



## 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**

### REGULAR MEETING - BOARD OF DIRECTORS

**December 12, 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/87479668758>**

**Meeting ID: 874 7966 8758**

### AGENDA

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

#### **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](http://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 October 24, 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*); Ana Soto Gutierrez (*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:** Paige Piper (*FACS*); (*FPC*); Jaslyne Garcia & Jose Gutierrez (*SMBCCS*); (*FCLA/STEM*)
  - b. **English Learner Advisory Committee:** Juan Gomez (*FACS*); (*FPC*); Zoe Weiss (*SMBCCS*); (*FCLA/STEM*)

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

Erik Okazaki, Financial Business Manager of the FCPS, will update the most current financial statements, cash flow position, and any variations in revenues and expenditures from the approved 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.*

**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.*

**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.*

**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 LAUSD Certification of Board Compliance Review**

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

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

**D. Recommendation to ratify vendor schedule of agreements**

**E. Recommendation to approve revised acknowledgement of teachers who meet or exceed ADA rate of 98.5%**

**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, January 23, 2025 at 4:30 pm in the boardroom of the FCPS Business Office and via Zoom.

**VII. FUTURE MEETINGS**

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**

**October 24, 2024**

A regular meeting of the Board of Directors of the Fenton Charter Public Schools was held on Thursday, October 24, 2024, at 4:30 p.m. in the FCPS Business Office Boardroom and via Zoom (<https://us02web.zoom.us/j/87479668758>).

**I. PRELIMINARY**

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

The Board of Directors meeting was called to order at 4:32 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*

*Via Zoom: 10660 White Oak Avenue, Granada, Hills, CA 91344*

Daniel Laughlin, *Parent Representative*

Joe Lucente, *Community Representative*

Erin Studer, *Community Representative*

Carrie Wagner, *Community Representative*

Jed Wallace, *Community Representative*

*Via Zoom: 3817 Halcon Place, Davis, CA 95618*

Caprice young, *Community Representative*

**Board Members Not Present**

**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 Caprice Young, **SECONDED** by Carrie Wagner, and **CARRIED** by a vote of 7 (YES) and 0 (NO), the Agenda (Item I.D.) was approved as modified with a change to the order of the agenda to ensure quorum for items needing board approval.

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

Nay: (0)

Abstentions: (0)

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

On **MOTION** of Daniel Laughlin, **SECONDED** by Erin Studer, and **CARRIED** by a vote of 7 (YES) and 0 (NO), the minutes of the September 19, 2024 Regular Meeting (Item I.E.) were approved as presented.

Aye: (7) Yvette King-Berg, Daniel Laughlin, Joe Lucente, Erin Studer,  
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. **Committee/Council Reports**

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

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

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

Erik Okazaki, Financial Business Manager of the FCPS, presented updates to the 2024-2025 approved budget. The following update was presented:

#### 2024-2025 Forecast Update by Site:

**Ending fund balances remain strong as an organization; the operating income of each school is listed below -**

*FACS* - \$150,000  
*FPC* - (\$82,936)  
*SMBCCS* - \$150,000  
*STEM* - \$75,000  
*FCLA* - \$18,609

**Current forecast vs. theoretical comparisons; one-time funds adjustments -**

*FACS* - (\$229,186)  
*FPC* - (\$1,634,456)  
*SMBCCS* - (\$1,498,634)  
*STEM* - (\$434,561)  
*FCLA* - (\$81,660)

**Approved budget vs. current forecast -**

*FACS* - operating income remained stable since previous update with addition of one-time funds  
*FPC* - operating income decreased by \$183K since previous update primarily due to decrease in LCFF revenue and increased costs for compensation and benefits

- SMBCCS* - operating income remained stable since previous update with addition of one-time funds
- STEM* - operating income remained stable since previous update with addition of one-time funds
- FCLA* - operating income increased by \$174K since previous update primarily due to increase in LCFF revenue

**Cash analysis; all schools except FCLA are expected to reach or exceed the 4-month cash on hand goal -**

- FACS* - expected to exceed 4-month cash on hand goal by \$2M at year-end
- FPC* - expected to exceed 4-month cash on hand goal by \$735K at year-end
- SMBCCS* - expected to exceed 4-month cash on hand goal by \$6.5M at year-end
- STEM* - expected to get closer to 4-month cash on hand goal
- FCLA* - expected to remain below 4-month cash on hand goal

**Bond covenants; the obligated group is expected to meet both bond covenants -**

- Liquidity* - 45 days of cash on hand is the minimum requirement; current forecast is 105 days for the obligated group
- Debt Service* - 1.10 ratio is the minimum requirement; current forecast for obligated group is 1.88

**D. Directors’ Reports**

*Directors’ Reports were distributed to Board members 72 hours prior to the regular meeting. All Board members were asked to submit any questions or requests for clarification to Board Chair Lucente prior to the beginning of the meeting. There were no questions and Directors’ reports were received as published.*

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

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

Fenton Primary Center (FPC) - Mrs. Sirui Thomassian, Director

Fenton STEM Academy (STEM) - Dr. Beth Henschel, Director

Fenton Charter Leadership Academy (FCLA) - Dr. Beth Henschel, Director

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

*The Director of Instruction’s report was distributed to Board members 72 hours prior to the regular meeting. All Board members were asked to submit any questions or requests for clarification to Board Chair Lucente prior to the beginning of the meeting. There were no questions or comments.*

**F. Director of Special Education’s Update - Mrs. Kristine Khachian**



*The Director of Special Education's report was distributed to Board members 72 hours prior to the regular meeting. All Board members were asked to submit any questions or requests for clarification.*

Chair Lucente asked if the outside vendor "Scoot" was being utilized as support staff. Jason Gonzalez, COO, responded that Scoot is being utilized for day-to-day substitute teacher needs, which is necessary. He added that the company, however, is also being used for Special Education TAs at FACS and SMBCCS. Chair Lucente reminded everyone that the Board had directed the schools to move away from using these more costly services to fill TA positions, and the directive was initiated last school year.

Board member Caprice Young shared that her CMO organization is finding it very difficult to hire for positions such as Special Education TAs and has worked to alleviate the problem by hiring qualified staff from the private vendors. This practice has reduced costs while servicing students.

Jason Gonzalez added that he and Dr. Riddick, along with Mrs. Khachian, are reviewing private vendor costs and will bring a plan of action for hiring needed positions as Fenton employees to reduce costs.

**G. Director of Community Schools' Update - Mr. Richard Parra**

*The Director of Community Schools' report was distributed to Board members 72 hours prior to the regular meeting. All Board members were asked to submit any questions or requests for clarification to Board Chair Lucente prior to the beginning of the meeting.*

Chair Lucente reminded board members of the FCPS Gala planned for January 18, 2025, and encouraged all board members to attend.

**H. Chief Operating Officer's Report - Mr. Jason Gonzalez**

Mr. Jason Gonzalez, Chief Operating Officer, reported.

**I. Chief Executive Officer's Report - Dr. David Riddick**

Dr. David Riddick, Chief Executive Officer, reported.

**III. CONSENT AGENDA ITEMS**

*There were no items scheduled for the Consent Agenda.*

**IV. ITEMS SCHEDULED FOR ACTION**

**A. Recommendation to approve the revised FCPS General Accounting Policies and Procedures Manual**

On **MOTION** of Yvette King-Berg, **SECONDED** by Caprice Young, and **CARRIED** by a vote of 7 (YES) and 0 (NO), the recommendation to approve the revised FCPS General Accounting Policies and Procedures Manual (Item IV.A.) was approved as presented.

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

**B. Recommendation to approve the Revised Procurement and Purchasing Procedures Handbook**

On **MOTION** of Caprice Young, **SECONDED** by Carrie Wagner, and **CARRIED** by a vote of 7 (YES) and 0 (NO), the recommendation to approve the Revised Procurement and Purchasing Procedures Handbook (Item IV.B.) was approved as presented.

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

**V. ITEMS SCHEDULED FOR INFORMATION**

**A. Update on Charter Renewal Petitions for FPC, FACS, and SMBCCS**

**B. Update on FCPS OPEB Trust**

**C. LCAP Update and Instructional Report**

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

**VI. ANNOUNCEMENTS**

The next regular meeting of the Board of Directors of the Fenton Charter Public Schools will be held on Thursday, December 12, 2024 at 4:30 p.m. in the FCPS Business Office Boardroom and via Zoom.

**VII. FUTURE MEETINGS**

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 5:39 p.m.

Respectfully submitted:

A handwritten signature in cursive script that reads "Irene Sumida".

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**  
**October 14, 2024**

**Call to Order:** Sarah Ananta called the meeting to order at 2:34 p.m.

**Roll Call:** Maria Patron, Co-Chair

**Members Present:** Sarah Ananta, Maria Patron, Abigail Jackson, Paola Ramirez, Sirui Thomassian and Jessi Tello

**Non-Members Present:** None

**Additions/Corrections to the Agenda:**

There were no additions or corrections to the agenda.

**Item #1** **Approval of Minutes from the September 11th meeting of the Finance and Safety Committee** - Maria Patron, Sarah Ananta, Co-Chairs (*Motion to Approve*)

On a **MOTION** by Abigail Jackson, **SECONDED** by Paola Ramirez, and **CARRIED**, the minutes of the September 11, 2024 Finance and Safety Committee were approved and submitted.

**Presentations from the Public:** Maria Patron, Sarah Ananta, Co-Chairs

**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, informed the committee that leadership was looking into ways to have a healthier budget.

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

The Director, Sirui Thomassian, informed the committee that three new students were enrolling at FPC. She also stated the administration continues to look into ways to improve enrollment through the online community.

FPC will be attending a ribbon cutting ceremony for the new sidewalk that was built behind our school. Other community events being held this year include the Pacoima Holiday Parade, Fenton Gala and 5k run.

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

The director, Sirui Thomassian, informed the committee that more supplies had been purchased for the emergency bags. Mrs. Thomassian also reported that new classroom numbers for the fence would be ready for the Great Shakeout.

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

The director, Sirui Thomassian, informed the committee that the library was going to be refreshed to allow teachers and administrators to begin utilizing it again. Jessi Tello will reorganize the books. Mrs. Thomassian also noted that carpets had been taped down in all classrooms and new ceiling paper will be installed in some classrooms over Thanksgiving break.

**Item #6**                      **Emergency Drill Revisions - Paola Ramirez, Elementary School Counselor and Jessi Tello, ELOP Coordinator** (*Informational Item*)

Paola Ramirez and Jessi Tello reported on all the changes they, and Gloria Rangel, have made to the Emergency Plan. Phone numbers were updated, as well as room numbers. The evacuation exits were also updated. A new playground line-up map was also created. An email explaining all these changes to the Emergency Plan will be sent out to staff before the Great Shakeout. Paola Ramirez and Jessi Tello also noted that they will work on a plan to have ELOP and Think Together participate in an Earthquake drill after school as well.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

TBD

**Adjournment:**

On a **MOTION** from Sirui Thomassian, **SECONDED** by Nicole Langlois, and **CARRIED**, the Finance and Safety Committee Meeting of October 14, 2024 was adjourned at 3:30 p.m.

**Minutes respectfully submitted by Maria Patron, Co-Chair**

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

**Unapproved Minutes of the Finance and Safety Committee**

**October 14, 2024**

**Call to Order:** Sarah Ananta called the meeting to order at 2:34 p.m.

**Roll Call:** Maria Patron, Co-Chair

**Members Present:** Sarah Ananta, Maria Patron, Abigail Jackson, Paola Ramirez, Sirui Thomassian and Jessi Tello

**Non-Members Present:** None

**Additions/Corrections to the Agenda:**

There were no additions or corrections to the agenda.

**Item #1**                    **Approval of Minutes from the September 11th meeting of the Finance and Safety Committee** - Sarah Ananta and Maria Patron, Co-Chairs (*Motion to Approve*)

On a **MOTION** by Abigail Jackson, **SECONDED** by Paola Ramirez, and **CARRIED**, the minutes of the September 11, 2024 Finance and Safety Committee were approved and submitted.

**Presentations from the Public:** Maria Patron, Sarah Ananta, Co-Chairs

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

No one addressed the committee.

**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, informed the committee that leadership was looking into ways to have a healthier budget.

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

The Director, Sirui Thomassian, informed the committee that three new students, plus two TKs, were enrolling at FPC. Administration is also looking into ways to improve enrollment through the online community.

FPC will be attending a ribbon cutting ceremony. Other events include the Fenton Gala and the 5k run.

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

The Director, Sirui Thomassian, informed the committee that supplies had been purchased for the emergency bags. Mrs. Thomassian also said that the new numbers for the fence would be ready for the Great Shakeout.

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

The Director, Sirui Thomassian, informed the committee that the library was to be refreshed. Jessi Tello will reorganize books. She also noted that carpets had been taped down in all classrooms. Mrs. Thomassian stated that maintenance will work on ceiling paper repairs in some classrooms during the Thanksgiving break.

**Item #6**                      **Emergency Drill Revisions** - Paola Ramirez, School Counselor and Jessi Tello, ELO-P Coordinator (*Informational Item*)

Paola Ramirez and Jessi Tello reported on all the changes they and Gloria Rangel have made on the Emergency Plan. Phone numbers were updated, as well as room numbers. The evacuation exits were also updated. A new playground line-up map was also created. An email explaining all the changes will be sent to all staff regarding all the changes made to the Emergency Plan before the Great Shakeout. Paola Ramirez and Jessi Tello will work on a plan to have ELO-P and Think Together participate in an Earthquake drill after school.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

TBD

**Adjournment:**

On a **MOTION** from Sirui Thomassian, **SECONDED** by Nicole Langlois, and **CARRIED**, the Finance and Safety Committee Meeting of October 14, 2024 was adjourned at 3:30 p.m.

**Minutes respectfully submitted by Maria Patron, Co-Chair**



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

**Unapproved Minutes of the Finance Committee**

**November 13, 2024**

**Call to Order:** Jennifer Nishimoto, Committee Member

Meeting was called to order at 7:15 am.

**Roll Call:** Victor Orellana, Secretary

**Present Members:** Emily Aaronson, Jennifer Nishimoto, Richardo Castro, Fanny Adnitt, Holly Putnam, Tidarart Lot, Maria Sanderson, Vanessa Marcoe, Cary Rabinowitz, Walter Gomez, and Victor Orellana

**Absent Members:** N/A

**Excused:** Isabella Rodriguez, Kimberlee Eggly

**Non-Members:** N/A

**Additions/Corrections to the Agenda:**

There were no additions or corrections to the agenda.

**Approval of Minutes:** Jennifer Nishimoto, Committee Member

**Item #1**                    **Approval of Minutes from the October 9, 2024 meeting of the Finance Committee - Jennifer Nishimoto, Committee Member (*Motion to Approve*)**

On **MOTION** from Holly Putnam, **SECOND** by Walter Gomez, and **CARRIED**, the minutes from the October 9, 2024 meeting of the Finance Committee were approved as submitted.

**Presentations from the Public:** Jennifer Nishimoto, Committee Member

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

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**New Business:**

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

Currently, there are 701 students enrolled for the 2024-2025 academic year. There are also some pending students currently in the enrollment process. Also, our school has seen a consistent increase in daily attendance with attendance rates showing significant improvement this year compared to the same period last year. Independent study rates have dropped by approximately 50% over the last several years. This indicates that more students are attending school in person and benefiting from classroom-based instruction.

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

At Santa Monica Blvd. Community Charter School, recent updates in technology aim to enhance functionality and streamline operations across classrooms and campus spaces. Notable changes include replacing the clock in Room 48 to maintain standardization, addressing ongoing sound feedback issues in Rooms 13 and 6, and improving WiFi connectivity in Room 35 and other classrooms. Firmware updates for access points, scheduled for winter break, are expected to resolve connectivity issues, including disruptions with screen sharing.

Efforts to optimize classroom tools are also underway, including updates to upper grade iPads, engraving Apple Pencils with “SMBCCS,” and labeling Promethean panels and phones for easy identification. The auditorium’s new projection system is nearly complete, requiring only minor adjustments and additional licenses. To support students and staff, 300 new cables for Logitech headphones are arriving soon, and an e-waste disposal plan is in place to responsibly remove obsolete devices.

To maintain equipment longevity, teachers are reminded to regularly charge Apple devices to prevent battery damage and use simple troubleshooting tips for minor issues with laptops and Promethean panels. These updates and reminders reflect the school’s commitment to providing a well-equipped, technology-enabled learning environment.

**Item #5**                      **Review of Financials (LCAP Goal 3) - Cary Rabinowitz, Director** *(Informational Item)*

Mr. Rabinowitz discussed budget details and shared that more information regarding the budget will be shared in an upcoming organization-wide meeting scheduled for Friday.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

The next Finance Committee meeting will be held on January 13, 2025.

**Adjournment:**

On **MOTION** from Cary Rabinowitz, **SECONDED** by Holly Putnam, and **CARRIED**, the November 13, 2024 meeting of the Finance Committee was adjourned at 7:29 am.

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

**Unapproved Minutes of the Finance Committee**

**November 15, 2024**

**Call to Order:** Ana Soto Gutierrez, Chair

The meeting was called to order at 7:18 AM.

**Roll Call:** Ana Soto Gutierrez, Chair

**Members excused:** Romelia Lagunas

**Additions/Corrections to the Agenda:** Ana Soto Gutierrez, Chair

There were no additions or corrections to the agenda.

**Approval of Minutes:** Ana Soto Gutierrez, Chair

**Item #1** **Approval of Minutes from the October 10, 2024 meeting of the Finance Committee - Ana Soto Gutierrez, Chair** (*Motion to Approve*)

On **MOTION** of Mercedes Cordoba-Meeks, **SECONDED** by Sarah Flores, and **CARRIED**, the minutes of the October 10th meeting were approved.

**Presentations from the Public:** Ana Soto Gutierrez, Chair

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

There was no one desiring to address the Finance Committee on any proper matter.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #3** **Enrollment Update (LCAP Goal 3) - Dr. Beth Henschel, Director** (*Informational Item*)

STEM enrollment is 290. A second Intensive Learning Center (ILC) will be added to STEM. Five students planned to enroll on November 18. STEM increased by two students since the last meeting, and will increase by another five students by the 18th.

**Item #4** **Facilities Update (LCAP Goal 3, AMO 5) - Dr. Beth Henschel, Director** (*Informational Item*)

Thank you to Ziggy Del Toro for dispersing keys to the staff. We are in the process of adding a keypad

to the side gate for added security. The keypad will be connected to the front office so people can be buzzed in.

**Item #5**                      **Review of Financials (LCAP Goal 3)** - Dr. Beth Henschel, Director  
*(Informational Item)*

We are continuing to find ways to increase enrollment and monitor spending. A meeting regarding action plans for enrollment will take place on the 15th. The meeting will include Directors, Faculty Representatives, our Board President Joe Lucente, the CEO and COO, and Irene Sumida. Currently we will continue to foster community engagement, maintain an ADA at 98.5% or above, review the budget and staffing norms, and use strategies to increase enrollment.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

The next Finance Committee meeting is TBD.

**Adjournment:**

On **MOTION** of Mercedes Meeks, **SECONDED** by Sarah Flores, and **CARRIED**, the Finance Committee adjourned at 7:25 AM.

**Minutes respectfully submitted by Sarah Flores, Secretary**

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

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

**December 6, 2024**

**Call to Order:** Elena Durghalli, Committee Chair

The Budget, Facilities, and Safety Council meeting was called to order at 7:18 A.M. by Chair, Elena Durghalli

**Roll Call:** Bridget Moreno, Secretary

**Members Present:** Monica Castañeda, Juan Gomez, Jose Aceves, Bernite Oandasan, Elena Durghalli, Christian Fuentes, Deanne Ferraro, Patricia Aparicio, Martin Penner, Nichole Melendez, Nelson Funes

**Excused Members:** Karla Garcia, Kelley Christenson

**Additions/Corrections to the Agenda:** Elena Durghalli, Committee Chair

There were no additions or corrections to the agenda.

**Approval of Minutes from October 18, 2024** - Elena Durghalli, Committee Chair

**Item #1** **Minutes from the October 18, 2024 meeting of the Budget, Facilities and Safety Council** - Elena Durghalli, Council Chair *(Motion to Approve)*

On **MOTION** of Martin Penner, **SECONDED** by Bridget Moreno, and **CARRIED**, the minutes were approved as submitted.

**Presentations from the Public:** Elena Durghalli, Committee Chair

**Item #2** **Any persons desiring to address the Budget, Facilities and Safety Council on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #3** **Facilities Update (LCAP Goal 3, AMO 5)** - Jose Aceves, Plant Manager *(Informational Item)*

During Winter Break, the following thirteen classrooms will be painted: 1, 2, 9, 10, 28, 29, 30, 31, 46,

47, 34, 35, 32, and 32B. This is phase 2 of the painting project at FACS. Teachers whose classrooms are being painted have been notified via email. Mr. Aceves reports that ESSER funds will be used to cover the remaining painting of the classrooms. Mr. Aceves also reported on our upcoming plumbing project. Due to FACS being an older building, it requires ongoing plumbing maintenance. Currently, our maintenance team is addressing an extensive plumbing issue in Room 4, which involves opening up the concrete and repairing pipes. This is a comprehensive project that will be completed during Winter Break. The classrooms impacted by this work have been informed and are preparing accordingly. We plan to have the project completed by the time staff return from Winter Break.

**Item #4**                      **Enrollment Update (LCAP Goal 2, AMO 3)** - Monica Castañeda, Director  
*(Informational Item)*

Mr. Gomez reported on behalf of Ms. Castañeda. Mr. Gomez reported that FACS enrollment remains strong and consistent, with 737 students currently enrolled as of December 6, 2024. This number aligns closely with our initial projection of 746 students for the year. While some students have disenrolled, the school continues to see new enrollments on a weekly basis, helping to maintain overall enrollment numbers. Mr. Gomez noted that one of the primary reasons for student disenrollment is relocation - many families are moving out of state or even out of the country. To address this challenge, each site has developed a targeted action plan aimed at both retaining current students and attracting new ones. These plans include a variety of strategies, such as enhancing student engagement, improving communication with families, and increasing outreach efforts to prospective students. By implementing these initiatives, FACS is committed to maintaining strong enrollment and ensuring the continued success of its programs.

**Item #5**                      **Large Format Printer (LCAP Goal 3)** - Monica Castañeda, Director  
*(Informational Item)*

Mr. Gomez reported on behalf of Ms. Castañeda. Mr. Gomez reported that a new color Large Format Printer has been purchased to support teachers in creating high-quality anchor charts, posters, and other large visual materials for their classrooms and school purposes. This new equipment is expected to enhance the learning environment by providing teachers and staff with the ability to produce vibrant and visually engaging materials that will help reinforce key concepts and improve student engagement. Mr. Gomez also mentioned that training on how to effectively use the printer will be offered to teachers at a later date, ensuring that everyone feels confident and equipped to take full advantage of the new resource. The printer will be located in the office, which will be made accessible to staff for printing needs. With this addition, the school aims to provide teachers with a valuable tool to enhance their instructional practices and support students' learning experiences in creative and impactful ways.

**Item #6**                      **Budget Update (LCAP Goal 3, AMO 3)** - Monica Castañeda, Director  
*(Informational Item)*

Mr. Gomez reported on behalf of Ms. Castañeda. Mr. Gomez stated that Dr. Riddick sent an All Staff memo outlining the plan for a return to staffing norms, as well as the steps being taken to address the issue of declining enrollment. The "Steps to Address Declining Enrollment" memo provides a detailed explanation of the adjustments that have been made across several key areas to ensure the school's financial stability while maintaining a high standard of education. These adjustments include changes to curriculum delivery, the allocation of materials and supplies, and the management of educational software subscriptions. In addition, the memo highlights reductions in travel and conference budgets, as well as a reevaluation of the use of educational contractors and substitutes. There has also been a careful review of student activity programs to ensure they are sustainable and aligned with student interests and

engagement. Dr. Riddick’s comprehensive approach is designed to streamline operations and redirect resources more effectively, all while ensuring that students continue to receive a high-quality education despite the challenges posed by enrollment fluctuations. The staff has been encouraged to be flexible and creative in adapting to these changes, and regular updates will be provided as the plan is implemented.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

January 17th

**Adjournment:**

On **MOTION** of Patricia Aparicio, **SECONDED** by Bernite Oandasan, and **CARRIED**, the Budget, Facilities, and Safety council was adjourned at 7:28 A.M.

**Minutes respectfully submitted by Christian Fuentes, Secretary**

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

**Unapproved Minutes of the Instruction Committee**

**October 22, 2024**

A meeting of the Instruction Committee was held on Tuesday, October 22, 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:** Sarah Ananta, Secretary

**Members Present:** Brianna Ellis, Coco Salazar, Sarah Ananta, Maria Cardenas, Laura Holmes, Judy Lee, Maria Reyes, Gloria Rangel, Max Young, Sirui Thomassian

**Members Excused:** Nitima Angus, Nicole Langlois, Jessi Tello, Elissa Vallejo

**Members Absent:** Carlos Garcia, Nina Ferman, Jacqueline Penner

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

The following corrections were made to the agenda:

Items #6, 7, and 8 were presented by Sirui Thomassian, FPC Director.

**Item #6**                    **Communication Focus Program Update (LCAP Goal 1, AMO 2)** - Celina Calvillo and Jennifer Cleary, Focus Leads (*Informational Item*)

**Item #7**                    **BEE Time Update (LCAP Goal 1, AMO 2)** - Elisa Vallejo, Acceleration Specialist (*Informational Item*)

**Item #8**                    **Expanded Learning Opportunity Program (ELOP) Update (LCAP Goal 1, AMO 2)** - Jessi Tello, Expanded Learning Coordinator (*Informational Item*)

**Approval of Minutes from June 6, 2024 meeting of the Instruction Committee**

**Item #1**                    **Minutes from the September 3, 2024 meeting of the Instruction Committee** - Brianna Ellis, Co-Chair (*Motion to Approve*)

On **MOTION** of Sirui Thomassian, **SECONDED** by Judy Lee, and **CARRIED**, the Minutes of the Instruction Committee Meeting of September 3, 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                    Beginning of Year iReady Diagnostic Data (LCAP Goal 1, AMO 1, 2, and 5) - Sirui Thomassian, FPC Director (*Informational Item*)**

Mrs. Thomassian shared the results from the beginning of the year i-Ready Diagnostic. She stated that for ELA 23% of kindergarten students, 6% of first grade students, and 18% of second grade students scored at or above grade level. In Math, the majority of 1st and 2nd grade students scored in the yellow band. Some students scored 2 years below.

**Item #4                    Enrollment (LCAP Goal 1, AMO 1 and 2) - Sirui Thomassian, FPC Director (*Informational Item*)**

FPC's enrollment is slowly increasing. She stated that FPC currently has 495 students enrolled and out of those 495 students 23 are unfunded in Transitional Kindergarten. FPC will continue to work on finding ways to increase our enrollment.

**Item #5                    Instructional Materials Update - Math Manipulatives (LCAP Goal 1, AMO 1) - Sirui Thomassian, FPC Director (*Informational Item*)**

Mrs. Thomassian informed the committee that she is getting a quote on purchasing Math Manipulative Kits for all teachers in order to be able to use the Center component of i-Ready Mathematics. The student-led Centers are a component of the program which helps reinforce session concepts and build fluency with the many options for centers. Students apply skills, strategies, and procedures while teachers lead differentiated groups.

**Item #6                    Communication Focus Program Update (LCAP Goal 1, AMO 2) - Sirui Thomassian, FPC Director (*Informational Item*)**

The Communication Focus Leads have started meeting with Leadership students during the first session of their ELOP club. All students on the waitlist will be able to participate in the next session. The leads meet with the leadership students every Thursday and have begun preparing them for some of the leadership roles they will take on this year. Some of these roles include: making announcements at important school events (such as Student of the Month Award Assemblies), greeting and welcoming families as they enter campus, participating in activities at assemblies and community events, and creating "Chatter Pix" announcements to post on Instagram for upcoming events.

**Item #7                    BEE Time Update (LCAP Goal 1, AMO 2) - Sirui Thomassian, FPC Director (*Informational Item*)**

The Acceleration Specialist has been providing intensive support for 1st and 2nd grade students, with a focus on foundational skills. Each group meets twice a week for 30 minutes. SMART goals for these groups have been established using multiple data sources. Teachers will receive updated reports on their students' progress.

**Item #8**                                    **Expanded Learning Opportunity Program (ELOP) Update (LCAP Goal 1, AMO 2)** - Sirui Thomassian, FPC Director (*Informational Item*)

FPC is offering after school enrichment clubs four days a week through our Expanded Learning Opportunities Program. The first session of ELOP began on Monday, September 23rd. There are 15 cohorts with a maximum of 15 students in each cohort. 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 feature Science Lab, Fall Projects, Video Game Coding, Art, STEM, Golf, Project Wings, Leadership, and Derby Car Club. Hooked On Phonics/Literacy Club for 2nd grade takes place on Tuesday, Wednesday, and Thursday mornings from 7:15-7:45 a.m. While the teacher works with a small group of students in their areas of need, the other students are working on Hooked On Phonics.

Second grade students also participated in the first ELOP field trip of the school year on Saturday, September 28th. Students went to Dodger Stadium and took part in a tour of Dodger Stadium. The tour included a trip down to the field at Dodger Stadium, a walk through the team's Trophy Gallery, a walk through the Vin Scully Press Box, where the story of Dodger baseball is covered from every angle, and much more.

**Item #9**                                    **Earned Increase Walkthroughs (LCAP Goal 1, AMO 2)** - Sirui Thomassian, FPC Director (*Informational Item*)

Earned Increase Walkthroughs will be taking place the week of November 4th. An email went out to staff informing them of the date so that they can begin preparing their rooms for the visits. There are 5 members of each grade level walkthrough team. Team members will observe classrooms for five minute observations. Teams consist of the following staff members:

- **2 FPC Administrators**
- **Grade Level Lead Teacher(s)** - The Lead Teacher(s) will be the only teacher(s) participating from each Professional Learning Team. Teams with 2 Leads will have both members participate. Teams with 1 Lead will only have the 1 Lead participate.
- **Faculty Representative(s)** - At least 1 Faculty Representative will be on each team.

Walkthrough team members will use the Board approved Classroom Observations checklist to survey rooms and ensure expectations are being met across Charlotte Danielson's 4 Domains of Teaching - Planning & Preparation, Instruction, Classroom Environment, and Professional Responsibilities. After walkthroughs are complete, teachers will receive feedback from administration.

