.

Item #6 **Shared Acceleration Specialist at FPC (LCAP Goal 1-2, AMO 2)** - Sirui Thomassian, FPC Director (*Informational Item*)

FPC will share Mrs. Vallejo, Acceleration Specialist, with the Academies. Mrs. Vallejo will be at FPC every Tuesday and Thursday. She has completed the initial assessments and set up groups. She has placed the group schedule in teachers' mailboxes. Mrs. Vallejo will be sending home parent letters with students who will be receiving support. Students will start receiving services the week of September 9th.

Item #7 **PLC Continued Coaching Model (LCAP Goal 1-2, AMO 1-2)** - Sirui Thomassian, FPC Director (*Informational Item*)

This academic year, Mrs. Heller will be visiting FPC on the following dates: 9/12, 10/16, 2/6, and 3/6. Teachers will be given a survey to complete at Wednesday's staff meeting. The survey results will be shared with the Guiding Coalition on Thursday and will help guide where support is needed.

Item #8 **Student of the Month Assemblies (LCAP Goal 1-2, AMO 1-2)** - Sirui Thomassian, FPC Director (*Informational Item*)

The Student of the Month assemblies began with August’s assembly on August 28th. The assembly went well and had a good parent turnout. Student of the Month assemblies will be held most months. Semester Award Assemblies will be held during the months of December and June. The next assembly will be held on Thursday, September 26th.

Item #9 **MTSS Cohort/Behavior Solutions Update (LCAP Goal 3, AMO 2)** - Sirui Thomassian, FPC Director (*Informational Item*)

FPC was awarded a grant to participate in S.E.L.F. (Special Education Leadership Fellowship). This grant works alongside Behavior Solutions. Mrs. Thomassian and Mrs. Cardenas will be attending the meetings for FPC. This is a school-wide program which will last 18 months. Nady Persons has been assigned as the coach for FPC. Our first walk-through is scheduled for the end of September.

Item #10 **CMO Visit (LCAP Goal 1, AMO 1-2)** - Sirui Thomassian, FPC Director (*Informational Item*)

The CMO visit from our organizational leaders went very well. The CMO team expressed how much they admired and valued our teachers’ attention to detail and referred to our staff as an “all-star olympic team”. Our collaboration and dedication to student success was evident throughout the school. We should expect to see more of these visits throughout the school year as well as directors visiting each others’ sites.

Item #11 **Paraprofessional Training (LCAP Goal 1, AMO 1-2)** - Nicole Langlois, FPC Assistant Director (*Informational Item*)

Mrs. Langlois has been training the supervision aides on the new playground areas, specifically on the games/activities allowed in each area. She will be holding follow-up meetings as needed to review expectations and procedures. At upcoming meetings, she will also focus on completing minor and major forms, walkie-talkie protocols, and behavior solution strategies.

Item #12 **Report Cards (LCAP Goal 1, AMO 4)** - Sirui Thomassian, FPC Director (*Discussion Item*)

Teachers have requested clarification on the report card changes that were discussed at the end of last school year during the FCPS Lead Teacher meetings. The decision has been made to only assign effort grades for Social Studies and Science. This has been confirmed for Kindergarten and 1st grade, but it is unclear if this will apply to second grade as well. First and Second Grades have also requested that Foundational Skills become its own strand with its own grade. These changes have not yet been updated on Infinite Campus. Grade levels would like to start creating gradebooks, but are waiting for a response.

Item #13 **Curriculum Updates (LCAP Goal 1, AMO 2)** - Sirui Thomassian, FPC Director (*Informational Item*)

The following curriculum updates were presented:

- i-Ready Math Training will take place on Wednesday, September 25th for Kindergarten, First, and Second Grade teachers.

- The Heggerty online platform with the Heggerty videos is now accessible to all teachers.
- Boom Membership has been renewed.
- ESGI is now up-to-date and also now available through Clever. It will automatically update the roster as students are added to Infinite Campus. Student data will now follow them to the next grade level. Mrs. Vallejo, our Acceleration Specialist, was given a District Specialist account. This gives her access to our classes and we get immediate access to the assessments she gives students. Teachers may begin utilizing it for assessments.

Announcements:

There were no announcements.

Next Regular Meeting:

TBA

Adjournment:

By order of **GENERAL CONSENSUS**, the Instruction Committee Meeting was adjourned at 7:53 a.m.

Minutes respectfully submitted by: Max Young

FENTON CHARTER PUBLIC SCHOOLS
Santa Monica Blvd. Community Charter School

Unapproved Minutes of the Instruction Committee

September 4, 2024

Call to Order: Jocelyn Condo and Sandy Hernandez, Co-Chairs

The Instruction Committee Meeting was called to order at 7:17 a.m. by council.

Roll Call: Jocelyn Condo and Sandy Hernandez, Co-Chairs

Present Members: Jocelyn Condo, Angela Boyd, Bunny Wolfer, Diana Ramos, Jennifer Flynn, Amanda Hill, Laura Gerow, Aleeya Culhane, Patient Reinicke, Izaro Telleria, Cary Rabinowitz, Carmen Solis

Non-Members: Christian Hidalgo

Excused: Sandra Hernandez, Jordan Jones, Myra Valenzuela

Absent: None

Additions/Corrections to the Agenda: Jocelyn Condo and Sandy Hernandez, Co-Chairs

There were no additions or corrections to the agenda.

Approval of Minutes: Jocelyn Condo and Sandy Hernandez, Co-Chairs

Item #1 **Approval of Minutes from the May 2, 2024 meeting of the Instruction Committee** - Jocelyn Condo and Sandy Hernandez, Co-Chairs (*Motion to Approve*)

On **MOTION** of Angela Boyd, **SECONDED** by Bunny Wolfer, and **CARRIED**, the minutes of the Instruction Committee from May 2, 2024, were approved as submitted.

Presentations from the Public: Jocelyn Condo and Sandy Hernandez, Co-Chairs

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

There were no presentations to the public.

Old Business:

There is no Old Business.

New Business:

Item #3 **Selection of Instruction Committee Secretaries** - Jocelyn Condo and Sandy Hernandez, Co-Chairs (*Motion to Approve*)

The secretarial duties for the 2024-2025 Instruction Committee will be shared between Ms. Ramos and Ms. Telleria. The role of a secretary entails taking attendance and summarizing information discussed at each meeting to keep the school community informed.

By order of **GENERAL CONSENSUS**, Ms. Ramos and Ms. Telleria will serve as co-secretaries of the committee.

Item #4 **2023-2024 Review of Internal and State Testing Growth (LCAP Goal 1)** - Cary Rabinowitz, Director (*Informational Item*)

Mr. Rabinowitz presented the preliminary iReady scores and overall growth between the school years. Official test scores will be posted by the state. Currently, growth on diagnostic assessments has been steady as many students have met their typical growth of 55%. Mr. Rabinowitz also discussed preparation for the SBAC. Our goal is to make sure all classrooms have the same testing protocols and resources for preparation. In addition with SBAC testing, we want to ensure that teachers are using CAASPP resources throughout the year to better prepare. This school year's oversight visit will most likely be more stringent this school year due to a decrease in iReady and CAASPP scores based on previous years.

Item #5 **iReady Beginning of Year Assessments (LCAP Goal 1)** - Carmen Solis, Administrative Coordinator (*Informational Item*)

Ms. Solis discussed the iReady beginning of year diagnostic assessments. The iReady diagnostic began the last week of August starting with 1st grade to 6th grade testing in math. 80% of students in 1st-6th grades have completed the diagnostic at the time of the committee meeting. There were a total of 21 “rush flags”. iReady diagnostic testing will continue during the first week of September with kindergarten also joining the rest of the grades in testing. Ms. Solis sent out an iReady success guide and information about how to administer the diagnostic. She has included resources in the email that can support teachers and ensure active monitoring of the assessment.

Item #6 **Initial ELPAC Assessments (LCAP Goal 1, AMO 3-4)** - Carmen Solis, Administrative Coordinator (*Informational Item*)

Ms. Solis discussed AB 2268 and how it has impacted initial ELPAC testing. TK is no longer ELPAC tested. TK students who were tested last year did not have to test the initial ELPAC this school year. Only 26 students were assessed. Mr. Arreguin administered the assessment to 19 kindergarteners, 1 first grader, 2 second graders, and 3 fourth graders. The focus now is to test only incoming students whose language is other than English and have never taken the ELPAC. We can expect more students to be assessed next year. Also, ELPAC results from last year have been uploaded to Infinite Campus.

Item #7 **Professional Learning Community: Six Tightly Held Tenets of a PLC & TEAMS Framework (LCAP Goal 1)** - Cary Rabinowitz, Director (*Informational Item*)

Mr. Rabinowitz has started meeting with grade levels to identify areas of strength, identify areas of improvement, and define next steps by setting individual TEAMS goals.

Item #8 **Professional Learning Community: Systems of Acceleration, Intervention and Extension at SMBCCS (LCAP Goal 1) - Cary Rabinowitz, Director**
(Informational Item)

Grade levels have taken advantage of their PLT planning time. The minutes show many great discussions about planning for the school year related to CFAs, essential standards, and unit planning. Each grade level has one full hour of collaborative time every week in addition to 40 minutes per week. This year, teachers are not expected to be present during special programs like iLab or Art. This has given teachers time to complete work during their contract hours. Mr. Rabinowitz asks that grade levels please continue to include their Tier 1 and Tier 2 blocks in the master schedule. The identification of these Tier 1 and Tier 2 blocks in the shared master schedule helps determine when students can be pulled for services or any other activities. Students who receive Tier 3 support will be pulled the week of September 9, and WIN TAs will start to work in classrooms. Acceleration Specialists compiled resources related to essential standards and entered them on a shared document. These resources can be used during small group activities at WIN time.

Item #9 **Professional Learning Community: SMBCCS Guiding Coalition (LCAP Goal 1) - Cary Rabinowitz, Director**
(Informational Item)

The following teachers, specialists, and administrators are members of the Guiding Coalition - Jennifer Flynn, Alexis Ribakoff, Megan Rol, Laura Gerow, Aleeya Culhane, Lizette Adkisson, Jordan Jones, Patience Reinicke, Angela Boyd, Jocelyn Condo, Sandy Hernandez, Bunny Wolfer, Cary Rabinowitz, and Carmen Solis. The first meeting will be held on Monday September 9th at 3pm with Paula Maeker. Regarding future meetings: classrooms will be taken outside for a separate psychomotor time. TK and Kindergarten students will be in the Kinder yard area for psychomotor.

Item #10 **SMBCCS Local Control Accountability Plan (LCAP Goals 1-3) - Cary Rabinowitz**
(Informational Item)

Mr. Rabinowitz reviewed the first three LCAP goals and annual measurable objectives. Mr. Rabinowitz shared that the LCAP includes our goals with an attached budget, and guides schoolwide decision making.

Announcements:

None

Next Regular Meeting:

The next Instruction Committee meeting will be held on October 2, 2024

Adjournment:

On **MOTION** of Bunny Wolfer, **SECONDED** by Jennifer Flynn, and **CARRIED**, the Instruction Committee was adjourned at 7:57 a.m.

FENTON CHARTER PUBLIC SCHOOLS
Fenton STEM Academy

Unapproved Minutes of the Instruction Committee

September 5, 2024

The meeting of the Instruction Committee was held on Thursday, September 5, 2024, 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: Melissa Andrade, Chair

Roll Call: Melissa Andrade, Chair

Members Present: Bianca Bell-Reed, Elizabeth Marquez, Alyssa Marygold, Beth Henschel, Cecelia Quijano

Members Excused: Jennifer Pimentel, Elisa Vallejo, Alex Muñoz

Non-committee Members: Melissa Andrade, Martha May, Alexis Sheppard

Additions/Corrections to the Agenda: Melissa Andrade, Chair

There were no additions or corrections to the agenda.

Approval of Minutes from June 3, 2024: Melissa Andrade, Chair

Item #1 **Approval of Minutes from the June 3, 2024 meeting of the Instruction Committee -**
Melissa Andrade, Chair (*Motion to Approve*)

On **MOTION** of Bianca Bell-Reed, **SECONDED** by Alyssa Marygold, and **CARRIED**, the minutes were approved as submitted.

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

There were no presentations to the public.

Old Business:

There was no Old Business.

New Business:

Item #3 **Selection of Instruction Committee Secretaries -** Melissa Andrade, Chair (*Motion*
to Approve)

should be done by September 13th, and the students in Kindergarten should be done by September 23rd. All of the data will be looked at for goal setting meetings, AIM instruction, and general classroom instruction in order to best support our students.

Announcements:

There were no announcements.

Next Regular Meeting:

The next meeting of the Instruction Committee is to be determined at a later date.

Adjournment:

On **MOTION** of Alyssa Marygold, **SECONDED** by Bianca Bell-Reed and **CARRIED**, the Instruction Committee meeting adjourned at 7:55 a.m.

Minutes respectfully submitted by: Joanna Tepper

FENTON CHARTER PUBLIC SCHOOLS
Fenton Charter Leadership Academy

Unapproved Minutes of the Instruction Committee

September 5, 2024

The meeting of the Instruction Committee was held on Thursday, September 5, 2024, at 7:19 a.m. in the Hands-On Lab at Fenton Charter Leadership Academy at 8926 Sunland Blvd., Sun Valley, CA 91352.

Call to Order: Melissa Andrade, Chair

Roll Call: Melissa Andrade, Chair

Members Present: Melissa Andrade, Martha May, Alexis Sheppard, Beth Henschel

Members Excused: Jennifer Pimentel, Alex Munoz, Stephanie Garcia, Susana Orozco

Non-committee Members: Bianca Bell-Reed, Elizabeth Marquez, Alyssa Marygold, Robin McNutt, Cecilia Quijano, Joanna Tepper

Additions/Corrections to the Agenda: Melissa Andrade, Chair

There were no additions or corrections to the agenda.

Approval of Minutes from June 3, 2024: Melissa Andrade, Chair

Item #1 **Approval of Minutes from the June 3, 2024 meeting of the Instruction Committee - Melissa Andrade, Chair** (*Motion to Approve*)

On **MOTION** of Alexis Sheppard, **SECONDED** by Martha May, and **CARRIED**, the minutes were approved as submitted.

Old Business:

There was no Old Business.

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

There were no presentations from the public.

New Business:

Item #3 **Selection of Instruction Committee Secretaries - Melissa Andrade, Chair** (*Motion to Approve*)

window closes on September 23. More than half of the students have completed both reading and math diagnostic testing. This will provide teams with data to support their students where they are.

Announcements:

There were no announcements.

Next Regular Meeting:

The next meeting of the Instruction Committee is to be determined at a later date.

Adjournment:

On **MOTION** of Martha May, **SECONDED** by Alexis Sheppard and **CARRIED**, the Instruction Committee meeting adjourned at 7:55 a.m.

Minutes respectfully submitted by: Martha May

FENTON CHARTER PUBLIC SCHOOLS
Fenton STEM Academy

Unapproved Minutes of the Instruction Committee

September 5, 2024

The meeting of the Instruction Committee was held on Thursday, September 5, 2024, 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: Melissa Andrade, Chairperson

Roll Call: Joanna Tepper, Secretary

Members Present: Bianca Bell-Reed, Elizabeth Marquez, Alyssa Marygold, Beth Henschel, Cecelia Quijano

Members Excused: Jennifer Pimentel, Elisa Vallejo, Alex Munoz

Non-committee Members: Melissa Andrade, Martha May, Alexis Sheppard

Additions/Corrections to the Agenda: Melissa Andrade, Chairperson

There were no additions or corrections to the agenda.

Approval of Minutes from June 3, 2024: Melissa Andrade, Chairperson

Item #1 **Approval of Minutes from the June 3, 2024 meeting of the Instruction Committee - Melissa Andrade, Chairperson** (*Motion to Approve*)

On **MOTION** of Bianca Bell-Reed, **SECONDED** by Alyssa Marygold, and **CARRIED**, the minutes were approved as submitted.

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

There were no presentations to the public.

Old Business:

There was no Old Business.

New Business:

Item #3 **Selection of Instruction Committee Secretaries - Melissa Andrade, Chair** (*Motion to Approve*)

Dr. Henschel discussed the beginning-of-year iReady diagnostic. The iReady diagnostic for grades first through sixth began on August 26th, and Kindergarten began on September 2nd. Most teachers have reported almost being finished with the iReady diagnostic. All students in first grade through sixth grade should be done by September 13th, and the students in Kindergarten should be done by September 23rd. All of the data will be looked at for goal setting meetings, AIM instruction, and general classroom instruction in order to best support our students.

Announcements:

There were no announcements.

Next Regular Meeting:

The next meeting of the Instruction Committee is to be determined at a later date.

Adjournment:

On **MOTION** of Alyssa Marygold, **SECONDED** by Bianca Bell-Reed and **CARRIED**, the Instruction Committee meeting adjourned at 7:55 a.m.

Minutes respectfully submitted by: Joanna Tepper

FENTON CHARTER PUBLIC SCHOOLS
Fenton Avenue Charter School

Unapproved Minutes of the Curriculum and Assessment Council

September 10, 2024

A meeting of the Curriculum and Assessment Council was held on Tuesday, September 10, 2024, at 7:15 A.M., in the Conference Room of Fenton Avenue Charter School, 11828 Gain St., Lake View Terrace, CA 91342.

Call to Order: Christopher Torres - Chairperson

The Curriculum and Assessment Council meeting was called to order at 7:15 A.M. by Chair, Christopher Torres.

Roll Call: Roll Call - Christopher Torres

Council Members Present: Monica Castañeda, Paige Piper, Christopher Torres, Tiffany Fisher, Feather Gentry, Wendy Kaufman, Jann Manorothkul, Gladys Ramirez, Lorena Sanchez, Gurpreet Viridi, Rebecca Williamson

Excused Members: Lisa Morales, Christina Melkonian

Absent Members: None

Non-Council Members: Juan Gomez, Evelyn Martinez

Additions/Corrections to the Agenda: Christopher Torres - Chairperson

No additions or corrections to the agenda.

Item #1 **Minutes from the June 4, 2024 meeting of the Curriculum and Assessment Council** - Christopher Torres, Council Chair (*Motion to Approve*)

On **MOTION** of Rebecca Williamson, **SECONDED** by Paige Piper and **CARRIED**, the minutes were approved.

Presentations from the Public: Christopher Torres-Chairperson

There were no presentations from the public.

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

Old Business:

There was no Old Business.

New Business:

Item #3 **Selection of Committee Secretary** - Christopher Torres, Committee Chair (*Motion to Approve*)

On **MOTION** of Tiffany Fisher, **SECONDED** by Jann Manorothkul, and **CARRIED**, Gladys Ramirez as Council Secretary was approved.

Item #4 **BOY I-Ready Diagnostic Assessments and Personalized Instruction (LCAP Goal 1, AMO 5)** - Monica Castaneda, FACS Director (*Informational Item*)

Ms. Castañeda shared that in the area of English Language Arts (ELA), 94% of students have completed the I-Ready Diagnostic, 6% are in progress, and 1% have not started. That 1% represents a student who does not partake in the assessment. In the area of Math, 92% of students have completed the I-Ready Diagnostic and 7% are in progress. I-Ready make-ups will take place Monday through Wednesday, with Mr. Gomez, and will continue in the classroom for the remainder of the week. Results of the assessments will be discussed at the goal setting meetings. There were questions regarding the appearance of results for the diagnostic. Ms. Piper shared that the I-Ready platform is going through changes, which will be clarified by Ms. Castañeda at a later time. Personalized instruction will begin once the diagnostics are complete. Admin is currently working on completing the data tracker folders for all students.

Item #5 **GLOW (LCAP Goal 1, AMO 2)** - Wendy Kaufman, Acceleration Specialist (*Informational Item*)

Mrs. Kaufman shared that GLOW for upper grades is up and running. Glow for primary grades began last week. Mrs. Kauffman tested over 90 students, resulting in her working with an average of 65 students. Upper grade has a focus on reading fluency, decoding, and comprehension. Lower grade has a focus on blending, Heggerty, and phonics. All parents of participating students received letters and will be provided monthly progress reports. Ms. Manorothkul also plans to initiate a group to introduce classroom participation skills to students in Transitional Kindergarten and Kindergarten during the second semester. Next week, Mrs. Kaufman will be meeting with Rosetta Stone and will be sending out information regarding the initiation of a newcomer group. The newcomer group will provide introductory English language skills, such as basic communication skills and basic vocabulary, to English language learners. Rosetta stone classes will be on Mondays. Permission slips will be given to parents to provide access to technology for students to continue their learning at home.

Item #6 **Initial ELPAC (LCAP Goal 1, AMO 4)** - Juan Gomez, FACS Administrative Coordinator (*Informational Item*)

Mr. Gomez shared that 100% of students have completed the initial ELPAC for all four domains (i.e., reading, writing, listening, speaking). This year, TK students were not required to test so he recommends that we monitor their progress through next year. A student with a score of 3 on the ELPAC will show as IFEP on their cumulative file. Students with a score below a 3 will be taking the summative ELPAC in February and are considered English Language Learners (EL students).

Item #7 **CAASPP Outcomes (LCAP Goal 1, AMO 2)** - Monica Castaneda, FACS Director (*Informational Item*)

Ms. Castañeda shared the preliminary scores for CAASPP. Finalized scores will be available at the end of the month. In the area of ELA, Fenton Avenue made and passed expected markers with a 43% passing rate. In the area of Math, Fenton Avenue had a 36% passing rate. Third and Fourth grade met their markers while fifth grade is working towards it, which is being supported by specialized instruction through the new departmentalization format. Fenton Avenue Charter is committed to increasing the percentages across the

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

Unapproved Minutes of the Personnel Committee

September 3, 2024

Call to Order: Marie Kirakossian and Megan Rol, Co-Chairs

The Personnel Committee meeting was called to order at 7:17 am.

Roll Call: Marie Kirakossian and Megan Rol, Co-Chairs

Present Members: Megan Rol, Marie Kirakossian, Sophie Bauer, Zoe Weiss, Fabiola Vega, Gabriela Arroyo, Shanjana Hossain, Xareni Robledo, Vanessa Ettleman, Charity Omowole, Alexis Ribakoff, Heather Garnica, Cary Rabinowitz, and Ariana Gomez

Absent Members: Barbara Williams

Excused: None

Non-Members: None

Additions/Corrections to the Agenda: Marie Kirakossian and Megan Rol, Co-Chairs

Item #10, the resignation of Haley Herkert, was added to the agenda.

Approval of Minutes: Marie Kirakossian and Megan Rol, Co-Chairs

Item #1 **Approval of Minutes from the June 4, 2024 meeting of the Personnel Committee - Marie Kirakossian and Megan Rol, Co-Chairs** (*Motion to Approve*)

On **MOTION** of Fabiola Vega, **SECONDED** by Vanessa Ettleman, and **CARRIED**, the minutes from the June 4, 2024 meeting of the Personnel Committee were approved as submitted.