**Item #10**                                    **Reading is Fundamental 1st Literacy Event (LCAP Goal 1, AMO 2)** - Coco Salazar, RIF Coordinator (*Informational Item*)

As a Reading is Fundamental (RIF) project site, FPC held their first Motivational Reading Event to fulfill their first literacy event requirement. This event coincided with the celebration of Unity Day on Wednesday, October 16. Students were treated to a live-author reading by author, Adam Bryce Brown, who read his book, Get on the Stage of Life and Live: A Children's Book About Self-Confidence. As

part of our participation in RIF, all students were also able to self-select a book to take home and build their at-home library. RIF's mission is "to promote literacy and motivate children to read by providing new books to create home libraries for underserved children in Southern California".

**Item #11**                    **COST (LCAP Goal 2, AMO 2)** - Sirui Thomassian, FPC Director (*Informational Item*)

COST forms have been updated and can be found on the drive. COST meetings will be completed prior to parent conferences. Grade level teams can notify Mrs. Thomassian if they would like an administrator present at their COST meetings.

**Item #12**                    **Parent Conferences (LCAP Goal 2, AMO 1 and 2)** - Sirui Thomassian, FPC Director (*Informational Item*)

Mrs. Langois has emailed staff all the information to begin planning for parent conferences. All conference templates and documents were attached to the email. Parents will be given the option to meet either in person or via Zoom. Teachers were reminded to submit the translation form if they will be in need of a translator.

The following reminders were also included:

- A shortened day schedule will be followed during conference week.
- Psychomotor and Art grades will be submitted to teachers by **Monday, November 4th**.
- Music grades will be submitted to teachers by **Thursday, October 31st**.
- Grades are due to Lead Teachers by **Wednesday, November 6th**.
- Report card grades and comments are due in Infinite Campus by **Friday, November 8th**.
- Translators will only be available between **7:05 – 7:50 a.m.** and between **12:45 – 2:20 p.m.**

**Item #13**                    **November 1st Professional Development (LCAP Goal 3, AMO 2)** - Sirui Thomassian, FPC Director (*Informational Item*)

The November 1st FCPS Professional Development will take place at the Academies. Paula Maker will present on Tier 2 Instruction. Information will be shared with all teachers that will help students' academic achievement. More information will be sent out as the date gets closer.

**Announcements:**

Mrs. Thomassian announced that our Education Specialist and Lead Teacher, Mrs. Maria Cardenas, will be taking on a new role as an Intensive Learning Lab Teacher at the Fenton Academies starting in November 2024. Mrs. Cardenas has been an invaluable asset to Fenton Primary Center since its inception. Starting as an Intensive Learning Lab teacher after years as a successful Education Specialist is a significant transition. Her experience as an Education Specialist has given her a strong foundation in Individualized Education Programs (IEPs), differentiation, and collaboration with other educators and parents, which will serve her well in this role. Her expertise in accommodations and interventions will be vital in creating a structured, supportive learning space. Above all, her kindness and gentle spirit will create a wonderful environment for her students. She will be missed at FPC.

**Next Regular Meeting:**

TBA

**Adjournment:**

By order of **GENERAL CONSENSUS**, the Instruction Committee Meeting was adjourned at 7:55 a.m.

**Minutes respectfully submitted by: Sarah Ananta**

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

**Unapproved Minutes of the Instruction Committee**

**November 6, 2024**

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

The Instruction Committee Meeting was called to order at 7:15 a.m. by council.

**Roll Call:** Diana Ramos and Izaro Telleria, Co-Chairs

**Present Members:** Jocelyn Condo, Sandra Hernandez, Bunny Wolfer, Diana Ramos, Amanda Hill, Jordan Jones, Laura Gerow, Angela Boyd, Aleeya Culhane, Patience Reinicke, Izaro Telleria, Carmen Solis, Cary Rabinowitz

**Non-Members:** N/A

**Excused:** Myra Valenzuela, Jennifer Flynn

**Absent:** N/A

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

Mr.Rabinowitz requested the addition of the following items to the agenda:

- SMBCCS Charter Renewal
- Instructional Platform Expectations for Classrooms (iReady)
- Informal Classroom Walkthroughs

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

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

On **MOTION** of Laura Gerow, **SECONDED** by Bunny Wolfer, and **CARRIED**, the minutes of the Instruction Committee from October 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**

**Old Business:**

There was no Old Business.

## New Business:

### **Item #3**                    **2024-2025 Professional Learning Team Lead - T.E.A.M.S. November Share-Out (LCAP Goal 1, AMO 1-2) - PLT Lead Teachers** (*Discussion Item*)

Teacher representatives from each grade level shared their [TEAMS updates](#) in this regular monthly agenda item. Teams are asked to share a “glow” and potentially a “grow” from the last month. Some Lead Teachers have provided more. Team members reflected on productivity of recent planning days. Teams shared how they have utilized planning days to determine CFAs and finalize pacing for the remainder of units. Teams have shown growth in implementing CFAs, data chats, and gathering resources and finalizing scheduling for Tier 2 time. SDC creates their own goals and CFAs while still aligning themselves with grade levels.

[Please see Lead Teacher Input here](#)

### **Item #4**                    **Acceleration Specialist Update (LCAP Goal 1, AMO 1-2) - Sandy Hernandez and Jocelyn Condo, Acceleration Specialists** (*Discussion Item*)

Ms. Hernandez and Ms. Condo shared information regarding recent professional development training. Ms. Condo and Mrs. Wolfer are currently completing their Orton Gillingham training. These professional developments will provide effective instructional methods and strategies to support the students they serve and teachers. The intention of training is to bring back Orton Gillingham training for lower grades and reinforce those strategies. The next aim is to ensure everyone has the necessary materials provided by these training sessions.

Ms. Hernandez and Ms. Condo will begin discussing the progress of students with teachers to determine if Tier 3 is still the best place for students who are being pulled during WIN time. Students who will exit Tier 3 services will receive exit letters after discussions with teachers and Mr. Rabinowitz. There will also be discussion on entry and exit criteria for Tier 3 services.

Instructional coaches and Acceleration Specialists will participate in a book study, Meaningful Phonics and Word Study: Lesson Fix Ups For Impactful Teaching. During the next committee meeting, members will discuss the book and answer study guide questions. The aim is to learn more strategies, discuss them, and how to possibly implement them in the classroom.

On November 12, there will be no Tier 3 services during WIN time due to a CAPS meeting in Simi Valley. Ms. Condo, Ms. Solis, Mrs. Wolfer, Ms. Boyd, Ms. Hernandez, Ms Jones, and Mr. Rabinowitz will be attending.

### **Item #5**                    **2023-2024 Statewide Assessment Results Public Release (LCAP Goal 1, AMO 1-2) - Cary Rabinowitz, Director** (*Informational Item*)

Mr. Rabinowitz provided information on the public release of statewide assessment results. Overall, scores in ELA and math decreased. Scores have been publicly released. Staff and members of the public can view the results on the CAASPP website. A private dashboard containing the scores has also been made available to administrators. The private dashboard contains two key features - students’ proficiency and change in students’ scores over time. The private dashboard compares students’ proficiency to the standard and determines how far or close subgroups are from meeting the standard. These features in the private dashboard will be released in the coming months.

**Item #6**                                    **LAUSD Annual Performance Based Oversight Visit (LCAP Goal 1-3) - Cary Rabinowitz, Director** (*Informational Item*)

Mr. Rabinowitz provided an update on LAUSD’s annual oversight visit. The oversight visit will be on April 24, 2025. The oversight visit centers around instructional programs, school operations, and fiscal responsibilities among other things. Mr. Rabinowitz reminded teams to ensure PLT agendas and documents are located in their appropriate tab in the TEAMS folders. These folders will be shared with LAUSD in preparation for the oversight visit.

**Item #7**                                    **SMBCCS Charter Renewal 2024 (LCAP Goal 1-3 - , Cary Rabinowitz, Director** (*Informational Item*)

Mr. Rabinowitz shared information about the upcoming charter renewal. On November 19, administrators, teachers, and members of the community will visit the LAUSD school board to renew the school’s charter. In general, school charters can be renewed for 2-7 years depending on a variety of factors. High achieving schools can renew for up to 7 years whereas lower level schools can receive as little as two year renewals. This is up to many factors considered by LAUSD’s Board. The school board has shown they can adjust those years as they see fit depending on concerns.

The LAUSD Board's agenda has been shared for November 19. SMBCCS is recommended for approval by LAUSD staff. During the meeting, there is the possibility that the board may remove SMBCCS from the consent list and request discussion. If that happens, there are speakers ready to answer questions from the LAUSD Board and support the charter renewal effort. Speakers consist of approximately 30% staff members and 70% community members.

**Item #8**                                    **Instructional Platform Expectations (LCAP Goal 1, AMO 1-2) - Cary Rabinowitz, Director** (*Informational Item*)

Mr. Rabinowitz reviewed classroom expectations for use of the iReady instructional platform. The current percentages of students meeting the minimum of 30 minutes in reading and math are low. About 50% of students are meeting the 30 minute mark in reading, and the percentage of students meeting the 30 minute mark in math is slightly lower. This data has been sent out to Lead Teachers via email.

Mr. Rabinowitz encourages teams to take next steps to promote students’ weekly completion of 30 minutes or more on iReady Reading and Math. Once students are meeting this weekly goal, the emphasis should also be on students’ percentage of passing lessons at 70% or better.

**Item #9**                                    **Informal Classroom Walkthroughs (LCAP Goal 1, AMO 1-2) - Cary Rabinowitz, Director** (*Informational Item*)

Mr. Rabinowitz reviewed guidelines for classroom walkthroughs. The aim is to distinguish these informal walkthroughs from earned increase walkthroughs. These walkthroughs are not a review of teachers, but rather a guide for future professional development opportunities and training. These informal classroom walkthroughs were previously discussed at a staff meeting and Lead Teacher meeting at the school and organization level. Mr. Rabinowitz encourages teams during their PLT meetings to review and add to the *Informal Classroom Walkthroughs "Looks Fors"* spreadsheet which can be [found here](#), in addition to reviewing the expectations for informal walkthroughs.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

The next Instruction Committee meeting will be held on January 9, 2025.

**Adjournment:**

On **MOTION** of Bunny Wolfer, **SECONDED** by Jocelyn Condo, and **CARRIED**, the Instruction Committee was adjourned at 7:48 a.m.



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

**Unapproved Minutes of the Instruction Committee**

**November 8, 2024**

The meeting of the Instruction Committee was held on Friday, November 8, 2024, at 7:21 a.m. in the Hands-On Lab at Fenton STEM Academy at 8926 Sunland Blvd., Sun Valley, CA 91352.

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

**Roll Call:** Joanna Tepper, Secretary

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

**Members Excused:** Jennifer Pimentel, Armajeet Gonzalez

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

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

There were no additions or corrections to the agenda.

**Approval of Minutes from October 11, 2024:** Elisa Vallejo, Chair

**Item #1**                    **Approval of Minutes from the October 11, 2024 meeting of the Instruction Committee - Elisa Vallejo, Chair (*Motion to Approve*)**

On **MOTION** of Joanna Tepper, **SECONDED** by Elizabeth Marquez, and **CARRIED**, the minutes were approved as submitted.

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

**Item #2**                    **Any persons 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**                    **Update on TEAMS - Professional Learning Team Lead - T.E.A.M.S. Monthly Share-Out (LCAP Goal 1, AMO 1-2) - Beth Henschel, Director (*Informational Item*)**

Dr. Henschel discussed that lead teachers worked on the TEAMS framework during their summer lead teacher retreat. The TEAMS framework that was created was reviewed, and it was decided that SMART goals will be updated. With that, the timing for goals will be based on reporting periods rather than specific dates. This will allow for more flexibility as everyone navigates meeting these goals. Teams will continue to review SMART goals to keep accountable for the PLC work being done. Thank you to the teams for focusing on the important structures of the framework in order to help our students succeed.

**Item #4**                      **Accelerated Instruction Model (AIM) Update (LCAP Goal 1, AMO 1-2) -**  
Elisa Vallejo, Acceleration Specialist (*Informational Item*)

Mrs. Vallejo discussed assessments for students receiving intensive supports. The Acceleration Specialist has identified a need for time to conduct end-of-session progress checks. A designated progress monitoring day will be added before the end of each session. This will allow her to conduct individual student checks on learning targets for those receiving intensive support. This targeted approach will help refine and adjust support as needed. In addition, we are in the initial stages of creating a newcomer language group for upper-grade students who are new to the country within the last two years and who are at the beginning level on ELPAC assessments. This group will meet from 8:05 - 8:30 AM on days when the Acceleration Specialist is available. The goal is to provide targeted language support to help these students transition and build foundational skills. Finally, progress reports will be available to teachers on Thursday, November 21st. Although this is still during parent conference week, these reports may not be ready in time for individual student conferences.

**Item #5**                      **LAUSD Annual Performance Based Oversight Visits (LCAP Goal**  
**1-3) -** Beth Henschel, Director (*Informational Item*)

Dr. Henschel discussed upcoming LAUSD Oversight visits. FCLA's oversight visit will take place on Thursday, November 22, 2024. All documentation for LAUSD Oversight has been submitted. This week and next week, the admin. team and Earned Increase Walkthrough teams will go into all classrooms to be sure that everything is in place before oversight visits. STEM's Oversight visit will take place on Tuesday, 12/3. The areas of focus include PLC in action, behavior solutions, leadership focus, and STEM focus.

**Item #6**                      **iReady Personalized Instruction Monitoring (LCAP Goal 1, AMO) -** Beth  
Henschel, Director (*Informational Item*)

Dr. Henschel discussed iReady personalized instruction for each school for ELA and Math. For FCLA, 69% of students are completing 30 minutes or more of personalized instruction for ELA, and 81% of students are passing lessons. For Math, 70% of students are meeting 30 minutes or more for personalized instruction, and 80% of students are passing lessons. For STEM, 79% of students are completing 30 minutes or more of personalized instruction for ELA, and 67% are passing lessons. For Math, 78% of students are completing 30 minutes or more of personalized instruction, and 84% of them are passing lessons.

**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 Bianca Bell-Reed, **SECONDED** by Elizabeth Marquez, and **CARRIED**, the Instruction Committee meeting adjourned at 7:38 a.m.

**Minutes respectfully submitted by: Joanna Tepper**

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

**Unapproved Minutes of the Instruction Committee**

**November 8, 2024**

A meeting of the Instruction Committee was held on Friday, November 8, 2024, at 7:20 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, Alex Muñoz

**Members Absent:** Brandy Mendoza

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

**Non-Committee Members:** Bianca Bell-Reed, Elizabeth Marquez, Alyssa Marygold, Robin McNutt, Cecilia Quijano, Joanna Tepper, Elisa Vallejo

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

There were no additions or corrections to the agenda.

**Approval of Minutes:** Melissa Andrade, Chair

**Item #1**                    **Approval of Minutes from the October 11, 2024, meeting of the Instruction Committee - Melissa Andrade, Chair (*Motion to Approve*)**

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

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

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

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #3**                    **Update on TEAMS - Professional Learning Team Lead - T.E.A.M.S. Monthly Share-Out (LCAP Goal 1, AMO 1-2) - Beth Henschel, Director** (*Informational Item*)

Dr. Henschel shared how Lead Teachers worked on the TEAMS framework during their Lead Teacher Retreat, which took place over the summer break. The TEAMS framework that was created was reviewed during the Guiding Coalition meeting, and it was decided that SMART goals will be updated. Goals will be based on reporting periods rather than specific dates, allowing for more flexibility as grade-level teams work on meeting these goals.

**Item #4**                    **Accelerated Instruction Model (AIM) Update (LCAP Goal 1, AMO 1-2) - Elisa Vallejo, Acceleration Specialist** (*Informational Item*)

Mrs. Vallejo has identified a need for time to conduct end-of-session progress checks. A designated progress monitoring day will be added before the end of each session. This will allow the Acceleration Specialist to conduct individual student checks on learning targets for those receiving intensive support. This targeted approach will help refine and adjust support as needed. In addition, we are in the initial stages of creating a newcomer language group for upper-grade students who have been in the country for less than two years and who are at the beginning level on ELPAC assessments. This group will meet from 8:05 - 8:30 AM on days when the Acceleration Specialist is available. The goal is to provide targeted language support to help these students transition and build foundational skills. Finally, progress reports will be available to teachers on Thursday, November 21st, so they may be sent home before the Thanksgiving Break.

**Item #5**                    **LAUSD Annual Performance Based Oversight Visits (LCAP Goal 1-3) - Beth Henschel, Director** (*Informational Item*)

Dr. Henschel discussed the upcoming LAUSD Oversight Visit, which will take place on Thursday, November 21st.

*The areas of focus we will highlight are:*

**PLC in Action:** As we continue to implement a Professional Learning Community, it would be ideal to showcase PLC in Action by observing a grade level Collab Meeting. The grade level to be visited will be briefed ahead of time and provided with ample support. Other examples could include displays with evidence of Learning Targets, I Can Statements, etc.

**Behavior Solutions:** The Academies Behavior Systems Initiative is an example of Fenton's response to students' behavioral needs, in a way that is systematic and replicates our approach to meeting students' academic needs. We encourage you to have your HOWL Poster and Wolf Den proudly displayed in your classroom. It would also be ideal to showcase examples of how you also celebrate appropriate behaviors within your classroom, but also how you effectively redirect and teach expected behaviors to students.

**Leadership Integration:** We encourage you to have your students work on an integrated lesson during the CSD oversight visit. As we implement our Leadership/SEL focus, CSD will want to know that Leadership & SEL integration is a component of our daily instruction. It would be ideal to teach a lesson which contains two subjects. For example, Muttigrees to teach ELA or Leadership focus during writing lessons, etc.

**Item #6**

**iReady Personalized Instruction Monitoring (LCAP Goal 1, AMO 1-4) - Beth Henschel, Director (*Informational Item*)**

Dr. Henschel shared the iReady personalized instruction for each school for Reading and Math. For Reading, 69% of students are completing 30 minutes or more of personalized instruction, with an 81% lesson passage rate. For Math, 70% of students are completing 30 minutes or more of personalized instruction, with an 80% lesson passage rate.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

The next Instruction Committee meeting will be held at a time TBD.

**Adjournment:**

On **MOTION** of Alexis Sheppard, **SECONDED** by Martha May and **CARRIED**, the Instruction Committee meeting adjourned at 7:37 a.m.

**Minutes respectfully submitted by: Martha May**

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

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

**December 3, 2024**

A meeting of the Curriculum and Assessment Council was held on Tuesday, December 3, 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 7:25 A.M. by Chair, Christopher Torres.

**Roll Call:** Gladys Ramirez, Secretary

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

**Excused Members:** Monica Castañeda, Christina Kaloutian

**Absent Members:** None

**Non-Council Members:** Juan Gomez

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

**Corrections:** Ms. Piper presented the informational items on behalf of Ms. Castañeda.

**Item #1** **Minutes from the October 15, 2024 meeting of the Curriculum and Assessment Council** - Christopher Torres, Chairperson (*Motion to Approve*)

On **MOTION** of Rebecca Williamson, **SECONDED** by Jann Manorothkul, and **CARRIED**, the minutes were approved as submitted.

**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.

**Item #3**                      **Upcoming Professional Development (LCAP Goal 3, AMO 2)** - Paige Piper, FACS Assistant Director (*Informational Item*)

Professional Development Day #5 will take place when we return from winter break on January 6, 2025. This will be a full day, on-campus, training led by Kagan as organized by Ms. Castañeda and the Instructional Coaches. This training serves to provide continued learning regarding best cooperative learning strategies for all educators. Previous staff surveys have shown that teachers have benefited from Kagan training, and found the training beneficial for enhancing their professional practice.

**Item #4**                      **Paula Maeker Coaching Sessions (LCAP Goal 3, AMO 2)** -Paige Piper, FACS Assistant Director (*Informational Item*)

Paula Maeker will be on campus this Thursday, December 5 and Friday, December 6. On Thursday, rotating substitute teachers, arranged by Ms. Piper, will cover classrooms to allow teachers to meet with Paula for focused discussions. On Friday, there will be a schoolwide meeting with Paula. Both days will focus on ELA planning for Unit 4, including developing assessments.

**Item #5**                      **COST Meetings (LCAP Goal 1, AMO 5)** - Paige Piper, FACS Assistant Director (*Informational Item*)

The window for COST meetings has officially opened now that we are in the second trimester. COST stands for Coordination of Services Team. These meetings are a general education function, and serve as internal problem solving meetings. COST meeting attendees include the grade level team, an administrator, and sometimes an Education Specialist. The goal of a COST meeting is to develop strategies for struggling students.

During the COST meetings, teachers will identify key concerns, present data (iReady, Fluency, current grades, writing samples, etc.) and review interventions tried. From there, the team will identify additional strategies to try and plan for further interventions. A progress monitoring measure and follow-up timeline will also be determined.

Students who have had a previous SST, active IEP, or have been referred for assessment are not recommended for COST meetings. Teachers should contact their Lead Teacher if they would like to schedule a COST meeting.

Staff members are encouraged to speak to their lead teacher about how many COST meetings they plan to conduct. Lead teachers and admin will follow up with scheduling.

**Announcements:**

There were no announcements

**Next Regular Meeting:** January 14, 2025

**Adjournment:**

On **MOTION** of Lisa Morales, **SECONDED** by Jann Manorothkul, and **CARRIED**, the meeting adjourned at 7:38 A.M.

**Minutes respectfully submitted by: Gladys Ramirez-Perez**



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

**Unapproved Minutes of the Instruction Committee**

**December 3, 2024**

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

**Call to Order:** Brianna Ellis, Co-Chair

The Instruction Committee Meeting was called to order at 7:20 a.m. by Co-Chair, Brianna Ellis.

**Roll Call:** Laura Holmes, Secretary

**Members Present:** Brianna Ellis, Laura Holmes, Sirui Thomassian, Gloria Rangel, Nitima Angus, Sarah Ananta, Maria Reyes, Jackie Penner

**Members Excused:** Nina Ferman, Max Young, Nicole Langlois, Jessi Tello, Elissa Vallejo, Coco Salazar, Judy Lee

**Members Absent:** Carlos Garcia

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

The following item was added to the agenda:

**Item #7**                      **Professional Development (LCAP Goal 1, AMO 2)** - Sirui Thomassian,  
FPC Director (*Informational Item*)

**Approval of Minutes from October 22, 2024 meeting of the Instruction Committee:** Brianna Ellis, Co-Chair

**Item #1**                      **Minutes from the October 22, 2024 meeting of the Instruction Committee -**  
Brianna Ellis, Co-Chair (*Motion to Approve*)

On **MOTION** of Sirui Thomassian, **SECONDED** by Sarah Ananta, and **CARRIED**, the Minutes of the Instruction Committee Meeting of October 22, 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                      Education iPad Apps Usage (LCAP Goal 1, AMO 1) - Sirui Thomassian, FPC Director (*Discussion Item*)**

The committee looked at a list of paid educational apps/online resources that are currently being used for the 2024-2025 school year. The committee recommends only using the following apps and online resources that are necessary for instruction for the upcoming school year due to the projected budget. The necessary education apps selected are: ESGI, Boom Cards, Nearpod, BrainPOP, Scholastic News, Reading A-Z, and Math Shelf. We will no longer use Seesaw, Mystery Science, Science Spin and other selected apps to save money.

**Item #4                      i-Ready Personalized Instruction Monitoring (LCAP Goal 1, AMO 1-4) - Sirui Thomassian, FPC Director (*Informational Item*)**

Mrs. Thomassian shared the iReady usage rate for the month of October and November. In October, FPC was under the recommended usage rate of 66%, but attained a 79% achievement rate in Reading. In Math, FPC had a 59% usage rate and 87% in achievement. In November, the usage rates improved with 78% usage rate in Reading and 70% in achievement and 91% usage rate in Math and 91% in achievement.

Mrs. Thomassian reminded the committee that all the students need to log into iReady for a minimum of 30-49 minutes per week for both Reading and Math. This time is essential for helping students develop their skills and make consistent progress.

The Middle of the Year iReady Diagnostic is scheduled to take place from January 21-February 7, 2025.

**Item #5                      Acceleration Update (LCAP Goal 1, AMO 1-2) - Elissa Vallejo, Acceleration Specialist (*Informational Item*)**

This item has been tabled and will be discussed at our next Instruction Committee meeting.

**Item #6                      Enrollment Update (LCAP Goal 1, AMO 1-2) - Sirui Thomassian, FPC Director (*Informational Item*)**

Fenton Primary Center currently has 495 students enrolled with 23 students unfunded. Kindergarten classes average 23 students, 1<sup>st</sup> grade classes average 24 students and 2<sup>nd</sup> grade classes average 21 students with 6 classes per grade level. Transitional Kindergarten has 4 classes with an average of 19 students per class.

Another recruitment and enrollment push will begin in January. Word of mouth from parents is highly effective as well as community events to build enrollment. FPC looks forward to participating in the 57<sup>th</sup> Annual Pacoima Christmas Parade on December 14<sup>th</sup> as our next community event. The committee also discussed looking at other community sponsored events that we can participate in by purchasing a booth for the event.

**Item #7**                      **Professional Development (LCAP Goal 1, AMO 2) - Sirui Thomassian, FPC**  
Director (*Informational Item*)

FPC will hold a Symposium on January 6. Teachers will present to other grade levels by sharing best practices to improve efforts of vertical articulation. A spreadsheet has been created where each grade level has listed what they would like to learn from other grade levels or ways to share grade level expertise. Details will be further discussed during the Guiding Coalition meeting on December 5<sup>th</sup>.

**Announcements:**

ELPAC begins in February.

**Next Regular Meeting:**

TBA

**Adjournment:**

By order of **GENERAL CONSENSUS**, the Instruction Committee Meeting was adjourned at 7:52 a.m.

**Minutes respectfully submitted by: Laura Holmes**

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

**Unapproved Minutes of the Personnel Committee Meeting**

**November 5, 2024**

A meeting of the Personnel Committee was held on November 5, 2024 at 7:15am in the Hands on Lab at Fenton Charter Leadership Academy at 8926 Sunland Blvd., Sun Valley, CA 91352.

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

The Personnel Committee meeting was called to order at 7:16 am by Chair, Kate Marrelli

**Roll Call:** Melissa Allender, Secretary

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

**Non-committee Members:** Priscilla Gentry, Veronica McCaughin, Deborah Allan, Cecilia Quijano, Lilia Padilla Zúñiga

**Members Excused:** Cedric Ramirez

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

There were no additions or corrections to the agenda.

**Approval of Minutes:** Kate Marrelli, Chair

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

On **MOTION** of Lindsey Western, **SECONDED** by Melissa Allender, 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**                      **2024-2025 Updated FCLA Staff Roster (LCAP 3, AMO Goal 1)** - Dr. Beth Henschel, Director (*Informational Item*)

Dr. Henschel presented information to the committee on the 2024-2025 updated FLCA Staff Roster. There is currently a vacant third grade teacher position available at FCLA. We are actively seeking to fill this position. Additionally, a new cafeteria clerk has been offered a position and is currently in the hiring process. This role has been funded through designated food service funds and will provide additional support in the cafeteria.

**Item #4**                      **Leave of Absence of Stephanie Garcia (LCAP 3, AMO Goal 1)** - Dr. Beth Henschel, Director (*Informational Item*)

Dr. Henschel shared with the committee about the leave of absence of Stephanie Garcia. On October 23, 2024, Stephanie Garcia submitted a request for a leave of absence for the remainder of the school year, along with a signed letter of resignation. This was a difficult decision for her and she extends her best wishes to the students.

A long-term substitute is currently in the classroom while we work to find a permanent teacher. We extend our gratitude to third grade lead teacher Lilia Padilla Zúñiga, along with third grade teachers Lety Padilla Parra and Bianca Bell-Reed, for the support they have provided to the substitute teachers over the past few months and their continued efforts to support these students.

**Item #5**                      **Opening of a 2nd ILC Classroom (TK-1) (LCAP 3, AMO Goal 1)** - Dr. Beth Henschel, Director (*Informational Item*)

Dr. Henschel shared that a second ILC classroom will open on November 18<sup>th</sup> to better support our younger students. The new classroom will serve TK-1st grade students, while Mrs. Andrade's class will focus on students in 2nd-6th grade. Mrs. Cardenas has transitioned from FPC to lead the lower grade ILC class. This adjustment aims to create a more developmentally appropriate setting for younger students and to minimize the grade span within each classroom, enhancing our ability to support student growth effectively.

**Announcements:**

None

**Next Regular Meeting:**

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

**Adjournment:**

On **MOTION** of Kalea Wright, **SECONDED** by Lindsey Western, and **CARRIED**, the Personnel Committee adjourned at 7:31am.

**Minutes respectfully submitted by: Melissa Allender, Secretary**

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

**Unapproved Minutes of the Personnel Committee**

**November 5, 2024**

A meeting of the Personnel Committee was held on Tuesday, November 5, 2024 at 7:16 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:** Veronica McCaughin, Co-Secretary

The Personnel Committee meeting was called to order at 7:16 a.m. by Co-Secretary, Veronica McCaughin.

**Personnel Committee Members Present:** Dr. Beth Henschel, Priscilla Gentry, Veronica McCaughin, Lilia Padilla Zúñiga, Jennifer Pimentel, and Deborah Allan

**Excused Members:** Cedric Ramirez

**Non-Committee Members:** Kate Marrelli, Cecilia Quijano, Melissa Allender, Kalea Wright, Sofia Scaglione, and Lindsay Western

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

There were no additions or corrections to the agenda.

**Approval of Minutes from October 1, 2024:** Priscilla Gentry, Chair

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

On **MOTION** of Deborah Allan, **SECONDED** by Veronica McCaughin, 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**                                    **2024-2025 Updated STEM Staff Roster (LCAP 3, AMO Goal 1) - Dr. Beth Henschel, Director** (*Informational Item*)

Dr. Henschel shared that a new cafeteria clerk has been offered a position and is currently in the hiring process. This role, funded through designated food service funds, will provide added support in the cafeteria. In addition, Mrs. Cardenas from FPC has been added to the STEM roster as the primary ILC teacher in Room 30.

**Item #4**                                    **Opening of a 2nd ILC Classroom (TK-1) (LCAP 3, AMO Goal 1) - Dr. Beth Henschel, Director** (*Informational Item*)

Beginning on November 18<sup>th</sup>, a second ILC classroom will open to better support our younger students. This new classroom will serve TK-1st grade students, while Mrs. Andrade’s class will now focus on students in 2nd-6th grades. Mrs. Cardenas has transitioned from FPC to lead the lower-grade ILC class. This adjustment aims to create a more developmentally appropriate setting for younger students and to minimize the grade span within each classroom, enhancing our ability to support student growth effectively. Welcome to the Academies Mrs. Cardenas!

**Announcements:**

There are no announcements.

**Next Regular Meeting:**

TBD

**Adjournment:**

On **MOTION** of Deborah Allan, **SECONDED** by Lilia Padilla Zúñiga, and **CARRIED**, the Personnel Committee was adjourned at 7:31 a.m.

**Minutes respectfully submitted by: Veronica McCaughin**

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

**Unapproved Minutes of the Personnel Committee**

**November 14, 2024**

A meeting of the Personnel Committee was held on Thursday, November 14, 2024 at 7:15 a.m. in the Conference Room at Fenton Primary Center at 11351 Dronfield Avenue, Pacoima, California 91331.

**Call to Order:** Angelica Salceda, Co-Chair

The Personnel Committee meeting was called to order at 7:20 am by Co-Chair, Angelica Salceda

**Roll Call:** Lisa Ibarra, Secretary

**Members Present:** Angie Salceda, Caitlin McMabell, Jeanette Hernandez, Lisa Ibarra, Coco Salazar, Laura Vasquez, Diana Lucas, Nicole Langlois, Sirui Thomassian

**Members Excused:** Jessi Tello, Nitima Angus, Cristina Moran

**Members Absent:** Judy Lee

**Additions/Corrections to the Agenda:** Angelica Salceda, Co-Chair

There were no additions or corrections to the agenda.

**Approval of Minutes:** Angelica Salceda, Co-Chair

**Item #1**                    **Approval of Minutes from the October 9, 2024, meeting of the Personnel Committee - Angelica Salceda, Co-Chair (*Motion to Approve*)**

On **MOTION** of Caitlin McMabell, **SECONDED** by Sirui Thomassian, and **CARRIED**, the Minutes of the Personnel Committee Meeting of October 9, 2024 were approved as submitted.

**Presentations from the Public:** Angelica Salceda, 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**                                    **Mid-Year Paraprofessional Evaluations (LCAP Goal 3)** - Nicole Langlois,  
Assistant Director (*Informational Item*)

Mrs. Langlois informed the committee that an email went out to staff with information regarding paraprofessional evaluations. TK teachers will complete a TA Evaluation form for their classroom TAs. Ms. Garcia will complete the evaluation form for each Adult Assistant and SPED TA assigned to room 102 consistently and classroom teachers who have a student with an Adult Assistant will complete the evaluation form for the Adult Assistant(s) who are typically assigned to their student(s). Mrs. Langlois will only meet with supervision aides and complete their evaluations. However, she does welcome teachers' feedback via email. Any one working for an outside agency will not need an evaluation. Please see admin if support is needed when meeting with TAs. Paraprofessional evaluations are due to Mrs. Langlois by December 4<sup>th</sup>.

**Item #4**                                    **2024-2025 FPC Staff Roster Update (LCAP Goal 3)** - Sirui Thomassian,  
Director (*Informational Item*)

Mrs. Thomassian informed the committee of the hiring of an additional Cafeteria Clerk, Carlos Ortega. He is being trained by Ms. Flores. He will be supporting FPC with the VIP tables during lunch, as well as supervision in the cafeteria.

The committee was also informed of the resignation of our campus security aide, Santos Valenzuela. Mrs. Thomassian is looking at hiring part-time security, but given safety concerns we might require someone full-time.

Mrs. Thomassian updated the committee of the movement of Maria Cardenas to the Academies to begin an SDC class starting November 18th. The Academies had an SDC waitlist and our school had low rosters for our education specialists.

Mrs. Langlois informed the committee that a paraprofessional resigned and there has been a need for additional adult assistance, therefore she has had to reassign staff.

Due to staff changes, Mr. Tello will be asked to make adjustments to the Safety Plan.

**Item #5**                                    **Earned Increase Walkthroughs (LCAP Goal)** - Sirui Thomassian, Director  
(*Informational Item*)

Walkthroughs have been completed as of November 13, 2024. Mrs. Thomassian will be sending emails to staff.

**Announcements:**

Mrs. Thomassian announced that the Guiding Coalition will be meeting to create a list of "Look Fors" for the informal observations. These observations will most likely begin in February. Admin will visit each teacher twice a month for 5 minutes.

Next meeting's secretary will be Diana Lucas.

**Next Regular Meeting:**

January 9, 2024

**Adjournment:**

On **MOTION** of Laura Vasquez, **SECONDED** by Jeanette Hernandez, and **CARRIED**, the Personnel Committee was adjourned at 7:49 am.

**Minutes respectfully submitted by: Lisa Ibarra**

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

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

**December 4, 2024**

A meeting of the Human Resource and Personnel Council was held on Wednesday, December 4, 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 7:17 A.M by Chair, Lorena Sanchez.

**Roll Call:** Katherine Sheppard, Secretary

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

**Non-members Present:** Juan Gomez

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

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

**Items Added:** #7: Resignation of Saul Ulloa, #8: Resignation of Belen Santiago. The Assistant Directors will be presenting on behalf of Ms. Castañeda.

**Approval of Minutes:** Lorena Sanchez, Council Chair

**Item #1**                    **Approval of Minutes from the October 16, 2024 meeting of the Human Resource and Personnel Council** - Lorena Sanchez, Council Chair (*Motion to Approve*)

On **MOTION** of Leanna Hendrix, **SECONDED** by Paige Piper, 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 Resource and Personnel Council on any proper matter**

There were no presentations from the public.

**Old Business:**

There was no old business.

**New Business:**

**Item #3                      Paraprofessional Update (LCAP Goal 3, AMO 1 -, Paige Piper, Assistant Director (Informational Item)**

Ms. Piper discussed the number of paraprofessionals working at FACS. We have made adjustments to the way supervision is conducted throughout the day due to the hiring freeze and other factors. So far, the transition has gone smoothly. We are also moving away from using Scoot to fill our Adult Assistant positions, and are now filling those essential positions with Fenton employees.

**Item #4                      Paraprofessional Evaluations (LCAP Goal 3, AMO 1) - Juan Gomez, Assistant Director (Informational Item)**

Mr. Gomez advised the council that evaluations for paraprofessionals were sent to teachers on November 18th, and are due by Friday, December 6th. Areas such as attendance, professionalism, and how well they work with students are being evaluated in order to identify areas of strength and areas where growth is needed so as to best serve the students. Teachers are responsible for completing the evaluations for the Adult Assistants who work in their class.

**Item #5                      Informal Administrative Walk-throughs (LCAP Goal 3, AMO 1) - Paige Piper, Assistant Director (Informational Item)**

Ms. Piper informed the council that the first informal walkthroughs using the previously shared checklist developed by Ms. Castañeda and Mrs. Miller were conducted in tandem with the Fall Earned Increase Walkthroughs the week of November 4th-8th. All classrooms were visited by Ms. Castañeda, Mr. Gomez, and Ms. Piper. Using the “Observe for Success” program, teachers were provided feedback immediately following the visits. The data gathered during walkthroughs is being disaggregated and reviewed to determine school-wide trends and determine next steps. The next informal walkthrough dates will be announced at a later date.

**Item #6                      Staffing Norms (LCAP Goal 2, AMO 3) - Juan Gomez, Assistant Director (Informational Item)**

Mr. Gomez announced that Dr. Riddick will be sending out a memo today regarding staffing norms at all Fenton schools due to declining enrollment. Ms. Castañeda will be following up with FACS’ teachers as well.

**Item #7                      Resignation of Saul Ulloa (LCAP Goal 3, AMO 1) - Juan Gomez, Assistant Director (Informational Item)**

Mr. Gomez informed the council that effective December 13, 2024, Saul Ulloa will be leaving FACS. We want to express our sincere appreciation for his hard work, dedication, and the positive impact he has had on our school community. His contributions to our SPED department are appreciated and do not go unnoticed. While we will miss him, we wish him all the best in his future endeavors and are deeply grateful for the lasting impression he has left on our school. Mr. Ulloa has served as an education specialist with FACS for many years and will be transitioning out. We wish him the best of luck.

**Item #5**                      **Resignation of Belen Santiago (LCAP Goal 3, AMO 1), -Juan Gomez,**  
Assistant Director (*Informational Item*)

Mr. Gomez announced that, effective December 13, 2024, Belen Santiago will be resigning from her role as a first-grade teacher. We want to express our sincere appreciation for her hard work, dedication, and the positive impact she has had on our school community. Her contributions, both in and outside the classroom, have been invaluable in shaping the growth and success of our students and school as a whole. Mrs. Santiago’s efforts have helped to foster an environment of collaboration, respect, and excellence. While we will miss her, we wish her all the best in her future endeavors and are deeply grateful for the lasting impression she has left on our school. She has been a great asset in building our Primary team at FACS.

**Announcements:**

The FACS holiday celebration will be held on Wednesday, December 11 at 2:45!

**Next Regular Meeting:**

Wednesday, January 15, 2025

**Adjournment:**

On **MOTION** of Jann Monorathkul, **SECONDED** by Vivian Matute, 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**

**November 7, 2024**

A meeting of the Parent Advocacy Committee was held on November 7, 2024, at 7:16 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:** Celina Calvillo, Secretary

**Members Present:** Bridget Ruiz, Gurpreet Gill, Brianne Beeman, Jennifer Cleary, Magaly Fernandez, Gloria Rangel, Paola Ramirez, Nicole Langlois, Sirui Thomassian, Celina Calvillo, Carla Carr

**Non-Members in Attendance:** Jasmin Gonzalez, Jason Gonzalez

**Members Excused:** Jessi Tello, Cindy Soto

**Members Absent:** Gina Garcia

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

There were no corrections and one addition made to the agenda.

**Corrections:** There were no corrections.

**Additions:** **Item #10 Winter Program (LCAP 2, AMO 2)** - Gurpreet Gill, FPC PAC Co-Chair (*Informational Item*)

**Approval of Minutes from October 8, 2024:** Bridget Ruiz, Co-Chair

**Item #1** **Minutes from the October 8, 2024 meeting of the Parent Advocacy Committee** - Bridget Ruiz, Co-Chair (*Motion to Approve*)

On **MOTION** of Sirui Thomassian, **SECONDED** by Celina Calvillo, and **CARRIED**, the Minutes of the Parent Advocacy Committee Meeting of October 8, 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**                    **Habit Fundraiser (LCAP 2, AMO 2)** - Gurpreet Gill, FPC PAC Co-Chair  
*(Motion to Approve)*

On Thursday, November 14, 2024 kindergarten classes would like to hold a fundraiser at The Habit on Foothill Blvd. This fundraiser will support kindergarten field trip costs such as buses and admission tickets. A flier will be sent home with the students and will be shared out on Class Dojo to encourage families to eat at The Habit on November 14<sup>th</sup>.

On **MOTION** of Jenny Cleary, **SECONDED** by Brianne Beeman, and **CARRIED**, The Habit Fundraiser has been approved.

**Item #4**                    **Holiday Parade Update (LCAP 2, AMO 2)** - Bridget Ruiz, FPC PAC Co-Chair  
*(Informational Item)*

Fenton Primary Center will participate in the 57<sup>th</sup> annual Pacoima Christmas Parade on Saturday, December 14<sup>th</sup> from 9:00 a.m.-12:00 p.m. This year's parade Grand Marshall is Supervisor Lindsey Horvath. The PAC committee discussed using the Star Wars theme previously used for the spring carnival. It was suggested to set aside a Wednesday staff meeting to make additional decorations if needed. Leadership students will be invited to participate and wear bee costumes. All students will be invited to attend as well. Flyers will be sent home with more information about the parade.

**Item #5**                    **Parent Newsletters (LCAP 2, AMO 1 & 2)** - Sirui Thomassian, FPC Director  
*(Informational Item)*

Mrs. Thomassian shared that she will continue to post the Parent Newsletter on Class Dojo. Parents have found these newsletters quite useful. She encourages teachers to send them out to families as well. Mrs. Thomassian mentioned that Second Step also has parent newsletters that can be sent home. She is also looking into an English Language Learner newsletter for families that can be sent home monthly as an additional resource for parents.

**Item #6**                    **Coffee with the Principal (LCAP 2, AMO 1)** - Bridget Ruiz, FPC PAC  
Co-Chair *(Informational Item)*

“Coffee with the Principal” will take place again in January. It was suggested to offer an incentive to families to increase attendance. Teachers are asked to share the “Coffee with the Principal” reminders on their Class Dojo as well.

**Item #7**                    **Tree Lighting Ceremony (LCAP 2, AMO 2)** - Gurpreet Gill, FPC PAC  
Co-Chair *(Informational Item)*

The Tree Lighting Ceremony at FPC will take place on Tuesday, December 3<sup>rd</sup>. The school will need to be decorated the week before Thanksgiving Break. Mrs. Ramirez mentioned that she could have parents

from the Room Parent Program assist with decorating for Christmas. Teachers are encouraged to reach out to Coco Salazar if they have completed their parent teacher conferences and are willing to help.

**Item #8**                    **December Spirit Week (LCAP 2, AMO 2)** - Bridget Ruiz, FPC PAC Co-Chair  
*(Motion to Approve)*

December Spirit week will take place the week of December 2<sup>nd</sup> -6<sup>th</sup> and the week of December 9<sup>th</sup> -13<sup>th</sup>. It was suggested to make sure students are not wearing pajamas during their Winter Performance. Flyers will be sent home and posted on Class Dojo with more information.

On **MOTION** of Brianne Beeman, **SECONDED** by Paola Ramirez, and **CARRIED**, the December Spirit Week has been approved.

**Item #9**                    **Santa Picture Fundraiser (LCAP 2, AMO 2)** - Gurpreet Gill, FPC PAC  
Co-Chair *(Motion to Approve)*

On Wednesday, December 4, 2024, kindergarten classes would like to hold their Santa Picture Fundraiser. This fundraiser will also support kindergarten field trip costs such as buses and admission tickets. Santa pictures will take place in the library. Order forms will be sent home with the students.

On **MOTION** of Sirui Thomassian, **SECONDED** by Bridget Ruiz, and **CARRIED**, the Santa Picture Fundraiser has been approved.

**Item #10**                    **Winter Program (LCAP 2, AMO 2)** - Gurpreet Gill, FPC PAC Co-Chair  
*(Informational Item)*

FPC students will participate in the Winter Program. The tentative dates are: Kindergarten will perform December 10<sup>th</sup> at 8:30 and 9:15. TK, 1<sup>st</sup>, and 2<sup>nd</sup> grade will perform on December 11<sup>th</sup> at 8:30 and 9:15. Dress rehearsals will take place the week before.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

January 14, 2025

**Adjournment:**

By order of **GENERAL CONSENSUS**, the Parent Advocacy Committee Meeting was adjourned at 7:48 a.m.

**Minutes respectfully submitted by: Celina Calvillo**



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

**Unapproved Minutes of the Parent Advocacy Committee**

**November 14, 2024**

A meeting of the Parent Advocacy Committee was held on Thursday, November 14, 2024 at 7:22 am at Fenton STEM Academy at 8926 Sunland Blvd., Sun Valley, CA 91352.

**Call to Order:** Sofia Carias, Chair

**Roll Call:** Laurie Gaitan, Secretary

**Parent Advocacy Committee Members Present:** Sofia Carias, Nicholas Caldera, Laurie Gaitan, Beth Henschel, Cecilia Quijano, Alex Muñoz

**Non-committee Members:** Siranoush Akopyan, Loren Caballero, Lynne Cueno, Deanna Weiss, Jennifer Pimentel

**Members Excused:** Michelle Menjivar, Virginia Palma

**Additions/Corrections to the Agenda:** Sofia Carias, Chair

There were no additions or corrections to the agenda.

**Approval of Minutes from October 8, 2024:** Sofia Carias, Chair

**Item #1**                    **Approval of Minutes from the October 8, 2024, meeting of the Parent Advocacy Committee - Sofia Carias, Chair (*Motion to Approve*)**

On **MOTION** of Cecilia Quijano, **SECONDED** by Beth Henschel, 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 are no presentations from the public.

**Old Business:**

There is no Old Business.

**New Business:**

**Item #3**                    **Family Center Updates (LCAP Goal 2, AMO 2) - Virginia Palma, Community School Coordinator (*Informational Item*)**

Dr. Henschel presented on behalf of Ms. Palma. Dr. Henschel reported that our next scheduled DOJ appointment date will take place on campus tomorrow, Friday, November 15th, from 9:00 am to 11:00 am. There are currently 18 people who have signed up to complete this requirement to become volunteers.

The parent workshops for this semester are nearing their final classes! The parents will be celebrated with a certificate ceremony and a small potluck for their achievements.

**Item #4**                      **Parent Conferences (LCAP 2, AMO 1 and 2)** - Cecilia Quijano, Assistant Director (*Informational Item*)

Parent-teacher conferences will be held in-person next week, November 18-22. Although we are highly encouraging in-person conferences, we will continue to accommodate our families who are not able to adjust their work schedule or other circumstances that may impede their in-person attendance. Parent Conference Week will follow a minimum day schedule with TK-2nd grade being dismissed at 11:45 and 3rd-6th grade at 12:05. Also, thank you to Virginia Palma, Amarjeet Gonzalez, Susana Orozco, Raquel Contreras, Alex Muñoz, Sofia Carias, Ana Gutierrez, and Siranush Akopyan, and from our business office, Rolando Gutierrez and Oscar Contreras for their support and availability to translate for our parent-teacher conferences.

**Item #5**                      **Winter Shows (LCAP 2, AMO 1 and 2)** - Lynne Cuneo, Music Teacher (*Informational Item*)

Winter shows are scheduled for December 10-11th. December 10th will be the dress rehearsal and the 11th will be the formal show. The morning show will be the primary grades and half the sixth graders. The upper grades will go in the afternoon with the second part of sixth grade. Considering the amount of people and space, it is proposed that either STEM families may be invited on campus for the winter show or the spring show. For the show that STEM families are not invited on campus for, there will be a Zoom link that will allow parents to see their children perform. Each student will get two tickets and tickets will be numbered. The concert for primary grades is about 42 minutes long and the upper grade concert will be 58 minutes.

**Announcements:**

Next Friday will be our first Birthday Breakfast! There will be tickets in the office boxes. Thank you to Mrs. Caballero, Ms. May, Ms. Scaglione, Ms. Flores, Ms. Western, Mrs. Andrade, Mrs. Hines, Mrs. Mack and Ms. De La Rosa.

**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 Nicholas Caldera, and **CARRIED**, the Parent Advocacy Committee adjourned at 7:46 am.

**Minutes respectfully submitted by: Laurie Gaitan, Secretary**

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

**Unapproved Minutes of the Parent Advocacy Committee**

**November 14, 2024**

A meeting of the Parent Advocacy Committee was held on Thursday, November 14, 2024 at 7:24 am at Fenton Charter Leadership Academy at 8926 Sunland Blvd., Sun Valley, CA 91352.

**Call to Order:** Brennan Mack, Chair

**Roll Call:** Deanna Weiss, Secretary

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

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

**Members Excused:** Raquel Contreras

**Additions/Corrections to the Agenda:** Brennan Mack, Chair

There were no additions or corrections to the agenda.

**Approval of Minutes from October 8, 2024:** Brennan Mack, Chair

**Item #1**                    **Approval of Minutes from the October 8, 2024, meeting of the Parent Advocacy Committee - Brennan Mack, Chair** (*Motion to Approve*)

On **MOTION** of Loren Caballero, **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**                    **Family Center Updates (LCAP Goal 2, AMO 2) - Virginia Palma, Community School Coordinator** (*Informational Item*)

Dr. Henschel shared Family Center updates on behalf of Ms. Palma. The next scheduled DOJ fingerprint appointment date is on Friday, November 15th from 9:00 am to 11:00 am for interested volunteers. We are pleased to share that 18 people have signed up to complete this requirement.

Additionally, this semester's parent workshops are coming to an end. The parents who attended will be celebrated with a certificate ceremony, as well as a small potluck to celebrate their achievements.

**Item #4**                      **Parent Conferences (LCAP 2, AMO 1 and 2)** - Cecilia Quijano, Assistant Director (*Informational Item*)

Mrs. Quijano discussed upcoming parent-teacher conferences, which will be held in-person from Monday, November 18th to Friday, November 22nd. While we recommend conferences be held in-person, we will continue to offer families the option to participate on Zoom or phone. During this week, we will follow a minimum day schedule. TK - 2nd grade dismissal will be at 11:45, and 3rd - 6th grade dismissal will be at 12:05. Thank you to our teachers for their dedication and commitment to our scholars' success and learning! Thank you to our translators for their support and availability: Virginia Palma, Amarjeet Gonzalez, Susana Orozco, Raquel Contreras, Alex Muñoz, Sofia Carias, Ana Guitierrez, Siranush Akopyan, Rolando Gutierrez, and Oscar Contreras!

**Item #5**                      **Winter Shows (LCAP 2, AMO 1 and 2)** - Lynne Cuneo, Music Teacher (*Informational Item*)

Ms. Cuneo shared information about our upcoming Winter Shows! Our scholars will get the opportunity to perform the songs they have been working on with Ms. Cuneo. The dress rehearsal will be on December 10th, and the formal show for families will be on December 11th. Both will take place in the Annex MPR. TK - 2nd grade, and half of 6th grade, will perform in the first half of the show, which will last about 42 minutes. 3rd - 5th grade, and the other half of 6th grade, will perform in the second half, which will last about 58 minutes. Students will be able to watch other classes perform during their dress rehearsal. Unfortunately, due to capacity, we will not be able to invite all families from the Academies to watch in-person. To accommodate, we will invite parents from one school to watch the Winter Show in-person, while parents from the other school may watch via Zoom. The two groups of families will then switch for the Spring Show, allowing all families the opportunity to watch one performance in-person. Each student whose parents can watch in person will receive two tickets each. Thank you to Ms. Cuneo for allowing our scholars to learn and share their music!

**Announcements:**

Our first birthday breakfast is on Friday, November 22nd. Thank you to Mrs. Caballero and the Social Committee team for organizing!

**Next Regular Meeting:**

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

**Adjournment:**

On **MOTION** of Deanna Weiss, **SECONDED** by Loren Caballero, and **CARRIED**, the Parent Advocacy Committee adjourned at 7:46 am.

**Minutes respectfully submitted by: Deanna Weiss, Secretary**

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

**Unapproved Minutes of the Parent Advocacy Committee**

**November 14, 2024**

**Call to Order:** Aaron Veals, Co-Chair

A meeting of the Parent Advocacy Committee was held on November 14, 2024 at 7:16 a.m. in Room 7 at Santa Monica Boulevard Community Charter School.

**Roll Call:** Aaron Veals, Co-Chair

**Present Members:** Aaron Veals, Sandra Campos, Maria De Francesco, Annie Hai, Victoria Hernandez, Johana Juarez, David Levinson, Evelia Manzo, Odalys Marin, Christy Namkung, Janet Reyes, Cary Rabinowitz

**Absent Members:** None

**Excused:** Christian Hidalgo, Jazmin Luna, Viviana Fonseca

**Non-Members:** Ariana Gomez

**Additions/Corrections to the Agenda:** Aaron Veals, Co-Chair

There were no additions or corrections to the agenda.

**Approval of Minutes:** Aaron Veals, Co-Chair

**Item #1**                    **Approval of Minutes from the October 8, 2024 meeting of the Parent Advocacy Committee - Aaron Veals, Co-Chair** (*Motion to Approve*)

On **MOTION** of Janet Reyes, **SECONDED** by Maria De Francesco, and **CARRIED**, the minutes from the October 8, 2024 meeting of the Parent Advocacy Committee were approved.

**Presentations from the Public:** Aaron Veals, 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**                      **Expanded Learning Opportunities Program Update (LCAP Goal 2, AMO 2)**  
- Jazmin Luna, Expanded Learning Coordinator (*Informational Item*)

Mr. Rabinowitz presented the Expanded Learning Opportunities Program Update on behalf of Jazmin Luna. November 14, 2024 is the last meeting day for most teacher-led clubs in ELO-P, except for Robotics and Drill Team, which will continue due to their ongoing commitments (May competition for Robotics; winter and spring shows for Drill Team). Teachers interested in leading a club in the second quarter (February 11 - April 24) can watch for the interest form in December. Vendor-led classes, including Mathnasium, Dance, Science of Sports, Bucket Drumming, Piano (Levels 1 and 2), Volleyball, Cooking Academy, Animal Invasion, and Jurassic Dino World, will continue until late January.

In assemblies, our TK-K and 1st-grade students have enjoyed Reptacular shows, with 2nd graders scheduled for December 6th. This Friday, we'll also have our first-ever BMX Bike show at 3 PM on the playground, open to everyone.

ELO-P field trips have been a hit! Our 4th, 5th, and 6th graders have attended Universal Studios twice for the Jurassic Paleobotany Workshop and the Stunts & Pyrotechnics Tour, with many students enjoying their first visit. Mathnasium students with strong attendance will get to go in June. On October 18th, 3rd graders had their first trip to TopGolf, with 4th through 6th grades scheduled for January, February, and March. This weekend, 1st and 2nd graders will have a SoFi Private STEM Tour, and 3rd and 4th graders will attend on December 7th. Planning is underway for trips to Knott's and Disneyland, and our P1440 volleyball championship in Santa Monica, where all participants will receive a T-shirt and volleyball.

Thank you to our Multicultural Festival Planning Committee members, who will hold their first meeting in December: Jennifer Flynn, Xareni Robledo, Victor Orellana, Christy Namkung, Karina Vasquez, Sandra Campos, Johana Juarez, Bunny Wolfer, Amy Hernandez, and Adriana Valencia. Looking forward to the exciting plans ahead!

**Item #4**                      **Community Schools Update (LCAP Goal 2)** - Johana Juarez, Family Center Director (*Informational Item*)

Mrs. Juarez presented the Community Schools Update. The family center is offering various clinics for parents Monday through Friday, including English classes, mental health classes, citizenship classes and many more. You can find a copy of the calendar in the office or in the school google drive. The Family Center will be meeting monthly with LACOE to collaborate on planning to improve the school environment. A representative from the Community Schools Initiative and other team members are going to visit SMBCCS and observe classrooms and the family center.

**Item #5**                      **Student Council Update (LCAP Goal 2, AMO 2)** - David Levinson, 6th Grade Teacher (*Informational Item*)

Mr. Levinson presented the Student Council update. The next meeting of the Student Council is November 14, 2024 to decide the new yearbook theme. Students have been very excited and supportive of each other.

**Item #6**                      **2024 Winter Show (LCAP Goal 2, AMO 2)** - Ariana Gomez, Administrative Coordinator (*Informational Item*)

Mrs. Gomez presented information related to the 2024 Winter Show. The Family Center will help

decorate the auditorium. The Winter Show has been postponed to Tuesday, December 10, 2024 and Thursday, December 12, 2024 to allow more time for classes to practice. Ms. Solis sent out dates and times the auditorium is available for classes to practice. Dress rehearsal will be Wednesday, December 6, 2024. Due to limited space, teachers will give two tickets per student.

**Item #7**                                **Power of Sight Foundation (LCAP Goal 2, AMO 2)** - Ariana Gomez, Administrative Coordinator (*Informational Item*)

Mrs. Gomez presented information related to the Power of Sight Foundation. The Power of Sight Foundation screened all students for vision, and the following day they gave prescriptions to those who needed them. Community School funds covered the cost of the glasses to provide families this service free of charge. iHeartRadio, LAPD, La Opinion, and the Los Angeles Fire Department joined in support of the Power of Sight Event. SMBCCS was featured in La Opinion newspaper.

**Item #8**                                **Fall Parent Conference Week (LCAP Goal 2, AMO 1)** - Ariana Gomez, Administrative Coordinator (*Informational Item*)

Mrs. Gomez presented information regarding the Fall Parent Conference Week. Fall parent conferences will be from November 18, 2024 until November 22, 2024. Teachers are asked to send out reminders using the blue paper in their packets and remind their grade level team to send the pink reminder page with the confirmed date and time to parents at least 2 to 3 days before their scheduled conference. Teachers are to turn in their master schedule for parent conferences by November 18, 2024 to Mr. Lazo in case parents reach out with questions to the office. Teachers are to turn in the record of parent conferences to Mr. Rabinowitz's box by Friday, November 22, 2024.

**Item #9**                                **Family Code Night (LCAP Goal 2, AMO 2)** - Christy Namkung, Shanjana Chowdhury, Gaby Arroyo (*Informational Item*)

Christy Namkung presented information related to the Family Code Night. Family Code Night will happen on December 11, 2024. It will be a shortened day. There will be 6 activities and loaner iPads will be provided. From the end of dismissal until 2:40, everyone will be assigned a job/station during their regular working hours. Please fill out the [2024 Family Code Night Google Form](#) if you would like to work this ELOP event from 2:40-4:15.

**Announcements:**

SMBCCS' charter petition is up for renewal on Tuesday, November 19, 2024.

**Next Regular Meeting:**

January 10, 2025

**Adjournment:**

On **MOTION** of Christy Namkung, **SECONDED** by Sandra Campos, and **CARRIED**, the Parent Advocacy Meeting adjourned at 7:48 a.m.

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

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

**December 5, 2024**

A meeting of the Fenton Avenue Charter School School-Community Relations Council was held on Thursday, December 5, 2024 at 7:15 am in the conference room of Fenton Avenue Charter School, 11828 Gain St., Lake View Terrace, CA 91342.

**Call to Order:** Tony Peña, Chair

The School-Community Relations Council meeting was called to order at 7:16 A.M by Chair, Tony Peña.

**Roll Call:** Tony Peña, Chair

**Members Present:** Tony Peña, Veronica Ramos, Saul Ulloa, Haseba Qasmei, Leann Chapman, Makaylah Peterson, Gricelda Mares, Kristin Tzintzun, Raymond Estrada, Araceli Caro

**Non-members Present:** Paige Piper

**Members Excused:** Ivan Hernandez, Juan Gomez, Monica Castañeda, Kelley Christenson

**Members Absent:** Edith Cervantes

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

**Correction:** Paige Piper will present on behalf of Monica Castaneda and Kelley Christenson.

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

**Item #1** **Minutes from the October 17, 2024 meeting of the School-Community Relations Council - Tony Peña, Council Chair (*Motion to Approve*)**

On **MOTION** of Gricelda Mares, **SECONDED** by Saul Ulloa, and **CARRIED**, the minutes were approved as submitted.

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

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

There were no presentations from the public.

**Old Business:**



There was no Old Business.

**New Business:**

**Item #3**                    **Fall Parent Conference Week (LCAP Goal 2, AMO 1) - Paige Piper, Assistant Director** *(Informational Item)*

Fall Parent Conferences were held from November 18 to November 22, providing an opportunity for teachers to share valuable information about student progress, including iReady data and report cards. Families gained insights into their child's academic performance and growth.

During the same week, students who stay after school participated in a variety of engaging ELO-P activities and assemblies. Highlights included a Mad Science workshop, a Reptacular Animals presentation, and an interactive STEAM museum featuring multiple workstations for hands-on learning and exploration. These activities enriched students' after-school experience and supported their continued learning and engagement.