Presentations from the Public: Marie Kirakossian and Megan Rol, Co-Chairs

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

There were no presentations from the public.

Old Business:

There is no Old Business.

New Business:

Item #3 **Selection of Personnel Committee Secretaries** - Megan Rol and Marie Kirakossian, Committee Chairs (*Motion to Approve*)

Charity Omowole volunteered to be the Personnel Committee secretary and the committee is currently in search of another secretary.

On **MOTION** of Sophie Bauer, **SECONDED** by Gabriela Arroyo, and **CARRIED**, the Personnel Committee secretary was approved.

Item #4 **2024-2025 Updated SMBCCS Staff Roster, Enrollment and Hiring Updates (LCAP Goal 3)** - Cary Rabinowitz, Director & Ariana Gomez, Administrative Coordinator (*Informational Item*)

Personnel Updates:

- **Certificated staff and paraprofessionals:**
 - All positions were filled for certificated teachers.
 - The sixth 4th grade teacher is no longer on the staff.
 - SMBCCS was approved from three education specialists to four.
 - We continue to use PRN to fill the full-time nurse position.
 - We added the Transitional Kindergarten TAs to the roster as a legal requirement. TK ratio is also a legal requirement to have another adult in each TK classroom. Evidence of this is the TA's added to the roster.
- **Classified staff:**
 - Four new classified members are starting and we need four more supervision staff to fulfill 3.5 workday hours.
 - We also have one more classified staff to hire for a complete WIN team. One WIN TA won't start until September 16.
 - The Board approved eight supervision staff to work 5.5 hours.
- **Enrollment:**
 - We lost about 70 students to begin the new 24-25 school year.
 - We started the school year in the 680's and have now reached 700. We are currently receiving new students.

Item #5 **2024-2025 FCPS Employee Handbook (LCAP Goal 3)** - Cary Rabinowitz, Director (*Informational Item*)

Jason Gonzalez sent a memo regarding the most recent adjustments to the FCPS Employee Handbook. Adjustments include the following: removal of accrual cap and usage language, 201-day calendar staff illness days increased from 11 to 12 days, and reproductive loss was changed from unpaid to paid leave. Please see the memo from Jason Gonzalez for further detail.

As for illness vs. vacation days: illness days should be used for illness. Teachers do not earn vacation days due to their work calendar (only employees who work year round - 249 days - earn vacation days), and no employees earn personal days. Examples of illness days may include sickness/illness, time away from work to support one's mental health, a doctor's appointment, the need to take care of a child, father, spouse, and/or parent. Please check with Cary Rabinowitz about any clarifications or need for approval for absence as staff member needs will vary. Teachers should be sure to utilize the Frontline application to mark their illness days.

Item #6 **Frontline Digital Platform (LCAP Goal 3)** - Cary Rabinowitz, Director
(Informational Item)

The organization shifted to Frontline in order to sign in and sign out of the workday. This change was due to changes at LACOE. In addition to the Frontline application, Santa Monica is the only Fenton school that uses a yellow slip to monitor absences from work on a daily basis. The slip performs the same function as the Frontline application. In this way, the committee feels the slip creates more work for office staff and feels like a generally redundant practice for staff overall. For these reasons, the consensus on the Personnel Committee is to stop using the yellow slip so SMBCCS is in alignment with the other Fenton schools and to increase efficiency in work practices.

If staff misses signing in or out on Frontline, please sign in as soon as you remember and send an email to Mr. Lazo.

Item #7 **Year 1-2 Probationary Teacher Formal Observations (LCAP Goal 3, AMO 1-2)** - Cary Rabinowitz, Director
(Informational Item)

Formal observations start October 7. Thank you to Ms. Wolfer for her continued support of the newly hired teachers. Formal observation lessons will be either in math or ELA in Fall and Spring. There will be pre- and post- observations that will occur before and after the formal observation.

Item #8 **Professional Goal Setting Meetings (LCAP Goal 3, AMO 1-2)** - Cary Rabinowitz, Director
(Informational Item)

Professional goal setting meetings start September 16. Finishing all goal setting meetings within two weeks is the goal. There will be roving substitutes to provide class coverage. Goal setting meetings are planned to be a 1:1 ratio of Director to teacher. The focus will be on assessment data, professional development, and the teacher's place within the PLC process.

Item #9 **Expanded Learning Opportunities Program Staffing (LCAP Goal 1)** - Cary Rabinowitz, Director
(Informational Item)

Ms. Luna is working to fill ELOP staff openings. Ms. Luna continues to fulfill those classified roles. Scoot TAs are currently in those positions. Currently there are 300-400 students in ELOP.

Item #10 **FCPS Reimbursement Policy** - Cary Rabinowitz, Director
(Informational Item)

We have a reimbursement policy and forms are located in the staff drive as well as made available in the main office. In order to qualify for a reimbursement, the forms should be completed within 60 days from when the purchase was made. The main reimbursement form needs to be signed by Cary Rabinowitz before it is sent out. Please make copies of all forms for your records.

Item #11 **Resignation of Haley Herkert** - Cary Rabinowitz, Director
(Informational Item)

The 4th grade new teacher, Haley Herkert, resigned during the first week of school.

Announcements:

There were no announcements.

Next Regular Meeting:

The next Personnel Committee meeting will be held on October 1, 2024

Adjournment:

On **MOTION** from Fabiola Vega, **SECONDED** by Shanjana Hossain, and **CARRIED**, the September 3, 2024 meeting of the Personnel Committee was adjourned at 7:53 am.

FENTON CHARTER PUBLIC SCHOOLS
Fenton Charter Leadership Academy

Unapproved Minutes of the Personnel Committee

September 3, 2024

A meeting of the Personnel Committee was held on Tuesday, September 3, 2024 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 7:19 a.m. by Chair, Kate Marrelli

Roll Call: Kate Marrelli, Chair

Personnel Committee Members Present: Kate Marrelli, Lindsey Western, Sofia Scaglione, Melissa Allender, Jennifer Pimentel, Beth Henschel

Excused Members: Cedric Ramirez

Non-Committee Members: Priscilla Gentry, Veronica McCaughin, Deborah Allan, Cecilia Quijano, Alex Muñoz

Additions/Corrections to the Agenda:

There were no additions or corrections to the agenda.

Approval of Minutes from June 4, 2024: Kate Marrelli, Chair

Item #1 Minutes from the June 4, 2024 meeting of the Personnel Committee - Kate Marrelli, Chair (*Motion to Approve*)

On **MOTION** of Melissa Allender, **SECONDED** by Lindsey Western, and **CARRIED**, the minutes were approved as submitted.

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 **Selection of Personnel Committee Secretary - Kate Marrelli, Chair** (*Motion to Approve*)

Kate Marrelli presented the need for a volunteer to serve as Committee Secretary. Lindsey Western and Melissa Allender graciously volunteered to share the role of Personnel Committee Secretary for the 2024-2025 school year.

On **MOTION** of Lindsey Western, **SECONDED** by Melissa Allender, and **CARRIED**, the selection of Lindsey Western and Melissa Allender as Personnel Committee Secretaries was approved.

Item #4 **2024-2025 Updated FCLA Staff Roster, Enrollment and Hiring Updates (LCAP Goal 3)** - Dr. Beth Henschel, Director (*Informational Item*)

Dr. Henschel shared that the 2024-2025 staff roster is nearing completion. Ms. Mendoza, the new 4th grade teacher, will begin once she has been processed by the business office. The Fenton Academies is still searching for an additional ELOP security guard. The Fenton Academies enrollment is currently at 602, which is 78 students below our projected enrollment. The Fenton Academies are in need of more students and are brainstorming ways to increase enrollment.

Item #5 **Year 1-2 Probationary Teacher Formal Observations (LCAP Goal 3, AMO 1-2)** - Dr. Beth Henschel, Director (*Informational Item*)

Dr. Henschel informed the committee about the Year 1 and 2 probationary teacher formal observations. FCLA currently has three probationary teachers. These staff members will first meet with Dr. Henschel to review the process. The first observation can be a choice between ELA and math. During the observation, two administrators will be present. Probationary teachers should reference the handbook and reach out to their respective Lead Teachers to go over their lesson plans before their formal observation. Our instructional coach, Mrs. Fuentes, is available to support teachers in this process, as well.

Item #6 **Professional Goal Setting Meetings (LCAP Goal 3, AMO 1-2)** - Dr. Beth Henschel, Director (*Informational Item*)

Dr. Henschel presented the committee with information regarding the beginning of the year goal setting meetings. Teachers will sign up for a 45-minute meeting with Dr. Henschel at the end of September. A roving substitute will be present to cover a teacher's class while they are at their meeting. During this meeting, the discussion will center on iReady data, the educator's role in the professional learning team, and personal teacher goals.

Item #7 **Expanded Learning Opportunities Program Staffing (LCAP Goal 1)** - Alex Muñoz, ELOP Coordinator (*Informational Item*)

Mrs. Muñoz presented the committee with information regarding the ELOP staffing. For ELOP Session 1, the Fenton Academies have 17 certificated staff members participating. They will offer club opportunities that support students academically, promote community involvement, and foster physical well-being and movement. Each week, these staff members will cumulatively provide 23 hours of ELOP programming for students.

In regards to classified staff member positions, we have 7 afternoon ELOP Supervision Aides, 2 ELOP Security Aides, and 1 ELOP Custodian. We are currently hiring for one ELOP Security Aide (2:30 -

6:00 pm). We are also looking to hire Adult Assistants for our afterschool programming, as we have students participating that have Adult Assistants during the day. Given that our program continues to expand, the need for additional staff is critical for smooth operations.

Item #8 **2024-2025 FCPS Employee Handbook (LCAP Goal 3)** - Dr. Beth Henschel,
Director (*Informational Item*)

Jason Gonzalez sent out an updated draft of the FCPS Employee Handbook to all staff. The email outlined some key changes. The revised version will be submitted to the Board of Directors for approval at the next board meeting. Please reach out to Jason Gonzalez with any questions.

Announcements:

There were no announcements.

Next Regular Meeting:

The next Personnel Committee meeting will be held on October 1, 2024.

Adjournment:

On **MOTION** of Lindsey Western, **SECONDED** by Melissa Allender, and **CARRIED**, the Personnel Committee was adjourned at 7:39 a.m.

Minutes respectfully submitted by: Kate Marrelli

FENTON CHARTER PUBLIC SCHOOLS
Fenton STEM Academy

Unapproved Minutes of the Personnel Committee

September 3, 2024

A meeting of the Personnel Committee was held on Tuesday, September 3, 2024 at 7:20 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: Priscilla Gentry, Chair

The Personnel Committee meeting was called to order at 7:20 a.m. by Chair, Priscilla Gentry.

Personnel Committee Members Present: Dr. Beth Henschel, Jennifer Pimentel, Priscilla Gentry, Veronica McCaughin, and Deborah Allen

Excused Members: Cedric Ramirez, Lilia Padilla Zuñiga

Non-Committee Members: Kate Marrelli, Cecilia Quijano, Alex Muñoz, Melissa Allender, and Lindsay Western

Additions/Corrections to the Agenda: Priscilla Gentry, Chair

There are no additions or corrections to the agenda.

Approval of Minutes from June 4, 2024: Priscilla Gentry, Chair

Item #1 **Minutes from the June 4, 2024 meeting of the Personnel Committee -** Priscilla Gentry, Chair (*Motion to Approve*)

On **MOTION** of Jennifer Pimentel, **SECONDED** by Dr. Beth Henschel, 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 **Selection of Committee Secretary - Priscilla Gentry, Chair** (*Motion to Approve*)

Dr. Henschel asked for volunteers to fill the secretary position for the Personnel Committee for the 2024 - 2025 school year. This item will be tabled for our next Personnel Committee Meeting in October when all committee members are present.

Item #4 **2024-2025 Updated STEM Staff Roster, Enrollment and Hiring Updates (LCAP Goal 3, AMO 1-2)** - Dr. Beth Henschel, Director (*Informational Item*)

Dr. Henschel shared that Joselin Casillas is currently going through processing to be hired for the kindergarten position. She has her teaching credential and we are hoping to have her cleared to officially become part of the organization in a few weeks.

We are fully staffed for TA and AA positions.

We are currently looking for a PM Security Guard.

As far as enrollment is looking, we are in need of more students. Upper grade classes are full, whereas the primary grades are in need of students. We are appreciative of Mrs. Miller, Mr. Parra, and Ms. Palma for their recent recruitment efforts!

Item #5 **Year 1-2 Probationary Teacher Formal Observations (LCAP Goal 3, AMO 1-2)** - Dr. Beth Henschel, Director (*Informational Item*)

Dr. Henschel announced that Year 1 and Year 2 Probationary Teacher Formal Observations will take place in October and into early November. Probationary Teachers are encouraged to meet with their Lead Teachers, Instructional Coach (Yesenia Fuentes), and administration. The beginning of year observation will focus on English language arts or mathematics content. Probationary teachers are able to reference the Evaluation Handbook for additional details (pages 10 – 21) on the evaluative process. The committee was also informed using a lesson outline/template from a university is acceptable. Dr. Henschel expressed her gratitude towards Lead Teachers and the Instructional Coaches for their support.

Item #6 **Professional Goal Setting Meetings (LCAP Goal 3, AMO 1-2)** - Dr. Beth Henschel, Director (*Informational Item*)

Educators will schedule Professional Goal Setting Meetings with Dr. Henschel during September. Each meeting will be about 45 minutes. There will be a roving sub to cover the educator while they are meeting with Dr. Henschel. Meetings will be focused on iReady Data, AIM, our role in our PLTs, ideas for parent engagement, and personal professional goals for the year. Dr. Henschel will use the iReady Diagnostics to discuss student growth.

Item #7 **Expanded Learning Opportunities Program Staffing (LCAP Goal 1)** - Alex Muñoz, ELOP Coordinator (*Informational Item*)

Mrs. Muñoz was thrilled to announce we have 17 certificated staff members hosting clubs for ELOP Session 1. There are a variety of clubs that will be offered to our students; to list a few: Born to Read, Homework Heroes, Multiplication Masters – clubs like these will support students academically. There are clubs that will promote community involvement such as Student Council, Gardening, and Friendship Bracelet Club. Yoga and Mindfulness, Hip Hop & Grooves, and Hula Club will also be offered and will

provide students with physical well-being and movement opportunities. These staff members will cumulatively provide 23 hours of ELOP programming for students.

Regarding classified staff member positions: we have seven ELOP Supervision Aides, 2 ELOP Security Guards, and 1 ELOP Custodian. Additionally, we are looking to hire Adult Assistants for our after-school programming, as we have students participating that have Adult Assistants during the school day. The need for additional staff is critical to ensure our expanding program continues to be successful.

Item #8 **2024-2025 FCPS Employee Handbook (LCAP Goal 3)** - Dr. Beth Henschel, Director (*Informational Item*)

Dr. Henschel reminded the committee on August 29, 2024, Jason Gonzalez emailed the organization a draft of the updated 2024 – 2025 FCPS Employee Handbook. This draft will be presented to the board on Thursday, September 19, 2024. In his email, he outlines the updates such as the cap on sick leave accumulation being removed and the illness days for 201-day staff moving from 11 to 12 days. Additionally, all illness days can be accrued. Reproductive loss or loss of adoption are included into the bereavement category and allows up to five days (in or out of state). If there are any further questions, please reach out to Jason Gonzalez.

Announcements:

There were no announcements.

Next Regular Meeting:

The next meeting of the Personnel Committee is to be held on Tuesday, October, 1, 2024

Adjournment:

On **MOTION** of Deborah Allen, **SECONDED** by Veronica McCaughin, and **CARRIED**, the Personnel Committee was adjourned at 7:40 a.m.

Minutes respectfully submitted by: Priscilla Gentry

FENTON CHARTER PUBLIC SCHOOLS
Fenton Primary Center

Unapproved Minutes of the Personnel Committee

September 5, 2024

A meeting of the Personnel Committee was held on Thursday, September 5, 2024 at 7:16 a.m. in the Conference Room at Fenton Primary Center at 11351 Dronfield Avenue, Pacoima, California 91331.

Call to Order: Caitlin McMabell, Co-Chair

Roll Call: Caitlin McMabell, Co-Chair

Personnel Committee Members Present: Judy Lee, Caitlin McMabell, Cristina Moran, Lisa Ibarra, Nitima Angus, Coco Salazar, Laura Vazquez, Diana Lucas, Sirui Thomassian, Nicole Langlois

Excused Members: Jessi Tello, Angie Salceda

Additions/Corrections to the Agenda: Caitlin McMabell, Co-Chair

Approval of Minutes: Caitlin McMabell, Co-Chair

Item #1 **Approval of Minutes from the May 21, 2024, meeting of the Personnel Committee - Caitlin McMabell, Co-Chair** (*Motion to Approve*)

On **MOTION** of Nitima Angus, **SECONDED** by Laura Vazquez Morales, and **CARRIED**, the minutes were approved as submitted.

Presentations from the Public: Caitlin McMabell, 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 **Selection of Personnel Committee Secretaries - Caitlin McMabell, Co-Chair** (*Motion to Approve*)

The committee collectively made a decision to have a shared responsibility for the secretary position alternating monthly amongst the members of the Personnel Committee. Judy Lee will be the secretary for the month of September and Jeanette Hernandez will be the secretary for October.

On **MOTION** of Sirui Thomassian, **SECONDED** by Diana Lucas, and **CARRIED**, the selection of Personnel Committee secretaries was approved.

Item #4 **2024-2025 Updated FPC Staff Roster, Enrollment and Hiring Updates (LCAP Goal 3)** - Sirui Thomassian, FPC Director (*Informational Item*)

FPC's current enrollment is 488 students. SDC at 12, TK at 71 students, Kinder at 138 students, 1st at 147 students, and 2nd at 132 students.

Elissa Vallejo was hired as a shared Acceleration Specialist between FPC and the Academies. Her salary will also be shared between the two schools.

Mrs. Thomassian and Mrs. Cardenas have been attending the MTSS conference that was funded through the COP (Charter Operated Programs).

Behavior Solutions training will be continuing throughout the year to continue guiding our school with MTSS and PBIS.

Item #5 **Professional Goal Setting Meetings (LCAP Goal 3, AMO 1-2)** - Sirui Thomassian, FPC Director (*Informational Item*)

Mrs. Thomassian will be meeting with teachers starting September 23rd through October 8th. The link will be provided to the staff soon.

Item #6 **Expanded Learning Opportunities Program Staffing (LCAP Goal 1)** - Jessi Tello, ELOP Coordinator (*Informational Item*)

Mrs. Langlois provided an ELOP update on behalf of Mr. Tello. The ELOP after-school program will begin on September 23rd. The program will consist of four cohorts per grade level, meeting four days a week. The program will continue using a teacher/vendor hybrid model to accommodate half of our student population. Kindergarten and First grade will be implementing Project WINGS which is funded under the Jacob K. Javits Gifted and Talented Students Education Act to build math enrichment programs for **English learners**.

The following teachers will be teaching the ELOP after-school program:

- Wings Project in Kindergarten: Mrs. Salazar, Ms. Hernandez, Mrs. Martinez, and Mrs. Lucas
- Wings Project in First: Mrs. Cardenas, Mrs. McMabell and Mrs. Patron
- Second Grade: Mrs. Angus, Mrs. Lee
- SPED: Mr. Young

Item #7 **2024-2025 FCPS Employee Handbook (LCAP Goal 3)** - Sirui Thomassian, Director (*Informational Item*)

Jason Gonzalez has provided an updated draft of the handbook along with a list of revisions. The Employee Handbook will be presented to the Board for approval at the September Board meeting.

Item #8 **Paraprofessional Training (LCAP Goal 1, AMO 1-2)** - Nicole Langlois, FPC Assistant Director (*Informational Item*)

Mrs. Langlois has been able to fill supervision aide positions, but is still waiting to process and hire additional aides. Adult assistants have also begun working at FPC this week and interviews will be set up to hire additional adult assistants and special education assistants.

Mrs. Ramirez will be holding meetings with paraprofessionals on September 10th to review walkie-talkie protocols, "Caught You Being Good" slips, and behavioral referrals on the playground. Times for these meetings will be added to the calendar and will last 15 minutes. Monthly meetings for all paraprofessionals will be scheduled soon.

Mrs. Noemi Ramirez and Ms. Lopez will be holding an adult assistant and special education assistant training during one of our shortened days this month.

Announcements:

There were no announcements.

Next Regular Meeting:

The next Personnel Committee meeting will be TBD

Adjournment:

On **MOTION** of Nitima Angus, **SECONDED** by Lisa Ibarra, and **CARRIED**, the Personnel Committee was adjourned at 7:50 a.m.

Minutes respectfully submitted by: Judy Lee

FENTON CHARTER PUBLIC SCHOOLS
Fenton Avenue Charter School

Unapproved Minutes of the Human Resource and Personnel Committee

September 11, 2024

A meeting of the Human Resource and Personnel Council was held on Wednesday, September 11, 2024, at 7:15 A.M., in the Conference Room of Fenton Avenue Charter School, 11828 Gain St., Lake View Terrace, CA 91342.

Call to Order: Lorena Sanchez, Council Chair

The Human Resource and Personnel Council meeting was called to order at 7:18 A.M by Chair, Lorena Sanchez.

Roll Call: Lorena Sanchez, Council Chair

Members Present: Lorena Sanchez, Barbara Aragon, Myriam Arechiga, Leanna Hendrix, Vivian Matute, Elsie Orellana, Alexandria Scott, Katherine Sheppard, Ileana Venegas, Lainey Yanez, Lillian De La Torre, Nereyda Gonzaga, Monica Castañeda, Paige Piper

Non-members Present: Juan Gomez

Members Excused: Evelyn Martinez

Additions/Corrections to the Agenda: Lorena Sanchez, Council Chair

There were no additions or corrections to the agenda.

Approval of Minutes: Lorena Sanchez, Council Chair

Item #1 **Approval of Minutes from the June 5, 2024 meeting of the Human Resources and Personnel Committee - Lorena Sanchez, Council Chair** (*Motion to Approve*)

On **MOTION** by Leanna Hendrix, **SECONDED** by Myriam Arechiga, and **CARRIED**, the minutes were approved as submitted.

Presentations from the Public: Lorena Sanchez, Council Chair

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

There were no presentations from the public.

Old Business:

There is no Old Business.

New Business:

Item #3 Selection of Human Resource and Personnel Council Secretary - Lorena Sanchez, Council Chair (*Motion to Approve*)

The secretary of the Human Resource Personnel Council will be Katherine Sheppard, who will be assisted by Vivian Matute.

On **MOTION** of Paige Piper, **SECONDED** by Barbara Aragon, and **CARRIED**, the Personnel Council secretaries were approved.

Item #4 2024-2025 Updated FACS Staff Roster, Enrollment and Hiring Updates (LCAP Goal 3, AMO 1) - Monica Castañeda, Director (*Informational Item*)

Ms. Castañeda excitedly informed the council that all classroom positions are fully staffed. However, there is still a need for a few more adult assistants due to the increase in the number of students requiring additional support as written in their IEPs. Due to FACS' strong enrollment of 740 students, the budget is also healthy and able to fund necessary resources for students and staff. Word of mouth and FACS' positive reputation continues to promote student enrollment.

Item #5 Custodial Staffing (LCAP Goal 3, AMO 5) - Juan Gomez, Assistant Director (*Informational Item*)

Mr. Gomez was pleased to inform the council that after an extensive hiring process, the custodial department is fully staffed. Eric Estrada has now been hired and all are encouraged to welcome him and to thank the custodial staff for all of their amazing efforts.

Item #6 2024-2025 FCPS Employee Handbook (LCAP Goal 3) - Monica Castañeda, Director (*Informational Item*)

Jason Gonzalez has provided an updated and revised draft of the Employee Handbook that will be presented to the Board for approval at the September Board meeting. Ms. Castañeda has advised the staff to read through it, and pay special attention to the policy regarding illness days.

Item #7 Year 1-2 Probationary Teacher Formal Observations (LCAP Goal 3, AMO 1-2) - Monica Castañeda, Director (*Informational Item*)

This year, FACS has quite a few probationary teachers. Ms. Castañeda and the administrative team, including instructional coaches, will be working with first and second year teachers in completing the observation process for this semester in October and November. Charlotte Danielson's framework rubric will be used throughout the observation process.

Announcements:

There were no announcements.

Next Regular Meeting:

Wednesday, October 16, 2024

Adjournment:

On **MOTION** of Barbara Aragon, **SECONDED** by Lillian De La Torre, and **CARRIED**, the Human Resource and Personnel Council was adjourned at 7:30am.

Minutes respectfully submitted by Katherine Sheppard, Secretary

FENTON CHARTER PUBLIC SCHOOLS
Fenton Primary Center

Unapproved Minutes of the Parent Advocacy Committee

August 29, 2024

A meeting of the Parent Advocacy Committee was held on August 29, 2024, 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: Bridget Ruiz, Co-Chair

Members Present: Bridget Ruiz, Nicole Langlois, Jennifer Cleary, Magaly Fernandez, Brianna Beeman, Cindy Soto, Celina Calvillo, Carla Carr, Gloria Rangel, Laura Vasquez, Sirui Thomassian, Paola Ramirez

Non-Members in Attendance: None

Members Excused: Gurpreet Gill, Jessi Tello

Members Absent: Gina Garcia

Additions/Corrections to the Agenda: Bridget Ruiz, Co-Chair

There were no corrections and no additions made to the agenda.

Corrections:

There were no corrections to the agenda.

Additions:

There were no additions to the agenda.

Approval of Minutes from May 30, 2024: Bridget Ruiz, Co-Chair

Item #1 **Minutes from the May 30, 2024 meeting of the Parent Advocacy Committee -**
Bridget Ruiz, Co-Chair (*Motion to Approve*)

On **MOTION** of Sirui Thomassian, **SECONDED** by Laura Vasquez, and **CARRIED**, the Minutes of the Parent Advocacy Committee Meeting of May 30, 2024, were approved as submitted.

Presentations from the Public: Bridget Ruiz, Co-Chair

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

There were no presentations from the public.

Old Business:

There was no Old Business.

New Business:

Item #3 **Selection of the Parent Advocacy Committee Secretaries (LCAP 2, AMO 2) -**
Bridget Ruiz, FPC PAC Co-Chair (*Motion to Approve*)

After some discussion, Jennifer Cleary and Celina Calvillo will share the role of secretary. Each secretary will take turns completing the minutes.

On **MOTION** of Gloria Rangel, **SECONDED** by Magaly Fernandez, and **CARRIED**, the Selection of the Parent Advocacy Committee Secretaries was approved.

Item #4 **Hispanic Heritage Month (LCAP 2, AMO 2) -** Bridget Ruiz, FPC PAC
Co-Chair (*Informational Item*)

Fenton Primary Center is excited to honor Latino/Latina figures during Hispanic Heritage Month. Hispanic Heritage Month will run from September 15th-October 15th. Students and staff will be invited to participate in a dress-up day on Monday, September 16th. Mr. Tello is working on securing an assembly for all students to attend to commemorate the month.

Item #5 **September Parent Night Meeting (LCAP 1, AMO 2) -** Bridget Ruiz, FPC PAC
Co-Chair (*Informational Item*)

Fenton Primary Center will host its first parent night of the 2024-2025 school year on September 17th. This parent night meeting will be held on Zoom at 5:00 p.m. Zoom information will be sent out shortly. Teachers are encouraged to remind parents to attend. Any student who has a parent in attendance will receive a Free Dress Day the following day on September 18th. This reward will be announced over Zoom to attendees. The parent night meeting to be held in the spring will be a hybrid model with parents invited to attend the meeting on campus or join via Zoom. To incentivize families to attend in-person, FPC is looking into raffling off a prize.

Item #6 **Spirit Days in September (LCAP 2, AMO 1) -** Bridget Ruiz, FPC PAC
Co-Chair (*Motion to Approve*)

Fenton Primary Center is kicking off the start of the school year with September Spirit Days. Students and staff are invited to dress up to celebrate the days.

- September 9th– National Teddy Bear Day
Students may bring a teddy bear from home to school on this day.
- September 16– Hispanic Heritage Dress-Up
Students and staff may dress in cultural clothing and colors to celebrate.
- September 19– National Talk Like a Pirate Day

Students and staff are invited to dress and talk like a pirate at school.

On **MOTION** of Magaly Fernandez, **SECONDED** by Cindy Soto, and **CARRIED**, the Spirit Days in September was approved.

Item #7 **FPC Family Center (LCAP 2, AMO 2)** - Laura Vasquez, FPC Community School Coordinator (*Informational Item*)

In mid-July, Mrs. Miller, Mr. Parra and Ms. Vasquez went out into the community to recruit. They visited markets, parks, laundromats and apartment complexes. They plan to continue their efforts to increase our enrollment at FPC. A Fenton Primary Center Parent reached out in July to share that Hamer Toyota wanted to donate 100 backpacks with school materials inside, as well as 100 Fenton student shirts to our families in need. Hamer Toyota's Human Resource personnel visited Hope Gardens to hold the backpack and shirts give-away. Mr. Parra attended this event held on August 9, 2024. Pictures will be shared soon.

On August 27th, at 5:00 p.m., Mr. Parra held a Zoom presentation to talk about the history of Fenton and about the charter renewals that will take place in November. FPC school leaders are planning to visit the Beaudry building and have invited parents and community to join us on September 10th, to represent our schools, speak at the LAUSD Board meeting or to be part of the team representing Fenton. Parents from Fenton Avenue and Fenton Primary Center will meet at one of the schools at 8:00 a.m. and will travel on a school bus. More information will be sent out to families.

Every year, FPC receives requests for student uniforms from Hope Gardens. Last week, the Family Center received about 30 Hope Gardens uniform requests. Ms. Vasquez was able to fill in the orders and staff from Hope Gardens picked up the student uniforms on Monday, August 26th. We provide each student at Hope Gardens with 2 pairs of pants, 2 polo shirts, and 2 t-shirts. Request forms continue to come in, as new students enroll. It was brought up to possibly have uniform requests sent along with enrollment packets to Hope Gardens students as they enroll at FPC.

Ms. Vasquez has scheduled parent classes through PEBSAF (Parent Education Bridge for Student Achievement Foundation) for the fall. Starting September 10th, every Tuesday and Thursday, the Family Center will be offering ESL Level 1 classes to parents and adults in the community. Flyers will be sent home and will be shared on Dojo Stories. In October and February, we will be offering Literacy and Language Awareness classes in Spanish and English. More information will be shared as we approach the dates.

Fenton Primary Center will have our first Popcornopolis Fundraiser on September 6, 2024 to September 20, 2024, and the World's Finest Chocolate sale will take place January 17, 2025 to January 31, 2025. Additional information to follow.

The Special Education Department is scheduled to hold a parent orientation on August 30, 2024 at 9:30 a.m. and Mrs. Thomassian will be hosting Coffee with the Principal on September 30, 2024. Both events will be held in the Family Center.

Announcements:

Teachers are reminded that if they have any work they need help with such as cutting, filing, etc., to send it to the Family Center to help with completion. Looking ahead, Red Ribbon Week and Room Parents will be added to the PAC October agenda.

Next Regular Meeting:

Tuesday, September 17, 2024 at 5:00 p.m. via Zoom

Adjournment:

By order of **GENERAL CONSENSUS**, the Parent Advocacy Committee Meeting was adjourned at 7:56 a.m.

Minutes respectfully submitted by: Jennifer Daugherty

FENTON CHARTER PUBLIC SCHOOLS
Fenton Charter Leadership Academy

Unapproved Minutes of the Parent Advocacy Committee

September 9, 2024

A meeting of the Parent Advocacy Committee was held on Monday, September 9, 2024 at 7:18 am at Fenton Charter Leadership Academy at 8926 Sunland Blvd., Sun Valley, CA 91352.

Call to Order: Brennan Mack, Chair

Roll Call: Brennan Mack, Chair

Parent Advocacy Committee Members Present: Siranush Akopyan, Brennan Mack, Lynne Cuneo, Deanna Weiss, Beth Henschel, Cecilia Quijano, Alejandra Muñoz

Non-committee Members: Sofia Carias, Nicholas Caldera, Michelle Menjivar, Laurie Gaitan, Jennifer Pimentel

Members Excused: Raquel Contreras, Loren Caballero

Additions/Corrections to the Agenda: Brennan Mack, Chair

There were no additions or corrections to the agenda.

Approval of Minutes from June 6, 2024: Brennan Mack, Chair

Item #1 **Approval of Minutes from the June 6, 2024 meeting of the Parent Advocacy Committee - Brennan Mack, Chair** (*Motion to Approve*)

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

Presentations from the Public: Brennan Mack, Chair

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

There were no presentations from the public.

Old Business:

There was no Old Business.

New Business:

Item #3 **Selection of Parent Advocacy Committee Secretaries - Brennan Mack, Chair**

Grade levels are encouraged to select free field trips. If costs are incurred, they are encouraged to fundraise to cover the additional expenses. If grade levels would like to attend a second field trip, they will have to either seek out grants or fundraise to cover the cost of buses and any additional fees, if applicable. Weekend field trips can be covered through ELOP funding. Parents who are interested in being chaperones will work with teachers and Ms. Palma, Community Schools Coordinator, to ensure they have completed the entire volunteer process. Thank you to all for submitting field trip requests! We look forward to a great year of fun and educational field trips!

Item #7 **Parent Orientations (LCAP 2, AMO 1)** - Dr. Beth Henschel, Director
(Informational Item)

Dr. Henschel discussed that parent orientations were held from August 20th to August 30th. The admin team shared drop-off and pick-up expectations, and the importance of in-seat attendance for student success. Teachers shared their grade-level expectations, including their daily schedule, homework expectations, and standards for the school year. Thank you to teachers and families for their attention! Thank you to Ms. Palma for translating at all of the meetings!

Item #8 **Scholastic Fair Update (LCAP Goal 2, AMO 1)** - Cecilia Quijano, Assistant
Director *(Informational Item)*

Mrs. Quijano shared that the Scholastic Book Fair will be held from October 22nd to October 25th. Class previews will be on Friday, October 18th and Monday, October 21st. Previews will be 15 minutes per class, in which students can browse, but not purchase, any items. However, they may purchase books that they preview online through a link that will be shared at a later date. We will also encourage families to set up a Scholastic eWallet account so their children can make cashless purchases. We will continue to purchase Scholastic News for all grade levels with the 50% profit we will earn from the book fair. Ms. Palma will reach out and coordinate with the parent volunteers, who will run the book fair during recess.

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 Siranush Akopyan, **SECONDED** by Deanna Weiss, and **CARRIED**, the Parent Advocacy Committee adjourned at 7:37 am.

Minutes respectfully submitted by: Deanna Weiss, Secretary

FENTON CHARTER PUBLIC SCHOOLS
Fenton STEM Academy

Unapproved Minutes of the Parent Advocacy Committee

September 9, 2024

A meeting of the Parent Advocacy Committee was held on Monday, September 9, 2024 at 7:21 am at Fenton Charter Leadership Academy at 8926 Sunland Blvd., Sun Valley, CA 91352.

Call to Order: Sofia Carias, Chair

Roll Call: Sofia Carias, Chair

Parent Advocacy Committee Members Present: Sofia Carias, Nicholas Caldera, Michelle Menjivar, Laurie Gaitan, Beth Henschel, Cecilia Quijano, Alejandra Muñoz

Non-committee Members: Siranush Akopyan, Brennan Mack, Lynne Cuneo, Deanna Weiss, Jennifer Pimentel

Members Excused: Virginia Palma

Additions/Corrections to the Agenda: Sofia Carias, Chair

There were no additions or corrections to the agenda.

Approval of Minutes from June 6, 2024: Sofia Carias, Chair

Item #1 **Approval of Minutes from the June 6, 2024 meeting of the Parent Advocacy Committee - Sofia Carias, Chair** (*Motion to Approve*)

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

Presentations from the Public: Sofia Carias, Chair

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

There were no presentations from the public.

Old Business:

There was no Old Business.

New Business:

Item #3 **Selection of Parent Advocacy Committee Secretaries - Sofia Carias, Chair** (*Motion to Approve*)

Laurie Gaitan will take the role of Parent Advocacy Committee Secretary for the 2024-2025 school year.

On **MOTION** of Michelle Menjivar, **SECONDED** by Nicholas Caldera, and **CARRIED**, the selection of Laurie Gaitan as Parent Advocacy secretary was approved by all members.

Item #4 **Student Attendance Incentives (LCAP Goal 2, AMO 3)** - Jennifer Pimentel, Assistant Director (*Informational Item*)

Mrs. Pimentel shared the importance of in-seat attendance and wanted to clarify incentives that may differ from previous years. Students will continue to receive incentives for 100% in-seat attendance. Monthly incentives such as brag tags and free dress on days we have Spirit Day Assemblies will continue. During the Semester Awards Assembly, students with 100% in-seat perfect attendance and no more than 5 tardies will receive a pin and certificate. At the end of the year, students with 100% perfect in-seat attendance and no more than 10 tardies will be awarded with a medal.

We will also continue to recognize the class with the highest monthly ADA with the inclusion of Independent Studies. They will receive the attendance banner at the Spirit Day Assembly. Teachers will continue to be awarded with a certificate for 100% attendance for the month.

Item #5 **Independent Study Policy (LCAP Goal 2, AMO 2)** - Jennifer Pimentel, Assistant Director (*Informational Item*)

Mrs. Pimentel discussed the Independent Study Policy. In order to meet our goal of 98.5% ADA, we highly encourage teachers to create Independent Studies for all students who give prior notice. Prior notice must be given the night before the absence or by latest 9:30 AM on the day of the absence. In addition, if a student leaves school early due to an illness, that can also count as prior notice for an independent study. Based on the May 23, 2024 board meeting, teachers who meet or exceed an ADA rate of 98.5% will be awarded with the following additional illness time per month:

- 98.9 – 98.6%: 3 hours
- 98.5%: 2 hours

At this time, the allotment of illness time is exclusive to classroom teachers. The policy will be reconsidered and evaluated annually.

Item #6 **Schoolwide Field Trips (LCAP Goal 2, AMO 1)** - Alex Muñoz, ELOP Coordinator (*Informational Item*)

Mrs. Muñoz enthusiastically shared that all grade-level teams identified their top locations and dates for field trips for the 2024-2025 school year! All grade levels will be guaranteed one field trip in which bus costs are covered. The number of buses is dependent on the number of students per grade level:

- TK - 1 bus
- 1st grade – 2 buses
- 2nd grade/ILC – 2 buses
- 3rd grade – 2 buses
- 4th grade – 2 buses
- 5th grade – 2 buses
- 6th grade – 3 buses

Grade levels are encouraged to select free field trips. However, if there is a cost, grade levels are encouraged to apply for a grant and/or fundraise to cover additional costs. Furthermore, if grade levels would like to attend an additional field trip, they will have to either seek out grants or fundraise to cover the cost of buses and any additional fees, if applicable. Weekend field trips can be covered through ELOP funding. Parents who are interested in being chaperones will work with teachers and Ms. Palma, Community Schools Coordinator, to ensure they have completed the entire volunteer process. Mrs. Muñoz thanks all teachers for submitting field trip requests.

Item #7 **Parent Orientations (LCAP 2, AMO 1) - Dr. Beth Henschel, Director**
(Informational Item)

Dr. Henschel discussed that parent orientations were held from August 20th to August 30th. Parent Orientations consisted of our administrative team sharing drop-off and pick-up expectations and the importance of in-seat attendance for student success. Teachers shared their grade-level expectations in regards to successful student behaviors and academic expectations. Thank you to teachers and families for their attention and time. Thank you to Ms. Palma for translating at all of the meetings.

Item #8 **Scholastic Fair Update (LCAP Goal 2, AMO 1) - Cecilia Quijano, Assistant**
Director (Informational Item)

Mrs. Quijano shared that the Scholastic Book Fair will be held from October 22nd to October 25th. Class previews will be on Friday, October 18th and Monday, October 21st. Previews will be 15 minutes per class, in which students are only allowed to browse all items in the bookstore. Students are also able to purchase books that they preview online through a link that will be shared at a later date. Families will be encouraged to set up a Scholastic eWallet account so their children can make cashless purchases. We will continue to purchase Scholastic News for all grade levels with the 50% profit we will earn from the book fair. Ms. Palma will reach out and coordinate with the parent volunteers, who will run the book fair during recess.

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 Laurie Gaitan, **SECONDED** by Michelle Menjivar, and **CARRIED**, the Parent Advocacy Committee adjourned at 7:37 am.

Minutes respectfully submitted by: Laurie Gaitan, Secretary

FENTON CHARTER PUBLIC SCHOOLS
Santa Monica Boulevard Community Charter School

Unapproved Minutes Parent Advocacy Committee

September 10, 2024

Call to Order: Aaron Veals and Christian Hidalgo, Co-Chairs
A meeting of the Parent Advocacy Committee was held on September 10, 2024 at 7:16 a.m. in Room 7 at Santa Monica Boulevard Community Charter School

Roll Call: Aaron Veals and Christian Hidalgo, Co-Chairs

Present Members: Sandra Campos, Annie Hai, Victoria Hernandez, Christian Hidalgo, David Levinson, Evelia Manzo, Christy Namkung, Janet Reyes, Aaron Veals

Absent Members: None

Excused: Maria De Francesco, Viviana Fonseca, Johana Juarez, Jazmin Luna, Odalis Marin, Cary Rabinowitz

Non-Members: Ariana Gomez, Walter Gomez

Additions/Corrections to the Agenda:

There were no additions or corrections to the agenda.

Approval of Minutes: Aaron Veals and Christian Hidalgo, Co-Chairs

Item #1 **Approval of Minutes from the April 30, 2024 meeting of the Parent Advocacy Committee** - Aaron Veals and Christian Hidalgo, Co-Chairs (*Motion to Approve*)

On **MOTION** of Christy Namkung, **SECONDED** by Walter Gomez, and **CARRIED**, the minutes from the April 30, 2024 meeting of the Parent Advocacy Committee were approved.

Presentations from the Public: Aaron Veals and Christian Hidalgo, Co-Chairs

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

There were no presentations from the public.

Old Business:

There was no Old Business.

New Business:

Item #3 **Selection of Parent Advocacy Committee Secretaries - Aaron Veals and Christian Hidalgo, Co-Chairs** (*Motion to Approve*)

Mr. Hidalgo presented the selection of the Parent Advocacy Committee Secretaries. Ms. Reyes, Ms. Marin, and Ms. Hai volunteer to be secretaries for the Parent Advocacy Committee.

On **MOTION** of Walter Gomez, **SECONDED** by Christy Namkung, and **CARRIED**, selection of Parent Advocacy Committee Secretaries was approved as submitted.

Item #4 **Student Attendance Incentives (LCAP Goal 2, AMO 3) - Walter Gomez, Assistant Director** (*Motion to Approve*)

Mr. Gomez presented the student attendance incentives. He mentioned that last year, we introduced an incentive program to encourage in-seat attendance. The program is divided into three categories:

1. Student Monthly Attendance: Each month, students with perfect in-seat attendance from every class are recognized and treated to a special event.
2. Grade-Level Attendance: One student from each grade level is honored during our monthly awards ceremony. The selected student's family receives a special prize.
3. Semester Attendance: Students with perfect in-seat attendance for an entire semester are entered into a school-wide raffle. Three winners are selected, and each receives a prize. We plan to continue this incentive initiative this year, as we observed a significant improvement of in-seat attendance compared to previous years. Our goal is to begin the program in September. For students to qualify, they have to be in school every day and cannot have more than two tardies a month.

On **MOTION** of Ariana Gomez, **SECONDED** by Victoria Hernandez, and **CARRIED**, Student Attendance Incentives was approved as submitted.

Item #5 **Semester Award Attendance Criteria (LCAP Goal 2, AMO 3) - Walter Gomez, Assistant Director** (*Motion to Approve*)

Mr. Gomez presented the semester award attendance criteria for the new school year. He mentioned that last year, we changed the criteria for semester award qualification. Previously, Independent Studies counted toward Perfect Attendance for the semester, but we removed that and now only include in-seat attendance without tardies. This year, we will continue to require perfect in-seat attendance, but reduce the number of tardies allowed. To qualify, a student must have perfect in-seat attendance and no more than 8 tardies in the first semester, and no more than 10 tardies in the second semester.

On **MOTION** of Christy Namkung, **SECONDED** by Aaron Veals, and **CARRIED**, Semester Award Attendance Criteria was approved as submitted.

Item #6 **Schoolwide Performances (LCAP Goal 2, AMO 1) - Ariana Gomez, Administrative Coordinator** (*Motion to Approve*)

Mrs. Gomez presented on schoolwide performances, and suggested that in-class performances be eliminated as an option, as few teachers/classes sign up for that option. The committee agreed, and additionally agreed to eliminate some of the monthly assembly performances in order to reduce the length of the assemblies and provide longer winter and spring shows for the students and families.

On **MOTION** of Christy Namkung, **SECONDED** by Christian Hidalgo, and **CARRIED**, Schoolwide Performances was approved as submitted.

Item #7 **SMBCCS Local Control Accountability Plan** - Walter Gomez, Assistant Director (*Informational Item*)

Mr. Gomez gave an overview of the SMBCCS Local Control Accountability Plan (LCAP), which allows schools to have more decision-making power over where funding goes. The LCAP for Santa Monica Boulevard Community Charter School consists of three goals in support of positive student outcomes, and each goal contains annual measurable objectives within them. The first goal is based on student achievement. The second goal is to increase meaningful and purposeful student, teacher, and parent engagement. The third goal is to provide a basic and nurturing condition for all learners. Updates on our LCAP are provided on a regular basis.