**Item #4**                    **Power of Sight Foundation (LCAP Goal 2, AMO 2) - Paige Piper, Assistant Director** *(Informational Item)*

Power of Sight, a non-profit organization dedicated to providing free vision screenings and same-day glasses for students in need, will be partnering with our school to support student wellness. Director of Community Schools, Mr. Parra, and our School Nurse, Krystal Garcia, are currently coordinating to finalize dates for the screenings, which are tentatively scheduled for January and February. Additional details regarding the confirmed dates and logistics will be shared soon. This initiative aims to ensure that all students have access to the vision care they need to support their academic success.

**Item #5**                    **Paws To Share (LCAP Goal 2, AMO 3)- Paige Piper, Assistant Director** *(Informational Item)*

Fenton Avenue has partnered with Paws to Share through the efforts of Mr. Parra and the Community Schools initiative. This organization brings emotional support dogs to campus, providing students with uplifting and socially supportive experiences. As part of this partnership, Paws to Share will visit campus every second Friday of the month.

In November, students with 100% ADA were invited to spend time with the emotional support dogs, creating a joyful and memorable experience. The event was met with excitement and enthusiasm from students, who loved interacting with the dogs. Moving forward, this initiative will continue to be tied to attendance, serving as a positive incentive to encourage high in-seat attendance, the completion of independent study contracts, and homework attached to those contracts.

A special thank you to Mr. Parra for facilitating this meaningful opportunity for our students. Please note there will not be a December event due to the minimum day schedule on 12/13, but it will pick back up in January.

**Item #6**                    **Family Center Updates (LCAP Goal 2, AMO 2) - Tony Peña, Community Schools Coordinator** *(Informational Item)*

Mr. Peña shared that FACS collaborated with Monica Rodriguez's office, our Councilwoman, who generously donated 10 vouchers for turkeys. Ten families from our school were selected to receive these

vouchers. Additionally, Mr. Parra was able to secure 300 turkeys, which were distributed the Saturday before Thanksgiving. It was a highly successful event.

Looking ahead to next year, FACS will offer an ESL Level 2 class and a cooking class. The cooking class, in particular, had high participation last year, with many parents involved and a waitlist for enrollment.

Additionally, on December 4, 2024, Mr. Peña met with representatives from World's Finest Chocolate to plan the spring fundraiser, which will run from February 28 to March 14. The goal is to raise funds for items such as playground equipment, uniforms, glasses, etc.. We encourage teachers to motivate students to participate in sales.

Incentives include:

- Daily Top Sellers: A Starbucks gift card.
- Top-Selling Class Overall: A McDonald's Happy Meal party.

We are excited for this opportunity to support our school and appreciate everyone's participation!

**Item #7**                      **LAUSD Charter Renewal (LCAP Goal 3)** - Paige Piper, Assistant Director  
*(Informational Item)*

On November 19, representatives from FACS, SMBCCS, and FPC traveled to LAUSD Headquarters on Beaudry Avenue in Los Angeles to participate in the charter renewal process. The FACS Charter renewal was voted through on consent! We are thrilled to announce that our renewal was approved.

Ms. Piper issued a heartfelt thank you to the parent and staff representatives who dedicated their time and energy to this process. Fenton representatives were in line for the board meeting by 7am and many stayed until the conclusion of the board meeting at 5pm. We deeply appreciate their commitment and participation. We acknowledge the dedication of everyone involved, especially those who endured an exceptionally long day. Thank you to all stakeholders for your unwavering support and enthusiasm as we look forward to the next five years of community service.

**Item #8**                      **School Community Review Board Meetings (LCAP Goal 2, AMO 1-2)** -  
Paige Piper, Assistant Director *(Informational Item)*

FACS is in the process of initiating School Community Review Board meetings for students who have violated the home-school agreement or have excessive absences. These problem-solving meetings will take-on a collaborative approach, with participants such as several grade-level teachers, individual teachers, parents, and community partners such as Sycamore and Paws to Share.

The purpose of these meetings is to examine student needs from multiple perspectives, while fostering a team-oriented approach to finding solutions. While everyone is welcome to participate, attendance will be determined by relevance to the specific student case being addressed. For example, teachers directly working with the student are asked to attend.

Parent involvement is highly valued, as it offers an essential perspective on student needs and fosters greater engagement in the school community. Mr. Peña will be assisting in identifying parents who would be willing to support in this capacity. These meetings will begin in the Spring, with administration and office staff identifying students who would most benefit.

A formal process for teachers to request these meetings is being developed, but it will likely mirror the COST (Coordination of Services Team) process. We are excited to offer parents and stakeholders an opportunity to actively participate in supporting student success.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

January 16, 2025

**Adjournment:**

On **MOTION** of Veronica Ramos, **SECONDED** by Kristin Tzintzun, **and CARRIED**, the School-Community Relation council was adjourned at 7:35 am.

**Minutes respectfully submitted by Leann Chapman, Secretary**

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

**Unapproved Minutes of the School Site Council**

**December 6, 2024**

**Call to Order:** Carmen Solis, Interim Chair

**Roll Call:** Carmen Solis, Interim Chair

**Members Present:** Angela Boyd, Ariana Gomez, Johana Juarez, Carmen Solis, Maria Sanderson, Celicila Camarillo (parent), Iris Salguero (parent), Erlinda Gomez (parent), Jaslyne Garcia (parent), and Jose Gutierrez (parent)

**Members Excused:** N/A

**Members Absent:** N/A

**Additions/Corrections to the Agenda:** Carmen Solis, Interim Chair

**Approval of Minutes:** Not Applicable

**Presentations from the Public:** Carmen Solis, Interim Chair

**Item #1**                    **Any persons desiring to address the School Site Council Committee on any proper matter**

**Old Business:**

There was no Old Business.

**New Business:**

**Item #2**                    **School Site Council Bylaws** - Carmen Solis, SMBCCS Administrative Coordinator (*Motion to Approve*)

Ms. Solis presented the committee with the School Site Council Bylaws and reviewed them. The bylaws discussed such items as council membership, composition, and requirements.

On **MOTION** of Jaslyne Garcia , **SECONDED** by Angela Boyd, the School Site Council Bylaws are approved as submitted.

**Item #3**                    **School Site Council Responsibilities** - Carmen Solis, SMBCCS Administrative Coordinator (*Informational Item*)

The School Site Council is responsible for reviewing and advising the school on updates to the Local Control Accountability Plan. The Council also provides insights on other schoolwide plans such as our

Charter Petition. Minutes are submitted to the FCPS Board to provide for advisement on proposed programming and expenditures that support student achievement.

**Item #4**                      **School Site Council Members Terms of Office** - Carmen Solis, SMBCCS  
Administrative Coordinator (*Informational Item*)

The following terms of office are currently in place:

- The following are returning members of the School Site Council: Johana Juarez, Ariana Gomez, Celicila, Camarillo (parent), Erlinda Gomez (parent).
- Jaslyne Garcia (parent), Angela Boyd, Carmen Solis, Maria Sanderson, Iris Salguero (parent), and Jose Gutierrez (parent) will begin their first year as part of the School Site Council for the 2024-2025 school year.

**Item #5**                      **Selection of School Site Council Officers** - Carmen Solis, SMBCCS  
Administrative Coordinator (*Motion to Approve*)

We are pleased to report that Jaslyne Garcia and Jose Gutierrez will be stepping forward as Co-Chairs of the School Site Council this year. Ms. Solis will serve as Secretary.

On **MOTION** of Angela Boyd, **SECONDED** by Iris Salguero, the School Site Council Officers were approved as discussed.

**Item #6**                      **Local Control Accountability Plan Review** - Carmen Solis, SMBCCS  
Administrative Coordinator (*Informational Item*)

An overview of each schoolwide plan was reviewed during the SSC meeting. A further in depth look into each plan will be provided in subsequent meetings. The purpose of this was to ensure the council had a clear understanding of the purpose of each plan and how they are implemented at the school.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

January 17, 2025

**Adjournment:**

The School Site Council meeting was adjourned at 4:00 pm.

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

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

**December 9, 2024**

**Call to Order:** Paige Piper, Chair

The School Site Council meeting was called to order at 3:01 pm. by Chair, Paige Piper

**Roll Call:** Juan Gomez, Interim Secretary

**Members Present:** Paige Piper, Juan Gomez, Kelley Christenson, Veronica Ramos, Kristin Tzintzun, Angelica Ramos, Crystal Martinez

**Excused Members:** Monica Castaneda and Christina Kaloutian

**Additions/Corrections to the Agenda:** Paige Piper, Chair

The minutes for the meeting have been updated to reflect the changes made for the October 1, 2024 meeting of the School Site Council. During this meeting, Mr. Gomez will be presenting on behalf of the Director items. Additionally, the team will discuss the Initial ELPAC under Item #4. It was also noted that Item #5 has been removed from the agenda.

**Item #1** **Approval of Minutes from October 1, 2024 meeting of the School Site Council - Paige Piper, Chair** (*Motion to Approve*)

On **MOTION** of Veronica Ramos, **SECONDED** by Lorena Sanchez, and **CARRIED**, the minutes for the October 1, 2024 meeting were approved as corrected.

**Presentations from the Public:** Paige Piper, Chairperson

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

Crystal Martinez, SSC Parent Member, inquired about the updated CAASPP (California Assessment of Student Performance and Progress) scores for the most recent academic year. In response, Ms. Piper utilized the CA Dashboard to provide a detailed comparison of the school's CAASPP results from the 2023-2024 academic year. The data from the Dashboard was used to highlight and share the school's performance, and demonstrate growth in key areas. Ms. Piper shared that, in terms of Mathematics, students showed positive growth, with performance levels improving compared to previous years. However, despite this progress, the results remain lower when compared to the state averages, indicating that while there has been improvement, there is still a considerable gap to close.

In English Language Arts (ELA), the performance also showed areas of growth, but the overall results still reflect room for improvement in this subject area as well. Ms. Piper emphasized that while the school has made strides, continued focus and intervention will be necessary to close the achievement gap and improve overall outcomes for all learners.

## **Old Business:**

### **Item #3**                      **FACS Expanded Learning Program (LCAP Goal 2 AMO 3) - Kelley Christenson, ELOP Coordinator** (*Discussion Item*)

Ms. Christenson provided a detailed update on the various programs and activities taking place at the school. She began by explaining the ELO-P (Extended Learning Opportunities Program), emphasizing the differences between the program's various categories, including After School, Think Together, and LA's Best. These programs aim to provide additional learning and enrichment opportunities for students outside of regular school hours. Ms. Christenson also shared that the school has been hosting after-school assemblies as part of these enrichment activities. Some of the recent events included Mad Science and BMX demonstrations, both of which were held in conjunction with Red Ribbon Week to promote drug awareness and healthy lifestyles. Additionally, Ms. Christenson reported that the first session of teacher-led clubs has successfully concluded. These clubs, which ran for eight weeks, offered students a range of extracurricular activities. Some of the clubs included Music Club, Ballet, and Ballet Folklórico. The Ballet Folklórico group, in particular, has been quite active, performing at several community events. They participated in the Neighborhood Council's Holiday Party at 6:30 PM, held at Discovery Charter Prep, and also performed during the Fall Festival, showcasing their cultural dance and talent.

### **Item #4**                      **Initial/Summative ELPAC 2024 (LCAP Goal 1, AMO 3) - Juan Gomez, Assistant Director** (*Informational Item*)

Mr. Gomez presented information on the Initial ELPAC. The English Language Proficiency Assessments for California (ELPAC) is the required state test for English language proficiency (ELP) that is given to newly enrolled students whose primary language is a language other than English. State and federal law requires that local educational agencies (LEAs) administer a state test for ELP to eligible students in kindergarten through grade twelve. Students who take the assessment are assessed on two domains: written and oral skills. Students who pass the Initial ELPAC are labeled as Initial Fluent English Proficient (IFEP). There are 3 possible scores that students can receive on the Initial ELPAC: Initial Fluent English Proficient (450-600), Intermediate English Learner (370-440), and Novice English Learner (150-369). Students who are not proficient are then labeled as English Learners and will take the Summative ELPAC in February. At the moment, FACS has completed all of our Initial ELPAC testing. We will continue to monitor and assess any newly enrolled students in the event that they also need to be tested on the Initial ELPAC.

Mr. Gomez informed the committee that we are not required to test the TK students on the Initial ELPAC until they become kindergarten students. Mr. Gomez reported that the Summative English Language Proficiency Assessments for California (ELPAC) will be administered between February 1, 2025 and May 31, 2025. This year, Fenton Avenue has 218 students classified as English Learners who will need to take the ELPAC. The ELPAC will be administered via a computer-based test delivery platform. Domains assessed are listening, speaking, reading, and writing. Depending on the age of the student, the listening, reading, and writing domains will be assessed in either a small-group setting or individually. All students will complete the speaking domain independently. This year, test administrators will be Mr. Gomez, and FACS Compliance Assistant, Veronica Ramos. In addition, FACS is working on developing an action plan that gets selected teachers from each grade level to support the administration of the Summative ELPAC. All test administrators have completed the state-required certification. Parent/Guardian notification letters will be sent home to all students who will be taking the ELPAC in February.

## **New Business:**

### **Item #5**                      **Average Daily Attendance (LCAP Goal 2, AMO 3) - Veronica Ramos, FACS Compliance Assistant** *(Informational Item)*

Ms. Ramos noted that we have had an increase in “in seat” student attendance, and a decrease in the need to complete Independent Studies, which is a positive development. To continue fostering this trend, it was emphasized that parents must notify teachers in advance if a student will be participating in an Independent Study. This advance notice is crucial to ensure that the student's absence is properly documented and that they receive the necessary assignments and support to stay on track with their learning. In addition to addressing independent studies, there was a discussion about incentives for in-seat attendance. The school is committed to recognizing and rewarding students who attend school regularly. Honoring students who consistently come to school every day, without needing to participate in Independent Study, will be individually acknowledged and celebrated for their commitment to being present and engaged in their education. These efforts are aimed at reinforcing the importance of daily attendance and encouraging students to make the most of their in-class learning experience.

### **Item #6**                      **Enrollment Update (LCAP Goal 1-3) - Juan Gomez, FACS Assistant Director** *(Informational Item)*

Mr. Gomez reported on behalf of Ms. Castañeda. Mr. Gomez reported that FACS enrollment remains strong and consistent, with 737 students currently enrolled as of December 6, 2024. This number aligns closely with our initial projection of 746 students for the year. While some students have disenrolled, the school continues to see new enrollments on a weekly basis, helping to maintain overall enrollment numbers. Mr. Gomez noted that one of the primary reasons for student disenrollment is relocation - many families are moving out of state or even out of the country. To address this challenge, each site has developed a targeted action plan aimed at both retaining current students and attracting new ones. These plans include a variety of strategies, such as enhancing student engagement, improving communication with families, and increasing outreach efforts to prospective students. By implementing these initiatives, FACS is committed to maintaining strong enrollment and ensuring the continued success of its programs.

### **Item #7**                      **FACS Charter Renewal - Juan Gomez, FACS Assistant Director** *(Informational Item)*

On November 19, representatives from FACS, SMBCCS, and FPC traveled to LAUSD Headquarters on Beaudry Avenue in Los Angeles to participate in the charter renewal process. The FACS Charter renewal was approved on consent! Mr. Gomez issued a heartfelt thank you to the parent and staff representatives who dedicated their time and energy to this process. Fenton representatives were in line for the meeting by 7 am and many stayed until the conclusion of the Board meeting at 5 pm. We deeply appreciate their commitment and participation. We acknowledge the dedication of everyone involved, especially those who endured an exceptionally long day. Thank you to all stakeholders for your unwavering support and enthusiasm as we look forward to the next five years of community service.

### **Item #8**                      **Fall Parent Teacher Conferences (LCAP Goal 2, AMO 1) - Kelley Christenson, ELOP Coordinator** *(Informational Item)*

Ms. Kelley Christenson, the ELOP Coordinator, provided an update on the recent Parent Conferences held the week before Thanksgiving Break. She shared that the conferences were marked by positive interactions between parents and teachers, providing a valuable opportunity for families to check in with



teachers, discuss student progress, and review key academic data, including report cards and i-Ready scores. In addition to the conferences, Ms. Christenson highlighted that the school also hosted assemblies during the same period. These gatherings were designed to keep families informed and engaged in the school's activities. To ensure all parents had access to the information, translators were provided for Farsi, Spanish, and Armenian speakers. Ms. Christenson expressed her sincere appreciation to the staff members who supported these efforts, recognizing their critical role in making sure the conferences and assemblies were accessible to all families.

**Item #9**                      **Paws to Share (LCAP Goal 2, AMO 3)** - Kelley Christenson, ELOP Coordinator (*Informational Item*)

Ms. Christenson reported on the Director of Community Schools initiative and shared exciting updates regarding the integration of emotional support dogs into the school's efforts to support Social-Emotional Learning (SEL). These animals play an important role in helping students manage emotions, reduce stress, and foster a positive learning environment. The first event featuring the emotional support dogs took place in November and achieved an impressive 100% in-seat attendance. This successful event highlighted the strong community involvement and support for SEL initiatives. Mr. Ramos has been instrumental in driving these efforts and continues to support the program's growth. Moving forward, these events will occur every second Friday of the month, with the next event scheduled for January 10, 2025. During these events, there will be a total of 9 to 12 emotional support dogs on site, ensuring that each dog can work with at least 4 students per class. This initiative aims to continue fostering a nurturing and emotionally supportive school environment. Additionally, the school is emphasizing the importance of incentives tied to Independent Studies and attendance, encouraging students to stay engaged and present.

**Item #10**                      **Power of Sight Foundation (LCAP Goal 2, AMO 2)** - Kelley Christenson, ELOP Coordinator (*Informational Item*)

As part of the Community Schools Initiative, the school is launching an eye screening program for all students. This initiative aims to identify students who may need glasses to support their learning. If a student is found to need corrective eyewear, the program offers a unique feature: a mobile truck that can create glasses on-site, providing students with their new prescription glasses in the moment. The program is being led by Mr. Parra and Mr. Peña, in collaboration with the school nurse, Ms. Garcia. The screenings will be available to all students, ensuring that vision issues do not interfere with their education. Specific dates for the eye screening events will be announced soon.

**Item #11**                      **School Community Review Board Meetings (LCAP Goal 2, AMO 1)** - Paige Piper, Assistant Director (*Discussion Item*)

The FACS Family and Community Services team will be bringing back the Review Board meetings, which are scheduled to take place in January or February. These meetings are designed to support students facing behavioral challenges, particularly those who have violated school policies, have frequent attendance issues, or struggle with tardiness. The Review Board will focus on addressing students with significant concerns and is intended to be a collaborative problem-solving space. The meetings will include two teachers, administration, and community partners, such as Sycamores, Paws to Share, or any other relevant outside agencies the school works with. The goal is to identify both the strengths and areas of concern for each student, and discuss various strategies for providing the best support possible. These meetings will be problem-solving focused, not punitive in nature, to ensure the student receives the appropriate resources and interventions. A referral process will be developed to identify students who need to be brought into the meeting, and SSC members will be invited to ensure

stakeholder input is included in the process. In the past, these meetings have been held in person, but moving forward, they will also be available via Zoom to increase accessibility and participation.

**Announcements:**

FACS Ballet Folklorico club will be performing on Thursday, December 12th at the Sylmar Neighborhood Council Holiday party held at 6:30 pm at Discovery Preparatory Academy. All are invited to attend and support our student performers!

**Next Regular Meeting:**

February 11, 2025

**Adjournment:**

On **MOTION** of Veronica Ramos, **SECONDED** by Kristin Tzintzun, and **CARRIED**, the School-Community Relations council was adjourned at 3:35 pm.

FENTON CHARTER PUBLIC SCHOOLS  
Santa Monica Boulevard Community Charter School

Unapproved Minutes of the English Learner Advisory Committee Meeting

December 6, 2024

**Call to Order:** Carmen Solis, Interim Chair

**Roll Call:** Carmen Solis, Interim Chair

**Members Present:** Carmen Solis, Bunny Wolfer, Zoe Weiss, Kimberly Aguilera (parent), Olga Camey (parent), and Karina Vazquez (parent)

**Members Excused:** N/A

**Members Absent:** N/A

**Additions/Corrections to the Agenda:** Carmen Solis, Interim Chair

There were no additions or corrections to the agenda.

**Approval of Minutes:** Not Applicable

**Presentations from the Public:** Carmen Solis, Interim Chair

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

There were no presentations from the public.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #2** English Learner Advisory Committee Bylaws - Carmen Solis, SMBCCS Administrative Coordinator (*Motion to Approve*)

Ms. Solis presented the committee with the English Learner Advisory Committee Bylaws and reviewed them. The bylaws discussed such items as committee membership, composition, and requirements.

On **MOTION** of Zoe Weiss, **SECONDED** by Karina Vazquez, the English Learner Advisory Committee Bylaws were approved as discussed.

**Item #3** English Learner Advisory Committee Responsibilities - Carmen Solis, SMBCCS Administrative Coordinator (*Informational Item*)

The English Learner Advisory Committee is responsible for reviewing and advising the School Site Council on its plan to support English Learner students at the school. The ELAC also assists in the development of the schoolwide needs assessment and ways to make parents aware of student attendance.

**Item #4**                      **English Learner Advisory Committee Members Terms of Office** - Carmen Solis, SMBCCS Administrative Coordinator (*Motion to Approve*)

The following terms of office are currently in place:

- Bunny Wolfer is a returning member of the English Learner Advisory Committee.
- Carmen Solis, Zoe Weiss, Kimberly Aguilera (parent), Olga Camey (parent), and Karina Vazquez will begin their first year as part of the English Learner Advisory Committee for the 2024-2025 school year.

On **MOTION** of Karina Vasquez, **SECONDED** by Bunny Wolfer, the English Learner Advisory Committee Members Terms of Office were approved as discussed.

**Item #5**                      **Selection of English Learner Advisory Committee Officers** - Carmen Solis, SMBCCS Administrative Coordinator (*Motion to Approve*)

We are pleased to report that Zoe Weiss will be stepping forward as Chair of the English Learner Advisory Committee this year. Carmen Solis will serve as the Secretary.

On **MOTION** of Karina Vasquez, **SECONDED** by Bunny Wolfer, the English Learner Advisory Committee Officers were approved as discussed.

**Item #6**                      **SMBCCS EL Master Plan** - Carmen Solis, SMBCCS Administrative Coordinator (*Informational Item*)

Ms. Solis reviewed the SMBCCS EL Master Plan with the committee. The plan goes into detail on everything from identification of ELs to reclassification. Over half of Santa Monica's student population are English Learner students. In further meetings, Ms. Solis will discuss strategies that are used to support these students in the classroom as well as information that has been and can be provided to families.

**Announcements:**

There were no announcements.

**Next Regular Meeting:**

January 17, 2025

**Adjournment:**

The meeting was adjourned at 3:32pm.

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

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

**Monday December 9, 2024**

**Call to Order:** Juan Gomez, Chair

The English Language Advisory Committee meeting was called to order at 7:23 am by Chair, Juan Gomez

**Roll Call:** Lainey Yanez, Secretary

**Members Present:** Juan Gomez, Paige Piper, Monica Castañeda, Lainey Yanez, Veronica Ramos, Tony Peña

**Members Absent:** Ivan Hernandez, Gregoria Marquez, and Margarita Melendez

**Additions/Corrections to the Agenda:** Juan Gomez, Chair

There was one correction to the agenda. Item #6, Local Control and Accountability Plan, was removed and tabled for the next meeting due to the data not being linked correctly on the website.

**Approval of Minutes:** Juan Gomez, Chair (*Motion to Approve*)

On **MOTION** of Veronica Ramos, **SECONDED** by Paige Piper, and **CARRIED**, the minutes for the October 1, 2024 meeting were approved as corrected.

**Presentations from the Public:** Juan Gomez, Chair

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

There were no persons desiring to address the council.

**Old Business:**

There was no Old Business.

**New Business:**

**Item #2** Summative ELPAC Administration (LCAP Goal 1, AMO3) - Juan Gomez, FACS Administrative Coordinator (*Informational Item*)

Mr. Gomez reported that the testing window for the Summative English Language Proficiency Assessments for California (ELPAC) runs from February 1, 2025 and May 31, 2025. This year, Fenton Avenue has 218 students classified as English Learners who will need to take the Summative ELPAC. The ELPAC will be administered via a computer-based test delivery platform. Domains assessed are

listening, speaking, reading, and writing. Depending on the age of the student, the listening, reading, and writing domains will be assessed in either a small-group setting or individually. All students will complete the speaking domain independently. This year, test administrators will be Mr. Gomez and FACS Compliance Assistant, Veronica Ramos. In addition, FACS is working on developing an action plan that gets selected teachers from each grade level to support in the administration of the Summative ELPAC to support these efforts. All test administrators have completed the state-required certification. Parent/Guardian notification letters will be sent home to all students who will be taking the Summative ELPAC in February.

**Item #3**                            **English Learner Supports and Rosetta Stone (LCAP Goal 3, AMO 3) - Juan Gomez, FACS Administrative Coordinator** (*Informational Item*)

Mr. Gomez informed the committee that Fenton Avenue Charter School is currently providing supplemental synchronous and asynchronous support to English Learners. Currently, 23 newcomer students with limited English proficiency, have been provided access to Rosetta Stone curriculum on their iPads. To supplement the ELL instruction, students already receive in the classroom, the students also signed Technology Use Agreements which allow them to take their iPad home so that they can use the program after school hours. Additionally, Mr. Gomez shared that all students are receiving explicit Tier 2 and Tier 3 instruction during their grade level GLOW time with our Acceleration Specialist, Ms. Kaufman. He explained that this time is protected, and no new concepts are introduced during this time. In addition, our Acceleration Specialist, Ms. Kaufman, meets with newcomer students once a week to focus on foundational English skills. Progress monitoring shows that English Learners are making great progress with these supports in place.

**Item #4**                            **Mid-Year Diagnostic (LCAP Goal 1, AMO 5) - Monica Castañeda, FACS Director** (*Informational Item*)

Ms. Castañeda shared an update on the upcoming mid-year diagnostic assessment scheduled to take place after the winter break. The assessment is designed to measure student growth from the start of the school year and identify areas where instructional adjustments may be needed. The testing window will span from January 21 to February 7. During this period, all students will take the assessments in the same week and at the same time to ensure consistency and accuracy in the data collected. The next steps include finalizing communications about the assessment timeline and coordinating testing schedules to ensure alignment across all groups.

**Item #5**                            **FACS Charter Renewal, (LCAP Goal 1, AMO3) - Monica Castañeda, FACS Director** (*Informational Item*)

On November 19, representatives from FACS, SMBCCS, and FPC traveled to LAUSD Headquarters on Beaudry Avenue in Los Angeles to participate in the charter renewal process. The FACS Charter renewal was voted through on consent and approved. Ms. Castaneda issued a heartfelt thank you to the parent and staff representatives who dedicated their time and energy to this process. Fenton representatives were in line for the meeting by 7 am and many stayed until the conclusion of the Board meeting at 5 pm. We deeply appreciate their commitment and participation. We acknowledge the dedication of everyone involved, especially those who endured an exceptionally long day. Thank you to all stakeholders for your unwavering support and enthusiasm as we look forward to the next five years of community service.

**Announcements:**

There were no new announcements.

**Next Regular Meeting:**

February 11, 2025

**Adjournment:**

On **MOTION** of Tony Peña, **SECONDED** by Veronica Ramos, and **CARRIED**, English Language Advisory Committee was adjourned at 7:40 am.

**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**

**December 12, 2024**

*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 – 98.94%***

***Cumulative ADA - 99.22%***

<b>Date</b>	<b>TK Unfunded</b>	<b>TK Funded</b>	<b>K</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>	<b>5th</b>	<b>Total w/Funded</b>	<b>Total w/Unfunded</b>
12/1/2023	10	26	49	45	25	190	182	184	701	711
12/6/2024	4	28	48	49	47	191	181	188	732	736

Since the last report, FACS’ enrollment has remained strong, with consistent numbers across most grade levels. These small adjustments suggest a period of stability following significant growth earlier in the year. The school is actively addressing these minor fluctuations by strengthening recruitment efforts and engaging with the community to attract new families. Initiatives such as outreach events, improved communication with prospective families, and showcasing the school’s high-quality programs are helping to build momentum. These efforts ensure Fenton Avenue remains well-positioned to maintain robust enrollment and continue serving students and families with excellence.

**CURRICULUM AND INSTRUCTION**

***Kagan Structures Professional Development***

As part of our ongoing commitment to fostering high-quality instruction and student engagement, staff members will participate in a professional development session on Kagan Structures upon their return from winter break on January 6th. Kagan Structures are research-based cooperative learning strategies that promote active participation, equitable interactions, and collaborative problem-solving in the classroom.

This training is designed to equip teachers with practical techniques to create more dynamic and inclusive learning environments. By utilizing Kagan Structures, educators can enhance student engagement, encourage critical thinking, and build stronger connections within the classroom community. These strategies align closely with our school’s mission to support the academic and social-emotional growth of every student.

The professional development day will focus on hands-on application of these structures, ensuring teachers leave with actionable tools they can immediately implement in their classrooms. This initiative

is a reflection of our dedication to continuous improvement and our commitment to providing students with innovative and effective learning experiences.

We anticipate this training will have a significant impact on classroom instruction and look forward to sharing the outcomes in the months ahead.

### ***Literacy Coaching with Paula Maeker***

The coaching sessions facilitated by Paula Maeker on December 5th and 6th provided an invaluable opportunity for staff to refine their collaborative practices, deepen their understanding of instructional planning, and strengthen their capacity to address student learning needs. Over the two-day period, Paula guided grade-level Professional Learning Teams (PLTs) in focused discussions and hands-on planning centered around Tier 2 instruction and assessment development.

Each grade level engaged in meaningful dialogue and took significant strides in their instructional planning. For example, the 3rd-grade team worked collaboratively with Paula to map out Unit 4, gaining clarity on essential targets and planning for greater collaboration moving forward. The 5th-grade team dissected their Unit 4 maps for both math and ELA, diving deeply into the alignment of instructional rigor with essential standards and identifying ways to incorporate more targeted practice in morning work. Paula also supported the 4th-grade and primary teams in clarifying planning and assessment strategies, promoting skill-based grouping for K-2 students, and fostering innovative methods to track progress.

A highlight of the coaching sessions was the emphasis on fostering professional trust and participation within teams. Paula's guidance encouraged staff to reflect on their norms, collaborative practices, and the clarity of their goals. Her key insights—such as "what you permit you promote" and "data is only as good as our response"—prompted teams to rethink how they approach challenges and focus their efforts on actionable solutions.

This coaching experience has laid the groundwork for continued growth, with actionable steps that include resetting norms, promoting creative collaboration strategies, and building high-quality assessment questions. The time spent with Paula Maeker has been transformative, equipping staff with the tools and inspiration to ensure all students learn at high levels.