Item #8 **Community Schools Update (LCAP Goal 2)** - Johana Juarez, Family Center Director (*Informational Item*)

This item will be tabled for the next meeting.

Item #9 **Student Council Update (LCAP Goal 2, AMO 2)** - David Levinson, 6th Grade Teacher (*Informational Item*)

Mr. Levinson presented information regarding the Student Council. Representatives from grades 4-6 have already been selected to serve on the council. This year, we have more students participating than ever before. The first Student Council meeting of the school year will be held this Thursday, at which point representatives will have the opportunity to select which committee they will be serving on. A good number of staff members have volunteered to assist with the Student Council, and we are looking forward to a successful year.

Announcements:

There were no announcements.

Next Regular Meeting:

October 8, 2024

Adjournment:

On **MOTION** of Walter Gomez, **SECONDED** by Sandra Campos, and **CARRIED**, the Parent Advocacy Committee adjourned at 7:37 a.m.

Minutes respectfully submitted by: Aaron Veals and Christian Hidalgo, Committee Co-Chairs

The School Site Councils did not meet this month.

The English Learning Advisory Committees did not meet this month.

II. C.

Financial Business Manager's Report

(See presentation slides)

II. D.

Directors' Reports

Directors' Reports are presented here for the five Fenton schools. Board members are asked to submit any questions or requests for clarification to Board Chair Lucente prior to the beginning of the meeting. Chair Lucente will call upon individual Directors as needed.

FENTON AVENUE CHARTER SCHOOL (FACS) DIRECTOR'S REPORT

September 19, 2024

Item II.D.1.

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 – 99.44%

Date	TK Unfunded	TK Funded	K	1st	2nd	3rd	4th	5th	Total Funded	Total w/ Unfunded
9/13/2024	4	28	48	49	48	189	186	191	738	742

Fenton Avenue’s marketing efforts have proven successful with its growing enrollment numbers. New families consistently visit Fenton Avenue requesting enrollment packets. FACS continues to actively engage with the community and strategizes student recruitment efforts. The current light pole banners around the campus will receive an upgrade over the next couple of months. Survey results returned with the enrollment packets asking how they heard about us have indicated that several families heard about FACS from the street pole banners.

FACS teachers have worked tirelessly since the beginning of the school year to meet the 98.5% average daily attendance benchmark. Their efforts paid off as the monthly ADA for the first reporting period resulted in 99.4%. Many Independent Studies were completed throughout the first reporting period due to the increase in positive COVID cases. The time and effort of the teachers are recognized and appreciated. The administration will continue to remind families about the importance of in-seat attendance in an attempt to lessen the amount of Independent Studies teachers will need to complete. Monthly Attendance Assemblies will continue this school year to recognize the class with the highest ADA for each reporting period. Incentives will continue to be given in an effort to increase in-seat daily attendance.

CURRICULUM AND ASSESSMENT

FACS Beginning of Year Coaching Sessions with Paula Maeker

Fenton Avenue Charter School has started the year intending to strengthen its efforts to become a highly effective Professional Learning Community. On Thursday and Friday, September 12th and 13th, Paula Maeker visited FACS for its first coaching sessions of the 24-25 school year. These two days focused on the right work of collaborative teams. During her time at FACS, Paula met with the new teachers to review the four critical questions of a PLC and dove deeper into the paradigm shift from teaching to learning. The goal for teams this year is to ensure clarity, expertise, and agility through the work of essential standards to strengthen instruction across all grade levels.

California Principal Support Network (CAPS) - Year 2

The Fenton schools have a unique opportunity to join a small cohort of teacher leaders and administrators from nearby districts to work directly with Dr. Luis Cruz and Dr. Cindy Pilar on implementing a Professional Learning Community. The cohort will meet six times throughout the school year and focus on site-based action plans to improve practices and increase student achievement. Participating in the second year of the cohort from FACS are the following staff members: Monica

Castañeda, Lisa Morales, Feather Gentry, Rebecca Williamson, Christina Melkonian, Lorena Sanchez, Tiffany Fisher, Christopher Torres, Jann Manorothkul, Evelyn Martinez, and Wendy Kaufman. The focus will be on how to align PLCs with creating equitable school systems, particularly intervention/extension (RTI) systems of support. Special attention will be given to understanding how to address obstacles, challenges, and resistance. Teams will learn to focus their limited time and energy on the right work and most impactful actions to maximize student learning.

HUMAN RESOURCE AND PERSONNEL

BOY Goal Setting Meetings

Beginning of Year Goal Setting Meetings are scheduled for the first two weeks of October. Each grade level will be provided a sub-day to collaborate and plan during their scheduled goal-setting date. During these meetings, third-, fourth-, and fifth-grade teachers will meet with Ms. Castañeda to review 2024 CAASPP scores, the end-of-year i-Ready data from spring 2024, and their current beginning-of-year i-Ready diagnostic data. The goal-setting meetings for Primary Teachers will analyze initial beginning-of-year i-Ready data and ensure student mastery of foundational skills and essential standards. Education Specialists will also meet with Ms. Castañeda to review their students’ i-Ready and CAASPP performance and overall growth. The meetings will review each teacher's evaluation cycle and year-long professional goals.

Staffing Updates

Fenton Avenue Charter School has welcomed twelve new educators this year. FACS started the 2024-2025 school year with a complete staff roster. Fenton Avenue Charter School welcomes the following staff members:

Makaylah Peterson (3rd)	Edith Cervantes (4th)
Chelsea Figueroa (3rd)	Gurpreet Viridi (4th)
Nichole Melendez (3rd)	Raymond Estrada (5th)
Rosa Ayala (3rd)	Nelson Funes (5th)
Haseba Qasmei (4th)	Vivian Matute (SDC)
Alexandria Scott (4th)	Ricardo Rodriguez (Music)

These educators will be regularly supported by the FACS Instructional Coach, Evelyn Martinez, FCPS Instructional Coach, Yesenia Fuentes, and the Beginning Teacher Support Mentor, Teresa Elvira. Bi-weekly workshops have been scheduled for the school year to ensure the new teachers are provided with the tools and guidance they need to be successful Fenton Educators.

BUDGET, FACILITIES, AND SAFETY

Emergency Preparedness Plan 2023-2024

On August 8, 2024, Professional Development Day 1, Fenton Avenue staff reviewed the emergency preparedness plan for the 2024-2025 school year. Staff read and discussed the emergency plan and reviewed emergency procedures. They also inventoried their red emergency backpacks to ensure all required and necessary materials were present. Fenton will continue to conduct its monthly fire drills and participate in the “Great Shake Out Drill” in October.

Facilities Projects

Numerous projects throughout the campus occurred over the summer and into the first few months of school. All of these projects were done with our maintenance, custodial, and tech teams' efforts. Fenton Avenue thanks Jose Aceves, Mark Sakaniwa, Isaac Ponce, Max Solorio, Zachary Chamberlain, Tony Zamora, Karla Contreras, Richard Pearson, and Adam Alvarado. They worked tirelessly to complete all of these projects while getting our school ready for the first day of school.

Lakeshore Media Towers Delivery and Installation:

FACS partnered with Lakeshore to upgrade all of our teacher media towers. All 41 Lakeshore furniture media towers have been delivered and installed in all designated classrooms. This upgrade enhances our media capabilities, providing improved storage and accessibility for educational materials. We worked in partnership with a neighboring school to donate all of our old teacher stations.

Pavement and Asphalt Work:

The pavement and asphalt near the auditorium and primary building have been completely redone. This renovation improves the area's aesthetic and ensures safer and smoother access to students, staff, and visitors.

Classroom Painting:

The following classrooms have received a fresh coat of paint: 8,3,7,5,6,25,26. This fresh coat of paint brightens the learning environment and contributes to a more engaging and stimulating atmosphere for our students. The remaining classrooms will be painted in phases during the upcoming breaks.

Kitchen Fridge Upgrade:

FACS is in the process of updating our kitchen refrigerator. The new unit offers better energy efficiency and increased storage capacity, supporting our school's nutritional programs and food services. Thank you to Tony Zamora and Sigifredo Del Toro for their collaboration in overseeing the completion of this project.

Camera Installation:

FAS has made significant progress with the installation of our new security cameras across the campus. There were a few blind spots around the campus that required camera surveillance to ensure the safety and security of our school. The new cameras have been strategically placed in key areas to enhance campus security, including entrances, hallways, and high-traffic areas. The new cameras also feature high-definition video quality and advanced motion detection capabilities, ensuring clearer footage and monitoring. In addition, our camera system has been integrated with our existing security infrastructure, allowing for seamless operations and real-time monitoring. This upgrade is part of our ongoing commitment to providing a safe and secure environment for our students, staff, and visitors.

SCHOOL-COMMUNITY RELATIONS

Back-to-School Parent Orientations

FACS hosted back-to-school orientations the week of August 26th. Each orientation began with a presentation from the administrative team, followed by a grade-level presentation. After the meetings, families were invited to visit their child's classroom to acclimate themselves to the campus and location of their classroom. Each session had a great turnout with a packed auditorium. The families were thankful for the meetings and excited to begin the new school year.

Expanded Learning Opportunities Program

Ms. Christenson is excited and honored to take on the role of Expanded Learning Coordinator at Fenton Avenue Charter School. Teacher and vendor afterschool clubs are set to begin on September 23, 2024. Students can participate in various clubs, including hip-hop dance, ballet, Ballet Folklórico, basketball, soccer, volleyball, jazz piano, bucket drumming, science, animal encounters, visual arts, and engineering. Over 250 students have enrolled in the first session of after-school clubs.

Our afterschool ELOP program is extending the PLC work of our teachers by incorporating targeted Tier 1 and Tier 2 interventions through Sylvan Learning. Based on iReady data, teachers are recommending students for tutoring with Sylvan. Additionally, Ms. Christenson is actively exploring further opportunities to enhance targeted interventions using the PLC process in future after-school sessions.

Students in our after-school ELOP program kicked off Hispanic Heritage Month with an assembly with Ms. Coco Flamenco. Ms. Coco Cabrel performs in full authentic attire and performs with a curated blend of traditional flamenco music. Her message of empowerment is delivered through dance and storytelling by teaching exactly how the original ancient Flamencos created this unique dance form specifically to triumph over their troubles. Our students enjoyed getting up and learning traditional flamenco movements with Ms. Coco.

Behavior Expectations Assemblies

During the week of August 19, 2024, through August 23, 2024, Assistant Directors Juan Gomez and Paige Piper met with all students to review school-wide behavior expectations. The Behavior Expectations Assemblies occurred during the students' psychomotor periods during the week. Teachers attended the assemblies to align with their classroom and schoolwide expectations. At each assembly, the administrators reviewed the school rules: (Be Safe, Be Responsible, Be Respectful, and Be a LIGHT). They discussed how proper implementation of these school rules would look in different areas of the campus using the PBIS and Behavior Solutions Framework. Finally, students were excited to learn that the "Caught You Being a LIGHT" system of positive behavior recognition would continue this year with weekly raffle drawings. Our Assistant Directors have also established a Behavior Solutions Task Force in an effort to revamp and align our behavior Tier 1 practices with the work of the Behavior Solutions Task Force.

Monthly Assemblies at FACS

Fenton Avenue Charter School will host its first Monthly Schoolwide Student Assembly on September 30, 2024. This is a time for the school community to come together and celebrate their accomplishments monthly. We will focus on academic achievement, behavior growth, and in-seat attendance. Academic Achievement awards will be tied to iReady lessons passed and minutes. Each month, grade-level teams will choose two "Positive Peers" who will be awarded a certificate based on the Fenton Five developed by our Behavior Solutions team. We are very excited to celebrate the many achievements of the scholars at Fenton Avenue Charter School.

Upcoming Events:

9/23-27	Periodic Progress Reports Sent Home
9/23	SSC & ELAC Members Announced
9/23	ELOP Afterschool Clubs Begin (Vendor and Teacher)
9/25	CAPS Meeting
9/26	Behavior Solutions Task Force Meeting
9/27	District CAPS

FCPS Acceleration Specialist Meeting
 Make-Up Fall Picture Day
 10/1 ELAC/SSC Meetings
 10/1-3 New Hire Learning Walks
 10/3 Social Committee Meeting
 10/4 Fall Break– No School
 10/7-11 Natural History Mobile Museum (5th Grade & SDC)
 10/7 Formal Observations Begin
 Goal Setting Meetings- Primary
 10/8 Goal Setting Meetings- 5th Grade (ELA)
 10/9 Goal Setting Meetings- 5th Grade (Math)
 10/10 Goal Setting Meetings- 4th Grade
 10/11 Minimum Day
 i-Ready: Using Data to Plan Instruction
 10/15 Curriculum and Assessment Council Meeting
 10/16 Goal Setting Meetings- 3rd Grade
 Human Resource and Personnel Council Meeting
 FCPS TK/K Lead Teacher Meeting
 10/17 California Shake-Out Drill
 School Community Relations Council Meeting
 10/18 FCPS 1st/2nd Lead Teacher Meeting
 Budget, Facilities, and Safety Council Meeting
 10/19 FACS Fall Festival

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

September 19, 2024

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

ATTENDANCE & ENROLLMENT

Cumulative Average Daily Attendance (ADA) – 99.56

3-Year Enrollment Comparison

Date	TK		K	1 st	2 nd	3 rd	4 th	5 th	6 th	Total
	Funded	Unfunded								
Sept. 2024	30	6	74	88	106	81	123	122	73	703
Sept. 2023	37	10	89	104	84	124	117	112	79	756
Sept. 2022	51	-	96	87	121	124	109	111	80	779

In-Seat Attendance Percentage (w/o Independent Study):

September 2023	September 2024
94.77	95.22

3-Year Independent Study Agreement Comparison - Attendance Period 1

2022-2023	2023-2024	2024-2025
# of Independent Study Days	# of Independent Study Days	# of Independent Study Days
859	518	387

Attendance and enrollment data shows a steady decrease in overall student enrollment over the past three years, dropping from 779 in 2022 to 703 in 2024. Despite this, the school has maintained a high average daily attendance (ADA) of 99.56, with in-seat attendance improving slightly from 94.77% in 2023 to 95.22% in 2024. Additionally, reliance on independent study has significantly decreased, with the number of independent study days dropping from 859 in 2022-2023 to 387 in 2024-2025, reflecting a positive shift toward greater in-seat attendance.

INSTRUCTION

Instructional Focus and Collaborative Planning Update: Key Areas and Next Steps

The school’s new updated master schedule provides one hour of weekly collaborative time for Professional Learning Teams (PLTs), enhancing instructional planning. Additionally, iLab and Art time extend the student program and offer teachers more individual planning time.

Key instructional initiatives, guided by *Taking Action: A Handbook for RTI at Work* and *Learning by Doing: A Handbook for Professional Learning Communities at Work*, include integrating Tier 1 and Tier 2 instructional blocks into the master schedule and aligning daily schedules accordingly. With new guidance from *Literacy in a PLC at Work* and the coaching support of co-author, Paula Maeker, teachers have made progress in proficiency mapping, particularly in grades 3-5, ensuring essential standards are prioritized and properly embedded in unit plans. Pacing plans are being developed to include Common Formative Assessments (CFAs) and support data-driven discussions on teaching practices.

WIN Time is just getting started at Santa Monica, with staff identifying Tier 3 student groups and planning resources for targeted interventions. Next steps will involve collaboration between WIN Time Teacher Assistants, Acceleration Specialists, and both general and special education teachers to strengthen WIN Time interventions and accelerate student progress.

Expanded Learning Opportunities Programs

We are excited to launch the Expanded Learning Program at SMBCCS, offering before and after-school activities designed to enrich students' experiences. With morning sessions from 6:15-7:50 a.m. and afternoon sessions from 3:00-4:55 p.m., programs like Think Together, LA's Best, and vendor-led activities such as Mathnasium Tutoring, Science of Sports, and Everybody Dance LA will engage students. Themed days and field trips to places like Universal Studios and Dodger Stadium provide additional learning opportunities, all aimed at fostering academic, cultural, and physical development.

Initial ELPAC Assessments

Initial ELPAC assessments for 2024 have been completed. Due to the impact of AB 2268, which exempts TK students from testing, only 26 students were assessed, primarily kindergarteners and a few from other grades. Students were tested in Listening, Speaking, Reading, and Writing. Data will be uploaded to the ELPAC Data Entry Interface and Infinite Campus for teachers to access. The instructional coach and ELD Lead will continue supporting English Learner students, and testing will proceed for incoming students whose primary language is not English.

PERSONNEL

Staffing Updates and Changes for the 2024-2025 School Year

We currently have 37 classrooms from TK-6th grade, including 3 Special Day Classrooms. Of our teachers, 6 are in their first year of probationary status, and 7 are in their second year. This includes one teacher working on a Provisional Internship Permit. The school also welcomes Myra Valenzuela as our new school psychologist. She will be shared with Fenton Avenue Charter School this year.

Beginning of Year Goal Setting Meetings

Beginning of Year Goal Setting Meetings will be conducted with certificated staff beginning September 16th. All certificated staff will meet with Mr. Rabinowitz to review student data, attendance, parent communication, and staff evaluation cycles. We will also review professional responsibilities and professional goals for the year.

COMMUNITY RELATIONS

2024-2025 Parent and Family Meet 'n' Greet

Families attended Santa Monica's annual Parent and Family Meet and Greet on August 9, 2024, where teachers opened their classrooms for parents to meet their new teachers. Several vendors, including LA's Best, Think Together, and Head Start, were also present to provide parents with information about their programs.

2024 Parent Orientations

Santa Monica teachers from each grade level welcomed families for a presentation on expectations for the year. One grade's orientation occurred each day from 8:30 – 9:30am. Orientations started on August 19th with Kindergarten and ended on the 27th with 6th grade. The majority of orientations occurred in teacher classrooms and translation was provided when needed. Teachers did an excellent job welcoming their families and providing important information for the year.

GoPass Metro TAP Card Registration

Santa Monica has partnered with Metro to offer students free GoPass TAP cards, providing unlimited rides at no cost on various public transit options throughout Los Angeles and surrounding areas. The program supports homeless students, foster youth, special education, juvenile transition, attendance improvement, and other related programs.

SMBCCS Family Center

The Family Center at Santa Monica Blvd. Community Charter School offers free weekly services, including English/ESL classes, technology workshops, fitness and mental health sessions, and arts and crafts. Parent support includes registration assistance, home visits, and outreach. Special workshops focus on topics like special education and nutrition.

Thank you to our Community School Coordinator, Johana Juarez, for her incredible effort in overseeing our Family Center!

FACILITIES AND SAFETY

Schoolwide Facilities and Technology Projects

Over the summer, several facilities and technology updates were completed at the school. The auditorium chair reinstallation, synthetic grass renovation, additional camera installations, and the setup of new printers in all rooms and offices are now finished. Other projects, like Lakeshore classroom furniture, Wi-Fi installations, and a new speaker system, were also completed. Painting and re-keying the school are still in progress, with new pocket tables for the auditorium as the next project. A big thank you to the custodial, maintenance, and technology teams for their hard work and dedication.

Upcoming Events:

- 9/16 Professional Goal Setting Meetings Begin
- 9/23 Progress Reports Distributed this Week
- 9/25 California Principals Support Network (CAPS) Meeting (Simi Valley, CA)
- 9/27 District California Principals Support Network (CAPS)(Sonoma, CA)

**FENTON PRIMARY CENTER (FPC)
DIRECTOR’S REPORT**

September 19, 2024

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.

Charter Number: 911

General Information on Enrollment and Attendance:

August 2024 Enrollment (TK-2):

Unfunded TK	TK	K	1 st Grade	2 nd Grade	Funded Total	Monthly ADA	Cumulative ADA
23	48	138	147	129	462	99.11%	99.11%

June 2024 Ending Enrollment (TK-2):

Unfunded TK	TK	K	1 st Grade	2 nd Grade	Funded Total	Monthly ADA	Cumulative ADA
13	66	140	132	172	523		99.67%

Enrollment and Recruitment

FPC continues to recruit students and increase enrollment for the 2024-2025 school year. Historically, Fenton Primary Center typically enrolls between 10-20 students between September 1st and October 15th. With the help of our teachers and our Director of Community Schools and his staff we have continued to disperse varied forms of advertising. Our Instagram page is very active and parent word of mouth has proven to be most effective.

Instruction

Acceleration Specialist:

We are excited to welcome Ms. Elisa Vallejo to our FPC Team as our Acceleration Specialist. She will be at our school on most Tuesdays and Thursdays. We will be sharing her expertise with the two other Fenton Schools in Sun Valley. Since the school year began, she has already positively impacted our goals toward increased literacy, by providing clear and concise plans for an accelerated, data driven instruction model. You can access her FPC Site [here](#). She has created a website that houses numerous teaching and parent communication resources for our teachers. Her primary goal, to become part of our team, has already been achieved. Her wider goals for the year are to support systematic student identification in need of additional aid, and to foster increased collaboration with our SPED department. We are impressed with her level of professionalism and her attention to detail as we plan together. We look forward to great academic gains for all our FPC students under the expert guidance of Ms. Vallejo.

FPC Guiding Coalition: Our PLC's FPC Guiding Coalition meets bi-monthly.

Members:

TK - **Sarah Ananta and Bridget Ruiz**

Kindergarten - **Coco Salazar**

First Grade - **Brianna Ellis and Laura Holmes**

Second Grade - **Nitima Angus and Judy Lee**

Special Education - **Maria Cardenas**

2024-2025 FPC Focus Lead Teacher - **Jennifer Daugherty**

2024-2025 FPC Focus Lead Teacher - **Celina Calvillo**

Psychologist - **Gloria Rangel**

Counselor - **Paola Ramirez**

Acceleration Specialist - **Elisa Vallejo**

FCPS Instructional Coach - **Yesenia Fuentes**

FPC Administrators - **Sirui Thomassian, Nicole Langlois and Jessi Tello**

Our current work focuses on the following items:

- Grade Level Unit Plans shared [here](#)
- Review [Learning Targets](#)
- EL Instruction: [ELPAC Practice Resource](#)
- [TEAMS Action Plan](#)

Special Education Department:

The Special Education Department was happy to present their Meet the SPED Presentation to our staff on September 4, 2024. They had an opportunity to discuss and explore Gestalt Language Processing tips, presented by Ms. Beeman, our Speech Pathologist. Every grade level read about two strategies and gave examples of how they can be used in the classroom. We introduced Trauma Informed Teaching and eight trauma informed strategies that can be used in the classroom. Each team had the opportunity to read one strategy, create a summary and a visual representation of the strategy. We will continue our discussion and collaboration to help us become a Trauma Informed Staff on September 18, 2024.

Paraprofessionals:

We have recently hired several new paraprofessionals, with some already on board, and others still in the processing phase. Mrs. Langlois is actively hiring for both adult assistants and special education teacher assistants, as we remain committed to ensuring student safety and addressing their individual needs. To support our paraprofessionals, Ms. Paola Ramirez will hold brief meetings to review essential protocols such as the use of walkie-talkies, the "Caught You Being Good" slips, and playground behavior referrals. In addition, Mrs. Langlois will schedule monthly meetings to review best practices and provide behavioral strategies. Ms. Noemi Ramirez and Ms. Lopez have also planned a comprehensive training session for adult assistants and special education TAs during one of our shortened days this month. We are thankful to be able to offer this valuable support to our staff.

Communication Focus Leads:

As we start the 2024-2025 school year, we are excited to share plans and upcoming events of the Communication Focus Leads, Ms. Cleary and Ms. Calvillo. Working alongside teachers, Ms. Cleary and Ms. Calvillo hope to select students that show safety, responsibility, and respectfulness to participate in the first session of ELOP. They would like representation from each classroom. Through this ELOP club, FPC Communication Leads, hope to create student ambassadors who will conduct activities such as greeting guests who are on campus, and as they enter classrooms. These class ambassadors will also help introduce at assemblies, lead the flag salute and even work to make school-wide Flip Grids that can be shared via FPC's Instagram page. They also hope to use these

student ambassadors who are in 1st or 2nd grade to act as responsible “Big Buddies” to TK and K classrooms during a time where they could benefit from having a peer role model. During each ELOP session different students will be selected in order to expose as many FPC students as possible to this ELOP club opportunity.

Student Mental Health Support: Ms. Rangel, School Psychologist, and Ms. Ramirez, our School Counselor, are both providing support to the families that require mental health services. A few of our students are still adjusting to the school environment or dealing with previous trauma. The school continues to partner with the Child Family Guidance Center to provide additional support for these students and families in need. CFGC is on campus two days a week and will provide intake appointments and direct services for students.

ELPAC Initial Assessments: Working closely with Maria Reyes, compliance assistant, and select staff, we have completed FPC’s Initial ELPAC testing. The team tested 43 students in the first 30 days of school. Newly enrolled TK students did not need to get tested with the Initial ELPAC this year. This new guidance falls in line with the appropriate developmental needs of our youngest learners.

Fall Professional Goal Setting: Goal setting meetings will begin the week of September 23, 2024. The objective of these meetings is to focus on what needs to be continued and what needs to be researched further. We are a community of learners who have made commitments to achieve high levels of learning. In order to guarantee a viable curriculum, we must support our teachers with all of the resources needed for them to help propel our students to be at grade level or above. We will be data driven. We will consider the social emotional aspect of the students’ and teachers’ lives. We will offer on-going opportunities for collaboration and sharing of best practices. We now have been trained by the best to do our best, it’s time to make it happen! We are thrilled to have this opportunity and our students will be receiving the best education possible at FPC. This is a commitment we have made to each other.

Community Relations

Parent Meet and Greet and Parent Orientation: FPC held its annual Meet and Greet with all TK and kindergarten parents on August 9th. The Parent Orientation Meetings occurred during the week of August 19th. All orientations, virtual and in-person meetings, were well attended. Teachers presented a comprehensive view of our school’s expectations. Parents shared that they felt the school staff is highly experienced and the school feels safe and well organized. Many parents expressed that they felt our school was the best choice for their child. They share our values and respect our focus on rigorous academic and SEL supports.

Family Center News:

- In mid-July, Mrs. Vasquez, Mrs. Miller, and Mr. Parra went out to the community to recruit. They visited markets, parks, laundromats and apartment complexes. They plan to continue these efforts to increase our enrollment.
- A Fenton Primary Center parent reached out to Mrs. Vasquez in July to share that Hamer Toyota wanted to donate 100 backpacks with school materials inside, as well as 100 Fenton student shirts to our families in need. Hamer Toyota’s Human Resource personnel visited Hope Gardens to hold the backpack and shirts give-away. Mr. Parra attended this event held on August 9th, 2024.

- On August 27th, at 5:00 p.m., Mr. Parra held a zoom presentation. He talked about the history of Fenton and about the Charter renewals that will take place in November. We are planning to visit the Beaudry building (our LAUSD Board) and we invited parents and community members to join us on September 10th, to represent our schools, to speak at the LAUSD Board meeting and to be part of the team representing Fenton. Parents from Fenton Avenue and Fenton Primary Center met at 8:00 am and traveled on a school bus to LAUSD Headquarters.
- Every year, as well as during the school year, Ms. Vasquez receives requests for student uniforms. Last week, she received about 30 Hope Gardens uniform requests. She was able to fill in the orders, and staff from Hope Gardens picked up the student uniforms on Monday, August 26th. We provided each student with 2 pants, 2 polo shirts, and 2 t-shirts. Request forms continue to come in, as new students enroll.
- Ms. Vasquez scheduled parent classes through PEBSAF (**P**arent **E**ducation **B**ridge for **S**tudent **A**chievement **F**oundation), for the Fall. Starting September 10th, every Tuesday and Thursday, the Family Center will be offering ESL Level 1 classes to parents and adults in the community. Flyers will be sent home and will be shared on Dojo Stories. In October and February, we will be offering Literacy and Language Awareness in Spanish and English, more information will be shared as we approach the dates.
- We will have our first Popcornopolis Fundraiser on September 6, 2024 – September 20, 2024, and the World’s Finest Chocolate sale will take place January 17, 2025 – January 31, 2025. More information will be shared with the community in the near future.

Expanded Learning Opportunities Program (ELOP):

ELOP Session 1

Session 1 of Expanded Learning at FPC will begin on September 23rd. We’ll continue offering after-school enrichment clubs four days a week, with 15 cohorts of 15 students each participating in various clubs on Mondays, Tuesdays, Thursdays, and Fridays.

Vendor-led clubs include Latin Percussion, Dance, Digital Drawing, Video Editing, Theater, Mathnasium, Mad Science, LEGO Robotics, Cooking, Rocket Science, and Photography.

Teacher-led clubs will feature Science Lab, Fall Projects, Video Game Coding, Art, STEM, Golf, Project Wings, Leadership, and Derby Car Club. We are also piloting a Hooked on Phonics/Literacy Club for second grade, which will take place in the mornings from 7:15-7:45 a.m. on Tuesdays, Wednesdays, and Thursdays. While the teacher works with a small group of students in their areas of need, the other students will be working on Hooked on Phonics.

Parent Workshop

On September 12th, Kindergarten hosted a parent-student literacy workshop led by Ms. Salazar, Mrs. Martinez, Ms. Hernandez, Mrs. Ferman, and Ms. Valle. The workshop focused on equipping parents with strategies to help their children improve reading skills at home.

Project Wings

We are excited to launch Project Wings, a new math program being implemented for the first time this year. Special thanks to the teachers who participated in the training on Friday, September 6th: Ms. Salazar, Ms. Hernandez, Mrs. Martinez, Mrs. Lucas, Mrs. Cardenas, Mrs. Patron, and Mrs. McMabell.

Trip

All second-grade students are invited to attend a Saturday field trip to Dodger Stadium. On September 28th, students will have the chance to participate in a tour and hands-on experience at the stadium.

After School Support – Think Together: FPC’s Think Together after-school program has begun the year with over 140 students participating. The program has been doing a fabulous job of providing our students with extracurricular activities such as homework help, art, and other supports. They are providing substantial supports for behavior and academics. They run from 2:00 p.m. to 6:00 p.m. The program at FPC has been acknowledged as a well-run, outstanding program.

Personnel

Staff Roster: The current Fenton Primary Center staff roster lists classrooms at an average of 22.33 students in kindergarten through second grade and 17.75 students in each of the four TK classrooms. These numbers were discussed during the budget preparations in the spring with the hopes that each classroom teacher would have at least 20 students in each of the kindergarten through second grade and 16 in each of the TK classrooms. Teachers have been made aware of the numbers with presentations on ADA, enrollment, and budget at all staff meetings.

We welcome the addition of our new Education Specialist Intern, Ms. Carla Carr. She has been a long-term sub at FPC over the years, and she will now serve as an integral member of our SPED Team. Her expertise and professionalism make her a valued member of our community.

Staff Compliance Trainings: FPC staff were assigned six compliance trainings to be completed during the first month of school. The following trainings were assigned; Mandated Reporting for Child Abuse, Bloodborne Pathogens, Sexual Harassment, Civil Rights training (required by National School Lunch Program), Suicide Prevention, and Cyber Security Basics training.

Attendance and Independent Studies: The FPC teachers continue offering excellent completion rates of independent studies following the revised guidelines. The goal is for the school to have above 98.5% all year. The first month was recorded as 99.11%.

Facilities and Safety

2024-2025 FPC Emergency Plan: FPC’s Emergency Plan has been developed and includes a Crisis Intervention Support Network, Off-Site Responsibilities for identified staff, and a School Emergency Operations Grid with Search and Rescue Teams identified by Zone and Emergency Team Responsibilities. The Emergency Plan also includes a detailed description with procedures of each emergency drill conducted at the school including Lockdown, Fire, Drop Cover, and Hold, and Drop and Cover. Emergency Drills will be held every month. The school will also be looking into contracting with the County of Education to provide Active Shooter training at the school this year.

Campus: FPC continues to maintain a clean, healthy, and safe school campus. Custodial staff are consistently disinfecting high touch areas and restrooms. Our custodial and facilities staff continue to maintain the campus by providing routine maintenance and making necessary improvements daily. In addition, classrooms were provided beautiful new rugs.

Outdoor Classroom: The outdoor classroom will be in full use again and it will provide a highly engaging learning space for our TK classes. Learning occurring in such an enjoyable environment, while experiencing instruction with developmentally appropriate activities, is ideal. Students are enjoying painting, water play, creative building, and reading books while in this outdoor classroom. New interactive bookcases are weather-proof and the outdoor space is going to be well-protected from weathering with new shades.

Upcoming Events:

September 6	Popcornopolis Fundraiser Begins
September 15	Hispanic Heritage Month Begins
September 17	Parent Advocacy Night Meeting – 5 p.m.
September 13	Shortened Day – Staff PD
September 19	FCPS Board Meeting
September 20	Popcornopolis Fundraiser Ends
September 20	Shortened Day – Staff PD
September 23	1st Round of Enrichment Classes Begin
September 23	Professional Goal Setting Begins
September 30	Coffee With the Director Parent Meeting
October 3	Shortened Day – Staff PD
October 4	Fall Break
October 14	BEE Cycle 1 starts
October 17	Great Shakeout
October 21	Shortened Day – WASC Accreditation
October 24	FCPS Board Meeting
October 31	Shortened Day – Staff PD

**FENTON STEM ACADEMY (STEM)
DIRECTOR’S REPORT**

September 19, 2024

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.

Charter Number: 1605

ENROLLMENT

	TK	K	1st	2nd	3rd	4th	5th	6th	ILC	Total	Monthly ADA	Cumulative ADA
9/13/2024	16	35	34	24	44	49	41	48	11	302	98.64%	98.64%

Fenton STEM Academy educators are committed to maintaining an Average Daily Attendance (ADA) rate of 98.5% or higher. In the first month of the school year, the academy achieved an impressive ADA of 98.64%. This accomplishment is a testament to the dedication of our teaching staff, whose hard work has been instrumental in reaching this target. Special recognition goes to Rolando Gutierrez for his invaluable guidance, support, and oversight in these efforts.

As we continue into the 2024-2025 school year, our focus remains on increasing enrollment and sustaining high ADA. Students will be motivated through various incentives for maintaining 100% in-seat attendance. Monthly rewards will include brag tags and free dress on Spirit Day Assembly days. At the Semester Awards Assembly, students with 100% attendance and no more than five tardies will receive a pin and certificate. By the end of the year, those with perfect attendance and no more than 10 tardies will be honored with a medal. The school looks forward to continuing these efforts and maintaining a high standard of attendance throughout the school year.

Instruction

Professional Learning Community (PLC): The Fenton Academies continue to work as a Professional Learning Community. The FCLA/STEM Guiding Coalition continues to meet weekly to discuss schoolwide plans, which include an actionable guide of the PLC process using the framework from *The Learning by Doing* handbook. Teams at the Fenton Academies have been working on the following since August:

- Developing the teams’ purposes, norms, and collective commitments
- Collaborative discussions, unit planning, student-centered tasks, and data chats
- Focus on the first 2 guiding questions:
 - o What do we want students to learn?
 - o How will we know that they learned it?
- Teams are working on looking at the next two questions after the beginning of the year data is completed.
 - o What will we do if they don’t learn it?
 - o What will we do if they already know it?

- Teams are using the 24-25 Beginning of Year iReady data and common assessments to prepare for the development of grade-level SMART goals aligned with their unit planning.

The FCLA/STEM Guiding Coalition meets often to review, discuss, and revise the various components of our school's action plan. Staff receive weekly professional development through staff meetings and grade levels are supported with the Acceleration Specialist (Elisa Vallejo) in attendance during weekly grade level PLC Collaboration meetings.

On Wednesday, September 11, Jacqueline Heller met with our teams to review their unit plans and common formative assessments. The teams had thoughtful conversations that were reflective of where they are and made concrete next steps to enhance their team work.

Each of our grade levels was given a full day of planning. Teams worked on unit planning based on the essential standards chosen for their grade levels. The teams created learning progressions, and common formative assessments, and are working to ensure they support the SMART goals. The teams also calendared regular data discussions during weekly grade-level meetings.

Thank you to Elisa Vallejo for her incredible leadership this past month. Elisa has supported our grade levels during planning days and weekly meetings. An additional thank you to Angie Castellana Ferri and Yesenia Fuentes for their ongoing support during the planning days and throughout the start of the school year. We are excited to continue to grow as a successful Professional Learning Community.

Acceleration Program Overview for 2024-2025

Elisa Vallejo will continue to lead and oversee the Acceleration Program for the 2024-2025 school year. End-of-year i-Ready data, teacher recommendations, and beginning-of-year fluency assessments were used to identify students requiring additional support. These students, who show significant foundational skill gaps, are not currently receiving Tier 3 special education services. The Basic Phonics Skills Test was used for primary students, while the Phonics for Reading Placement Test and grade-level fluency assessments were administered to upper-grade students.

As a result, 84 students across grades 1 through 6 were identified as eligible for Tier 3 support. Notably, learning goals for these students demonstrated higher academic trends compared to last year across all grade levels.

Notification letters, collaboratively created by the Acceleration Team, were sent to parents of the 84 students who will receive intensive support across eight groups. The Acceleration Specialist has already begun conducting 30-minute sessions with these students on Mondays, Wednesdays, and Fridays. The chosen curriculum is tailored to the learning goals and developmental needs of each group and may include Orton Gillingham, i-Ready, UFLI, and the Phonics for Reading Intervention program.

Next week, communication logs will be shared with all staff members involved in working with these students to ensure collaboration and alignment of learning goals. Additionally, the Acceleration Specialist has developed a resource website to provide teacher teams with easy access to materials needed for planning Tier 2 AIM time.

Expanded Learning at the Fenton Academies:

This year's ELOP Programming is off to a strong start with many exciting new and returning opportunities in store for all students.

This year, we are thrilled to be partnering with Sylvan to provide personalized tutoring support for students in both Reading and Math. This is a highly anticipated program that has been often requested by our families. We are grateful to have the funds available to provide this incredible resource free of charge to our participating families and we look forward to seeing the amazing growth that students will make!

Session 1 of ELOP programming began on September 16th and we are excited to share that we will have over 330 students participating in at least one after-school club. We have 17 of our certificated staff members offering a diverse range of activities to support our students. Academically focused clubs like *Born to Read*, *Homework Heroes*, and *Multiplication Masters* will help enhance students' learning and study skills. Clubs promoting community involvement, such as *Student Council*, *Gardening*, and *Friendship Bracelet Club*, are also being offered. To support physical well-being, students can participate in *Yoga and Mindfulness*, *Hip Hop & Grooves*, and the *Hula Club*.

We are excited to continue our partnerships with outside vendors to offer clubs that focus on unique interests, such as Animal Encounters and Cooking Academy, clubs that target physical activity, such as Soccer, Basketball, and Ninja Academy, clubs focused on STEM learning, such as Green Energy Robotics and 3D Printing & Design, and of course, the arts, with clubs like Ballet and Fashion Design.

The possibilities in ELOP are endless and we look forward to continuing to expand our students' learning!

STEM Focus for 2024-2025: Under the guidance and expertise of the STEM Focus Lead Teacher, Bianca Bell-Reed, and the grade level lead teachers, Fenton STEM Academy students will continue to participate in monthly STEM challenges. The STEM Schoolwide challenges aim to enhance engineering skills with a literacy component, utilizing the HOL Maker Space and materials from "Trash for Teachers." Teachers will use a sign-up sheet to bring classes to HOL, with designated baskets for materials.

Challenges are planned for Fall (September 30th - October 3rd), Winter (January 13th - 17th), and Spring/Open House (May 19th - 23rd). Projects include building devices to detect smells, creating pizza box solar ovens, and designing paper roller coasters, with literacy connections through digital books and videos. Additional STEM opportunities include participating in the Hour of Code from December 9-15, 2024, and possibly hosting a "Family Code Night." These initiatives aim to foster problem-solving skills and a passion for engineering and technology among students.

iReady Beginning of Year Assessments: Most Fenton STEM Academy K-6 students have finished their beginning-of-year iReady assessments. In reading, 57% of students are in Tiers 1 & 2, while 43% are in Tier 3 ("at-risk"). In math, 69% are in Tiers 1 & 2, and 31% are in Tier 3. Students receive individualized lessons based on their iReady levels for ongoing intervention. During Goal Setting meetings, staff will review student data, set instructional goals, and discuss best practices with the FCLA/STEM Director.

ELPAC Initial Assessments: Fenton STEM Academy has completed all initial English Language Proficiency Assessments for California (ELPAC) for the 2024-2025 school year. Thank you to Cecilia Quijano for administering the tests. Mrs. Amarjeet Gonzalez, our Compliance Assistant will assist in monitoring and administering the Initial ELPAC to any new students that enroll at the Academies and

are required to take the Initial ELPAC. We look forward to analyzing the progress and growth of our English Learners once results are received.

Reclassification of English Learners: Fenton STEM Academy received results from the 2024 Summative ELPAC informing the school of students eligible for reclassification. Students eligible must receive a 4 on the ELPAC, and must also score in the 41st percentile or above on the iReady assessment, a 3 or 4 on the SBAC, or receive a comparable score on a publisher's test as their peers. For STEM, 21 out of 74 (28.38%) students qualified to reclassify. Thank you to Mrs. Pimentel for working with teachers to complete the reclassification process.

Personnel

Probationary Teacher Professional Development Opportunities:

Fenton probationary staff have had numerous growth opportunities, starting before the school year. On September 6th, Angie Castellana Ferri, Yesenia Fuentes, and Rolando Gutierrez provided training on instructional practices, Fenton policies, and Independent Studies.

Yesenia Fuentes continues to support new teachers with monthly workshops and daily assistance, while lead teachers mentor them on lesson planning, classroom management, and effective teaching strategies. These efforts ensure probationary teachers are well-prepared for their roles.

Professional Goal Setting Meetings: Professional Goal Setting meetings will begin at the end of September and continue through the beginning of October. Teachers will sign up for a 30-minute block to meet with Dr. Henschel. During the meeting, Dr. Henschel and the teacher will review iReady data for their class, determine groupings for Tier 2 interventions, their role in their PLT, plans for parent engagement, and the teacher's personal goal for the year. Dr. Henschel looks forward to the time with the teachers to get time to get to know everyone.

School Community

Annual Meet and Greet: On August 9, 2024, Fenton STEM Academy hosted its annual Meet and Greet, allowing new and returning families to tour the school and meet their teachers. This event helped ease first-day anxieties and fostered community spirit.

Parent Orientation Meetings: From August 20th to 30th, the school held orientation meetings for all grade levels. These sessions, well-attended by parents, covered the Leadership/SEL instructional program, schoolwide updates, and expectations for drop-off, pick-up, and attendance. Teachers outlined daily schedules and homework expectations. Thanks to Ms. Palma for translating, and to teachers and families for their engagement.

Spirit Day Assemblies: Monthly Spirit Day assemblies will promote attendance incentives and positive behavior. The assemblies will include a flag salute, a school song, and recognition of achievements. Classes with the highest ADA will receive a Perfect Attendance banner, while students with perfect attendance will earn themed brag tags. Teachers will continue to receive certificates for 100% ADA with Independent Studies. Additionally, students with excellent behavior during lunch will receive VIP privileges. Special thanks to Cecilia Quijano, Jennifer Pimentel, and Alex Muñoz for their support.

School Site Council (SSC): SSC meetings will be held throughout the 2024-2025 school year to approve federal funds, review the instructional program, and advise the Fenton Board of Directors. Nominations and voting will occur in late September, with the first meeting scheduled for October 17.

This council provides valuable stakeholder engagement.

English Learner Advisory Council (ELAC): ELAC will advise on the English Learner Master Plan, assist with needs assessments, and inform parents about attendance. Nominations and voting will also occur in late September, with the first meeting on October 17. ELAC aims to support the progress of English Learners.

Annual Parent Night Meeting: On October 1, Fenton STEM Academy will hold its annual Parent Night Meeting, covering student programs, progress, school policies, and parent involvement opportunities. Future projects and plans for the Fenton Academies will also be discussed. We appreciate the dedication of our teaching and support staff in delivering high-quality instruction and engaging students.

Upcoming Events:

- 9/23 Periodic Progress Reports
- 9/30-10/7 Professional Goal Setting Meetings
- 10/1 Parent Night Meeting (5:00 pm)
- 10/3 PLC- Minimum Day
- 10/4 Fall Break
- 10/7 1st Semester Formal Observation Lessons Begin
- 10/17 Great CA Shake Out Drill (8:30 am)

**FENTON CHARTER LEADERSHIP ACADEMY (FCLA)
DIRECTOR’S REPORT**

September 19, 2024

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.

Charter Number: 1613

ENROLLMENT

	TK	K	1 st	2 nd	3 rd	4 th	5 th	6 th	Total	Monthly ADA	Cumulative ADA
9/13/2024	16	33	35	45	41	48	32	50	300	99.21%	99.21%

Fenton Charter Leadership Academy (FCLA) educators are committed to maintaining an Average Daily Attendance (ADA) rate of 98.5% or higher. In the first month of the school year, FCLA achieved an impressive ADA of 99.21%. This accomplishment is a testament to the dedication of our teaching staff, whose hard work has been instrumental in reaching this target. Special recognition goes to Rolando Gutierrez for his invaluable guidance, support, and oversight in these efforts.

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Expanded Learning at the Fenton Academies:

This year's ELOP Programming is off to a strong start with many exciting new and returning opportunities in store for all students.