## **HUMAN RESOURCE AND PERSONNEL**

### ***Resignation of Saul Ulloa and Belen Santiago***

Fenton Avenue Charter School will bid farewell to two valued educators, Mr. Saul Ulloa and Mrs. Belen Santiago, effective December 13, 2024.

Mr. Saul Ulloa, an education specialist, has supported the Special Education Department for many years. His work has been instrumental in providing targeted support to students, and his efforts have contributed to creating a positive learning environment. While his departure is notable, we wish him success in his future endeavors.

Mrs. Belen Santiago, a first-grade teacher, has been a vital part of our Primary team, shaping the academic and social growth of her students. Her collaborative and dedicated approach has left a lasting impact on the school. As Mrs. Santiago transitions to new opportunities, we are pleased to announce that Ms. Krystal Rodriguez, a former teacher from FPC, will be taking over the first-grade classroom. Ms. Rodriguez's experience and enthusiasm will ensure a smooth transition for students and continued high-quality instruction.

We extend our gratitude to both Mr. Ulloa and Mrs. Santiago for their contributions and wish them the very best in the next steps of their careers.

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

### ***Facilities Enhancements and Repairs During Winter Break***

Fenton Avenue Charter School is taking significant steps to improve the functionality and aesthetics of its campus facilities during the upcoming Winter Break. Two major projects will be undertaken to ensure the school environment remains safe, welcoming, and conducive to learning.

First, 13 classrooms will receive a fresh coat of paint, revitalizing the learning spaces for both students and teachers. This initiative is funded through ESSER allocations. This is the second phase of the project that was initiated over the summer. Teachers whose classrooms will be painted have already been notified, allowing them ample time to prepare for the updates. The newly painted classrooms will not only enhance the visual appeal of the school but also contribute to creating an inspiring and engaging atmosphere for students.

Second, an extensive plumbing repair will address a critical issue in Room 4. This project involves opening concrete to access and repair damaged pipes, a complex task that has been carefully scheduled to minimize disruption to the school's operations. Tackling such a significant issue reflects the school's proactive approach to facility maintenance and its commitment to ensuring the safety and comfort of its students and staff.

Both projects underscore the school's dedication to providing a well-maintained campus that supports the needs of its community. These enhancements will contribute to a more functional, attractive, and safe environment for all who learn and work at Fenton Avenue Charter School.

## **SCHOOL-COMMUNITY RELATIONS**

### ***LAUSD Charter Renewal***

Fenton Avenue Charter School has achieved a significant milestone with the successful renewal of its five-year charter, which was approved without discussion, remaining on consent for approval. This outcome is a testament to the strength of our operations, the dedication of our staff, and the alignment of our practices with our mission to provide exceptional educational opportunities.

The renewal process required extensive collaboration and preparation, with contributions from key stakeholders playing a critical role in this achievement. Several individuals prepared thoughtful and compelling statements that highlighted the school's accomplishments and its unwavering commitment to excellence. Although these statements ultimately did not need to be presented, the effort reflected the dedication and professionalism that define our community.

The following individuals played a significant role in supporting the charter renewal process:

- **Juan Gomez**, Assistant Director
- **Evelyn Martínez**, Instructional Coach
- **Wendy Kaufman**, Acceleration Specialist
- **Jann Manorothkul**, Teacher/Parent
- **Yesenia Fuentes**, FCPS Instructional Coach
- **Kristine Khachian**, Director of Special Education
- **Donna Fetui**, Parent/SpEd TA
- **Angelica Ramos**, Parent/Cafeteria Clerk
- **Jason Gonzalez**, COO
- **Crystal Martinez**, Grandparent
- **Yesenia Alferez**, Parent

- **Jessica Diaz**, Parent/Nurse's Assistant
- **Iris Ramirez**, Parent
- **Beth Henschel**, Academies Director

The visible support from these individuals and others in attendance at the board meeting demonstrated the unity and advocacy of our school community. Their presence underscored the shared commitment to advancing the mission and vision of Fenton Avenue Charter School.

This successful renewal reflects not only the achievements of the past but also the strong foundation for the future. It ensures that the school is well-positioned to continue delivering on its mission, maintaining high standards, and meeting the needs of students and families. This accomplishment is a testament to strategic planning, stakeholder engagement, and the collective efforts of an exceptional team dedicated to educational excellence.

***Paws to Share***

Fenton Avenue has partnered with Paws to Share through the efforts of Mr. Parra and his Community Schools initiative. This organization brings emotional support dogs to campus, providing students with uplifting and socially supportive experiences. As part of this partnership, Paws to Share will visit campus every second Friday of the month.

In November, students with 100% ADA were invited to spend time with the emotional support dogs, creating a joyful and memorable experience. The event was met with excitement and enthusiasm from students, who loved interacting with the dogs. Moving forward, this initiative will continue to be tied to attendance, serving as a positive incentive to encourage high in-seat attendance, the completion of independent study contracts, and homework attached to those contracts.

***ELO-P Ballet Folklórico Performances at Community Holiday Events***

Fenton Avenue is excited to share that the ELO-P Ballet Folklórico students will be performing at two upcoming community holiday events, showcasing their hard work, talent, and cultural pride.

First, the group has been invited to perform at the Sylmar Neighborhood Council Community Holiday Party on Thursday, December 12th, at 6:30 PM. This event will take place at Discovery Charter Preparatory School, located at 13570 Eldridge Ave., Sylmar, CA 91342. This special performance provides an incredible platform for our students to share their artistry with a larger audience, including community leaders and elected officials while representing our school in a meaningful way.

Additionally, the Ballet Folklórico group will participate in the Pacoima Holiday Parade on Saturday, December 14th. This event further highlights the students' dedication and provides another opportunity for them to connect with and contribute to the vibrant local community during the holiday season.

FACS would like to extend its gratitude to Kelley Christenson for her outstanding efforts in cultivating these valuable community partnerships and creating these enriching opportunities for our students. Her work ensures that our students have platforms to excel and shine beyond the classroom.

We encourage everyone to attend these events to support our talented students. For those participating in or zooming into the FCPS December Board of Directors Meeting earlier on December 12th, the Sylmar event offers a wonderful way to round out the evening with holiday cheer and school pride.

Thank you for your continued support of programs that inspire and empower our students to excel both in and beyond the classroom.

**Upcoming Events:**

- 1/6 Professional Development Day #5
- 1/7 Students Return from Winter Break
- 1/14 Curriculum and Assessment Council Meeting

1/15 Fire Department Assembly (3rd-5th Grades)  
Human Resources and Personnel Council Meeting  
1/15-17 New Hire Math Learning Walks  
1/16 School Community Relations Council Meeting  
1/17 Budget, Facilities, and Safety Council Meeting  
1/20 Martin Luther King Jr. Holiday – No School  
1/21 ELO-P Session #2 Begins  
MOY i-Ready Diagnostic Window Opens  
1/23 FCPS Board Meeting

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

**December 12, 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**

**Cumulative Average Daily Attendance (ADA): 99.19%**

*Monthly Average Daily Attendance (ADA): September - 99.56%; October - 99.44%; November - 98.59*

**Monthly Enrollment Comparisons**

Date	TK		K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	Total
	Funded	Unfunded								
12/12/2024	30	6	71	90	106	80	125	121	71	700
10/24/2024	30	6	72	90	106	81	122	122	71	700

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

Reporting Month	2023	2024
<b>Period 4</b>	<b>91.87</b>	<b>92.36</b>
<i>Period 3</i>	<i>94.18</i>	<i>93.98</i>
<i>Period 2</i>	<i>93.80</i>	<i>94.82</i>
<i>Period 1</i>	<i>94.77</i>	<i>95.22</i>

**3-Year Comparison of Independent Studies Completed (# of Days)**

Reporting Month	2022-2023	2023-2024	2024-2025	3-Year Change (%)
<b>Period 4</b>	<b>1198</b>	<b>745</b>	<b>506</b>	<b>57.77%</b>
<i>Period 3</i>	<i>1124</i>	<i>673</i>	<i>547</i>	<i>51.34%</i>
<i>Period 2</i>	<i>1144</i>	<i>737</i>	<i>530</i>	<i>53.68%</i>
<i>Period 1</i>	<i>859</i>	<i>518</i>	<i>387</i>	<i>54.94%</i>

The data reflects strong attendance, with a cumulative Average Daily Attendance of 99.19%. Monthly attendance remains high, though it shows a slight decline from 99.56% in September to 98.59% in November. Enrollment is stable, with consistent totals of 700 students across grade levels between October and December.

In-seat attendance percentages show a slight year-over-year improvement in Period 4, rising from 91.87% in 2023 to 92.36% in 2024, reflecting efforts to maximize classroom participation. Independent study utilization has decreased significantly over three years, dropping by 57.77%, signaling a clear shift toward prioritizing in-class instruction. These trends demonstrate the school’s focus on strong attendance, stable enrollment, and in-person learning.

## **LAUSD CHARTER RENEWAL PETITION UNANIMOUS 6-0 APPROVAL**

On November 19, 2024, Santa Monica Blvd. Community Charter School celebrated a landmark achievement as the LAUSD Board of Education unanimously renewed our charter for another five years. The approval was a testament to the strength of our instructional program, our dedication to fostering community partnerships and providing resources for families, and the passion and diligence of our staff. Staff, parents, and alumni gathered at the Board Meeting to advocate for our school and share in this momentous decision.

This success was made possible through the unwavering support of our school community, including speakers Patricia Morfin, Carmen Solis, Eva Hernandez, Constantina Ramirez, Allisson Gomez (former student), Iris Salguero, Vicky Samvelian, and Isaiah Vasquez (former student). Additional advocates included parents such as Reyna Lopez, Maritza Mendez, Norma Montes, Mayra Lopez, Celeste Mazariegos, Paula Zepeda, Andres Aguilar, Leticia Lopez, Cecilia Camarillo, Carmen Ramirez, Gabriela Salas, Gumerinda Juarez, Aura Mancilla, Brenda Trinidad, Lucia Reyes, Dulce Reyes, Irma Medrano, Amado Juarez, Blanca Velasquez, Viridiana Lopez, Juana Mendez, Lorena Ramirez, Ana Vasquez, Raquel Maldonado, and many others. Their dedication underscores our collective commitment to SMBCCS as a hub of high-quality education and meaningful community engagement. We extend heartfelt gratitude to all contributors and look forward to continuing our mission of excellence and equity in education.

### **INSTRUCTION**

#### **2024 California School Dashboard**

We are pleased to report that recently released California School Dashboard data reveals strengths in SMBCCS's performance among specific subgroups when compared to LAUSD and state averages in 2024. For Chronic Absenteeism, SMBCCS significantly outperforms both the district and state across all subgroups. For example, Students with Disabilities (SWD) at SMBCCS have an absenteeism rate of 3.4%, far lower than LAUSD (30.9%) and the state (26.3%). Similarly, English Learners and socioeconomically disadvantaged students at SMBCCS show absenteeism rates of 3.2% and 3.1%, respectively, compared to much higher rates in both LAUSD and California.

In English Language Arts (ELA), while SMBCCS overall performs below state and district averages, its socioeconomically disadvantaged (SED) students have a DFS of -39.1, which is stronger than LAUSD's -40.2 and comparable to the state's -40.9. This indicates some progress in addressing achievement gaps for economically disadvantaged students, despite challenges in other subgroups.

For Mathematics, SMBCCS shows similar subgroup strengths. Hispanic students, for instance, have a DFS of -51.7, outperforming their counterparts in LAUSD (-72.6) and aligning closely with the state average (-49.3). Socioeconomically disadvantaged students at SMBCCS also fare better than those in LAUSD, with a DFS of -51.9 compared to -72.6.

In summary, SMBCCS demonstrates notable strengths in reducing chronic absenteeism across all subgroups, significantly outperforming LAUSD and state averages. While there are broader challenges in academic performance, certain subgroups, such as socioeconomically disadvantaged and Hispanic students, show more competitive results in both ELA and Math compared to the district, reflecting targeted successes.

Further detail can be found in the Director of Instruction's Report submitted this month.

#### **Professional Development Day #5 - EL Promising Practices**



On January 6th, SMBCCS staff will come together at our school for a Professional Development Day focused on supporting our English Learners. The day will include ELPAC Training to ensure preparedness for upcoming assessments, as well as a session on Promising Practices for English Learners to strengthen instructional strategies that will include Thinking Maps and the development and use of Language Objectives. This will be an opportunity to build our collective expertise and continue fostering an inclusive and effective learning environment for all students.

### **Professional Learning Community Minimum Day - November 15, 2024**

On November 15, teachers at SMBCCS were provided with a menu of optional tasks to complete as part of PLC Minimum Day #2. Grade-level teams had the opportunity to focus on one or more of the following areas: unit mapping, pacing plan revisions, or developing learning progressions.

Unit mapping tasks included aligning essential standards with approved curriculum in English Language Arts and Math, while incorporating learning targets, instructional strategies, and timelines. Teams revising pacing plans were encouraged to embed dates for administering common formative assessments and schedule team discussions to analyze student data. Another option was to create learning progressions, breaking down essential standards into step-by-step guides to better support instruction and student understanding.

Each task was designed to strengthen collaboration, improve instructional alignment, and support student achievement. Resources and templates were made available to streamline these processes, with all completed work organized into designated team folders for consistency and accessibility. This flexible approach allowed teams to prioritize tasks that best aligned with their instructional needs.

### **California Principals Support Network, November 2024 Meeting**

The presentation emphasized a systematic Response to Intervention (RtI) framework to ensure all students achieve essential academic skills and grade-level proficiency. It outlined a tiered system of support—Tier 1 for core instruction, Tier 2 for additional time and support, and Tier 3 for intensive interventions—focusing on prevention, timely identification, and addressing learning gaps effectively.

Teacher teams were guided to collaborate on unwrapping essential standards, designing instructional plans, and using assessments to monitor and adjust strategies. Key highlights included maintaining high expectations for all students and integrating grade-level and foundational learning through an accelerated approach.

The presentation stressed leveraging professional expertise, flexible staffing, and avoiding common mistakes like prioritizing adult preferences over student needs. The central message was that system inefficiencies, not students, create learning gaps, and collective educator efforts are key to achieving equitable outcomes.

### **November CAPS Action Plan:**

The action plan focuses on collaboration and refining PLC practices. Key steps include presenting the Mission Statement and Collective Commitments at a staff meeting to align understanding of Tier 1, 2, and 3 instructional blocks. Supporting materials, like the master schedule, will reinforce these objectives.

Grade-level teams will engage in a "Start, Stop, and Continue" activity, while the Guiding Coalition begins discussions on the Mission Statement and Commitments. Artifacts such as agendas and presentations will ensure clarity and support ongoing staff alignment.

Our team includes - *Carmen Solis, Angela Boyd, Bunny Wolfer, Jordan Jones, Jocelyn Condo, Sandy Hernandez and Cary Rabinowitz.*

### **STEAM Assembly - “Forces in Motion”**

Students attended a STEAM Assembly on November 14, 2024, that featured a presentation on "Forces and Motion," introducing students to key concepts in physics and their real-world applications. Thank you to our STEAM Leads - Christy Namkung, Shanjana Hossain, and Gaby Arroyo for organizing this event.

### **Expanded Learning Opportunities Programs**

The ELO-P Quarter 1 program ended just before Thanksgiving with teacher-led clubs ending, but with Robotics and Drill Team continuing due to their ongoing commitments to competitions and performances. Teachers interested in leading clubs for the second quarter can expect an interest form in December. Vendor-led classes, including popular options like Mathnasium, Dance, and Cooking Academy, will continue until late January.

Field trips have been a highlight, with students across grades enjoying unique experiences. Highlights include Jurassic-themed workshops and tours at Universal Studios for upper grades, TopGolf trips for 3rd through 6th graders, and upcoming SoFi STEM tours for younger students. Planning is also underway for trips to Knott’s, Disneyland, and a P1440 volleyball championship in Santa Monica, where participants will receive T-shirts and volleyballs.

Additionally, assemblies have featured engaging programs like Reptacular shows and an upcoming BMX Bike show. The Multicultural Festival Planning Committee is gearing up for its first meeting in December, with enthusiastic participation from staff members. Exciting events and opportunities continue to enrich our students’ experiences.

## **PERSONNEL**

### **Mid-Year Teacher Assistant Evaluations**

Teachers at SMBCCS are completing teacher assistant (TA) evaluations for Fall 2024. Certificated staff work together to complete evaluations for their assigned TA. They then conference with their TA and provide commendations and recommendations for performance in the Spring semester. TAs are scored on a scale of 1-5 with a score of 3 considered as “meeting job requirements.” TAs are evaluated on *attendance, working with students, performance within the classroom setting, and general professionalism*. Absences and tardies are also reviewed during this meeting as well as transcript submissions and Spring placements.

### **New Cafeteria Clerk - April Santos**

We are excited to welcome April Santos as Santa Monica Blvd. Community Charter School's second Cafeteria Clerk. In this role, April will assist in ensuring the seamless operation of our school meal programs, including breakfast and lunch services. With prior experience in food service, she brings knowledge and dedication to supporting students' nutritional needs. April will work closely with staff and families, maintaining accurate records, ensuring compliance with state and federal meal program regulations, and fostering a safe, welcoming cafeteria environment. We are thrilled to have her on board and look forward to the positive impact she will bring to our school community.

## COMMUNITY RELATIONS

### **Coffee with the Director Meetings - November**

The November 14, 2024, "Coffee with the Principal" meeting provided updates on upcoming events and school initiatives. Key highlights included reminders about the Winter Show on December 10 and 12 and Family Code Night on December 11. Parents were encouraged to engage with online resources, including the school website and social media channels, for updates.

The meeting also covered important assessments, such as iReady Diagnostics and preparation for the English Language Proficiency Assessment of California (ELPAC). Parents completed several ELPAC training test questions to gain an understanding of the assessment's expectations. Attendees were reminded about the school's Charter Renewal vote on November 19, emphasizing the importance of community support during this milestone.

Both meetings focused on supporting student growth and fostering strong parent engagement.

### **Power of Sight, November 7-8, 2024**

The Power of Sight event at Santa Monica Blvd. Community Charter School was a tremendous success, offering professional eye exams to every student on campus. Over two days, more than 580 students were screened, and 150 were fitted with free prescription glasses, with additional pairs set to arrive soon. This life-changing initiative was made possible by the Power of Sight Foundation and the Community Schools Fund, ensuring no cost to families. The event's seamless execution highlighted the teamwork and dedication of staff, who ensured students accessed these critical services.

In addition to the impactful vision screenings, the event brought vibrant community engagement. Media coverage from *La Opinión* and Elvira Media spotlighted the event's importance, while iHeart Radio energized the campus with activities during lunch. Representatives from LAPD and LAFD added to the excitement, connecting with students and fostering a strong community spirit. The event underscored the school's commitment to student well-being and academic success, creating a lasting positive impact on the SMBCCS community.

## FACILITIES AND SAFETY

### **Main Entry Door Intercom System**

The new main entry door intercom system is now partially operational. When a visitor presses the intercom button, the front office phones will ring, and staff can press "00" (zero-zero) to unlock the door remotely. Additional features are still being configured and are expected to be completed soon. Updates on these new features will be provided as they become available.

### **Planning Ahead:**

- 1/6 Professional Development Day #5 - EL Promising Practices/ELPAC Training and Preparation
- 1/7 Student Return to School Today  
Director Meeting - Collaborative Coaching with Tesha Thomas
- 1/8 Personnel Committee Meeting  
Weekly Staff Meeting

1/9 Fire Drill (9:30)  
 New Hire Workshop, Room 43 (2:50)  
 Instruction Committee Meeting

1/10 STEAM Assemblies Today  
 Parent Advocacy Committee Meeting  
 ELOP Field Trip - Top Golf Montebello (4th Grade)

1/13-1/17 Semester Awards

1/13 Finance Committee Meeting  
 1st Grade Semester Awards (8:15)  
 4th Grade Semester Awards (9:00)

1/14-1/15 Paula Maeker on Campus (SMBCCS)

1/14 Kinder Semester Awards (8:15)  
 2nd Grade Semester Awards (9:00)

1/15-1/16 Year 1 Probationary Math Learning Walks

1/15 3rd Grade Semester Awards (8:15)  
 5th Grade Semester Awards (9:00)  
 ELOP Team Meeting (Business Office)

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

**December 12, 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.*

State Charter Number: 911

General Information on Enrollment and Attendance:

*December 2023 Enrollment (TK-2):*

Unfunded TK	TK	K	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	Funded Total	Monthly ADA	Cumulative ADA
24	77	137	141	175	506	99.71%	99.74%

*December 2024 Enrollment (TK-2):*

Unfunded TK	TK	K	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	Funded Total	Monthly ADA	Cumulative ADA
23	76	141	149	129	472	98.75%	98.99%

*Enrollment and Recruitment*

Fenton Primary Center is continuously recruiting and attempting to increase student enrollment for the 2024-2025 school year and making plans to actively recruit students for the next school year starting in January 2025. An intensive action plan has been created and shared with the staff. Together we will work towards reaching our enrollment goals. See FPC Action Plan: [here](#). With the support of our teachers, the Director of Community Schools, and his team, we will utilize various advertising methods to spread the word and make ourselves known. Our Instagram account continues to be highly active, with the help of Ms. Salazar, who is doing a tremendous job sharing our activities online. Word of mouth from parents remains a most effective strategy that attracts interest for what we offer as an organization and a Primary Center.

*Instruction*

*Acceleration Specialist:*

The Acceleration Program continues as scheduled, with Elisa Vallejo providing Tier 3 intensive support to identified students. During parent conference week, the Acceleration Specialist shared family reports for students receiving tier 3 intensive support to keep parents informed of their child’s progress, provide specific data on goal achievement, and update them on intensive acceleration support. Copies of these

reports were also shared with teachers to send home and will be filed in students' cums for documentation. The second session will conclude on December 5, and communication logs will be updated and shared before winter break. Next week, progress monitoring will be conducted using the BPST to update student progress and refine goals before the communication logs are shared out. Upon returning from winter break, Acceleration Specialists will begin collaborating with the kindergarten team to address intensive support needs. Additionally, the Acceleration team is working on aligning progress monitoring assessments and determining the frequency of these assessments. Plans to share this information with teams are underway to ensure clarity and effective communication. The team is also discussing ways to administer these assessments efficiently without disrupting instructional schedules.

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](#)
- [CAPS Action Plan](#)
- October 16, 2024 PLC PD/Ms. Jacquie Heller: [Fenton Primary PLC Slide Deck](#)
- February 5, 2025 PLC PD/Ms. Jacquie Heller
- March 5, 2025 PLC PD/Ms. Jacquie Heller

PLC at FPC:

The Fenton Primary Center Guiding Coalition has been discussing our next PD that will be taking place on January 6, 2025. We plan to organize a FPC Literacy Collaboration and Alignment Activity:

- Every TK-2nd grade team will have a unique opportunity to discuss/collaborate/and seek alignment with one another.
- 8:00-8:30 Promising Practices for Supporting ELs (Thomassian)
- 8:30-10:00 Literacy Collaboration and Alignment (FPC Team)
- Topics to discuss: High Frequency Words, Decoding/Blending Strategies, Fluency
- A thinking stem is provided to guide the discussions, as well as an area to link any artifact that could be helpful (For example, you may want to link your current list of HFW, etc.).
- When you click on each grade level group, it will link you to a notes section of the doc. Please use this section to take brief notes of your discussion.
- After the morning collabs, teams will share out with the whole group (10 minutes or less) of any key takeaways.

- 11:45-2:30 The rest of our day will be utilized for grade level planning needs.

Topics to be discussed by each team:

- High Frequency Words
- Decoding/Blending Strategies
- Fluency

Grade Levels	Time	Materials/Resources
<a href="#">TK/K</a>	8:30-9:00 am	<b>Discuss:</b> What materials or instructional resources are currently in use?
<a href="#">1/2</a>		
<a href="#">TK/1</a>	9:00-9:30 am	What strategies do you use?  Are there areas for alignment?
<a href="#">K/2</a>		
<a href="#">TK/2</a>	9:30-10:00 am	
<a href="#">K/1</a>		

**SCHEDULE**

- 7:30-8:00: Continental Breakfast Provided (fruit/pastries/coffee)
- 8:00-8:30: Promising Practices for Supporting ELs (Thomassian)
- 8:30-10:00: Literacy Collaboration and Alignment (FPC Team)
- 10:00-10:15: Break
- 10:15-11:00: Team Share Out (*key takeaways during the morning collaboration*)
- 11:00-11:45: Lunch (on your own)
- 11:45-2:30: Grade Level Planning & Prep

Paraprofessionals:

The paraprofessionals at Fenton Primary Center continue to receive monthly training. All adult assistants, special education, teacher assistants, and general education teacher assistants received training from Ms. Noemi Ramirez and Ms. Guadalupe Lopez earlier in November. All paraprofessionals will attend upcoming training on the new behavior referral procedures for students and proactive strategies to support student behavior during unstructured time.

Paraprofessional evaluations are underway at Fenton Primary Center. Classroom teachers will complete the evaluation and review the document with all 5.5 hour employees. Administration will complete the evaluations for all 3.5 hour employees. This process creates an opportunity for our paraprofessional staff to reflect on their current work and celebrate their successes. They also have an opportunity to identify areas for improvement.

Communication Focus Leads:

The communication Focus Leads continued meeting with our Leadership students in our after school ELOP club. They met with these students on Thursdays and have already begun preparing them for some of the leadership roles they will take on. The Halloween parade was quite successful and our student leaders got to practice their learned communication skills. Students were prepared and they helped announce classes in the October and November Student of the Month assemblies as well. Students have been practicing with the microphone and they were excited to present to parents, as well as greet and welcome families as they come onto campus for these events. The communication Focus Leads will be collaborating with classroom teachers as they continue to come up with new ideas for our Leadership students to partake in. Next, they're preparing a large group of students who will be participating during our Pacoima Holiday Parade.

### Community Relations

#### Councilwoman Visiting FPC:

Councilwoman Monica Rodriguez visited FPC on November 7, 2024! She conducted a ribbon cutting ceremony near our back gate where the Carl St. Project has been completed, and a beautiful sidewalk has been added. The councilwoman and her staff visited our FPC Family Center and also visited a few classrooms. Many FPC parents, who were also in attendance got to enjoy an informative Q&A with the councilwoman. The focus of the discussions was community safety and advocacy. It was a pleasure having the councilwoman on our campus.

Thank you to Esmeralda Benitez, our Area Representative, for always including us in community events. We were so happy to be included as part of this community project!

We prepared for this community event with our Focus Leads, Mrs. Cleary and Mrs. Calvillo. Ms. Salazar, who runs our Instagram social media and visual branding was also in attendance with her classroom. Leadership students donning our mascot inspired bee costumes greeted our special guests. We knew they would BEE awesome, and they certainly were!

#### First Grade Family Game Night:

We had great participation and engagement during our first-grade parent game night. Our FPC staff provided such great opportunities for parents to learn how to support their students at home. The literacy and math games were practiced and take-home packets included all that was needed to continue to make learning fun at home. Thank you to the entire first grade team for putting together such a successful event! Parents will spread the word that our staff provides ongoing support to our families and students. Staff collaboration was exemplary and the professionalism of the presentation stood out.

#### Family Center News:

On December 4<sup>th</sup> our FCPS Community Engagement Initiative (CEI) team traveled to San Jose for a retreat. During the retreat they are going to review each school's mission and vision statements, performance on dashboard, LCAPs, and SPSA plans (if applicable). As a team they will begin exploring an organization wide engagement plan. These are just the beginning steps of a two-year review. They received a \$65,000 grant to do this work.

The CEI team members attending the retreat are:



Jay Cruz  
Johana Juarez  
Virginia Palma  
Richard Parra  
Cindy Soto Funes  
Laura Vasquez

### Expanded Learning Opportunities Program (ELOP):

#### ELOP Session 2

ELOP Session 2 is scheduled to begin on January 27, 2025. In preparation for Session 2, the parent interest surveys were sent home on December 5th. Sign-ups for Session 2 are now open and will close on Thursday, December 12, 2024. Returned slips will be collected the week of December 9<sup>th</sup>. We have three clubs scheduled (Mathnasium, Project WINGS, and Theater Club) that run all year long and parents have already agreed for their child to be enrolled. No additional sign-up procedures or paperwork will be needed for those students who are already enrolled. A reminder form will be prepared for first and second grade students that includes the child's name and club information. This will serve as a reminder for parents. Confirmation letters will go out to parents on January 22nd.

### After School Support – Think Together:

This past month Think Together has been working hard to increase student engagement and retention. They've been bringing outside vendors such as Active learning for dance and art lessons Monday through Thursday and Urban Futsal for their soccer club. Think Together also had Fall program where they had fun and engaging activities, went to a trip to the LA Zoo and participated in a soccer tournament at LAB Five. For this month they will participate in the Pacoima Christmas Parade and have a Winter program from December 16<sup>th</sup> - December 19<sup>th</sup>.

### Personnel

#### Staff Roster:

Jessi Tello, who has served as the ELO-P Coordinator at Fenton Primary Center since July 1, 2022, will transition back to the classroom starting in January. Over the years, Jessi has played a vital role in our organization, taking on a variety of positions. Before joining Fenton Primary Center, he worked as an administrator for six years at Fenton Avenue Charter School. Prior to that, Jessi spent two years as a Technology Integration Specialist and seven years teaching in the classroom at FACS.

Jessi's vast experience and dedication to Fenton's mission have made a significant impact in every role he has undertaken. As he returns to teaching, we look forward to the passion and expertise he will bring to his students and colleagues. We extend our gratitude for his leadership and contributions and wish him success as he begins this new chapter.

### Facilities and Safety

#### Campus:

FPC remains dedicated to keeping the school campus clean, safe, and healthy. Custodial staff diligently sanitize high-touch surfaces and restrooms on a regular basis. Additionally, our custodial and facilities teams ensure the campus is well-maintained by performing routine upkeep and implementing daily improvements as needed.