This year, we are thrilled to be partnering with Sylvan to provide personalized tutoring supports for students in both Reading and Math. This is a highly anticipated program that has been often requested by our families. We are grateful to have the funds available to provide this incredible resource free of charge to our participating families and we look forward to seeing the amazing growth that students will make!

Session 1 of ELOP programming began on September 16th and we are excited to share that we will have over 330 students participating in at least one after-school club. We have 17 of our certificated staff members offering a diverse range of activities to support our students. Academically focused clubs like *Born to Read*, *Homework Heroes*, and *Multiplication Masters* will help enhance students' learning and study skills. Clubs promoting community involvement, such as *Student Council*, *Gardening*, and *Friendship Bracelet Club*, are also being offered. To support physical well-being, students can participate in *Yoga and Mindfulness*, *Hip Hop & Grooves*, and the *Hula Club*.

We are excited to continue our partnerships with outside vendors to offer clubs that focus on unique interests, such as Animal Encounters and Cooking Academy, clubs that target physical activity, such as Soccer, Basketball, and Ninja Academy, clubs focused on STEM learning, such as Green Energy Robotics and 3D Printing & Design, and of course, the arts, with clubs like Ballet and Fashion Design.

The possibilities in ELOP are endless and we look forward to continuing to expand our students' learning!

Leadership Focus for 2024-2025: Under the guidance of FCLA Focus Lead Teacher Lindsey Western and grade-level leads, Fenton Charter Leadership Academy will continue participating in yearlong Leader Study units for 2024-2025. We plan to strengthen partnerships with North Shore Animal League America and Burbank Animal Shelter, building on shared values of leadership and service.

Monthly leader studies will resume, focusing on qualities of strong leadership, with each grade exploring an animal activist leader. FCLA remains committed to cultivating leadership skills and social-emotional growth, creating an environment where every student can thrive and succeed.

iReady Beginning of Year Assessments: Most FCLA K-6 students have finished their beginning-of-year iReady assessments. In reading, 62% of students are in Tiers 1 & 2, while 38% are in Tier 3 ("at-risk"). In math, 68% are in Tiers 1 & 2, and 32% are in Tier 3. Students receive individualized lessons based on their iReady levels for ongoing intervention. During Goal Setting meetings, staff will review student data, set instructional goals, and discuss best practices with the FCLA/STEM Director.

ELPAC Initial Assessments: Fenton Charter Leadership Academy has completed all initial English Language Proficiency Assessments for California (ELPAC) for the 2024-2025 school year. Thank you to Cecilia Quijano for administering the tests. Mrs. Amarjeet Gonzalez, our Compliance Assistant will assist in monitoring and administering the Initial ELPAC to any new students that enroll at the Academies and are required to take the Initial ELPAC. We look forward to analyzing the progress and growth of our English Learners once results are received.

Reclassification of English Learners: Fenton Charter Leadership Academy received results from the 2024 Summative ELPAC informing the school of students eligible for reclassification. Students eligible must receive a 4 on the ELPAC, and must also score in the 41st percentile or above on the iReady assessment, a 3 or 4 on the SBAC or receive a comparable score on a publisher's test as their peers. For

FCLA, 6 out of 56 (10.71%) students qualified to reclassify. Thank you to Mrs. Pimentel for working with teachers to complete the reclassification process.

Personnel

Probationary Teacher Professional Development Opportunities:

Fenton probationary staff have had numerous growth opportunities, starting before the school year. On September 6th, Angie Castellana Ferri, Yesenia Fuentes, and Rolando Gutierrez provided training on instructional practices, Fenton policies, and Independent Studies.

Yesenia Fuentes continues to support new teachers with monthly workshops and daily assistance, while lead teachers mentor them on lesson planning, classroom management, and effective teaching strategies. These efforts ensure probationary teachers are well-prepared for their roles.

Professional Goal Setting Meetings: Professional Goal Setting meetings will begin at the end of September and continue through the beginning of October. Teachers will sign up for a 30-minute block to meet with Dr. Henschel. During the meeting, Dr. Henschel and the teacher will review iReady data for their class, determine groupings for Tier 2 interventions, their role in their PLT, plans for parent engagement, and the teacher's personal goal for the year. Dr. Henschel looks forward to the time with the teachers to get time to get to know everyone.

School Community

Annual Meet and Greet: On August 9, 2024, Fenton Charter Leadership Academy hosted its annual Meet and Greet, allowing new and returning families to tour the school and meet their teachers. This event helped ease first-day anxieties and fostered community spirit.

Parent Orientation Meetings: From August 20th to 30th, the school held orientation meetings for all grade levels. These sessions, well-attended by parents, covered the Leadership/SEL instructional program, schoolwide updates, and expectations for drop-off, pick-up, and attendance. Teachers outlined daily schedules and homework expectations. Thanks to Ms. Palma for translating, and to teachers and families for their engagement.

Spirit Day Assemblies: Monthly Spirit Day assemblies will promote attendance incentives and positive behavior. The assemblies will include a flag salute, a school song, and recognition of achievements. Classes with the highest ADA will receive a Perfect Attendance banner, while students with perfect attendance will earn themed brag tags. Teachers will continue to receive certificates for 100% ADA with Independent Studies. Additionally, students with excellent behavior during lunch will receive VIP privileges. Special thanks to Cecilia Quijano, Jennifer Pimentel, and Alex Muñoz for their support.

School Site Council (SSC): SSC meetings will be held throughout the 2024-2025 school year to approve federal funds, review the instructional program, and advise the Fenton Board of Directors. Nominations and voting will occur in late September, with the first meeting scheduled for October 17. This council provides valuable stakeholder engagement.

English Learner Advisory Council (ELAC): ELAC will advise on the English Learner Master Plan, assist with needs assessments, and inform parents about attendance. Nominations and voting will also occur in late September, with the first meeting on October 17. ELAC aims to support the progress of English Learners.

Annual Parent Night Meeting: On October 1, Fenton Charter Leadership Academy will hold its annual Parent Night Meeting, covering student programs, progress, school policies, and parent involvement opportunities. Future projects and plans for the Fenton Academies will also be discussed. We appreciate the dedication of our teaching and support staff in delivering high-quality instruction and engaging students.

Upcoming Events:

9/23	Periodic Progress Reports
9/30-10/7	Professional Goal Setting Meetings
10/1	Parent Night Meeting (5:00 pm)
10/3	PLC- Minimum Day
10/4	Fall Break
10/7	1st Semester Formal Observation Lessons Begin
10/17	Great CA Shake Out Drill (8:30 am)

II. E.

Director of Instruction's Report

The Director of Instruction's Report is presented here. Board members are asked to submit any questions or requests for clarification to Board Chair Lucente prior to the beginning of the meeting. Chair Lucente will call upon Mrs. Miller as needed.

**FENTON CHARTER PUBLIC SCHOOLS (FCPS)
DIRECTOR OF INSTRUCTION’S REPORT**

September 19, 2024

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.

Fenton Charter Public Schools will continue to provide high quality instructional programming and ensure effective use of core curricular programs, instructional practices (Explicit Direct Instruction, Thinking Maps, etc.), and commitment to the Professional Learning Community (PLC) framework during the 2024-2025 school year. Fenton Charter Public Schools (FCPS) will prioritize instructional actions across two focus areas: to build capacity of all stakeholders and to align instructional practices across all schools. A comprehensive and detailed description can be found in the [FCPS Memo: Instructional Plan \(24-25\)](#).

Priority 1: Build Capacity of Stakeholders

Frequent Stakeholder Meetings

Frequent and consistent stakeholder meetings ensure clear and cohesive communication. Ongoing check-ins allow leaders to address any misunderstandings, reteach essential practices, and refine behaviors. In dynamic environments, frequent meetings enable teams to adapt quickly to changes or challenges. Regular meetings contribute to the ongoing development of the team as a cohesive unit. These consistent meetings help build trust and strengthen relationships among staff. Teams feel included and valued, and therefore more likely to engage in the school’s vision and goals. Agendas and minutes serve as historical documentation and become a reference point for all staff.

Below is a recommended *weekly* meeting schedule for select stakeholder groups.

Stakeholder Group	Frequency	Duration	Total Minutes Per Year (40 weeks/10 months)
Administrative Team *Scheduled by Director	Weekly	60 minutes	2400
Lead Teachers/Guiding Coalition *Scheduled by Director	Weekly	60 minutes	2400
Special Education Team *Scheduled by Director/Sped Team	Weekly	60 minutes	2400
Certificated Staff *Scheduled by Director	Weekly	60 minutes	2400
Classified Staff *Scheduled by Director/Admin Team	Weekly	45 minutes	1800
Acceleration Specialist *Scheduled by Director	Weekly	45 minutes	1800
Grade Level/Sped Meetings *Scheduled by Lead Teachers	Weekly	60 minutes	2400

Below is a recommended *monthly* meeting schedule for select stakeholder groups.

Stakeholder Group	Frequency	Duration	Total Minutes Per Year (40 weeks/10 months)
Director/Director of Instruction	Monthly	60 minutes	600
FCPS Administrative Team *Scheduled by CEO and/or DOI	Monthly	120 minutes	1200
FCPS Instructional Coaches *Scheduled by Coaches and/or DOI	Monthly	60 minutes	600
Advisory Committees *Scheduled by Director	Monthly	45 minutes	450

Fenton schools thrive when they embrace a culture of continuous improvement. Regular stakeholder engagement ensures that there is a consistent flow of feedback, new ideas, and solutions for improving school performance. This continuous cycle of reflection and adjustment is vital for adapting to changing educational needs.

Professional Development

On Friday, August 16, 2024 all certificated Fenton Charter Public Schools staff participated in a full day of professional development led by Dr. Anthony Muhammad regarding school transformation within a Professional Learning Community. Dr. Muhammad shared the Six Characteristics required for an effective Professional Learning Community. These six traits are aligned with the work Fenton has begun and will continue to enhance during the school year. It is critical FCPS identifies areas of strength and growth across teams, sites, and as an organization. Following the professional development, all staff were requested to participate in a survey based on Dr. Anthony Muhammad's *Time for Change & The Way Forward* books. The survey addresses six character traits which align with the Professional Learning Community framework.

Questions posed to staff addressed evidence indicators within each category. There were a total of 10 questions across 6 areas, for a total of 60 questions. Approximately 95% of staff completed the survey. All Fenton sites averaged around the 80th percentile for levels of understanding across the six categories.

Areas of strongest growth fall within the two areas; Collective Commitments and a Focus on Results. These two areas were emphasized and supported during the 22-23 school year. Moving forward, this data will help target support in the areas of Collaborative Teams, a Guaranteed and Viable Curriculum, Common Formative Assessments, and Interventions and Extensions.

Staff will participate in this same survey mid-year to gauge progress towards meeting the needs of all teams and sites. Qualitative data will continue to be collected and included to provide a comprehensive action plan for all sites.

	# Complete	Category 1 Collective Commitments	Category 2 Collaborative Teams	Category 3 Guaranteed and Viable Curriculum	Category 4 Common Formative Assessments	Category 5 Interventions and Extensions	Category 6 Focus on Results	Average
FACS	24	85.50%	79.00%	79.83%	77.31%	79.17%	82.75%	80.59%
SMBCCS	50	93.28%	82.12%	81.12%	79.29%	80.16%	83.28%	83.21%
FCLA	19	88.95%	80.00%	76.21%	77.66%	73.37%	85.79%	80.33%
STEM	16	92.00%	79.25%	74.13%	79.03%	74.38%	87.25%	81.00%
FPC	28	91.57%	85.14%	85.36%	84.44%	76.29%	88.71%	85.25%
CMO (average)	27.4	90.26%	81.10%	79.33%	79.55%	76.67%	85.56%	82.08%

On Site Literacy Coaching by Paula Maeker & Jacqueline Heller

The Fenton schools continue to partner with Solution Tree for team literacy coaching. Paula Maeker and Jacqueline Heller met with all certificated staff across the five schools during the week of September 9, 2024. Authors Paula Maeker and Jacqueline Heller are practitioners who share the belief that all students can be literate at high levels. They are recognized across the nation for their research and evidence regarding increasing literacy within a Professional Learning Community. Fenton teaching staff continue to follow the [T.E.A.M.S. Framework Action Plans](#) developed during August 2024.

Working alongside the literacy coaches, sites have begun the work to ensure a guaranteed and viable curriculum by designing unit plans. Effective unit plans must include the following components:

1. Easy access to the learning progression of learning targets for essential standards in that unit.
2. Visual connection between daily/weekly lessons/learning tasks and learning targets and strategies.
3. Ideas and links to shared resources for tier 1 and tier 2 instruction.
4. Draft dates for common formative and end of unit assessments and data discussions.
5. Unit SMART goal and links to assessment(s) and data discussion(s)

Thank you to the teaching staff for their hard work to refine unit plans based on effective practices. Next steps include revising common formative assessments, implementing consistent data discussions, designing Tier 2 groupings based on data, and continued progress monitoring. Paula Maeker and Jacqueline Heller will support the Fenton schools with additional coaching sessions throughout the school year.

Priority 2: Align Instructional Practices

Fenton Charter Public Schools Team of the Month Recognition

Celebrating achievements within a school community plays a crucial role in reflecting and reinforcing the core values of that community. Through ongoing celebration, Fenton strives to affirm its core values,

continue to build a positive school culture, model desired behavior, encourage continued growth, and reinforce connection among students, staff, and families. Through celebrating achievements, Fenton desires to make the abstract values of a school visible and tangible, helping to embed them into the daily life of the school community. Fenton Charter Public Schools plans to implement a monthly recognition for teams demonstrating one or more of the T.E.A.M.S. framework. Selected FCPS Teams of the Month will be recognized on September 30, 2024, October 28, 2024, November 22, 2024, January 24, 2025, February 24, 2025, March 31, 2024, April 28, 2025, and May 23, 2025.

Fenton Teams will be recognized for growth in one of more of the focus areas below.

T: Take collective responsibility

Grade level teams hold consistent and frequent meetings. Teams are mutually interdependent upon one another for collective success. Teams have developed norms, SMART goals, and an agenda template to guard collaborative time.

E: Ensure a guaranteed and viable curriculum

Grade level teams identify essential standards and develop unit plans. Unit plans include learning targets, proficiency timelines, and are guided by a SMART goal.

A: Assess and monitor reading achievement

Grade level teams develop common formative assessments that align with instruction and give specific data on learning targets to improve reading achievement on the identified essential standards.

M: Measure evidence of effectiveness

Grade level teams prioritize analyzing data through the lens of professional learning and evaluating collective and individual instructional practices.

S: Support systematically with accelerations, interventions & extensions

Grade level teams develop tiered interventions and enrichments opportunities for students based on data from recent assessments. Teams monitor the effectiveness of interventions and flexibly regroup if students have improved as a result of the additional time and support

Frequent and Ongoing Classroom Walkthroughs

Frequent and ongoing classroom walkthroughs are a critical practice that involves administrators or instructional leaders regularly visiting classrooms to observe teaching and learning. Classroom walkthroughs provide opportunities to support professional growth, assess student learning, foster collaboration, enhance accountability, support school initiatives, and engage all stakeholders. They are a powerful tool which allows leaders to monitor what they measure.

Jennifer Miller introduced the [Classroom Walkthrough Form \(PLC Evidence\)](#) template to the Fenton Directors during August 2024. This template encompasses components of the Earned Increase Walkthrough Form, Charlotte Danielson’s Framework for Effective Teaching, and Observable Professional Learning Community aspects. This tool is meant to be used for ongoing support through

frequent classroom walkthroughs. Classroom walkthroughs play a critical role in improving the overall quality of education by providing insights that inform instruction, curriculum, and professional growth. Walkthroughs are necessary to ensure transference of professional development collaboration directly to the students through a shift in instructional practices.

The Fenton Administrative Team will meet on September 24, 2024 to build consensus for classroom “look fors” and to identify commonalities across the Fenton schools through a common walkthrough form.

II. F.

Director of Special Education's Report

The Director of Special Education's Report is presented here. Board members are asked to submit any questions or requests for clarification to Board Chair Lucente prior to the beginning of the meeting. Chair Lucente will call upon Mrs. Khachian as needed.

**FENTON CHARTER PUBLIC SCHOOLS (FCPS)
DIRECTOR OF SPECIAL EDUCATION’S REPORT**

September 19, 2024

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.

COMPLIANCE

Enrollment of students with disabilities within Fenton Charter Public Schools.

	# of SWD	# of SWD	# of SWD	# of SWD	# of SWD	# of SWD	# of SWD	# of SWD
	September 2024	October 2024	November 2024	January 2025	March 2025	April 2025	May 2025	June 2025
FACS	128							
FPC	62							
SMBCCS	132							
STEM	48							
FCLA	44							

The following is the percentage of students out of the total number of students enrolled that are identified as having a Low Incidence disability, which includes hearing loss, visual impairment and orthopedic impairment.

School	% Low Incidence	% Low Incidence	% Low Incidence	% Low Incidence	% Low Incidence	% Low Incidence	% Low Incidence	% Low Incidence
	September 2024	October 2024	November 2024	January 2025	March 2025	April 2025	May 2025	June 2025
FACS	< 1% (HOH)							
FPC	0%							
SMBCCS	<1%							
STEM	<1%							
FCLA	<1% (HOH, VI)							

The following is the percentage of students out of the total number of students enrolled that are

identified as having a High Incidence disability.

	% High Incidence	% High Incidence	% High Incidence	% High Incidence	% High Incidence	% High Incidence	% High Incidence	% High Incidence
School	September 2024	October 2024	November 2024	January 2025	March 2025	April 2025	May 2025	June 2025
FACS	17							
FPC	13							
SMBCCS	18							
STEM	16							
FCLA	14							

The chart below reveals the number of students with disabilities by eligibility status.

September 2024

	AUT	DEA	DBL	ED	HOH	ID	MD	OI	OHI	SLD	SLI	TBI	VI
FACS	27	-	-	-	1	1	1	-	29	52	17	-	-
FPC	29	-	-	-	-	6	-	-	8	2	17	-	-
SMBCCS	34	-	-	-	1	2	-	1	15	43	36	-	-
STEM	13	-	-	-	-	-	1	-	15	14	5	-	-
FCLA	12	-	-	1	1	-	-	-	12	7	10	-	1

AUT - Autism
 DEA - Deafness
 DBL - Deaf Blindness
 ED - Emotional Disturbance
 HOH - Hard of Hearing
 ID - Intellectual Disability
 MD - Multiple Disabilities

OI - Orthopedic Impairment
 OHI - Other Health Impairment
 SLD - Specific Learning Disability
 SLI - Speech or Language Impairment
 TBI - Traumatic Brain Injury
 VI - Visual Impairment

OUTSIDE VENDORS

The following is information on services provided to Fenton Charter Public Schools by outside vendors.

Vendor	Services
The Cruz Center	Occupational Therapy related services; Deaf and Hard of Hearing teacher
Pride Learning	Orton Gillingham based reading specialists
Dynamic Education Services, Inc.	Supplemental Academic Supports/Academic Instruction
Speech	Speech and Language Therapy services

Improvement Center	
Cross Country	Educational Services (APE, LAS, Case Management)
Total Education Solutions	Educational Services (Case Management)

Behavior Services-Outside Vendors

Vendor	Services
STAR (Stepping Stones Group)	Behavioral Services (BII-Behavior Implementation Intervention, BID-Behavior Intervention Development services)
New Growth	Behavioral Services; Consultations with RBTs-Registered Behavior Technicians; BCBA-Board Certified Behavior Analyst supervision for RBTs; NCI-Nonviolent Crisis Intervention training for staff; SPED paraprofessional training
Scout	Providing adult assistants to work with students with significant behaviors

SPECIAL EDUCATION PARAPROFESSIONALS

The following are the number of staff members for Behavior Intervention Implementation (BII) and Adult Assistants (AA).

School	Fenton	STAR	Cross Country	Scout	Total
FACS	23			3	26
FPC	9	1			10
SMBCCS	10		1	2	13
STEM	10				10
FCLA	15	3			18

PROFESSIONAL DEVELOPMENT

[CASPCON24 From Past to Present: Cultivating the Spirit of Possibility](#)

FCPS School Psychologists and Director of Special Education will be attending the annual California Association of School Psychologists conference from October 15-17, 2024 in Palm Springs, California. This is a great opportunity to keep abreast of state and federal changes in the field; access to cutting edge workshops and networking with school psychologists and special educators across the state.

[2024 California Association of School Counselors Fall Conference](#)

On October 23rd through the 25th, the FCPS School Counselors will have the opportunity to attend the 2024 California Association of School Counselors Fall Conference in Riverside, California. This conference will provide the counselors the opportunity to attend a variety of workshops that offer

updates on policies and trends and provide access to resources such as the latest tools and technology utilized in the schools by counselors.

Monthly Special Education Paraprofessional Training 2024-2025

Ms. Noemi Ramirez and her team of Registered Behavior Technicians (RBT) began their monthly training of special education paraprofessionals. FACS, FPC and SMBCCS are scheduled to hold their training in September. The benefits of training include enhanced support for students, better behavior management, uniform teaching approaches and better collaboration with teachers and specialists.

II.G.

Director of Community Schools' Report

The Director of Community Schools' Report is presented here. Board members are asked to submit any questions or requests for clarification to Board Chair Lucente prior to the beginning of the meeting. Chair Lucente will call upon Mr. Parra as needed.

**FENTON CHARTER PUBLIC SCHOOLS (FCPS)
DIRECTOR OF COMMUNITY SCHOOLS' REPORT**

September 19, 2024

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.

Pillar 1 - Integrated Student Supports

Union Rescue Mission - Hope Gardens: Through our partnership with Hamer Toyota, 100 backpacks were donated to the students of Hope Gardens on August 9, 2024. Hope Gardens is a homeless shelter for women with children and elderly women. From its opening in 2006, Fenton has supported Hope Gardens. Its first 8 students enrolled at Fenton Avenue Charter School in 2007. Currently Hope Gardens houses over 40 families with over 60 students and 15 elderly women on the 71-acre property at the base of the Angeles National Forest in Sylmar, California.

The partnership with Hamer Toyota began with Laura Vasquez, Community School Coordinator at FPC, meeting with Ashley Burris, current parent of a TK and K student at FPC, to discuss this opportunity. Ms. Burris works for Hamer Toyota in their human resource department. Hamer Toyota has committed to uplifting the community of the Northeast San Fernando Valley by providing basic resources for those in need. This backpack giveaway was the perfect opportunity for the students from Hope Gardens to benefit from Hamer Toyota's generosity and receive free backpacks filled with supplies. Hamer Toyota has agreed to provide additional resources for all families of Fenton schools. We look forward to their partnership. For pictures of the event [CLICK HERE](#).