Upcoming Events:

- 12/7 ELOP Field Trip- Kindergarten and Theater Club (El Capitan)
- 12/9 Winter Show Dress Rehearsal
- 12/10 California Principal's Support Network (Thomassian, Langlois, Salazar, Ananta,Ruiz, Holmes, Ellis, Angus, Lee - Out)  
Walking Field Trip (Jackson, Fernandez, Lee)
- 12/11 Winter Performances
- 12/12 Shortened Day #11  
Winter Performances  
4:30 FCPS Board of Directors Meeting
- 12/13 Shortened Day #12
- 12/14 Pacoima Holiday Parade

January

- 1/6 Professional Development #5
- 1/7 Students Return from Winter Break
- 1/10 Shortened Day #13
- 1/13 8:15 Coffee with the Principal (Family Center)
- 1/15 Big Smiles Dentist (Family Center)
- 1/17-1/31 World's Finest Chocolate Fundraiser

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

**December 12, 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.*

**State Charter Number: 1605**

**ENROLLMENT**

	TK	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	ILC	Total	Monthly ADA	Cumulative ADA
9/13/2024	16	35	34	24	44	49	41	48	11	302	98.64%	98.64%
10/16/2024	16	22	33	24	44	50	41	48	11	289	99.58%	99.11%
12/12/2024	16	22	34	24	44	50	40	48	15	293	98.55%	98.92%

**3-Year Enrollment Comparison**

Date	TKK- Unfunded	TKK- Funded	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	Total
December 2024	0	16	22	34	24	44	50	40	48	293
December 2023	0	17	34	35	41	49	44	70	39	329
December 2022	0	22	21	40	45	44	69	41	24	306

Fenton STEM Academy educators have successfully met an Average Daily Attendance (ADA) rate of 98.5% or higher. In the first three months of the school year, STEM’s cumulative ADA is 98.92%. Nine teachers were at 100% ADA. The enrollment has also increased by 4 students.

We extend our thanks to the STEM team for their dedication to improving both enrollment and ADA. A special thank you to Rolando Gutierrez for his consistent guidance and support to both our staff and families.

**LAUSD Oversight Visit- Dec. 2, 2024**

STEM’s LAUSD Oversight Visit was held on December 2. The LAUSD team was impressed with what they observed during their visit.

Key Highlights from the Visit:

- **STEM Focus:** The visiting team noted the clear and consistent focus on STEM throughout each classroom. It's evident that your commitment to fostering a strong STEM culture is paying off.
- **Use of Language Supports:** The strategies in place to guide students—particularly the use of language supports—were highlighted as a powerful tool in helping students access content and engage meaningfully with lessons.
- **Think-Pair-Share:** This cooperative learning strategy was observed across various grade levels, promoting critical thinking and peer collaboration in an engaging and effective way.
- **Differentiation:** The team was impressed by the differentiation strategies being used to meet the needs of all learners, ensuring that every student has the opportunity to thrive.
- **Evidence of Shared Planning and PLC Work:** Collaboration was evident both in the classrooms and during grade-level meetings. The commitment to shared planning and Professional Learning Communities (PLCs) is making a real impact on student outcomes.
- **Behavioral Expectations:** The LAUSD team commented on the clear and consistent behavioral expectations across campus, as demonstrated by the prominent PAW Stars system and the positive behavior celebrations. The efforts in fostering a respectful and supportive environment are evident everywhere.

A special thank you to **Mrs. McCaughin, The Second Grade-Team (Mrs. Marygold, Mrs. Marrelli, and Ms. Western) Mrs. Allan, Ms. Marquez** and her Student Teacher, and **Mrs. Tepper** for welcoming us into your classrooms:

- Mrs. McCaughin's class was discussing the beginning, middle, and end of the Three Little Pigs story to prepare for an engineering activity to build a house.
- The Second Grade Team PLT Meeting was focused on Data Chats.
- Mrs. Allan's Class integrated ELA and Science while looking for the main idea and details in a story tied to a Twig lesson.
- Ms. Marquez's class was also working on the main idea and details.
- Mrs. Tepper's class was experimenting on chemical reactions.

This visit was a wonderful opportunity to showcase the great work the staff is doing, and it would not be possible without their continued effort and passion for our students' success.

## **Instruction**

### **FCPS Professional Development Day 5**

On **Monday, January 6, 2025** the Fenton Academies staff are happy to welcome Dr. Jay Cruz to share with the staff strategies and techniques for sensory integration within the classroom. The second half of the day will be utilized for grade-level teams to collaborate for the upcoming unit of study.

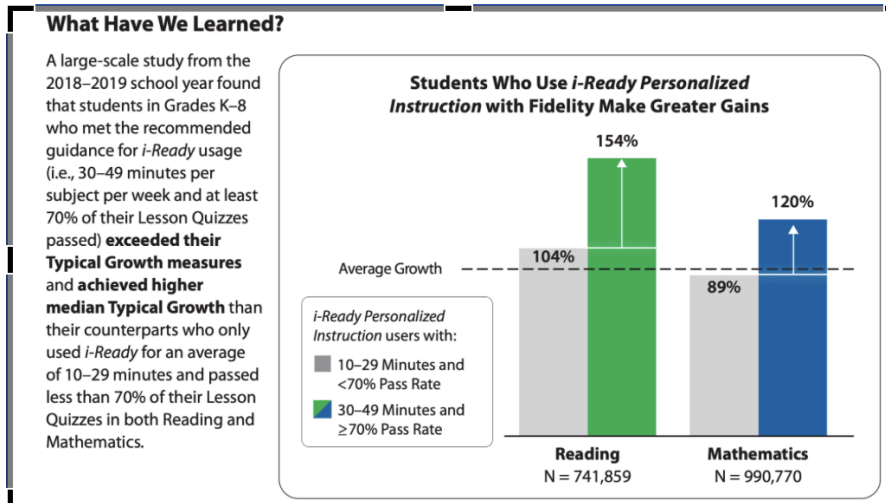
### **i-Ready Personalized Instruction**

Students are working on logging into iReady for a minimum of 30-49 minutes per week for both Math and Reading. This time is essential for helping students develop their skills and make consistent progress.

At STEM, 79% of students are completing 30 minutes or more of personalized instruction for ELA, and 67% are passing lessons. For Math, 78% of students are completing 30 minutes or more of personalized instruction, and 84% of them are passing lessons.

## Key Points:

- Consistency is key: 30-49 minutes per week in both subjects.
- Lesson mastery: Students who pass lessons with 70% or higher tend to make greater gains.
- Expected growth:
  - In Reading, students can grow from 104% to 154%.
  - In Math, students can grow from 89% to 120%.



## STEM Focus Update

Fenton STEM Academy students are gearing up to participate in the “Hour of Code,” during Computer Science Week — December 9th-13th. The Hour of Code is a fantastic way to get kids interested in coding and provide them with an opportunity to see what coding can do. It’s also a great way to introduce them to the world of computer science, helping them understand how technology works and how they can use it to solve problems! During this week, STEM students will learn things like basic coding concepts, problem-solving skills, collaboration, and teamwork, which will help them in many dynamic and professional fields. From TK through 6th grade, the goal is for students to spend 12 minutes each day to engage in online and/or “unplugged” coding activities. These opportunities will encourage students to learn coding by introducing them to the basics of programming in a fun and interactive way. Coding is important because it helps them to bridge the gap between digital technology and their everyday life. The “Hour of Code” encourages Fenton STEM students to continue learning more about coding and will promote the thrill of engaging in computer science driven careers in their future!

## Professional Learning Community (PLC)

The CAPS team attended a meeting in Simi Valley on November 12th, where they reviewed the *RTI "Taking Action"* book, focusing on enhancing Tier 1, Tier 2, and Tier 3 instruction. The team emphasized the importance of improving student skill acquisition during Tier 2 instruction. A key discussion point was the distinction between errors (which reflect a lack of understanding) and mistakes (which indicate carelessness or lack of precision). It was suggested that teachers discuss these concepts with students to help them identify areas for further support or practice. The speaker highlighted the importance of analyzing error and mistake data as a Professional Learning Team (PLT), as this ratio can influence how instruction and interventions should be adjusted.

The team also explored practical strategies for supporting students who need intensive help, both in large group settings and more individualized ways. In a "Start-Stop-Continue" exercise, the team identified key practices to emphasize or modify. One significant conversation centered on the timing of assemblies, with the team suggesting that they be scheduled more intentionally to protect core instructional time. This discussion emerged from an analysis of how well students have access to all tiers of instruction throughout the day, reinforcing the need to be creative in scheduling and prioritizing instructional time to meet students' needs. The next CAPS meeting is scheduled for December, and the team plans to present their findings and strategies to the staff in January.

### **Acceleration Program**

The Acceleration Program continues as scheduled, with Elisa Vallejo providing Tier 3 intensive support to identified students. During parent conference week, the Acceleration Specialist shared family reports for students receiving tier 3 intensive support to keep parents informed of their child's progress, provide specific data on goal achievement, and update them on intensive acceleration support. Copies of these reports were also shared with teachers to send home and will be filed in students' cums for documentation. The second session will conclude on December 5, and communication logs will be updated and shared before winter break. Next week, progress monitoring will be conducted using the BPST to update student progress and refine goals before the communication logs are shared out. Upon returning from winter break, Acceleration Specialists will begin collaborating with the kindergarten team to address intensive support needs. Additionally, the Acceleration team is working on aligning progress monitoring assessments and determining the frequency of these assessments. Plans to share this information with teams are underway to ensure clarity and effective communication. The team is also discussing ways to administer these assessments efficiently without disrupting instructional schedules.

### **Expanded Learning at the Fenton Academies**

On Monday, December 9, the ELOP Programs held a Winter Show. It included performances by the Drama Club, Fashion Design Club, and Hula Club students.

The second session of **Expanded Learning** will run from **January 13th to March 14th**, offering another round of engaging opportunities for our scholars. We are thrilled to continue our partnership with Sylvan Tutoring, which has proven to be highly effective in providing targeted Reading and Math support for our 1st through 4th grade students during Session 1. Session 2 will build on this success, ensuring our students receive valuable academic reinforcement in a supportive and enriching environment.

### **School Community**

#### **Winter Show**

The music teacher, Ms. Cuneo is leading the Academies upcoming Winter Shows on December 10 and 11. The 10th will be a dress rehearsal and student shows, while the 11th will be for the parents. Our scholars will get the opportunity to perform the songs they have been working on with Ms. Cuneo. Both will take place in the Annex MPR. TK - 2nd grade, and half of 6th grade, will perform in the first half of the show and 3rd - 5th grade, and the other half of 6th grade, will perform in the second half. Students will be able to watch other classes perform during their dress rehearsal. Thank you to Ms. Cuneo for allowing our scholars to learn and share their music!

#### **Semester Award Assemblies**

Fenton STEM Academy parents will be invited to attend Semester Award Assemblies January 29<sup>th</sup> – 31<sup>st</sup> and will be held in-person. Awards will be given to students that have demonstrated achievement in overall Academics, Improvement, Citizenship, STEM, and Attendance.

### **Jester and Pharley Phund Read-a-Thon**

The Academies are thrilled to announce our upcoming annual Read-a-Thon, hosted in partnership with The Jester and Pharley Phund. This three-week event, running from January 13<sup>th</sup> to February 14<sup>th</sup>, is held in honor of David Saltzman, the young author of *The Jester has Lost His Jingle*—a heartwarming book that conveys a message of hope, laughter, and self-empowerment for children battling cancer and other serious illnesses.

Throughout the Read-a-Thon, each class will engage in reading activities designed to promote literacy and inspire a love of reading. The event will culminate in a celebratory assembly on February 14<sup>th</sup>, where top readers from each class will be recognized and awarded a free copy of *The Jester has Lost His Jingle* along with a certificate of completion.

This event offers a wonderful opportunity for students to come together, celebrate the joy of reading, and support a meaningful cause. In addition, The Jester and Pharley Phund will make a generous donation in our name to Miller Children’s Hospital in Long Beach, contributing 32 copies of *The Jester has Lost His Jingle* and 32 Jester & Pharley dolls to bring comfort and joy to young patients.

### **Plans to Increase Enrollment for Sustainability**

The leadership team reviewed the current budget to identify areas where cuts could be made, focusing on supplies, substitute costs, professional development, and other expenditures. As a result, several budget reductions were considered for next year. Moving forward, it will be essential to closely monitor spending to ensure we stay within our means. The primary goal for the time being is to live within our budget constraints. Additionally, there are plans to increase the number of events, engage parents more on campus, and strengthen ties with the community. To gather input on how to manage the budget more effectively and support student recruitment, a survey was sent out to each grade-level team. Lead teachers were encouraged to bring this survey to their grade-level meetings for discussion and to gather ideas from their teams.

### **Family Center Updates**

Ms. Palma is continuing to work on building the number of volunteers we have available at the schools. The Department of Justice (DOJ) fingerprint appointment for interested volunteers was held on Friday, November 15<sup>th</sup>, from 9:00 a.m. to 11:00 a.m. A total of 18 individuals participated in completing this requirement. Additionally, the semester’s parent workshops concluded with a certificate ceremony to honor the parents who attended. The celebration included a small potluck to recognize their achievements and foster community.

### **Personnel**

Beginning on November 18, a second ILC classroom was opened to better support our young learners. This classroom serves TK-2<sup>nd</sup> grade students. Mrs. Cardenas has transitioned from FPC to lead the lower-grade ILC class. This adjustment aims to create a more developmentally appropriate setting for

younger students and to minimize the grade span within each classroom, enhancing our ability to support student growth effectively.

Additionally, a new cafeteria clerk started with us. Her name is Kristen Wright. The role is funded through designated food service funds and will provide added support in the cafeteria.

### **Facility & Operations**

Thank you to Ziggy Del Toro for creating and dispersing keys to all of our staff to remove the need to go through the servery to enter the school. Recently, the addition of a keypad was added to the side gate for added security.

### **Upcoming Events:**

1/6	<b>PD #5 - Staff Returns from Winter Break</b>
1/7	<b>Students Return from Winter Break</b>
1/8	7:15 Lead Teacher Meeting 2:50 Staff Meeting
1/9	7:15 Personnel Committee Meeting 1:20 Tier 3 Behavior Meeting 2:45 New Teacher Workshop
1/10	<b>PLC Planning Day (Minimum Day)</b> 7:15 Instructional Committee Meeting
1/11	8:00 Fenton Fitness Club
1/13	<b>Jester &amp; Pharley Read-a-thon Kick-off (Annex MPR)</b>
1/14	7:15 Parent Advocacy Meeting
1/15	7:15 Lead Teacher Meeting 2:50 Staff Meeting
1/16	7:15 Finance Committee Meeting 1:20 Tier 3 Behavior Meeting
1/17	<b>Fire Safety Assembly (Main MPR)</b> 1:20 Behavior Systems Team Meeting
1/18	<b>FCPS Gala</b>
<b>1/20</b>	<b>MLK Day - School Holiday</b>
1/23	Board Meeting



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

**December 12, 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.*

**State Charter Number: 1613**

**ENROLLMENT**

	TK	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	Total	Monthly ADA	Cumulative ADA
9/13/2024	16	33	35	45	41	48	32	50	300	99.21%	99.21%
10/16/2024	16	46	36	45	40	49	32	50	314	99.51%	99.36%
12/12/2024	18	47	35	47	41	48	34	51	321	99.53%	99.41%

**3-Year Enrollment Comparison**

Date	TKK- Unfund ed	TKK- Funded	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	Total
December 2024	0	18	47	35	47	41	48	34	51	321
December 2023	12	22	34	38	43	49	42	50	40	330
December 2022	0	18	36	40	40	40	45	49	46	314

Fenton Charter Leadership Academy (FCLA) educators have successfully met an Average Daily Attendance (ADA) rate of 98.5% or higher. In the first three months of the school year, FCLA achieved an impressive ADA of 99.41%. Eleven teachers were at 100% ADA for this month. The enrollment has also increased by 7 students.

We extend our thanks to the entire FCLA team for their dedication to improving both enrollment and ADA. A special thank you to Rolando Gutierrez for his consistent guidance and support to both our staff and families.

**LAUSD Oversight Visit- Nov. 22, 2024**

FCLA’s LAUSD Oversight Visit occurred on November 22. The LAUSD team was impressed by everything they observed. They noted that the *Leadership Focus* was evident throughout every classroom they visited and highlighted several key strengths:

- **Thinking Maps** and **Academic Vocabulary** were seamlessly integrated into lessons.
- Consistency in the classroom environment was clear evidence of shared planning taking place not only across the grade-level teams but also amongst the school as a whole.
- A strong emphasis on **various writing types** and a celebration of **diverse cultures**, which underscores our commitment to culturally responsive teaching practices.
- The positive impact of the **Behavior Solutions initiative**, with its clear connection to the Leadership Focus. They appreciated the visibility of behavioral expectations through posters around campus, the PAW Stars system, and the celebration of positive behavior.

The team also remarked on the students’ understanding of expectations and their genuine happiness at school—a reflection of the positive environment we collectively nurture.

A special thank you to **Ms. Baez, Mrs. Marrelli, Mrs. Padilla-Parra, Mrs. Hines, and Mrs. Weiss** for welcoming us into your classrooms and showcasing the incredible work happening daily:

- **Ms. Baez’s class** was comparing and contrasting Thanksgiving celebrations from the past and present.
- **Mrs. Marrelli’s class** was finding evidence in a passage to answer WH- questions and completing a Tree Map. The team even had a chance to witness a PAW Star celebration in action, and a whole class howl!
- **Mrs. Padilla-Parra’s class** was working on leadership traits by emphasizing how to be proactive rather than reactive. The team was so impressed they even expressed interest in using the lesson with their leadership team — a true testament to the quality of our teaching.
- **Mrs. Hines’ students** discussed how to accept the consequences of their actions and how to appropriately respond to praise – key leadership skills.
- **Mrs. Weiss’ class** used the leadership focus on Nelson Mandela to explore character traits, with students creating examples to demonstrate understanding.

Their accolades extended beyond what they observed in the classrooms. They commented on the cleanliness of our school, the thoroughness and clarity of all documentation, and the high standards of our health and safety protocols. Thank you to Sal Morales and the custodial team for ensuring our school was spotless. Thank you to the office and support staff for their contributions in ensuring all documentation was in order. Lastly, thank you to Romy Lagunas for participating in the Financial Oversight interview.

Thank you also to Dr. Riddick, Mr. Gonzalez, Mrs. Miller, and Mrs. Khachian for being a part of the visit. Their input was appreciated and valuable to the team.

## **Instruction**

### **FCPS Professional Development Day 5**

On **Monday, January 6, 2025** the Fenton Academies staff are happy to welcome Dr. Jay Cruz to share with the staff strategies and techniques for sensory integration within the classroom. The second half of the day will be utilized for grade-level teams to collaborate for the upcoming unit of study.

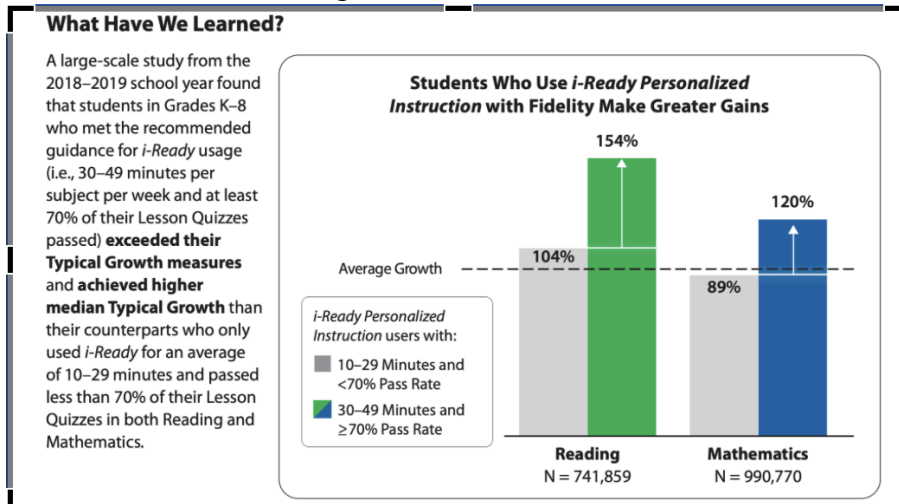
#### **i-Ready Personalized Instruction**

Students are working on logging into iReady for a minimum of 30-49 minutes per week for both Math and Reading. This time is essential for helping students develop their skills and make consistent progress.

At FCLA, 69% of students are completing 30 minutes or more of personalized instruction for ELA, and 81% of students are passing lessons. For Math, 70% of students are meeting 30 minutes or more for personalized instruction, and 80% of students are passing lessons.

**Key Points:**

- Consistency is key: 30-49 minutes per week in both subjects.
- Lesson mastery: Students who pass lessons with 70% or higher tend to make greater gains.
- Expected growth:
  - In Reading, students can grow from 104% to 154%.
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**Leadership Focus**

Continuing from last year’s efforts, FCLA is proud to host a donation drive in support of our community partner, the Burbank Animal Shelter. This year’s drive runs from **December 2nd to December 13th**, offering our students and families the opportunity to positively impact the lives of homeless pets. Donations of unopened dog and cat food, blankets, collars, leashes, and toys are greatly appreciated. This initiative not only supports a meaningful cause but also encourages students to embrace the spirit of giving.

Classes from different grade-levels are also teaming up as **Budd-i-grees**, fostering collaboration and community building. Paired classes are engaging in various joint activities, such as crafting, partner reading, or other creative projects that strengthen bonds and teamwork.

To commemorate these collaborations, **classbook** kits have been distributed. These class books will serve as cherished keepsakes, highlighting the students’ leadership, creativity, and shared experiences throughout this initiative.

On November 22, the **Mutt-i-grees Pawsitive Trait Awards** were presented to one student in each class who demonstrated exceptional generosity. We encourage all teachers to take a moment to celebrate and recognize these students within their classrooms for embodying this positive character trait. Students in **2nd through 4th grades** received their awards during the Spirit Day assembly held on November 22. This recognition highlights the importance of generosity in fostering a kind and compassionate school community.

## **Professional Learning Community (PLC)**

The CAPS team attended a meeting in Simi Valley on November 12th, where they reviewed the *RTI "Taking Action"* book, focusing on enhancing Tier 1, Tier 2, and Tier 3 instruction. The team emphasized the importance of improving student skill acquisition during Tier 2 instruction. A key discussion point was the distinction between errors (which reflect a lack of understanding) and mistakes (which indicate carelessness or lack of precision). It was suggested that teachers discuss these concepts with students to help them identify areas for further support or practice. The speaker highlighted the importance of analyzing error and mistake data as a Professional Learning Team (PLT), as this ratio can influence how instruction and interventions should be adjusted.

The team also explored practical strategies for supporting students who need intensive help, both in large group settings and more individualized ways. In a "Start-Stop-Continue" exercise, the team identified key practices to emphasize or modify. One significant conversation centered on the timing of assemblies, with the team suggesting that they be scheduled more intentionally to protect core instructional time. This discussion emerged from an analysis of how well students have access to all tiers of instruction throughout the day, reinforcing the need to be creative in scheduling and prioritizing instructional time to meet students' needs. The next CAPS meeting is scheduled for December, and the team plans to present their findings and strategies to the staff in January.

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### **Personnel**

The request for a leave of absence for the remainder of the year by Stephanie Garcia created a 3rd grade teacher opening. We were able to fill the position with Tiffany Walker, who recently was on leave from Fenton Avenue Charter School. The team is very excited to welcome Tiffany to the Academies.

Additionally, a new cafeteria clerk started with us. Her name is Kristen Wright. The role is funded through designated food service funds and will provide added support in the cafeteria.

### **Facility & Operations**

Thank you to Ziggy Del Toro for creating and dispersing keys to all of our staff to remove the need to go through the servery to enter the school. Recently, the addition of a keypad was added to the side gate for added security.

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1/18	<b>FCPS Gala</b>
1/20	<b>MLK Day - School Holiday</b>
1/23	Board Meeting

**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.*

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

**December 12, 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.*

**Student Achievement**

**Release of California Dashboard Results**

On November 21, 2024, the 2024 California School Dashboard (Dashboard) and accompanying DataQuest reports were publicly released, with data showing continued statewide improvements in student outcomes across key indicators of student success. The California Dashboard is a portal which scores schools on state and local indicators. State indicators are those areas reported directly to the state, while local indicators are ones submitted from FCPS directly to the CDE each year. Examples of state indicators are: Chronic Absenteeism, Suspension Rates, EL Progress (ELPAC), ELA (CAASPP), and Math (CAASPP). For student achievement, the Dashboard measures status for student groups such as English Learners, Students with Disabilities, Socio-Economic status, etc. This is a change from the past when high performing schools could hide their failure of certain student groups with an overall impressive pass rate. The new accountability system measures all student groups to assign an overall performance band color. Examples of local indicators are: Implementation of State Standards, Teaching Assignments, Parent/Family Engagement, Climate Survey Results, and Curriculum.

Schools are scored by looking at two variables - **status and growth**. **Status** is comparing a school's Distance from Standard (DFS) in comparison to the state. The closer a school's performance to the state, the more positive the score. **Growth** is the comparison from last year's status. For example, a school which showed an increase in EL progress from the previous year, will have a positive growth trend and higher score on the Dashboard.

The Dashboard reflects these scores by using performance band colors. It is our goal to have all Fenton schools in the green and blue. The Dashboard honors growth, not just status. That means a school can be close to the state average (high status), but if that score is lower than the school's previous year score (low growth), they will receive a lower performance band color. This holistic approach is meant to look at schools across multiple measures and honor growth. This is vastly different from the old days when schools had one score (API).

**FCPS California Dashboard Results Comparison (FY23 and FY24)**

Across the Fenton schools, there are areas of celebration and continued growth. The majority of Fenton schools experienced a decline in ELA and Math status and/or growth from FY 23 to FY 24 which resulted in a lower performance band color, with the exception of STEM (ELA - All Students) and FCLA (ELA and Math - All Students). Within all schools' student groups, Students with Disabilities



(SWD) demonstrated the most decline. English Learners had mixed results with several schools underperforming in comparison to the district and state, while several showed positive growth. Chronic Absenteeism continues to be an area of strength, with all Fenton schools maintaining significantly lower rates in comparison to the district and state.

A comprehensive overview of FCPS performance is linked below:

[FCPS CA Dashboard Analysis \(FY23-FY24\)](#)

### **FCPS Response to CA Dashboard Results**

Fenton Charter Public Schools remains committed to implementing practices defined within the [FCPS Instructional Plan \(24-25\)](#).

- Frequent and consistent stakeholder meetings ensure clear and cohesive communication. Regular meetings contribute to the ongoing development of the team as a cohesive unit. Agendas and minutes serve as historical documentation and become a reference point for all staff.

[FCPS Meeting Schedule](#)

- Intentional and relevant meeting topics revolve around curriculum, instruction, assessment, interventions, and extensions of learning.

[FCPS Professional Development Plan Memo](#)

- Implementation of a Master Instruction Schedule ensures all students, including all student groups, receive equitable time with essential content. This schedule protects instructional time.

[FCPS Master Schedules - FPC; FACS; Academies; SMBCCS](#)

- Classroom Walkthroughs provide frequent monitoring and support of the instructional priorities, and guide targeted professional development for staff.

[Classroom Walkthroughs \(Memo\)](#)

- The i-Ready personalized instruction platform guarantees students receive targeted instruction with needed skills based on diagnostic assessment results.

[Progress Monitoring of Student Outcomes Memo.](#)

In addition to these direct interventions, the Fenton schools continue to implement Professional Learning Communities (PLCs). Currently, the grade level teacher teams are focused on unit mapping, creating common formative assessments, and analyzing student data to drive instructional decisions. This ongoing work ensures that teachers are aligned and responsive to student needs.

### **FCPS School Monitoring Metrics**

Fenton Charter Public Schools utilizes several monitoring tools as a metric towards meeting instructional goals. By utilizing school monitoring metrics, the Fenton schools have improved decision making, increased levels of accountability, provided effective resource allocation, ensured targeted professional development, allowed for early identification of issues, and improved student outcomes.

Clear metrics, allow for stakeholder transparency and monthly progress checks to stay on track. The following monitoring metrics are derived from the [FCPS Instructional Plan \(24-25\)](#) and have been discussed with all Fenton Directors.

The two monthly monitoring metrics highlighted are **FCPS Meetings Schedule** and **FCPS i-Ready Personalized Instruction**.

**FCPS Meetings Schedule**

Consistent and frequent stakeholder communication is critical for ensuring student success. Although many stakeholder meetings take place, the two groups to be monitored are Lead Teacher meetings and All Staff Meetings. Typically, Lead Teacher and Staff Meetings occur once per week for 60 minutes. This equates to 240 minutes per month, assuming a 4 week month. Progress towards the monthly goal of 240 minutes is reflected in a percentage of minutes met divided by the minutes goal. It is important to note some months such as November are reduced due to parent teacher conferences and the Thanksgiving Break. Additionally, discussion at the beginning of the year centered around the meeting minutes expectation. Initially, the expectation was to meet with the Lead Teacher/Guiding Coalition bi-monthly. This expectation has been adjusted to 1x/week after discussion with the FCPS Directors and a review of student outcome data, including recent CA Dashboard results. The Director of Instruction’s monthly reports will continue to share out on progress towards meeting this instructional metric. Thank you to the FCPS Directors for their continued hard work to ensure consistent and frequent stakeholder communication.

The following graphs represent each Fenton school’s progress towards achieving the expected FCPS meetings schedule from September through November 2024.

September 3-30, 2024		
School	Lead Teachers (240 minutes/month)	Staff Meeting (240 minutes/month)
FACS	75%	75%
SMBCCS	25%	50%
FPC	50%	75%
FCLA/STEM	75%	75%

October 1-31, 2024		
School	Lead Teachers (240 minutes/month)	Staff Meeting (240 minutes/month)
FACS	50%	75%
SMBCCS	25%	75%
FPC	75%	100%
FCLA/STEM	100%	100%

November 4-22, 2024		
School	Lead Teachers (120 minutes/month) *Conference Week and Thanksgiving Break	Staff Meeting (120 minutes/month) *Conference Week and Thanksgiving Break
FACS	75%	50%
SMBCCS	25%	100%
FPC	50%	100%
FCLA/STEM	100%	50%

### FCPS i-Ready Personalized Instruction

Progress monitoring of student outcomes allows educators and leaders to assess whether students are mastering the essential standards. It provides insights into individual and group learning trajectories, providing time to adjust instructional strategies as needed. Data from progress monitoring informs decision-making at various levels, including school-wide policies, resource allocation, and professional development priorities. It ensures that decisions are based on evidence of student performance and needs.

In both Reading and Mathematics, students who use *i-Ready* experience, on average, greater learning gains than students who do not use *i-Ready*. During a large-scale study during the 2018-2019 school year, a sample size of over 700,000 students showed students who met their i-Ready rates experienced **50% more gains in ELA and 31% more gains in mathematics.**

All Fenton students will work to attain an i-Ready Personalized Instruction usage rate of 30-49 minutes per subject (ELA and Math) per week with a pass rate of at least 70%. Teachers are expected to incorporate this time within their daily schedule. Site leaders are expected to monitor data on a weekly basis to review usage rates and lesson pass rate. It is encouraged to provide student incentives for those meeting usage and/or pass rates. The Director of Instruction’s monthly reports will continue to share out on progress towards meeting this instructional metric. Thank you to the FCPS Directors for their continued hard work to ensure consistent and frequent stakeholder communication.

The following graphs represent each Fenton school’s progress towards achieving the expected FCPS i-Ready Personalized Instruction usage rates during October and November 2024.