Power of Sight Foundation – Sight for Success: Fenton has partnered with the Power of Sight Foundation – Sight for Success to provide glasses for students who are in need, and for various reasons don't have access to them. Fenton has partnered with [Sight for Success from the Power of Sight Foundation](#) to bring a solution for our students in need of eye glasses. The organization will bring a mobile eye clinic that will screen all of our students free of cost. If any student does not pass the vision screening, a follow-up eye exam and on-site production of glasses will be provided. The school, via community school funds, will pay the \$100 per student for the exam and a pair of glasses as needed. With about 1%, or less, of Fenton students in need of an exam and glasses, the cost will be minimal, about \$2,500 for all the Fenton schools combined. This cost estimate is for the first year of the partnership. The Power of Sight Foundation is looking into finding a partner for FCPS to fund this process for year two and future years. We are working on scheduling visits soon for all Fenton schools.

Paws-to-Share: Paws-to-Share is an organization that provides licensed pets to visit schools for the improvement of student and employee mental health. This organization will provide opportunities for the school community to practice empathy, kindness, and caring for cats, dogs, kittens, and puppies. Each school is coordinating at least one visit per month as part of the student support pillar of the community school grant.

Pillar 2 – Extended Learning Time & Opportunities

ELO-P Program: All Fenton ELO-P coordinators have begun session one for ELO-P. Students are participating in a variety of learning activities across all campuses. This year the coordinators have contracted with math, music, art, science, and sports vendors to offer our students a variety of enriching activities. Each campus will have over half of their student population participate in ELO-P after school enrichment activities.

The second ELO-P coordinators meeting of the 2024-2025 school year was held on August 21st and the [agenda](#) included discussion on the documentation and transition to the Salesforce application. Salesforce is working with all ELOP coordinators to implement a digital application for all parents to sign up their children to participate in the various opportunities at each of the Fenton schools. The application is complete and the team is currently testing all its features during the next month in hopes that it will be ready for full implementation for the second session of ELOP in the winter. William Lander and Rolando Gutierrez have supported the ELOP coordinators with this implementation of Salesforce. Please find the compliance items reviewed and updated by the ELOP team monthly below:

ELO-P Calendar: The ELO-P calendar of activities is updated monthly and discussed with the ELO-P coordinators. Please find the new 2024-2025 calendar [HERE](#).

ELO-P Budget and Expenditures: All ELO-P expenses for the 2023-2024 school year were documented using the following spreadsheets. Please find the final budget for the ELO-P programs [HERE](#). The final expenditures spreadsheet can be found [HERE](#). The 2024-2025 budget is [HERE](#) and the documented expenditures are [HERE](#). These will be updated monthly for the FCPS board meetings.

ELO-P Attendance Tracker: This past year's goal was to meet a minimum of 50% of the student enrollment participating in ELO-P programming. Please find the attendance tracker used to document attendance progress [HERE](#). The goal was met and exceeded. Attendance tracking will continue for the 2024-2025 school year using Salesforce software.

FCPS ELO-P Master Memo: The FCPS ELO-P Master Memo, which is reviewed frequently by ELO-P coordinators and updated by Dr. Riddick and Mr. Gonzalez can be found [HERE](#).

Pillar 3 - Family & Community Engagement

Parent Classes: The community school coordinators have been busy meeting with vendors, community organizations, and Department of Mental Health to schedule classes and one-time sessions for families at their respective family centers. The fall parent classes have been scheduled and are now underway. This [schedule](#) shows when the classes will take place. Each family Center also has a calendar of events for their school.

Chicas Mom Inc.: [Chicas Mom Inc.](#) is a non-profit organization that supports Latina mothers and any mother in need in the San Fernando Valley. They provide resources, workshops, conferences, and food banks to improve the lives of mothers in the San Fernando Valley. They specifically help in Pacoima, San Fernando, and Sylmar. Laura Vasquez, Virginia Palma, and myself attended a ceremony at Chicas Mom's current location in Pacoima. The ceremony was highlighted with a presentation from Congressman Tony Cardenas with a check for the amount of \$1.6 million from federal improvement funds to Chicas Mom Inc. This money is to help purchase a permanent facility for the organization.

Laura, Virginia, and I had an opportunity to meet with the congressman and discuss briefly the Fenton community schools initiative. We look forward to his support in the future. [HERE](#) are some pictures of the event.

LAUSD Board Meeting for Public Hearing of Three of Fenton’s Charter Renewals: On September 10, 2024, the Fenton team united at the LAUSD board for public hearing of the charter renewals for Fenton Primary Center, Fenton Avenue Charter School, and Santa Monica Blvd. Community Charter School. Fenton had well over fifty parents and staff representing its schools. Fenton also had three parent and community speakers speak on behalf of Fenton. Cindy Soto, Jasmin Gonzalez, Patricia Morfin were the parent speakers and Sigfredo Lopez was the community member speaker. The schools are now preparing for the charter renewal date tentatively scheduled for November 19, 2024. [HERE](#) are some images of the September 10th public hearing.

Pillar 4 - Collaborative Leadership & Practices

FCPS Advisory Committee Meeting: The first meeting of the Fenton Community Schools Advisory Committee will be held on Monday, September 23rd at 3:00 p.m. The meetings will be held via Zoom on a bimonthly basis. The [calendar](#) has six meetings scheduled for the 2024-2025 school year.

FCPS Foundation Board: The FCPS Foundation Board met on [September 5, 2024](#). The foundation discussed the community schools grant and the need to plan for future funding. One item discussed was the need to raise funds for the Fenton community school initiative after the grant expires in 2029. Two events that were introduced were a Fenton Community Gala and a 5K fun run. The plan is for these events to help generate the needed funds in the future. The idea is that these events begin this year and year over year will grow and generate additional funding. The goal to bring in over \$50,000 of funding in the first year. More will be shared at FCPS board meetings moving forward.

Community Engagement Initiative (CEI): CEI is a part of the California statewide system of support that selects specific schools or districts to participate in a community engagement initiative. Fenton schools applied as a district and was selected to participate in cohort five for the 2024-2025 school year. The participation comes with compensation of \$70,000 a year for two years. The funds can be spent on any engagement activity and are unrestricted. We plan on using some of these funds to organize the Fenton Gala discussed at the Foundation board. We currently have a [ROSTER](#) of selected FCPS participants who will participate in quarterly meetings and attend two conferences for the 2024-2025 school year. We look forward to sharing the results of this initiative in the future.

Community Schools Budget and Expenditures: This school year a Community Schools budget and expenditures report will be shared with the board on a monthly basis. Monitoring all expenditures and alignment with the budget will help with compliance reporting at the end of each year. Please find the CCSP Budget [HERE](#) and the FCPS expenditure [HERE](#).

Upcoming Events:

- 9/20 SMBCCS Paramount Studios Visit
- 9/23 FCPS Community Schools Advisory Committee Meeting – [3:00 p.m. via Zoom](#)
- 9/23 FCPS Student Progress Reporting Week
- 9/25 FCPS Community Engagement Team Meeting 3:00 – 6:00 p.m.
- 10/4 FCPS Fall Break for Students
- 10/11 FCPS Community School Coordinators Meeting – LACOE

- 10/17 CA Great Shakeout
- 10/21 Providence Flu Clinic at Academies 3:00 to 6 :00 p.m.
- 10/24 FCPS Board Meeting

II. H.

Chief Operating Officer's Report

**FENTON CHARTER PUBLIC SCHOOLS (FCPS)
CHIEF OPERATING OFFICER'S REPORT**

September 19, 2024

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 [State](#), [Personnel](#), [Facilities](#)

State [\(Back to Top\)](#)

“Big Three” Tax Revenues Impacting Fiscal Outlook

From School Services of California

Posted August 21, 2024

The economic update released for August 2024 by the Department of Finance (DOF) highlights continuing growth for the U.S. gross domestic product and nationwide slowing of headline inflation, which was at 2.9% at the end of July 2024. The eyes of fiscal analysts have been on inflationary indicators, with markets and consumers alike hoping for a gradual decrease to interest rates and cost pressures from food, energy, transportation, and shelter, which all experienced mild decreases in year-over-year comparisons (see “Inflation Continues to Cool” in the August 2024 Fiscal Report). In the labor market, U.S. unemployment rose slightly to 4.3%, while California still outpaces the nation at 5.2% for the third consecutive month.

For California’s budget, which is largely dependent on the “Big Three” taxes (personal income tax [PIT], corporation tax [CT], and sales and use tax [SUT]), forecasts in the Enacted Budget are monitored closely. For July, which is not typically a large month for tax receipts, the preliminary General Fund cash receipts outpaced forecasts by \$983 million, or 10.1%, over forecasts, mostly in PIT and CT receipts. The DOF Finance Bulletin downplays the impact of this single month of strong PIT and CT payments, citing a variety of factors, including the need to consider tax withholding receipts over the course of multiple months to establish long-term trends, that the overage in CT receipts were likely due to large payments from a few corporations, and highlighting that SUT receipts were \$306 million, or 18.4%, below expectations. Shown below are 2024-25 year-to-date tax receipts for the “Big Three” taxes.

2024-25 Comparison of Actual and Forecast General Fund Revenues (Dollars in Millions)

Revenue Source	Forecast	Actual	Difference	Percent Difference
Personal Income	\$7,164	\$7,582	\$418	5.8%
Corporation	\$521	\$1,365	\$844	161.8%
Sales and Use	\$1,664	\$1,358	-\$306	-13.8%

The Legislative Analyst’s Office (LAO) released an “Updated ‘Big Three’ Revenue Outlook” article reflecting recent revenue and economic data, which results in higher “Big Three” revenue estimates. The updated forecast, which can be viewed on the LAO’s [website](#), shows PIT, CT, and SUT estimates more closely aligned with the revenue projections included in the 2024-25 Budget Act, and estimates a total revenue difference of only \$3.0 billion less through the 2024-25 fiscal year. The LAO notes there is still a broad range of where overall revenues could fall over the course of the entire fiscal year, with possibilities widening into 2025-26.

Personnel ([Back to Top](#))

Administrative Clerk Position (Part-time)

A new part-time position will be posted to assist Stacey Manzo with managing the increased volume of billing associated with expenses for community schools and expanded learning programs. Mrs. Manzo has been solely responsible for these tasks, but the growing workload necessitates additional support to maintain continued efficiency and ensure the timely payment of bills. The position will be based out of the FCPS Business Office, with the employee working 3.5 hours per day, totaling 17.5 hours per week. Applicants will be required to take an attention-to-detail test as part of the selection process. The successful candidate will be trained to handle financial transactions, vendor payments, and accounting compliance, with a strong emphasis on accuracy, organization, and confidentiality. There is potential for this position to become full-time, based on performance and future workload. This additional support will ensure the timely and accurate handling of financial processes while alleviating the burden on Stacey.

Job Highlights:

- Classified, non-exempt
- 17.5 hour work week, 3.5 hours daily, 8:00 a.m. to 11:30 a.m.
- In-person position

Facilities ([Back to Top](#))

FCLA-STEM Annex Served Expansion

The servery expansion project is progressing, and the most recent developments involve key adjustments to the layout and equipment specifications. Following our latest meeting with the design team has been directed to make minor modifications to the proposed layout, which will improve functionality and optimize the use of space. The project now moves into the pricing and scheduling phase, where preliminary estimates will include new kitchen equipment such as a walk-in cooler, a dishwashing appliance, a prep sink, prep tables, and an additional freezer. Existing equipment, including milk coolers, the freezer, refrigerator, ice machine, and the recently ordered warming ovens, will remain in use.

Jason Keegan is working to confirm these equipment specifications to ensure accuracy in pricing. Additionally, Gina Fero with Dedicated Food Service Solutions has begun pricing equipment based on the provided layout. A key design constraint involves the size of the walk-in cooler, which, due to spatial limitations, can extend a maximum of 12 feet in the east-west direction. To minimize floor elevation changes between the kitchen and cooler, adjustments to the exterior concrete may be necessary, avoiding the need for a ramp.

Gerado Lopez, from Blackwell, will work with tradesmen to obtain competitive quotes for the scope of work, which includes pushing out the north wall of the servery, adjusting plumbing and HVAC systems, and the installation of additional kitchen equipment. The project also includes relocating the roll-up door and counter and adding a grease interceptor in accordance with health code requirements. The installation of a new stove hood is planned, with the hood venting externally to the roof deck.

A schedule for permitting and construction has been attached, with the project team focused on tightening the timeline wherever possible to meet the targeted completion date of October 12. This timeline is particularly significant, as the Kitchen Infrastructure Grant (KIT) funds, which are being utilized for the construction portion, must be spent by June 30, 2025. We continue to evaluate options for expediting the project to align with these funding constraints. Additionally, a potential obstacle is the limited KIT funds, with a remaining balance of \$383,109 as of August 8, which must cover the construction costs. Appliance purchases will be covered by Cafe Funds, and construction costs must stay within the KIT budget.

The next meeting with the project team is scheduled for Thursday, September 19, where further updates on pricing and timeline adjustments will be discussed.

Attachments: [*Proposed Design for Servery Expansion*](#)
[*Preliminary Timeline for Project*](#)

II. I.

Chief Executive Officer's Report

**FENTON CHARTER PUBLIC SCHOOLS (FCPS)
CHIEF EXECUTIVE OFFICER’S REPORT**

September 19, 2024

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 [Enrollment](#), [Staffing](#), [Budget](#), [LAUSD Public Hearing](#); [FCPS Strategic Plan](#); [Recruitment and Fiscal Plan](#)

Enrollment ([Back to Top](#))

The following is a comparison of our current enrollment “Forecast” with what was board approved in the budget in June. As of September 13, 2024, FCPS is currently 8% below projections.

	FACS		FPC		SMBCCS		STEM		FCLA		FCPS	
	Budget	Forecast	Budget	Forecast	Budget	Forecast	Budget	Forecast	Budget	Forecast	Budget	Forecast
TK	40	28	100	48	50	30	18	17	36	16	244	139
K	48	48	144	138	92	74	36	35	36	33	356	328
1st	48	49	144	147	95	88	36	36	36	35	359	355
2nd	48	48	144	129	103	106	40	25	40	45	375	353
3rd	190	189			87	81	44	47	44	41	365	358
4th	180	186			123	123	48	50	48	48	399	407
5th	192	191			127	122	60	42	48	32	427	387
6th					75	73	60	50	50	50	185	173
TOTAL	746	739	532	462	752	697	342	302	338	300	2710	2500
+/-		-7		-70		-55		-40		-38		-210
% Diff.		-1%		-13%		-7%		-12%		-11%		-8%

Please Note: Enrollment does not include any students that are unfunded Transitional Kindergarten students.

FCPS Staffing Compared to Board Approval ([Back to Top](#))

Staffing for the 2024-2025 has been reduced based on declining numbers. The following chart shows the staffing comparisons between what was board approved and our current staffing as of September 13, 2024.

Enrollment & Staffing Changes

Enrollment	FACS	FPC	SMB	STEM	FCLA	FCPS
Enrollment	+1	-52	-36	-37	-36	-

Staffing	FACS	FPC	SMB	STEM	FCLA	FCPS
Teacher	-	-2	-2	-2	-2	-
Education Specialist	-	-	+1	-	+1	-
Acceleration Specialist	-	-1	-	-	-	-
Instructional Coach	+1	-	-	-	-	-
Art and Music Specialist	-	-	+1	+1 (shared)	+1 (shared)	-
Certificated Art Instructor	-	+1	-	-	-	-
Special Ed TA	-	-2	-	-	-	-
TA	-	+1	-	-	-	-
ELOP Supervision Aide	-	-	-	-	+1	-
Campus Security	-	-	-	+2 (shared)	+2 (shared)	-
Custodian	-	-	+1	-	-	-
Non-ELOP Supervision Aide	+1	-1	+3	-	+1	-
Arts and Music Instructor	+1	-	-	-	-	-

Budget Review [\(Back to Top\)](#)

The following is a review update on the operating income for the Fenton schools based on the Unaudited Actuals for each year and current year forecasts.

	<u>FY2019</u> <i>PrePandemic Unaudited Actuals</i>	<u>FY2021</u> <i>August Remote April Hybrid Unaudited Actuals</i>	<u>FY2022</u> <i>1st Year In-Person Unaudited Actuals</i>	<u>FY2024</u> <i>(June Projections)</i>	<u>FY2024</u> (Unaudited)	<u>FY2025</u> (Budget) <i>September</i>
FACS	\$193,187	\$1,469,595	\$658,150	\$916,967	\$1,426,857	\$150,000
FPC	\$285,115	\$2,140,257	\$323,753	\$1,780	\$70,165	\$100,000
SMBCCS	\$1,024,492	\$2,123,799	\$1,621,028	\$1,392,712	\$1,509,059	\$150,000
STEM	\$238,871	\$816,254	\$219	\$78,929	\$116,745	\$75,000
FCLA	\$69,524	\$644,664	\$650	\$307	\$0	-\$155,198

Each of the Fenton schools is using one-time funds to assist with operational expenses. Although many of these funds are directly correlated to one-time expenses, a significant portion is being used to assist with ongoing expenses. Please see the [Financial Business Manager's Report](#) from June for additional information related to the FCPS Budget.

LAUSD Public Hearing ([Back to Top](#))

On Tuesday, September 10, 2024, LAUSD held a Public Hearing for charter schools that will be renewed on November 19, 2024. Over 200 families from across 16 charter schools with upcoming renewals attended this meeting. Fenton Primary Center, Fenton Avenue Charter School, and Santa Monica Boulevard Community Charter School are all up for renewal. Our families packed the board room. A special thank you to our Director of Community Schools for doing the major lift with our School Community Coordinators (Joanna Juarez and Laura Vasquez) for making this event possible. Fenton had over fifty (50) parents attending the board meeting. A special thank you to the following parents: Cindy Soto, Jasmin Gonzalez, and Patricia Morfin. You can see a video of our board presentation [here](#). Please see photos of the Public Hearing here [HERE](#).

The official charter renewal vote is scheduled for November 19, 2024. We will need to have at least nine (9) speakers for each school and an even greater number of attendees at the renewal meeting. We will know recommendations for the Charter Schools Division by November 4, 2024.

FCPS Strategic Plan ([Back to Top](#))

During the 2023-2024 school year, Fenton worked with “[Thrive](#)” to help us create our strategic plan. This work began with establishing alignment and clarity among our team members on the framework to establish a solid groundwork for embedding the Strategic Plan. The following are the elements that compose the “Portrait of a Graduate” of a Fenton student.

Adaptive Thinkers: Adaptive Thinkers face challenges head-on with a growth mindset and a spirit of innovation. They confidently navigate change and use critical thinking to unearth a multitude of opportunities.

Global Stewards: Community Stewards have a deep understanding of both their local and global communities, dedicating themselves to building compassionate connections and creating diverse, sustainable environments.

Empowered Communicators: Empowered Communicators rely on a robust educational foundation to share ideas confidently and connect with others meaningfully, showcasing strong self-motivation and excellent communication skills.

Future-Ready Achievers: Future-Ready Achievers persevere, value balance, and connect with others to face the world. They are confident in their skills, take calculated risks, and stand out as accomplished individuals well-prepared to face the diverse challenges of the future.

The Portrait of a Graduate is a helpful framework to help us establish the type of educators and leaders will need for the Fenton schools to climb new heights. Here are the [Full Deliverables from Thrive](#)

We are collaborating with our leadership team and school sites to establish metrics and identify examples that demonstrate the following key attributes at our school site: 1. Courage; 2. Servant Leadership; 3. Professionalism; 4. Kaleidoscope Vision (encompassing instruction, operations, and engagement); 5. Capacity Building as a Multiplier. I was inspired by the characteristics of our soon to be retired Instructional Coach, Angie Castellana Ferri, as she embodies all of the aspects of a Fenton leader and educator. The following are characteristics and beliefs that compose the Fenton culture.

1. Courage

Members of the Leadership Team that participated in our Branding and Strategic Planning initiative with Strategies 360 identified “Courage” at the heart of Fenton’s brand essence territory. The following is an excerpt from our Brand Essence.

Courage is our calling. It is our belief that, working together, everything is possible. With imagination and daring, innovation and audacity, we challenge ourselves daily to move outside our comfort zones and beyond what we think we know to create a place where every child will thrive. Where others believe “no” or “it can’t be done,” we see only opportunity. Where others find challenges, we’re convinced we can build a better future for our school and our communities. Key to our resilience and our success are forward-thinking, creative tension, and the will to find and seize joy and inspiration in unexpected places. We set the bar high, put in the hard work, and never give up.

Our goal is to ensure we establish a culture where staff are inspired to act with bravery and conviction. This involves empowering educators and leaders to step outside of their comfort zones, challenge existing practices, and take bold actions that prioritize student needs and equity. Courage is about making difficult decisions, advocating for change, and pursuing innovative solutions even in the face of uncertainty or resistance.

2. Servant Leadership

Building a leadership model centered on service to others. This approach emphasizes humility, empathy, and the commitment to meeting the needs of students, staff, and the wider community. Servant leaders focus on supporting and developing others, fostering a culture of mutual respect, collaboration, and shared responsibility. They lead by example, putting the growth and well-being of the school community above personal interests.

3. Professionalism

Promoting a high standard of professionalism among all staff, characterized by integrity, accountability, and the 5Rs described by Irene Sumida (*Respect, Relationships, Reputation, Resiliency and Reality*), This includes consistent adherence to school policies, ethical behavior, effective communication, and a commitment to lifelong learning and development. Professionalism is demonstrated through a proactive attitude, a positive work ethic, and a dedication to improving practices for the benefit of students and the school community.

4. Kaleidoscope Vision

Leaders with a kaleidoscope vision are flexible and responsive to the ever-changing needs of their school communities. They understand that schools are complex systems influenced by various internal and external factors, such as student demographics, staff dynamics, community needs, and policy changes. Like the shifting patterns in a kaleidoscope, these leaders constantly adapt their strategies to align with evolving circumstances. This type of leader is able to adopt a comprehensive and inclusive perspective that encompasses all aspects of the school environment: instruction, operations, and engagement. Leaders with kaleidoscope vision see the "big picture" while also recognizing the importance of each unique component. They understand that every part of the school — from curriculum design to student behavior policies to community engagement — contributes to the overall success and well-being of the students. They seek to align these elements in ways that complement and enhance each other, like the interconnected pieces of a kaleidoscope. achieve shared goals.

5. Capacity Building - Being a Multiplier

Being a Multiplier refers to a leader who amplifies the intelligence, talents, and capabilities of the people around them. This concept, derived from Liz Wiseman's book *"Multipliers: How the Best Leaders Make Everyone Smarter."* Multipliers recognize and value the unique strengths, skills, and talents of each staff member and student. They actively work to put these strengths to good use, placing people in roles and situations where they can excel. They believe that everyone has something valuable to contribute and focus on drawing out the best in others. Multipliers promote a culture where continuous learning and growth are prioritized. They encourage risk-taking, experimentation, and the pursuit of new ideas, creating an environment where mistakes are seen as opportunities for learning rather than failures. This approach helps build a resilient, adaptable school culture that thrives on innovation and improvement.