October 1-31, 2024				
School	Reading - Usage Rate (30-49 minutes/week)	Reading - Percent of students achieving 70-100%	Math - Usage Rate (30-49 minutes/week)	Math - Percent of students achieving 70-100%
FACS	85%	72%	86%	91%
SMBCCS	57%	67%	56%	89%
FPC	66%	79%	59%	87%
STEM	79%	67%	77%	84%
FCLA	69%	71%	70%	87%
November 1-22, 2024				
School	Reading - Usage Rate (30-49 minutes/week)	Reading - Percent of students achieving 70-100%	Math - Usage Rate (30-49 minutes/week)	Math - Percent of students achieving 70-100%
FACS	53%	69%	59%	89%
SMBCCS	70%	64%	74%	85%
FPC	78%	70%	91%	91%
STEM	63%	61%	66%	85%
FCLA	84%	65%	80%	87%

### FCPS T.E.A.M.S. 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 continues to implement a monthly recognition for teams demonstrating one or more of the T.E.A.M.S. framework.

**T** - Take collective responsibility

**E** - Ensure a guaranteed and viable curriculum

**A** - Assess and monitor reading achievement

**M** - Measure evidence of effectiveness

**S** - Support systematically with accelerations, interventions & extensions

The FCPS grade level groups listed below were recognized for growth and achievement in one or more of the T.E.A.M.S. framework during November 2024. We will continue to build upon the 24-25 T.E.A.M.S. Framework Action Plan created during August 2024 by each lead teacher teams across the sites. Thank you to the Directors and their administrative teams for coordinating each grade level team a moment together to receive their recognition.

- Santa Monica Boulevard Community Charter School's Special Education team was recognized for supporting systematically with accelerations, interventions, and extensions. The team has made adjustments to IEP scheduling and their own RSP scheduling to maximize WIN time for RSP services.
- Fenton Primary Center's second grade team was recognized for ensuring a guaranteed and viable curriculum through ongoing collaboration. Unit planning reflects a dedication to doing the work at an expert level.
- Fenton Avenue Charter School's fourth grade team was recognized for Taking Collective Responsibility. The team continues to work together effectively even after receiving additional

students from a class being closed. They are focused on the 4 guiding questions, analyzing the data and determining how to best support their students.

- The Fenton Academies' kindergarten team was recognized for Taking Collective Responsibility. The team continues to work together effectively even after receiving additional students from a class being closed. They are focused on the 4 guiding questions, analyzing the data and determining how to best support their students.

The next FCPS T.E.A.M.S. recognition is set for **Wednesday, January 22, 2025.**

### **Behavior Solutions Implementation Update (Tier 1)**

The Fenton schools are in Year 1 of Behavior Solutions Framework implementation. During this initial year, each site has developed a Behavior Guiding Coalition Team to design, monitor, and refine a systematic process for responding to student behavior based on the Behavior Solutions RTI framework. During September 2024, all Fenton schools hosted John and Jessica Hannigan, co-authors of the Behavior Solutions in a PLC framework. Site visits included meeting with the site leadership teams, reviewing site tools and resources, classroom visits, and guidance for next steps. Feedback from the site visits included ensuring a data collection program is in place at all Fenton schools. During October 2024, Jennifer Miller took measures to set up Fenton schools in need of the SWIS student behavior data collection program, working alongside the site leaders.

Administrators who lead their site work have met as a CMO leadership team three times thus far to discuss, problem solve, and collaborate across Fenton schools. These meetings center around utilizing the Behavior Solutions implementation rubric for successful outcomes. The meeting agendas and corresponding checklists are listed below;

[Behavior Administrators Team Meeting Agendas](#) (July, September, October 2024 Agendas)

[Leadership Team](#); [Teacher Team](#); [Intervention Team](#) (Behavior Solutions Implementation Rubrics)

The site leadership teams are supported by three CMO Directors. Richard Parra will support the work of student behavior through a Community Schools lens, engaging families for continued opportunities for education, involvement, and support. Kristine Khachian will support the work of student behavior through a Special Education lens, ensuring Tier 2 and Tier 3 teams are in place with proper support and guidance. Jennifer Miller will support the work of student behavior through a General Education Instructional lens, ensuring Tier 1 components are in place as well as site leadership structures. The work of understanding and responding to student behavior is a complex, nation-wide issue. The Fenton schools will continue to work together to implement a systematic approach to ensuring safe learning environments for both students and staff, while meeting the needs of all learners.

On January 14, 2025, the Behavior Guiding Coalition teams from across the Fenton schools will meet to review the implementation of Behavior Solutions and identify areas of continued monitoring. On January 24, 2025, FCPS will host John and Jessica Hannigan for a full day of virtual coaching. The FCPS Directors and Instructional Coaches continue to discuss the best use of this professional development opportunity.

**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.*

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

**December 12, 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 Compliance, Professional Development and Research and Knowledge

**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	December 2024	January 2025	March 2025	April 2025	May 2025	June 2025
FACS	128	130	137					
FPC	62	63	71					
SMBCCS	132	133	139					
STEM	48	50	51					
FCLA	44	44	48					

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)	< 1% (HOH)	< 1% (HOH)					
FPC	0%	0%	0%					
SMBCCS	<1% (HOH)	<1% (HOH)	<1% (HOH)					
STEM	0%	0%	0%					
FCLA	<1% (HOH,	<1% (HOH,	<1% (HOH, VI)					

	VI)	VI)						
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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	December 2024	January 2025	March 2025	April 2025	May 2025	June 2025
FACS	17	17	18					
FPC	13	13	14					
SMBCCS	18	19	20					
STEM	16	17	17					
FCLA	14	13	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

**October 2024**

	AUT	DEA	DBL	ED	HOH	ID	MD	OI	OHI	SLD	SLI	TBI	VI
FACS	28	-	-	-	1	1	1	-	31	52	16	-	-
FPC	28	-	-	-	-	6	-	-	7	3	19	-	-
SMBCCS	35	-	-	-	1	2	-	1	16	42	36	-	-
STEM	13	-	-	-	-	-	1	-	15	15	6	-	-
FCLA	12	-	-	1	1	-	-	-	12	7	10	-	1

**December 2024**

	AUT	DEA	DBL	ED	HOH	ID	MD	OI	OHI	SLD	SLI	TBI	VI
FACS	31	-	-	-	1	1	1	-	32	55	16	-	-
FPC	31	-	-	-	-	6	-	-	7	4	23	-	-
SMBCCS	34	-	-	-	1	2	-	1	18	46	37	-	-
STEM	14	-	-	-	-	1	1	-	14	15	6	-	-



FCLA	12	-	-	1	1	-	-	-	14	9	10	-	1
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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 third party 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 Improvement Center	Speech and Language Therapy services
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 (Stepping Stones)	Cross Country	Scout	Total
FACS	24			3	27
FPC	9	1			10
SMBCCS	15				15
STEM	9		1		10
FCLA	14	4			18

## **PROFESSIONAL DEVELOPMENT**

### **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.

### **Professional Development: FCPS Functional Behavioral Analysis Teams**

On January 6, 2025, we will be offering professional development for FCPS school psychologists, registered behavior technicians and education specialists. This session will focus on how to efficiently and collaboratively conduct functional behavior assessments (FBAs) at each school site, utilizing our own professionals and resources. This training is designed to strengthen our internal capacity and foster teamwork among our staff while ensuring consistency and quality in the FBA process across all sites.

**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.*

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

**December 12, 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**

**Power of Sight Foundation – Sight for Success:** As mentioned at the last board meeting, Fenton has partnered with the Power of Sight Foundation – Sight for Success to provide glasses for students who are in need. SMBCCS had very successful visits on November 7<sup>th</sup> and 8<sup>th</sup>. The organization will visit FACS and FPC starting January 29<sup>th</sup>. We are finalizing the schedule for the Fenton Academies for February. [Here is a link](#) to photos from the event at SMBCCS.

**ABA-Cadabra Therapy Services:** In November, Fenton partnered with [ABA-Cadabra Therapy Services](#) to help provide basic behavior assistance for Fenton students. Currently, the therapy is provided to students who qualify with Medi-Cal benefits for support after school and at home. This organization is currently adding staff and will provide additional support during the second half of the year.

**New Growth Inc.:** This year Fenton continues to partner with New Growth to provide parent informational workshops. Additionally, starting in September, New Growth will provide two hours of family support a week at each campus. This support will be provided as a joint effort between the family center community school coordinators and the special education staff at each campus. The two hours will be used to connect families with specific needs in the area of mental support, with outside agencies. New Growth will also support families with the communication between school and outside providers to better serve the students.

**Paws-to-Share:** Fenton schools continue to coordinate visits from Paws-to-Share, an organization that provides licensed pets to visit schools for the improvement of student and employee mental health. It has been a very successful partnership. The students and staff enjoy a bit of stress relief and mental health therapy with each visit of the cuddly pets.

**Pillar 2 – Expanded Learning Time & Opportunities**

**ELO-P Program:** Fenton ELO-P coordinators have the first session of the school year. The coordinators have had another successful start by providing enriching programs, field trips, intervention, and sports activities at all Fenton schools. The following items are discussed and updated regularly in the master folder [here](#):

**ELO-P Calendar:** The ELO-P calendar [here](#) is discussed with the ELO-P coordinators regularly to monitor the extra 30 days required by E-LOP.

**ELO-P Budget and Expenditures:** The 2024-2025 budget is [here](#) and the documented expenditures are [here](#) and have been updated through October.

**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 completed the first round of parent classes. Each school has seen an average of 50% increase in attendance in ESL, Parenting, and Nutrition classes. This [schedule](#) shows when the classes took place. Each family center is working on the classes for the next semester. Classes will begin as early as the week of January 20<sup>th</sup>.

**Fenton Community Information Sessions:** Through the community schools grant, Fenton continues to provide informational sessions on topics that can help parents obtain free services and learn about their community resources. These sessions will be held via Zoom at 6:00 p.m. to allow all FCPS schools to participate. All sessions are provided by New Growth Family Therapy and Consulting in partnership with our community school coordinators. [Here is the schedule of classes](#) through the remainder of the school year.

**Fenton Community Gala:** Fenton Charter Public Schools is hosting the first Fenton Community Gala on January 18, 2025 at 6:00 p.m. The event will take place at the Knollwood Country Club in Granada Hills. There are 80 confirmed guests of the 130 seats available. All local political representatives have been invited, in addition to some business partners, and various sponsors. A committee is working on all the details of the event and will present additional information periodically until the day of the event. The goal of the gala is to create awareness of the Fenton community school initiative and highlight what Fenton schools offer in collaboration with the communities they serve.

**Fenton Fitness Club and 5K:** The Fenton fitness club has met twice at Hansen Dam Recreation area to walk/run a 5K. A team of about fifty people participated on November 9 and on December 6, about sixty people came out to participate. [Here](#) are some pictures. The goal is to prepare our students, staff, and families to join in a schoolwide 5K run/jog/walk on March 8, 2025. [Hansen Dam Aquatic Center](#) staff have graciously provided us with a permit to use the facilities and will help us with organizing a fundraising 5K at the Aquatic Center. Our next event will be on January 11 at 8:00 a.m.

**Turkey and Pie Giveaway:** The first Fenton turkey and pie giveaway was very successful. Fenton would like to express our sincere gratitude to Hamer Toyota of Mission Hills for partnering with the schools to give away 300 turkeys and 300 pumpkin pies to the families of the East San Fernando Valley on November 23rd. Many families from all of the Fenton schools drove through Fenton Primary Center to pick up their free turkey and pie. The distribution went very smoothly thanks to the support of 15 Fenton staff and 15 Hamer volunteers. The giveaway was planned at FPC because our food vendor, School Nutrition Plus, assisted with ordering the turkeys and pies wholesale for the event and large deliveries can be received at FPC and items can be stored in the large freezer and refrigerator at the FPC campus. [Here](#) are some pictures of the event.

### **Pillar 4 - Collaborative Leadership & Practices**

**FCPS Advisory Committee Meeting:** The latest Fenton advisory committee meeting was held on November 4, 2024 at 3:00 pm via Zoom. The [schedule](#) of the remaining meetings for the 2024-2025 school year is included. All of the documentation for the advisory committee can be found in [this folder](#).

**Community Engagement Initiative (CEI):** The [Community Engagement Initiative](#) was previously introduced with the [roster](#) of selected FCPS participants. The first virtual meeting was held on September 25, 2025. The most recent meetings were held during the required CEI retreat in San Jose on December 5-6. The team received information regarding different ways to engage families and form additional community partnerships. The committee is currently working on an engagement plan that will follow the CEI framework provided during the retreat.

**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 school year. Please find the CCSPP Budget [here](#) and the FCPS expenditure [here](#).

**School Site Council (SSC) and English Language Advisory Committees (ELAC) –** Each Fenton school has established their SSC and ELAC teams for the 2024-2025. The process was lengthy due to the nomination and voting that is required. As Director of Community Schools, I will participate in SSC and ELAC meetings to discuss any items pertaining to the community school initiative. [Here](#) is the folder with all the committee and council information.

**Possip (Climate Survey Data):** We are currently partnering with [Possip](#) to gather school climate data via quick pulse check surveys of one to two questions. These surveys will be sent to parents, staff, and students twice a month. Possip is a company that provides support in generating quick pulse check questions and sending them via text and email. The community schools grant requires data tracking for each school's climate, as well as monitoring each school's needs assessment. The first pulse check survey should go out next week. [Here](#) is a folder with additional information.

**Upcoming Events:**

12/13	Last Day of School Before Winter Break
12/16 - 1/6	Winter Break for Students
1/6	PD Day #5
1/11	5K Practice at Hansen Dam Park
1/18	Fenton Gala
1/23	FCPS Board Meeting

**II. H.**

**Chief Operating Officer's Report**

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

**December 12, 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](#), [Marketing](#), [Finance](#), [Personnel](#)

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

**“Excerpts from LAO’s Fiscal Outlook for Education - Positive but Modest”**

*From School Services of California*

*Posted November 21, 2024*

Yesterday, November 20, 2024, the Legislative Analyst’s Office (LAO) released its *2025-26 Budget Fiscal Outlook (Fiscal Outlook)* report that includes a specific forecast for Proposition 98 affecting TK-12 and community college agencies. The report predicts that, while better-than-expected General Fund revenues are offset by higher spending, the state can anticipate a relatively balanced budget for the 2025-26 fiscal year. The LAO warns, however, that the state is likely to face deficits in the outyears due to anomalously high spending obligations that lawmakers would need to address either through program reductions or increased revenue via tax increases.

Proposition 98: Outlook for TK-12 and Community College Funding

Within the broader context of the multiyear State Budget condition, the *Fiscal Outlook* revises estimates of the Proposition 98 minimum guarantee for 2024-25, issues an estimate for 2025-26, projects a statutory cost-of-living adjustment (COLA) for 2025-26 of 2.46%, and explains why the state will be required to make a deposit into the Proposition 98 reserve and will *not* be required to make a restoration (or maintenance factor) payment to public education. Following the shifting pieces of Proposition 98 can be difficult, so below we provide a brief summary of the LAO’s report as it relates to public education.

- **2024-25 Minimum Guarantee up \$3.0 Billion**  
Due to upward revisions in General Fund revenues and local property taxes, the LAO estimates that the current-year minimum guarantee will be \$3.0 billion higher than the 2024-25 Budget Act estimates from June, now totaling \$118.3 billion (up from \$115.3 billion). However, this increased revenue will not be available as the state will be required to deposit the funds into the Proposition 98 reserve. This is because the State Constitution requires deposits into the reserve when robust revenues are due largely to increases in capital gains. The *Fiscal Outlook* assumes a revised 2024-25 required deposit of \$3.7 billion (\$1.1 billion of which was already included in the June budget). This higher deposit will once again trigger caps on local school district reserves in fiscal year 2025-26 for those local educational agencies (LEAs) that are subject to the requirement.



- \$2.8 Billion Proposition 98 Surplus in 2025-26

Based on the constitutional formulas to calculate Proposition 98, the *Fiscal Outlook* estimates that the minimum guarantee for 2025-26 will be \$116.8 billion, which is notably lower than the LAO's revised 2024-25 level of \$118.3 billion. This funding level is driven by Test 1 remaining operative (meaning, K-14 education receives approximately 40 cents of every General Fund dollar) and a constitutional provision that protects the state from unsustainable Proposition 98 obligations when there are temporary spikes in revenue (referred to as "spike protection").

Despite the year-over-year modest decline in the minimum guarantee levels, the LAO estimates that Proposition 98 will enjoy a \$2.8 billion surplus in 2025-26, resulting from the net of \$3.7 billion freed up from expired, one-time costs, offset by an ongoing cost of a 2.46% COLA.

- No Required Restoration (Maintenance Factor) Payment in 2025-26, but New Obligation Created in 2026-27

The state's decision to use their constitutional authority to suspend Proposition 98 in fiscal year 2023-24 creates an obligation to restore funding for TK-12 and community colleges to the level the state *should* have provided, an obligation known as the "maintenance factor." The 2024-25 Budget Act included a \$4.1 billion maintenance factor payment based on June revenue assumptions. According to the LAO's revised revenue estimates in the *Fiscal Outlook*, the maintenance factor and payment obligation to TK-12 and community college agencies increases by \$761 million, leaving an outstanding obligation at the end of the current fiscal year of \$3.3 billion.

However, because the LAO's broader economic assumptions include robust capital gains revenues, the *Fiscal Outlook* assumes that the state will not be required to make a restoration payment in 2025-26. This is because the State Constitution requires maintenance factor payments only in fiscal years in which General Fund revenue growth outpaces per capita personal income growth. Finally, the LAO estimates that the Proposition 98 minimum guarantee will be determined by Test 3 in fiscal year 2026-27, which will create a new maintenance factor obligation of approximately \$2.0 billion, totaling \$5.9 billion at the end of 2026-27 when added to the existing obligation. Any remaining balance in the state's obligation to restore education funding is adjusted each year for changes in average daily attendance and per capita personal income. At the end of the *Fiscal Outlook's* forecast period in 2028-29, the total maintenance factor obligation is estimated to be \$6.5 billion.

- Minimum Guarantee Experiences Moderate Increases After 2025-26—up \$17.4 Billion by 2028-29

Finally, tracking with the LAO's larger state economic and revenue forecast, the *Fiscal Outlook* projects that, after a sluggish 2025-26, education funding will enjoy annual increases averaging \$5.8 billion over the three-year period. It assumes that the minimum guarantee will benefit from increases in both state General Fund revenue and local property taxes.

**Proposition 98 Minimum Guarantee**

Dollars in billions

	2024-25	2025-26	2026-27	2027-28	2028-29
General Fund	\$ 84.8	\$ 81.7	\$ 85.2	\$ 89.7	\$ 94.1
Local Property Taxes	33.5	35.1	36.1	38.1	40.1
<b>Total</b>	<b>\$ 118.3</b>	<b>\$ 116.8</b>	<b>\$ 121.3</b>	<b>\$ 127.8</b>	<b>\$ 134.2</b>

- Proposition 98 Reserve

As noted earlier, better-than-expected revenues resulting from strong capital gains increase the required deposit into the Proposition 98 reserve in 2024-25. Under the LAO’s forecast assumptions, there would be no required deposits into, nor withdrawals from, the fund in 2025-26. However, the state would be required to make a \$2.0 billion and a \$1.7 billion withdrawal in fiscal years 2026-27 and 2027-28, respectively. The \$1.7 billion account balance at the end of 2026-27 and the depletion of the account the following year would make the cap on local school district reserves inoperative beginning in 2027-28 through the remainder of the forecast period.

- Annual Statutory COLA Increases

The LAO’s forecast of the statutory COLA increases to above-average trends of 3.00% beginning in 2026-27 through the 2028-29. The Proposition 98 costs associated with estimated outyear COLAs are \$3.2 billion, \$4.0 billion, and \$4.3 billion in 2026-27, 2027-28, and 2028-29, respectively.

Statutory COLA			
2025-26	2026-27	2027-28	2028-29
2.46%	3.10%	3.80%	4.00%

The LAO concludes its forecast cautioning its susceptibility to over- and under-projections, depending on state General Fund revenue performance. Consistent with its broader concern about budget headwinds in the outyears, the LAO recommends that the Legislature consider using its modest \$2.8 billion Proposition 98 surplus to build resiliency in the education budget, which could include retiring deferrals and using the surplus to fund one-time investments. They note, however, that lawmakers could also consider providing funding for TK-12 general apportionments beyond the statutory COLA or use the excess revenues to modify the Local Control Funding Formula (see “[Assembly Kicks Off Discussion of LCFE Modifications](#)” in the October 2024 *Fiscal Report*). Each fiscal policy decision comes with trade-offs, of course, which the LAO begins to outline for lawmakers in advance of spring budget hearings.

Those hearings will begin in the weeks following the release of Governor Gavin Newsom’s 2025-26 January State Budget proposal, which he must release no later than January 10, 2025. His proposed

budget will lay the fiscal framework for the budget discussion and negotiations, as well as highlight his priorities for California and public education.

## **Marketing** [\(Back to Top\)](#)

### **Non-classroom Focus Group Insights**

In September 2024, Fenton Charter Public Schools engaged Isabel Balboa from Balboa Consulting to assess the feasibility of offering a non-classroom-based instructional program for K-6 students in Los Angeles County. Following this initiative, Isabel conducted focus groups in November and compiled a topline report summarizing the findings and insights. The topline report's findings are summarized as follows:

### **Background and Objectives**

Fenton Charter Public Schools (FCPS) operates five schools in Los Angeles County and is exploring demand for hybrid education for K-6 students. Key objectives included understanding:

1. Interest in virtual and hybrid learning.
2. Preferences for structure (e.g., days per week, hours per day).
3. Location factors, like willingness to drive for in-person components.
4. Suitability by grade level, demographics, and special needs.

### **Methodology**

- Conducted six online focus groups (36 respondents) from Los Angeles County, segmented into:
  - Enthusiastic acceptors (very interested).
  - Soft acceptors (somewhat interested).
  - Neutral parents (undecided).
  - Spanish-speaking groups included mixed categories.

### **Key Findings**

#### **Current Perceptions of Education**

Parents prioritize education as a pathway to successful adulthood but are dissatisfied with:

- Lack of personalization and engagement in schools.
- Large class sizes, which hinder individualized attention.
- Insufficient focus on mental and emotional health.
- Limited enrichment programs and future-ready instruction.
- Frustrations with teacher turnover and inadequate communication.

Parents strongly emphasize:

- Smaller class sizes and more personalized support.
- Equal attention to academics, social skills, and creative pursuits.
- Addressing emotional well-being to ensure children feel supported and confident.

#### **Awareness and Opinions of Charter Schools**

- Many parents are unfamiliar with charter schools but open to enrollment if they offer a superior educational experience.
- Charter schools are associated with smaller classes, structured curricula, and individualized attention but also perceived as selective and potentially expensive.

### Program Concept Reactions

The proposed program was well-received, with parents appreciating:

1. **Personalization:** Tailored instruction based on interests and learning styles.
2. **Flexibility:** Options for hybrid schedules combining in-person and remote learning.
3. **Focus on Growth:** Emphasis on holistic development, emotional health, and mastery of subjects.

Concerns included:

- Overly flexible schedules potentially leading to lack of accountability.
- Isolation or reduced socialization compared to traditional schooling.
- Ensuring consistent teacher presence and oversight.
- Balancing fun and academic rigor.

### Preferred Terms

- **Most favored:** "Personalized Learning Plan" (inclusive, tailored).
- **Least favored:** "Virtual Learning" and "Online Learning" (negative COVID-era associations).

### Recommendations

1. **Pilot Program:** Conduct a semester-long pilot to refine the model.
2. **Parental and Teacher Involvement:** Include stakeholders in the design process to address concerns and improve buy-in.
3. **Brick-and-Mortar Presence:** Ensure a physical campus exists to add legitimacy and facilitate in-person learning.
4. **Focus on Communication:**
  - Detailed program materials and clear messaging about schedules, assessments, and outcomes.
  - Showcase credentials, results, and enrichment opportunities.
  - Offer campus tours and trial options like summer school.

### Barriers to Address

- **Flexibility:** Balance freedom with structure to maintain accountability and engagement.
- **Social Interaction:** Incorporate sufficient in-person days to support peer interaction and teamwork.
- **Affordability:** Address cost concerns, particularly for Spanish-speaking families.
- **Trust:** Establish credibility with transparent accreditation, teacher qualifications, and measurable outcomes.

### Conclusion

Parents value an innovative approach combining flexibility, personalization, and robust in-person opportunities. Addressing concerns around structure, socialization, and program credibility will be critical for success.

## **Finance** [\(Back to Top\)](#)

### **Employee Retention Credit (ERC) Submission Update**

The IRS is experiencing significant delays in processing ERC claims, driven largely by extensive fraudulent filings and promoters who pushed questionable returns. This rampant abuse led the agency to pause reviews for almost a year. Upon resuming, they have proceeded with extreme caution, resulting in extraordinarily slow processing times and the widespread, seemingly indiscriminate denial of valid claims. Although there has been political pressure to expedite the process, the IRS anticipates over one million claims will remain pending by the end of this year, underscoring the severity of the backlog and the hardship it imposes on legitimate claimants.

Notwithstanding these challenges, there have been some successes. In one recent case, a client whose ERC claim was submitted by Tax Attorney Michael Williams (also contracted by Fenton) was denied during audit, only to be approved on appeal after eligibility was confirmed. Though securing such outcomes can be arduous, these results demonstrate that legitimate claims can still prevail, and that the appeals process remains a viable path forward.

Mr. Williams continues to maintain a steady cadence of contacting the IRS every thirty days to obtain updates on outstanding claims on behalf of his clients. Fenton will receive notifications following each contact, ensuring we remain informed on our submission. Despite these ongoing efforts, the IRS's current processing pace is at only about five percent of its pre-moratorium speed, prompting legal action from multiple organizations alleging inappropriate blanket denials and strategic stalling. Although the landscape remains difficult, consistent advocacy and strategic follow-through remain essential to navigating these challenges.

## **Personnel** [\(Back to Top\)](#)

### **Additional Support for Accounts Payable and Receivable Operations**

Fenton Charter Public Schools has transitioned Amy Salazar, current Compliance Specialist, into a new role to support Stacey Manzo, Administrative Assistant, with accounts receivable and payable operations. Over the past two years, the organization has seen a significant rise in expenses, driven by increased use of third-party contractors for specialized services (e.g., Scoot and Cross Country) and funding opportunities through the Expanded Learning and Community Schools grants, in addition to routine school operations. The school operates on a net-30 payment system, which aims to pay vendors within 30 days of receipt of goods or services. Maintaining this standard has become increasingly challenging for a single staff member.

To successfully process a payment, expenses must be accurately coded to the appropriate funding sources, with all supporting documentation thoroughly collected and organized. Any issues encountered during these steps can result in payment delays. Additionally, approval signatures must be obtained, payment methods prepared, and payments mailed promptly. Given the annual financial audits conducted by both the school's authorizer and an independent third-party firm, maintaining strict compliance and precise record-keeping is critical. The accounts receivable and payable functions are foundational to the

school's operations. Despite the current hiring freeze, Amy's transition into this role was deemed both urgent and essential to ensure the uninterrupted, timely, and accurate processing of payments.

**II. I.**

# Chief Executive Officer's Report

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

**December 12, 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](#), [Budget](#), [Steps to Address Declining Enrollment](#); [Individualized Learning Plans \(ILP\)](#); [Charter Renewals](#); [CA Dashboard](#); [Confidence Consulting - Jeff Bills](#); [FCPS Strategic Plan](#); [Vertex Education](#); [Open Expanded Learning Opportunity Program Coordinator Position](#); [Consolidated Audit](#)

### **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 December 9, 2024, FCPS is currently 8% below projections. Enrollment has remained steady since last month.

	FACS		FPC		SMBCCS		STEM		FCLA		FCPS	
	Budget	Forecast	Budget	Forecast	Budget	Forecast	Budget	Forecast	Budget	Forecast	Budget	Forecast
TK	40	<b>28</b>	100	<b>53</b>	50	<b>30</b>	18	<b>16</b>	36	<b>18</b>	244	<b>145</b>
K	48	<b>48</b>	144	<b>141</b>	92	<b>71</b>	36	<b>22</b>	36	<b>47</b>	356	<b>329</b>
1st	48	<b>49</b>	144	<b>149</b>	95	<b>90</b>	36	<b>34</b>	36	<b>35</b>	359	<b>357</b>
2nd	48	<b>47</b>	144	<b>129</b>	103	<b>106</b>	40	<b>24</b>	40	<b>47</b>	375	<b>353</b>
3rd	190	<b>191</b>			87	<b>80</b>	44	<b>44</b>	44	<b>41</b>	365	<b>356</b>
4th	180	<b>181</b>			123	<b>125</b>	48	<b>50</b>	48	<b>48</b>	399	<b>404</b>
5th	192	<b>188</b>			127	<b>121</b>	60	<b>40</b>	48	<b>34</b>	427	<b>383</b>
6th					75	<b>71</b>	60	<b>48</b>	50	<b>51</b>	185	<b>170</b>
<b>TOTAL</b>	<b>746</b>	<b>732</b>	<b>532</b>	<b>472</b>	<b>752</b>	<b>694</b>	<b>342</b>	<b>278</b>	<b>338</b>	<b>321</b>	<b>2710</b>	<b>2497</b>
<b>+/-</b>		<b>-14</b>		<b>-60</b>		<b>-58</b>		<b>-64</b>		<b>-17</b>		<b>-213</b>
<b>% Diff.</b>		<b>-1%</b>		<b>-13%</b>		<b>-7%</b>		<b>-12%</b>		<b>-11%</b>		<b>-8%</b>

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

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

The following is a review update on the operating income for the Fenton schools.



	<u><a href="#">FY2019</a></u> <i>PrePandemic Unaudited Actuals</i>	<u><a href="#">FY2021</a></u> <i>August Remote April Hybrid Unaudited Actuals</i>	<u><a href="#">FY2022</a></u> <i>1st Year In-Person Unaudited Actuals</i>	<u><a href="#">FY2024</a></u> <i>(June Projections)</i>	<u><a href="#">FY2024</a></u> <b>(Unaudited)</b>	<u><a href="#">FY2025</a></u> <b>(Budget)</b> <i>October</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	\$0
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	\$0

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](#) for additional information related to the FCPS Budget. Financials have improved from last month as the Investment Income has been added to the budget, decreasing the CMO fee expense for each school.

**Steps to Address Declining Enrollment** ([Back to Top](#))

On December 4, 2024, a [memo](#) revealing what was discussed at our Budget Ad Hoc meeting on November 15, 2024 was shared to staff. The memo reveals adjustments that have been made in the following areas to the current year budget including the following: **curriculum, materials and supplies, educational software, travel and conferences, educational contractors, substitutes, and student activities.**

As we prepare for the 2025-2026 school year, we want to ensure transparency about the challenges we are facing while avoiding excess anxiety. Based on current enrollment trends and expenses from the first three months of this school year, we anticipate budget adjustments may be necessary for 2025-2026. However, please note that these projections are preliminary and subject to change as more data becomes available in the coming months. The memo identifies the following next steps:

- Addressing Declining Enrollment and Financial Impacts
- Budget Realities and Adjustments
- Leadership Recommendations: Moving from Ideas to Actions
- Recruitment and Retention: Proactive and Transparent
- Developing a Unified Approach to Behavior Management
- Controlling Vendor and Service Provider Costs
- Next Steps: Accountability and Collaboration
- A Strategic Approach to Enhancing Recruitment and Enrollment
  - Offsite Events: Building Community Connections
  - Onsite Opportunities: Welcoming Parents to the School
  - Online Engagement: Maintaining Visibility

### **Individualized Learning Plans (ILP) ([Back to Top](#))**

On October 24, 2024, the Board received a [prospectus](#) on the development of a Long Term Independent Study Program (LTISP) utilizing Individualized Learning Plans (ILPs). This initiative aligns with Fenton Charter Public Schools' mission to provide high-quality, innovative education in a safe, secure, and nurturing environment. The ILP model is designed to meet the unique needs, goals, and learning pace of each student, fostering a personalized approach to education. It empowers students to take ownership of their learning while ensuring they receive structured guidance and support from teachers or mentors. By keeping students on track, engaging them deeply with content, and helping them work toward clearly defined academic and personal goals, the ILP is our recommended model for the LTISP.

In September 2024, Fenton Charter Public Schools engaged Isabel Balboa from Balboa Consulting to assess the feasibility of offering a non-classroom-based instructional program for K-6 students in Los Angeles County. Her findings, detailed in the [COO Report](#), indicate that parents value an innovative program that combines flexibility, personalization, and robust in-person opportunities. However, concerns regarding structure, socialization, and program credibility must be addressed to ensure the program's success.

To move forward, our next steps include collaborating with instructional staff to address these concerns. We will also develop a program description to gauge student interest across Los Angeles County and create a job description to recruit teachers experienced in the ILP approach to support the Long Term Independent Study Program. The Board will receive an update in January on next steps prior to any action or implementation.

### **Charter Renewals ([Back to Top](#))**

On November 19, 2024, the charter renewals for Fenton Avenue Charter School (FACS), Fenton Primary Center (FPC), and Santa Monica Boulevard Community Charter School (SMBCCS) were officially approved by the Los Angeles Unified School District (LAUSD) Board of Directors. This achievement underscores the commitment of the Fenton community to providing high-quality educational opportunities and reflects the strength of our collaborative efforts.

FACS' renewal was approved on the Consent Calendar, highlighting the Board's confidence in its operational and academic excellence. FPC and SMBCCS received unanimous approval with a 6-0 vote, further affirming the exceptional performance and promise of these schools. These approvals mark significant milestones in Fenton's history: the sixth charter renewal for FACS (1998, 2003, 2008, 2012, 2017, 2024), the third renewal for FPC (2012, 2017, 2024), and the fourth renewal for SMBCCS (2007, 2012 – reflecting its divestiture to Fenton – 2017, 2024). *A special thank you to our historian and Executive Advisor, Irene Sumida, for keeping track of these dates for us.*

This success is a testament to the extraordinary dedication and effort of our students, staff, parents, community members, and partners. Your unwavering support has made Fenton a resounding success story, and together, we continue to set a standard of excellence that benefits the communities we serve. Thank you for your contributions to this remarkable achievement and for ensuring a bright future for the Fenton family of schools.

### **CA Dashboard ([Back to Top](#))**

The 2024 California School Dashboard (Dashboard) and accompanying DataQuest reports were released to the public on November 21, 2024, highlighting ongoing statewide improvements in student outcomes across key indicators of success. Please see the [Director of Instruction's report](#) for detailed analysis of the results. A comprehensive overview of FCPS performance is linked below: [FCPS CA Dashboard Analysis \(FY23-FY24\)](#)

	FPC (3rd Grade)		FACS		SMBCCS		STEM		FCLA	
	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024
<b>ELA (All Students)</b>	<b>DFS -1.3</b>	<b>DFS -20.5</b>	<b>DFS -11.2</b>	<b>DFS -18.4</b>	<b>DFS -28.9</b>	<b>DFS -38.0</b>	<b>DFS -3.2</b>	<b>DFS -2.57</b>	<b>DFS -9.4</b>	<b>DFS -3.7</b>
English Learners	-	-	DFS -45.0	DFS -45.0	DFS -55.1	DFS -65.0	DFS -32.6	DFS -20.2	DFS -57.0	DFS -28.8
SED	-	-	DFS -18.8	DFS -22.4	DFS -29.0	DFS -39.9	DFS -11.2	DFS -11.2	DFS -19.9	DFS -15.7
Hispanic	-	-	DFS -12.9	DFS -19.2	DFS -29.0	DFS -39.1	DFS -5.8	DFS -5	DFS -15.9	DFS -7
SWD	-	-	DFS -92.4	DFS -99.6	DFS -95.8	DFS -108.9	DFS -59.4	DFS -80.5	-	-
<b>Math (All Students)</b>	<b>DFS -2.6</b>	<b>DFS -17.3</b>	<b>DFS -30.9</b>	<b>DFS -33.2</b>	<b>DFS -41.5</b>	<b>DFS -50.5</b>	<b>DFS -10.4</b>	<b>DFS -30.2</b>	<b>DFS -36.5</b>	<b>DFS -33.4</b>
English Learners	-	-	DFS -48.7	DFS -47.4	DFS -68.5	DFS -75.9	DFS -10.9	DFS -38.9	DFS -70.8	DFS -41.4
SED	-	-	DFS -35.8	DFS -37.2	DFS -42.0	DFS -51.9	DFS -17.9	DFS -34.8	DFS -46.1	DFS -42.9
Hispanic	-	-	DFS -33.0	DFS -33.7	DFS -41.7	DFS -51.7	DFS -15.9	DFS -35.9	DFS -40.4	DFS -36.4
SWD	-	-	DFS -104.5	DFS -103	DFS -120.5	DFS -116.9	DFS -53.5	DFS -118.4	-	-
<b>EL Progress</b>	<b>49.2%</b>	<b>33.7%</b>	<b>53.2%</b>	<b>43.6%</b>	<b>42.9%</b>	<b>29.0%</b>	<b>52.4%</b>	<b>61.0%</b>	<b>48.9%</b>	<b>55.4%</b>
<b>Chronic Absenteeism (All Students)</b>	<b>2.9%</b>	<b>2.8%</b>	<b>5.0%</b>	<b>3.8%</b>	<b>3.2%</b>	<b>3.0%</b>	<b>3.1%</b>	<b>5.0%</b>	<b>6.3%</b>	<b>7.6%</b>
English Learners	3.9%	1.4%	3.4%	4.6%	3.4%	3.2%	1.7%	4.8%	6.8%	5.0%
SED	3.1%	2.3%	5.1%	4.0%	3.3%	3.1%	3.7%	5.8%	7.2%	7.9%
Hispanic	3.2%	2.9%	4.8%	3.8%	3.1%	2.8%	3.5%	5.6%	6.7%	7.5%
SWD	2.0%	3.3%	6.0%	4.1%	2.8%	3.4%	7.4%	6.7%	6.3%	5.0%

	LAUSD		CALIFORNIA	
	2023	2024	2023	2024
<b>ELA (All Students)</b>	<b>DFS -32.4</b>	<b>DFS -28.2</b>	<b>DFS -13.6</b>	<b>DFS -13.2</b>
English Learners	DFS -87.8	DFS -78.7	DFS -67.7	DFS -67.6
SED	DFS -46.1	DFS -40.2	DFS -42.6	DFS -40.9
Hispanic	DFS -43.1	DFS -38.9	DFS -40.2	DFS -49.3
SWD	DFS -111.8	DFS -106.9	DFS -96.3	DFS -95.6
<b>Math (All Students)</b>	<b>DFS -67.3</b>	<b>DFS -60.4</b>	<b>DFS -49.1</b>	<b>DFS -47.6</b>
English Learners	DFS -106	DFS -95.4	DFS -93.4	DFS -93.4
SED	DFS -78.4	DFS -72.6	DFS -80.8	DFS -78.2
Hispanic	DFS -78.9	DFS -72.6	DFS -80.8	DFS -79.2
SWD	DFS -140.3	DFS -131.3	DFS -127.3	DFS -124.3
<b>EL Progress</b>	<b>48.4%</b>	<b>47.5%</b>	<b>48.7%</b>	<b>45.7%</b>
<b>Chronic Absenteeism (All Students)</b>	<b>31.0%</b>	<b>23.3%</b>	<b>24.3%</b>	<b>18.6%</b>
English Learners	30.4%	23.0%	26.3%	20.1%
SED	33.3%	25.1%	29.9%	23.4%
Hispanic	31.8%	23.6%	28.4%	21.7%
SWD	39.1%	30.9%	33.1%	26.3%

The FCPS California Dashboard results for FY23 and FY24 highlight both achievements to celebrate and areas requiring focused improvement. Across the Fenton schools, while there are examples of positive growth, most schools experienced a decline in ELA and Math performance, resulting in lower performance band colors. Notable exceptions include STEM (ELA - All Students) and FCLA (ELA and Math - All Students), which maintained or improved performance.

In terms of **strengths**, **FCLA** and **STEM** demonstrated positive progress in English Learner (EL) outcomes, with FCLA improving EL progress rates from 48.9% in 2023 to 55.4% in 2024, and STEM achieving a notable increase from 52.4% to 61.0%. These gains suggest effective strategies in supporting English Learners that can be shared across the network. FCLA also showed improvement in both ELA and Math performance, narrowing the achievement gap for key subgroups like SED and Hispanic students. Additionally, **FACS** and **SMBCCS** made small yet meaningful gains in reducing chronic absenteeism for the overall student population, reflecting efforts to enhance student attendance.

However, there are significant **areas for growth**. Math outcomes emerged as a challenge across the board, with schools like **SMBCCS** and **STEM** experiencing notable declines in performance. **SWD (Students with Disabilities)** require immediate attention, as their performance in both ELA and Math saw significant drops across all schools, particularly at **SMBCCS** and **STEM**. Additionally, EL progress rates declined sharply at **FACS** and **SMBCCS**, highlighting the need for targeted interventions to reengage English Learners. Chronic absenteeism continues to be a concern at **STEM** and for subgroups within **FCLA**, particularly **SED** and Hispanic students, where rates remain disproportionately high.

While the data underscores areas that need immediate focus, the strengths provide a foundation for improvement. By leveraging effective practices in EL support and attendance strategies, and addressing gaps in Math and ELA outcomes for vulnerable subgroups, Fenton schools are well-positioned to turn these challenges into opportunities for growth and success.

These results call for an intentional effort to refocus and recalibrate our strategies to ensure the success of every student. By addressing these areas of concern with targeted interventions and renewed commitment, we can continue to build on our strengths and meet the needs of all learners. Several factors contributed to these performance scores, many of which became apparent in January 2024. These include a high number of new hires, the intensive focus on charter renewal efforts, and an inconsistent emphasis on building capacity and aligning instructional practices across all schools. Recognizing the need to address these challenges, the decision was made to hire a Director of Instruction for the 2024-2025 school year.

In this role, Jennifer Miller has taken the lead in developing a comprehensive Instructional Plan with clear metrics. This plan is designed to strengthen instructional capacity and ensure consistent alignment of practices across all schools, fostering a unified approach to improving student outcomes. She has established two monthly monitoring metrics for board review: **FCPS Meetings Schedule** and **FCPS i-Ready Personalized Instruction**.

### **FCPS Meetings Schedule**

Consistent and frequent stakeholder communication is critical for ensuring student success. Although many stakeholder meetings take place, the two groups to be monitored are Lead Teacher meetings and All Staff Meetings. Typically, Lead Teacher and Staff Meetings occur once per week for 60 minutes. This equates to 240 minutes per month, assuming a 4 week month. Progress towards the monthly goal of 240 minutes is reflected in a percentage of minutes met divided by the minutes goal. It is important to note some months such as November are reduced due to parent teacher conferences and the Thanksgiving Break. Additionally, discussion at the beginning of the year centered around the meeting minutes expectation. Initially, the expectation was to meet with the Lead Teacher/Guiding Coalition bi-monthly. This expectation has been adjusted to 1x/week after discussion with the FCPS Directors and a review of student outcome data, including recent CA Dashboard results.

The following graphs represent each Fenton school's progress towards achieving the expected FCPS meetings schedule from September through November 2024.

September 3-30, 2024		
School	Lead Teachers (240 minutes/month)	Staff Meeting (240 minutes/month)
FACS	75%	75%
SMBCCS	25%	50%
FPC	50%	75%
FCLA/STEM	75%	75%

October 1-31, 2024		
School	Lead Teachers (240 minutes/month)	Staff Meeting (240 minutes/month)
FACS	50%	75%
SMBCCS	25%	75%
FPC	75%	100%
FCLA/STEM	100%	100%

November 4-22, 2024		
School	Lead Teachers (120 minutes/month) <i>*Conference Week and Thanksgiving Break</i>	Staff Meeting (120 minutes/month) <i>*Conference Week and Thanksgiving Break</i>
FACS	75%	50%
SMBCCS	25%	100%
FPC	50%	100%
FCLA/STEM	100%	50%

The progress toward Lead Teacher and Staff Meeting goals from September through November 2024 highlights some key strengths and areas for improvement across our Fenton schools.

In Lead Teacher Meetings, **FCLA/STEM** showed strong and consistent performance, starting at 75% in September and reaching 100% in October and November. This consistency reflects their commitment to meeting the expectations we've set. However, **SMBCCS** struggled to gain traction, achieving only 25% across all three months. **FPC** showed a positive trend from 50% in September to 75% in October but dipped back to 50% in November, likely reflecting the challenges of balancing schedules during the shortened month. **FACS** demonstrated variability, starting strong at 75%, dropping to 50% in October, and then rebounding to 75% in November.

For Staff Meetings, **FCLA/STEM** and **FPC** both reached 100% of the target in October, which is a great accomplishment. However, **FCLA/STEM** saw a drop to 50% in November, possibly due to the shortened schedule. **FPC**, on the other hand, maintained full compliance in October and November, which is impressive. **SMBCCS** steadily improved month by month, progressing from 50% in September to 75% in October and achieving 100% in November, which is an encouraging sign of growth. **FACS** held steady at 75% in September and October but dropped to 50% in November, suggesting that we might need to look at ways to support consistency.

## FCPS i-Ready Personalized Instruction

Progress monitoring of student outcomes allows educators and leaders to assess whether students are mastering the essential standards.

October 1-31, 2024				
School	Reading - Usage Rate (30-49 minutes/week)	Reading - Percent of students achieving 70-100%	Math - Usage Rate (30-49 minutes/week)	Math - Percent of students achieving 70-100%
FACS	85%	72%	86%	91%
SMBCCS	57%	67%	56%	89%
FPC	66%	79%	59%	87%
STEM	79%	67%	77%	84%
FCLA	69%	71%	70%	87%
November 1-22, 2024				
School	Reading - Usage Rate (30-49 minutes/week)	Reading - Percent of students achieving 70-100%	Math - Usage Rate (30-49 minutes/week)	Math - Percent of students achieving 70-100%
FACS	53%	69%	59%	89%
SMBCCS	70%	64%	74%	85%
FPC	78%	70%	91%	91%
STEM	63%	61%	66%	85%
FCLA	84%	65%	80%	87%

The i-Ready data for October and November 2024 highlights both impressive progress and opportunities for growth across Fenton schools. **FACS** demonstrated strong math engagement and outcomes in October, leading the network with 91% of students achieving proficiency. However, a noticeable decline in November, particularly in reading usage, signals the need for strategies to reengage students. **FPC** stood out as a consistent performer, excelling in both reading and math proficiency, with 91% of students achieving success in math during November. Their steady progress serves as a model for other schools.

**SMBCCS**, while initially struggling with engagement, made remarkable gains in both reading and math usage rates by November, reflecting their potential for further growth. Translating these improved participation rates into higher proficiency levels will be key. **FCLA** showed steady improvement, with strong performance in November reading engagement, while **STEM** experienced a dip in reading usage during the same period, highlighting an area to address.

Overall, the data shows encouraging trends, particularly in math proficiency across the network, but also emphasizes the need to sustain and grow engagement in both reading and math. By celebrating successes, sharing best practices, and providing targeted support where needed, Fenton schools are well-positioned to build on this progress and ensure all students thrive.

The Director of Instruction's monthly reports will continue to share out on progress towards meeting this instructional metric. Thank you to the FCPS Directors for their continued hard work to ensure consistent and frequent stakeholder communication.

### Confidence Consulting - Jeff Bills ([Back to Top](#))

Jeff Bills from Confidence Consulting has been an instrumental partner in strengthening the leadership capacity of our Administrative Team over the past two school years. During both the 2022-2023 and 2023-2024 academic years, Mr. Bills facilitated comprehensive leadership training sessions, enabling each administrator to engage in a reflective leadership assessment exercise. This exercise evaluated performance across twelve critical leadership characteristics, rooted in the principles of work value

analysis and leadership character. These characteristics serve as the foundation of effective leadership, offering insights into each administrator’s strengths and opportunities for growth.

Looking ahead, on Monday, December 16, 2024, Mr. Bills will lead a specialized training session tailored to meet the unique needs of our leaders in the context of today's complex and uncertain educational landscape. This session is designed to provide targeted support, helping each leader navigate challenges while reinforcing their ability to inspire and guide their teams effectively. This professional development opportunity reflects our continued commitment to fostering adaptive, resilient, and values-driven leadership across our organization.

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

On September 19, 2024, the board received an update on the Strategic Plan that was done 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](#).

Fenton will collaborate with Thrive to present at the CCSA Conference in March 2025. Over the coming year, we will partner with them to develop metrics that ensure the elements of our Strategic Plan are effectively tracked and measurable.

### **Vertex Education** ([Back to Top](#))

EdTec has recently been acquired by Vertex Support Services (VSS), a division of Vertex Education. While this marks a structural change for EdTec, we do not anticipate any dramatic changes to the way EdTec has supported us in the past. We expect EdTec to maintain its name and continue operating with the same level of excellence and dedication we have come to expect.

Vertex Education, founded in 2007, has grown into a prominent partner for schools across the United States, serving over 258,000 students in 226 schools with the support of more than 400 professionals. Originally established as Legacy Traditional Charter School in Maricopa, Arizona, Vertex transitioned into its current structure to support Legacy's expansion through innovative management solutions. Over time, Vertex has extended its reach, offering tailored services to schools across the nation.

The organization operates through two distinct divisions: Vertex Management Services (VMS) and Vertex Support Services (VSS). VMS provides comprehensive management services to Legacy Traditional Schools, supporting their growth while upholding a commitment to academic excellence and community representation. These schools mirror the diversity of their surrounding neighborhoods and serve as a model for educational success in underserved areas.

VSS offers specialized services to a wide array of schools, including enrollment marketing, human resources, curriculum sales, IT support, and finance. This division has experienced significant growth through the integration of respected service providers like Charter Choices, EdTec, and K12 Accounting, which bring valuable expertise in financial and operational management for schools nationwide.

Vertex remains committed to its mission of positively impacting every student. Its innovative approach, strong support systems, and dedication to serving diverse communities have made Vertex a vital partner in the education sector. Please see the [link](#) for more information on Vertex Education.

**Open Expanded Learning Opportunity Program Coordinator Position** ([Back to Top](#))

Fenton Primary Center will have an open Expanded Learning Opportunity Program Coordinator beginning in January for the remainder of the 2024-2025 school year.

Jessi Tello, who has been serving as the ELO-P Coordinator at Fenton Primary Center since July 1, 2022, will be returning to the classroom in January. Jessi has been an integral part of our organization, serving in multiple roles over the years. Prior to his work at Fenton Primary Center, Jessi spent six years as an administrator at Fenton Avenue Charter School. Before stepping into administrative roles, he dedicated two years as a Technology Integration Specialist and seven years as a classroom teacher at FACS.

Jessi's extensive experience and commitment to Fenton's mission have left a meaningful impact in every position he has held. As he returns to the classroom, we are excited for the inspiration and expertise he will bring back to his students and team. We thank Jessi for his leadership and service in his current role and wish him continued success as he embarks on this next chapter.

We are committed to swiftly filling this position to ensure that FPC and any other potentially impacted schools are fully staffed with highly qualified individuals in a timely manner. However, we want to ensure the long term sustainability of this position and be mindful of any instructional impact a teacher being placed in this role may have. We have sent out an Interest Survey and plan to have the position filled after careful consideration of the needs of the school after Winter Break.

**Consolidated Audit** ([Back to Top](#))

Each year, an independent fiscal audit is required to review the financial practices and year-end position of local educational agencies. Audits must be conducted in accordance with auditing standards generally accepted in the U.S. and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. An audit of the Fenton Charter Public Schools is being conducted by Christy White, Inc., the independent auditing firm selected at the March 2, 2023 board meeting.



We anticipate the audit will be finalized this week. The “Draft” version of the audit reveals there were no weaknesses present in internal controls, compliance and other matters, no audit findings related to the financial statements, no audit findings and questioned costs related to federal awards, and no audit findings and questioned costs related to state awards during the year ended June 30, 2024.

### **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.***

**IV. ITEMS SCHEDULED FOR ACTION**



## FENTON CHARTER PUBLIC SCHOOLS

December 12, 2024

**TO:** Fenton Charter Public Schools  
Board of Directors

**FROM:** David Riddick  
Chief Executive Officer/ President

**SUBJECT: Recommendation to approve LAUSD Certification of Board Compliance Review**

### BACKGROUND

As part of the responsibility set forth in Education Code § 47604.3, the authorizing district of the five Fenton schools, the Los Angeles Unified School District (LAUSD), through the Charter Schools Division (CSD), monitors each school's compliance with applicable legal and policy requirements.

### ANALYSIS

The oversight requires action on the part of the FCPS Board of Directors and is explained in the excerpt below from the Director of the LAUSD Charter Schools Division which was addressed to the Governing Board President and Charter School Leaders:

Certification of Board Compliance Review: As in previous years, and as part of the Governing Board's fulfillment of its fiduciary governance responsibility to ensure that the charter school complies with all applicable laws and other requirements, it is critical that the school's Governing Board periodically review, discuss, monitor, and modify, if necessary, the school's policies and systems for compliance with such requirements. The Charter Schools Division has created the *Compliance Monitoring and Certification of Board Compliance Review 2024-2025* to document this process for each LAUSD-authorized charter school. The document is due to the CSD no later than January 12, 2025 along with the relevant Board agenda and minutes from this school year.

The CSD is very much aware and acknowledges that governing boards provide fiduciary oversight and hire a leader (or leaders) to execute day-to-day operations and appropriately delegated functions. Moreover, the charter school's governing board is the first line of charter school oversight. As part of the District's oversight process, this certification is intended to serve as a formal acknowledgement from charter school governing boards of their review and appropriate due diligence in these key areas as part of their own organizational oversight function. This annual certification also provides charter governing boards an opportunity to confirm with their school leadership that systems are/remain in place to fulfill these critical requirements that impact students, staff, and the public.

### RECOMMENDATION

It is recommended that the Board of Directors certify the *Compliance Monitoring and Certification of Board Compliance Review 2024-2025* documents for the five Fenton schools.

**Attachments:** [Compliance Monitoring and Certification of Board Compliance Review 2024-2025 documents for FACS, SMBCCS, FPC, STEM and FCLA](#)



## FENTON CHARTER PUBLIC SCHOOLS

December 12, 2024

**TO:** Fenton Charter Public Schools  
Board of Directors

**FROM:** David Riddick  
Chief Executive Officer/ President

**SUBJECT: Recommendation to approve First Interim Report**

### BACKGROUND

*Education Code Sections 35035(g), 42130 and 42131* require the governing board of each school district to certify at least twice a year, the district's ability to meet its financial obligations for the remainder of the that fiscal year and for the two subsequent fiscal years.

The interim reports are submitted with a *positive, qualified, or negative* certification:

- A *positive certification* is assigned when the District projects that it will meet its financial obligations for the current and two subsequent fiscal years.
- A *qualified certification* is assigned when the District may not meet its financial obligations for the current or two subsequent fiscal years.
- Finally, a *negative certification* is assigned when the District projects that it will not meet its financial obligations for the remainder of the current year or the subsequent fiscal year.

The First Interim Financial Report is the first of two reports and is due to the Los Angeles County Office of Education by December 15, 2024.

The First Interim Financial Report provides an opportunity to evaluate actual enrollment for the 2024-2025 school year and the projected fund balance at the end of the school year (June 30, 2025).

### ANALYSIS

The First Interim Report for the five Fenton schools is presented here for the Board's review. All five Fenton schools are in good financial standing with strong projected ending fund balances.

### RECOMMENDATION

It is recommended that the Board of Directors approve the First Interim Reports as received.

Copies of the First Interim Reports for each of the Fenton schools are included in the *Fenton Charter Public Schools Board Financial Update for December 2024* (Item II.C. - Financial Business Manager's Report), beginning at the end of the slide presentation).



**FENTON CHARTER PUBLIC SCHOOLS**

December 12, 2024

**TO:** Fenton Charter Public Schools  
Board of Directors

**FROM:** David Riddick  
Chief Executive Officer/President

**SUBJECT: Recommendation to approve expenditures for items above spending authority of Chief Executive Officer**

**BACKGROUND**

The Chief Executive Officer has the authority to approve expenditures up to \$50,000. All expenditures over \$50,000 must be approved by the Board of Directors.

**ANALYSIS**

The following expenditures exceed the Chief Executive Officer’s spending authority, and the Board is asked to review and approve the items.

**Mathnasium (\$129,456) (SMBCCS)** - Santa Monica Boulevard Community Charter School budgeted \$135,000 for the 2024-2025 school year in the board approved ELO-P budget on September 19, 2024. They have already spent \$129,456 for the first half of the year. The request is for an additional \$129,456 for the second half of the year. This amount is fully funded by ELO-P funds.

**RECOMMENDATION**

It is recommended that the Board of Directors approve the expenditures for Mathnasium (\$129,456).

**Attachments:** [Expenditures Above the Spending Authority of Chief Executive Officer](#)





**FENTON CHARTER PUBLIC SCHOOLS**

December 12, 2024

**TO:** Fenton Charter Public Schools  
Board of Directors

**FROM:** David Riddick  
Chief Executive Officer/President

**SUBJECT: Recommendation to ratify vendor schedule of agreements**

**BACKGROUND**

The Chief Executive Officer has the authority to approve expenditures up to \$50,000. All expenditures over \$50,000 must be approved by the Board of Directors.

**ANALYSIS**

For transparency purposes, the attached list are vendors with a contract that has been executed since June 30, 2024. The majority of these vendors have already received board approval.

**RECOMMENDATION**

It is recommended that the Board of Directors ratify the executed agreements.

**Attachment:** [Vendor Schedule of Agreements](#)



**FENTON CHARTER PUBLIC SCHOOLS**

December 12, 2024

**TO:** Fenton Charter Public Schools  
Board of Directors

**FROM:** David Riddick  
Chief Executive Officer/President

**SUBJECT: Recommendation to approve revised acknowledgement of teachers who meet or exceed ADA rate of 98.5%**

**BACKGROUND**

On May 23, 2024, the Board of Directors approved the acknowledgement of teachers who meet or exceed ADA rate of 98.5% by adding illness hours to their bank of hours on a monthly basis.

- 98.9 - 98.6%: 3 hours of illness time added to the teacher's bank of hours per month
- 98.5%: 2 hours added per month

**ANALYSIS**

This incentive is designed to recognize and reward teachers' consistent attempts to improve student attendance. The policy will be implemented exclusively for the 2024-2025 school year and will undergo an annual evaluation to determine its sustainability and effectiveness.

During the evaluation process, key considerations will include the financial implications on the school's STRS (State Teachers' Retirement System) and PERS (Public Employees' Retirement System) allotments, as well as the potential impact on substitute teacher expenses. The goal of this review is to ensure the policy aligns with the organization's budgetary constraints and operational priorities while continuing to encourage strong attendance among teachers.

As we reviewed the ADA Incentive, we want to make sure our policy is aligned with our Independent Study policy. Not all students should receive an Independent Study. There are advantages and disadvantages to allowing students to participate in an Independent Study.

Advantages	
1. Continuity of Learning	Allows the student to continue learning and stay on track with the curriculum.

2. Individualized Learning	Provides an opportunity for personalized learning tailored to the student's needs and interests.
3. Development of Skills	Encourages self-directed learning and fosters independence, organization, and time management skills.
4. Flexibility	Offers flexibility in scheduling and completion of assignments, accommodating diverse family circumstances.
5. Engagement	Keeps the student engaged in learning and connected to the school community during the absence.
<b>Disadvantage</b>	
1. Resource Accessibility	Requires access to technology, educational materials, and support resources, which may not be available to all families.
2. Monitoring and Support	Relies on effective communication and support from teachers and school staff to ensure successful completion.
3. Social Interaction	Limits opportunities for peer interaction and collaboration, potentially affecting social and emotional development.
4. Motivation	Requires self-motivation and discipline on the part of the student to stay focused and complete assignments independently.
5. Potential for Gaps	May result in gaps in learning or missed instruction if the independent study does not align closely with classroom curriculum.

We want all staff to be aware that the following are common abuses associated with independent studies. It is essential that all participants of an Independent Study uphold the academic integrity and ethical standards in education. Violations of our policy could lead to severe disciplinary actions.

**Common abuses in the field of education associated with independent study documents:**

- Banking Student Work - The practice of accumulating completed assignments or projects for submission at a later date;
- Plagiarism of Signatures;
- Allowing submission of work outside the deadlines.

**Acceptable policies include the following:**

- Ensure the student reads or does some form of work every night;
- Provide clear expectations and flexibility;
- Provide a weekly study packet;
- Provide access to technology;
- Offer support and guidance to students - assisting students at schools with the completion of work assigned at home;
- Facilitate collaboration with peers;
- Offer additional resources;
- Celebrate completion;

At this time, the allotment of illness time is exclusive to classroom teachers. These hours will be inclusive of April through June. This policy will be evaluated on an annual basis.

**RECOMMENDATION**

It is recommended that the Board of Directors approve the revised acknowledgement of teachers who meet or exceed ADA rate of 98.5%.

**V. ITEMS SCHEDULED FOR INFORMATION**



**FENTON CHARTER PUBLIC SCHOOLS**

December 12, 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 the lens of the [CA Dashboard](#).

**RECOMMENDATION**

This is an information item only and no action is required.