Recruitment and Fiscal Plan ([Back to Top](#))

The Fenton Charter Public Schools will need to develop a recruitment and fiscal plan to address significant enrollment declines across the Fenton Charter Public Schools. The following is a template used by the Fenton Academies during the 2022-2023 school year. The Fenton Academies were able to significantly increase enrollment with a steadfast commitment to implement a recruitment and fiscal plan. The following five (5) goals were used to increase enrollment and address fiscally solvency.

- 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

Goal 1: Develop a Dynamic Community Engagement Plan

Create strong connections with the community through regular events, partnerships with local organizations, and targeted outreach campaigns. This approach will build trust, increase visibility, and attract new families to the school.

Examples:

Host Regular Community Events: Organize monthly events such as open houses, student showcases, cultural celebrations, and parent workshops. These events not only showcase the school's achievements but also strengthen community ties and attract potential new families.

Partnership with Local Organizations: Collaborate with community centers, libraries, local businesses, and non-profits to increase visibility and engagement. For example, partnering with a local library to host a reading event or providing space for community meetings can enhance the school's reputation as a community hub.

Targeted Outreach Campaigns: Implement a strategic outreach campaign that includes digital marketing, social media ads, and direct mail to neighborhoods with low enrollment. Include testimonials from current parents and students, highlighting unique programs and academic success stories.

Goal 2: Maintain Average Daily Attendance (ADA) of 98.5%

Implement strategies to improve attendance, such as incentive programs, proactive communication with families, and awareness campaigns. High attendance rates are critical for maximizing state funding and ensuring academic success.

Examples:

Incentive Programs for Students and Families: Create a recognition system for students with perfect or near-perfect attendance, such as monthly certificates, school-wide shout-outs, or small prizes. Additionally, offer incentives for families, such as discounts on school uniforms or supplies for maintaining high attendance rates.

Proactive Communication: Develop a robust system for notifying parents about student absences and provide early interventions, such as home visits or phone calls from support staff, to address barriers preventing regular attendance.

Attendance Awareness Campaigns: Launch campaigns that educate families about the importance of regular attendance on student achievement, including sharing statistics, real-life examples, and tips to support punctuality and attendance.

Goal 3: Closely Monitor Spending to Achieve Four Months of Cash On Hand

Regularly review the budget, optimize resource use, and prioritize essential expenditures to maintain a healthy cash flow. Achieving four months of cash on hand provides financial stability and flexibility.

Examples:

Monthly Budget Reviews: Conduct monthly budget review meetings with key staff to track spending against the budget. Identify areas where spending can be reduced without compromising quality and reallocate funds as necessary.

Optimize Resources: Evaluate current vendor contracts and service agreements to identify potential savings or negotiate better terms. For example, renegotiating contracts for supplies or services could lead to significant cost reductions.

Prioritize Essential Expenditures: Focus on funding areas that directly impact student achievement and enrollment growth while postponing or scaling back less critical expenditures until the financial position is more stable.

Goal 4: Follow FCPS Staffing Norms

Align staffing levels with enrollment, ensure efficient use of personnel, and provide professional development to adapt to changing needs. This will help maintain a balanced budget and support academic programs effectively.

Examples:

Align Staffing with Enrollment: Regularly assess student enrollment numbers and adjust staffing accordingly to prevent overstaffing. For instance, if enrollment in a particular grade level drops, reassign teachers or support staff to areas with higher needs.

Maximize Staff Utilization: Encourage cross-functional roles where appropriate.

Professional Development: Provide ongoing professional development that supports staff flexibility and responsiveness to changing student needs, equipping them with the skills necessary to handle multiple roles if required.

Goal 5: Develop a Contingency Plan to Ensure Fiscal Solvency

Establish a reserve fund, explore alternative revenue sources, and create scenario-based plans for financial challenges. These measures will ensure the school remains financially solvent despite fluctuations in enrollment or funding.

Examples:

Reserve Fund: Monitor reserve fund to cover unexpected shortfalls or emergencies. Allocate a portion of any surplus funds to build this reserve over time.

Alternative Revenue Streams: Develop alternative revenue sources, such as grant writing, fundraising events, alumni donations, or community sponsorships, to supplement state funding and tuition.

Scenario Planning: Develop multiple financial scenarios that consider various levels of enrollment and funding. For each scenario, identify potential cost-saving measures or adjustments that would be needed to maintain fiscal stability. For instance, create a plan that outlines steps to take if enrollment falls by 5%, 10%, or 15%, including potential staffing adjustments or program cuts.

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.

There are no items scheduled for the Consent Agenda this month.

IV. ITEMS SCHEDULED FOR ACTION



FENTON CHARTER PUBLIC SCHOOLS

September 19, 2024

TO: Fenton Charter Public Schools
Board of Directors

FROM: David Riddick
Chief Executive Officer/President

SUBJECT: Recommendation to approve submission of draft of Food Services Management Company Request for Proposal (RFP) and sample contract documents to the School Food Service Contract Unit, California Department of Education (CDE), Nutrition Services Division

BACKGROUND

The Fenton Charter Public Schools are required to go out to bid for a Food Services Management Company (FSMC) to oversee the organization’s food services program prior to the end of this school year. The Fenton schools participate in four federal food services programs: School Breakfast Program (SBP), National School Lunch Program (NSLP), After School Meal Supplements Program (“Snacks”), and Child and Adult Care Food Program (CACFP), which is the “Supper” program.

ANALYSIS

The bid process is determined by federal standards and regulations, specifically Title 7, Code of Federal Regulations. The California Department of Education, Nutrition Services Division, requires the use of a template created by the Division to ensure that all aspects of the federal regulations are adhered to.

A Request for Proposal and sample contract were created using the most current CDE template. After FCPS Board approval, the documents will be submitted to the CDE for review and refinement. The CDE has seventy-six (76) days to review the documents. After CDE approval, and FCPS Board approval at the January 23, 2025 regular meeting, the RFP will be posted on the Fenton website and mailed to various FSMCs to ensure all standards for posting and selection are adhered to. A FSMC will be recommended to the Board for approval at the April 10, 2025 regular meeting.

RECOMMENDATION

It is recommended that the Board of Directors approve the submission of the draft of the FCPS Food Services Program Request for Proposal (RFP) to the School Food Service Contract Unit of the California Department of Education, Nutrition Services Division.

Attachment: [Draft of FCPS Food Services Management Company Request for Proposal and sample contract](#)



FENTON CHARTER PUBLIC SCHOOLS

September 19, 2024

TO: Fenton Charter Public Schools
Board of Directors

FROM: David Riddick
Chief Executive Officer/President

SUBJECT: Recommendation to approve slate of directors and officers for the FCPS Foundation Board of Directors for 2024-2025

BACKGROUND

The FCPS Foundation was established on September 13, 2013 to ensure State and Federal revenue remained totally separate from student body and faculty fundraising activities conducted by the schools.

The original Board of the FCPS Foundation consisted of twelve members, four from each school. There have been numerous changes at each of the schools, and consistent with the bylaws of the Foundation, the FCPS Board of Directors are yearly asked to appoint new members to the Foundation Board.

From the Bylaws of the FCPS Foundation:

ARTICLE VII, BOARD OF DIRECTORS

Section 3. DIRECTORS.

The number of directors shall be no less than five (5) and no more than twelve (12). For purposes of ensuring that the Corporation aligns its goals and objectives with educational mission and goals of Fenton Charter Public Schools, a majority of the directors shall be appointed by the existing Fenton Charter Public Schools Board of Directors. All Directors are designated at the Corporation's annual meeting of the Board of Directors.

ANALYSIS

Staff members were surveyed as to their interest in serving on the Foundation Board, and the following employees responded and have been recommended by the remaining members of the FCPS Foundation Board:

FACS: Monica Castañeda (FACS Chair), Kelley Christenson
FPC: Bridget Ruiz (FPC Chair), Mia Martinez, Laura Vasquez

SMBCCS: Cary Rabinowitz (SMBCCS Chair), Jennifer Nishimoto
FCLA: Loren Caballero (FCLA Chair)
STEM: Virginia Palma (STEM Chair)
FCPS: Rolando Gutierrez (FCPS Foundation Chair), Oscar Contreras (FCPS Foundation Treasurer), Richard Parra

It is recommended that the FCPS Board of Directors appoint Rolando Gutierrez to continue to serve as Chair of the Board of the FCPS Foundation and board member Oscar Contreras continue to serve as the Treasurer.

RECOMMENDATION

It is recommended that the FCPS Board of Directors approve the state of directors, as well as the recommended chair and treasurer, of the FCPS Foundation Board of Directors for the 2024-2025 school year.



FENTON CHARTER PUBLIC SCHOOLS

September 19, 2024

TO: Fenton Charter Public Schools
Board of Directors

FROM: David Riddick
Chief Executive Officer/ President

SUBJECT: Recommendation to receive June 30, 2024 Unaudited Actual Reports for Fenton Avenue Charter School, Fenton Primary Center, Santa Monica Boulevard Community Charter School, Fenton STEM Academy and Fenton Charter Leadership Academy

BACKGROUND

Each year, California's kindergarten through grade twelve (K–12) school districts, county offices of education, charter schools, and joint powers agencies, all commonly known as local educational agencies (LEAs), submit annual financial reports to the California Department of Education (CDE). The Financial Accountability and Information Services (FAIS) Office, within the CDE, is responsible for annually collecting, reviewing, and preparing these financial data for dissemination. Beginning with fiscal year 2003–04, charter school financial reporting was required by *Education Code* sections 1628 and 42100 (as amended by Assembly Bill 1994, Chapter 1058, Statutes of 2002).

ANALYSIS

A summary of the Unaudited Actual Reports for Fenton Avenue Charter School, Fenton Primary Center, Santa Monica Boulevard Community Charter School, Fenton STEM Academy, and Fenton Charter Leadership Academy are included in the Financial Business Manager's report and reveal that all Fenton schools ended 2023-2024 in a strong position. It must be remembered, however, that federal one-time dollars added significantly to each school's budget and ending fund balance.

RECOMMENDATION

It is recommended that the Board of Directors receive the Unaudited Actual Reports for the five Fenton schools.

Unaudited Actual Reports for [FACS](#), [SMBCCS](#), [FPC](#), [STEM](#) and [FCLA](#) are included in the August Financial Presentation.



FENTON CHARTER PUBLIC SCHOOLS

September 19, 2024

TO: Fenton Charter Public Schools
Board of Directors

FROM: Jason Gonzalez
Chief Operating Officer

SUBJECT: Recommendation to approve revised FCPS Employee Handbook

BACKGROUND

The Employee Handbook was first developed using a template received from attorney Greg Mosher while Joe Lucente was assisting a charter organization train new leaders. The year was 1998. Working with the co-chairs of the Human Resource and Personnel Council, an attorney on leave from Luce Forward (who became CCSA’s first in-house counsel), and reviewing the minutes from all FACS councils that had been compiled for five years of charter status, the first handbook was developed. Since then, the Fenton Employee Handbook evolved into the FCPS Employee Handbook and has been revised regularly to ensure current regulations, laws and employment practices are included.

ANALYSIS

The revisions to the Employee Handbook reflect updates to Fenton policies, practices and procedures approved by the Board during the 2023-2024 school year and changes to federal and state employment practices to date. All revisions have been made with the advice of legal counsel at Procopio, Cory, Hargreaves and Savitch, LLC. The handbook is included in its entirety as two separate attachments: a redline version showing revisions and a clean final version.

All FCPS employees received the revised 2024-2025 employee handbook draft, a summary of revisions, and the 2023-2024 handbook for comparison. The staff was asked to review the changes and submit any questions and/or concerns for clarification.

RECOMMENDATION

It is recommended that the Board of Directors approve the revised FCPS Employee Handbook.

Attachments: [Revised FCPS 2024-2025 Employee Handbook](#)
[Summary of Revisions](#)



FENTON CHARTER PUBLIC SCHOOLS

September 19, 2024

TO: Fenton Charter Public Schools
Board of Directors

FROM: Jason Gonzalez
Chief Operating Officer

SUBJECT: Recommendation to approve the revised Comprehensive School Safety Plans for Fenton Avenue Charter School, Santa Monica Boulevard Community Charter School, Fenton Primary Center, Fenton STEM Academy and Fenton Charter Leadership Academy

BACKGROUND

On September 27, 2018, Governor Brown signed into law Assembly Bill 1747 School Safety Plans. You will find [AB 1747](#) on the California Legislative Information web page. Key provisions of California *Education Code (EC)* include requiring local educational agencies (LEAs) and the California Department of Education (CDE) to include and post requirements for new content and procedures in the Comprehensive School Safety Plans (CSSPs), which have been implemented.

The law requires the California Department of Education (CDE) to develop and post on its website best practices for reviewing and approving school safety plans. In 2020–21 the CDE implemented a statewide survey of local educational agencies (LEAs), school safety administrators, and stakeholders to gather information on current practices, challenges, and resources to assist in developing this content. The state and federal guidance and resources below are provided to assist LEAs in reviewing and approving Comprehensive School Safety Plans (CSSPs). Guidance includes recommendations from the California State Auditor (CSA) Report 2016-136 School Violence Prevention. The CSA Report 2016-136 School Violence Prevention can be found on the [CSA's web page](#).

The California Constitution guarantees California children the right to attend public schools that are safe, secure, and peaceful. The CDE, public school districts, county offices of education (COEs), and schools and their personnel are responsible for creating learning environments that are safe and secure. First responders, community partners, and families play an essential role, as well. Schools must be prepared to respond to emergencies including natural and man-made hazards, and strive to prevent violence and behavior issues that undermine safety and security. CSSPs include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on the school campus and aspects of social, emotional, and physical safety for both youth and adults.

ANALYSIS

Attached are the current Comprehensive School Safety Plan (CSSPs) for the Fenton Charter Public Schools.

The following are required components for all Comprehensive School Safety Plan (CSSPs) for its schools operating kindergarten or grade one through twelve inclusive. *EC* Section 32281(a). The CSSP required components are on the [California Legislative Information web page](#).

All school safety plans must comply with the following:

- The school site council (SSC) or designated safety planning committee has specific responsibilities for their school. *EC* Section 32281(a).
- All staff must be trained on the CSSP *EC* Section 32280.
 - Updated school safety plans should be reviewed and practiced regularly by all certificated and classified staff and students, as appropriate.
- The SSC must write and develop the CSSP or may delegate this responsibility to a safety committee made up of principal/designee, teacher, parent of child who attends the school, classified employee, and others. *EC* Section 32281(b)(2).
 - The CDE recommends that committees include students, mental health specialists, nurses, athletic coaches, multilingual community liaisons, food staff and custodians, transportation specialists, local businesses and nonprofits, and/or other stakeholders.
- The SSC/safety planning committee must consult with a law enforcement agency, a fire department, and other first responders each year when updating the CSSP and notify each entity of any updates that occur during the year.
EC Section 32281(b)(3).
- The CSSP must include the following components: *EC* Section 32282(a).
 - Assessment of the current status of school crime or crimes at school-related functions.
 - Child abuse and neglect reporting procedures.
 - Disaster procedures, routine and emergency plans, and crisis response plan with adaptations for pupils with disabilities.
 - Use the Standardized Emergency Management System ([SEMS](#)) as detailed in the California Emergency Services Act 2015.
 - Earthquake emergency procedures.
 - Drop procedure practice must be held once each quarter in elementary; once each semester in secondary schools.
 - All staff are aware and trained.
 - Fire drills *EC* sections 32001–32004.
 - Each school site with two or more classrooms and 50 or more students is required to have a fire alarm system. The *EC* requires monthly fire drills for elementary and intermediate-level students, and twice-yearly fire drills for secondary students.
 - School building disaster plans for the following situations may include but are not limited to:
 - Bomb threat
 - Bioterrorism/hazardous materials
 - Earthquake
 - Flood
 - Power failure/blackout
 - Intruders/solicitors
 - Weapons/assault/hostage
 - Explosion

- Gas/fumes
 - Procedures to allow a public agency, including American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency.
 - Suspension/expulsion policies and procedures.
 - Procedures to notify teachers of dangerous students.
 - Discrimination and harassment policy that includes hate crime reporting procedures and policies.
 - Schoolwide dress code if it exists, that includes prohibition of gang-related apparel.
 - Procedures for safe ingress and egress of students, parents/guardians, and school employees to and from school site.
 - Maintenance of a safe and orderly environment conducive to learning at the school.
 - Rules and procedures on school discipline.
 - Procedures for conducting tactical responses to criminal incidents, including individuals with guns on school campuses and at school-related functions.
 - Procedures to prepare for active shooters or other armed assailants based on specific needs.
 - Consult, cooperate, and coordinate with other school site councils or safety planning committees, where practical.
- Schools must annually make available the CDE’s online training resources to address and prevent bullying and cyberbullying to certificated staff and all other school site employees who have regular interaction with pupils. *EC* Section 32283.5(c).
 - The CDE recommends including the school and district bullying/cyberbullying prevention policies and procedures in the CSSP.
- Present the safety plan goals with designated invitees at a public meeting at the school site to allow for public opinions before adopting the plan. *EC* Section 32288(b)(1).
 - This may occur as part of a regular parent meeting.
- Each school must review, update, and adopt its plan by March 1 every year. *EC* Section 32286.
 - Ensure the plan is properly implemented.
- Each school must forward the adopted plan to the school district or COE for approval. *EC* Section 32288.
 - The CDE recommends the plan be approved by the district or COE at the next board meeting after adoption or as soon as practical before October 15.

Each school district or COE must annually notify the CDE by October 15 of any schools that have not complied with requirements. *EC* Section 32288.

RECOMMENDATION

It is recommended that the Board of Directors approve the revised Comprehensive School Safety Plans for Fenton Avenue Charter School, Santa Monica Boulevard Community Charter School, Fenton Primary Center, Fenton STEM Academy and Fenton Charter Leadership Academy.

Attachment: [Comprehensive School Safety Plans](#)



FENTON CHARTER PUBLIC SCHOOLS

September 19, 2024

TO: Fenton Charter Public Schools
Board of Directors

FROM: David Riddick
Chief Executive Officer/ President

Jason Gonzalez
Chief Operating Officer

Richard Parra
Director of Community Schools

SUBJECT: Recommendation to approve the Expanded Learning Opportunities Program budget for the Fenton Charter Public Schools

BACKGROUND

The Fenton Charter Public Schools are entering the fourth year of the Expanded Learning Opportunities Program. This will be the second year that the Expanded Learning Opportunities Program (ELOP) is audited. As such, EdTec prepared a guide to make sure that the correct records are kept and that the audit of the program proceeds smoothly. Here are additional resources: [ELO-P Audit Overview](#) (SSC); [Audit Guide \(2023-2024\)](#) www.eaap.ca.gov (pg-41-45).

Offer Access

Supporting documentation that shows communication was sent to all families about the available ELO-P opportunities and gave all students an opportunity to enroll (Grades TK-6).

Provide Access

Auditors will select a sample of students in the ELO-P and verify that the registration forms are on file, signed by a parent or guardian, and the student is on the master enrollment list.

School Schedule

1. School Calendar shows that the ELO-P program was offered on every school day;
2. Schedule shows that, when combined with the school day, no less than 9 hours per day were offered;
3. School Calendar shows that 30 nonschool days of at least 9 hours were offered (up to 3 of these days can be used for staff development).

Staff Ratios

Show that the required pupil-to-staff ratios of 10:1 (TK and K) and 20:1 (1st-6) were met. The school is responsible for being able to show that pupil-to-staff ratios were met even when using an outside contractor.

ELO-P Components

1. Show that the LEA provided an educational and literacy element in which tutoring or homework assistance was provided, and an education enrichment element;
2. Board approved program plans must be posted on the website.

ANALYSIS

In order for Fenton to ensure compliance and transparency, it is recommended that the Board of Directors approved the Expanded Learning Opportunities Program (ELO-P) Budget. The budget is in alignment with state guidelines and compares expenses from FY2023 with FY2024.

RECOMMENDATION

It is recommended that the Board of Directors approve the Expanded Learning Opportunities Program budget for the Fenton Charter Public Schools.

Attachment: [ELO-P Budget for the Fenton Charter Public Schools](#)



FENTON CHARTER PUBLIC SCHOOLS

September 19, 2024

TO: Fenton Charter Public Schools
Board of Directors

FROM: David Riddick
Chief Executive Officer/ President

Jason Gonzalez
Chief Operating Officer

Richard Parra
Director of Community Schools

SUBJECT: Recommendation to approve the California Community Schools Partnership Program Planning and Implementation budgets for the Fenton Charter Public Schools

BACKGROUND

On December 1, 2022, the Fenton Board of Directors approved submission of an application for the 2022-2023 California Community Schools Partnership Program: Planning Grant for Fenton Avenue Charter School, Fenton Primary Center, Santa Monica Boulevard Community Charter School, Fenton STEM Academy and Fenton Charter Leadership Academy. On March 9, 2023, the California State Board of Education (SBE) approved \$45 million in community schools planning grants as proposed by the California Department of Education (CDE). Of the \$45 million approved, \$1 million is going to the Fenton Charter Public Schools as each of the five (5) Fenton LEAs will receive \$200,000.

The California Community Schools Partnership Program (CCSPP) supports schools' efforts to partner with community agencies and local governments to align community resources to improve student outcomes. These partnerships provide an integrated focus on academics, health and social services, youth and community development, and community engagement.

Community school strategies can be an effective approach to mitigate the academic and social impacts of emergencies that affect local communities, improve school responsiveness to student and family needs, and to organize school and community resources to address barriers to learning. 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;
- Extended learning time and opportunities;

- Family and community engagement; and
- Collaborative leadership and practices for educators and administrators.

On March 17, 2023, the FCPS Hiring Committee selected **Richard Parra** to serve as the Director of Community Schools for the Fenton Charter Public Schools beginning in the 2023-2024 school year.

ANALYSIS

Mr. Parra has reviewed the budget originally approved by the Board of Directors. The original budget approved by the Board of Directors was created prior to the hiring of the Director of Community Schools and the Family Center Directors. The current budget has been revised to reflect the new salaries, professional development, and marketing. In addition, the budget includes the use of Strategies 360 for educational consultations for Community Schools Implementation Support (*Needs Assessment and Asset Map required for the CCSPP Implementation Grant*) ([See Proposal](#)).

RECOMMENDATION

It is recommended that the Board of Directors approve the California Community Schools Partnership Program (CCSPP) budget for the Fenton Charter Public Schools.

Attachment: [CCSPP Planning and Implementation Budgets for the Fenton Charter Public Schools](#)

V. ITEMS SCHEDULED FOR INFORMATION



FENTON CHARTER PUBLIC SCHOOLS

September 19, 2024

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 following is a detailed analysis of LCAP assessment data through a variety of lenses as reported for FY2024 ([LCAP Update - FY2025](#)).

RECOMMENDATION

This is an information item only and no action is required.