

**SAN JOSE CHARTER ACADEMY BOARD OF DIRECTORS**  
**MINUTES**  
**REGULAR MEETING**  
**HELD AT 2021 W. ALWOOD ST., WEST COVINA, CA 91790**  
**August 6, 2024**  
**3:30 p.m.**

**Regular Session**

**I. CALL TO ORDER: \_\_3:39\_\_ p.m.**

**II. OPEN SESSION**

- a. Flag Salute
- b. Roll Call

**BOARD OF DIRECTORS**

|                          |                   |   |
|--------------------------|-------------------|---|
| SJCA Chairwoman          | Nicole Valdovinos | x |
| SJCA Vice Chairman       | Jeff Coronado     | x |
| SJCA Board Secretary     | Tony Song         | x |
| SJCA Board Member        | Dave Wallach      | x |
| SJCA Board Member        | Matt Smith        | x |
| SJCA Board Member        | Monica Farias     | x |
|                          |                   |   |
| Superintendent-Principal | Erin Shiroma      | x |

**III. PRESENTATIONS - None**

**IV. BOARD OF DIRECTORS' REPORTS**

Items or activities individual Board Directors may wish to report on since their last meeting. This may include school events, visits, community events, etc.

Mr. Smith raised the question if the Board would be able to buy into the school's health insurance program.

Mr. Song reported that the morning professional development session he attended (Dr. Arriaga) was exceptional. The theme of the presentation was Equity, Diversity and Access.

Mrs. Valdovinos agreed with Mr. Song. The presentation was eye opening.

Mrs. Farias reported out that as of today, the school has a “locker” at The Plaza West Covina so it can participate in the fund raising activity at the mall.

## **V. ITEMS FROM THE FLOOR/PUBLIC COMMENT**

For those attending the meeting in person, please submit a "Request to Address the Board" form prior to the meeting. If a participant is attending through Zoom, please follow the instructions below for addressing the Board.

Not more than three (3) minutes are to be allotted to any one (1) speaker, nor more than thirty (30) minutes on the same subject. This portion of the agenda is for presentations to the Board and not a question and answer period where the Board enters into dialogue. If you have questions for the Board, please provide the Board President with a copy and an administrator will provide answers at a later date. Public comments beyond thirty (30) minutes will be at the discretion of the Board President.

Please click the link below to join through Zoom:

<https://sjcharter.zoom.us/j/97079178411?pwd=TXJZc0hycmE3ZXdQU3JRTBVNjVaQT09>

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If you join the webinar by phone to listen in only, please press \*9 to raise your hand.

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1. Tap MORE, then raise hand
2. The host will be notified that you've raised your hand. When it is your turn to speak, you may be prompted to unmute yourself.
3. Tap MORE again, then LOWER HAND to lower it if needed.

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1. Click RAISE HAND in the webinar controls.
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3. Click RAISE HAND in the webinar controls to lower it. This will not mute yourself if you are unmuted.

Note:

Windows – You can also use the Alt + Y shortcut to raise or lower your hand.  
Mac – You can use the Option + Y keyboard shortcut to raise or lower your hand

## A. ORGANIZATIONAL

### 1. Approval of Agenda and Consent items

**Moved by** Mr. Wallach **Seconded by** Mr. Smith

To approve the agenda and consent items for the regular meeting of August 6, 2024.

**Ayes** 6 **Noes** 0 **Abstain** 0

☒\_x\_ Valdovinos ☒\_x\_ Coronado ☒\_x\_ Song ☒\_x\_ Wallach ☒\_x\_ Smith ☒\_x\_ Farias

Consent

### 2. Approval of Minutes

**Moved by** **Seconded by**

To approve the minutes of the regular meeting of June 18, 2024

**Ayes** **Noes** **Abstain**

☐\_ Valdovinos ☐\_ Coronado ☐\_ Song ☐\_ Wallach ☐\_ Smith ☐\_ Farias

### 3. Charter Board Member Advisory Liaison

To approve the appointment of Nicole Valdovinos as SJCA's CCSA Advisory Liaison

**Moved by** Mr. Wallach **Seconded by** Mr. Smith

**Ayes** 5 **Noes** 0 **Abstain** 1

☐\_Ab\_ Valdovinos ☒\_x\_ Coronado ☒\_x\_ Song ☒\_x\_ Wallach ☒\_x\_ Smith ☒\_x\_ Farias

## B. EDUCATION

### 4. Report of Information: August Staff Professional Development

Ms. Shiroma provided an extensive overview of the staff professional development activities taking place at SJCA in August.

**5. Revised Independent Study Policy**

**Moved by** Mr. Smith **Seconded by** Mr. Song

To approve the revised 2024 SJCA Independent Study Policy

| <b>Ayes</b>                                    | <b>6</b> | <b>Noes</b>                                  | <b>0</b>                                 | <b>Abstain</b>                              | <b>0</b>                                                                             |
|------------------------------------------------|----------|----------------------------------------------|------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Valdovinos |          | <input checked="" type="checkbox"/> Coronado | <input checked="" type="checkbox"/> Song | <input checked="" type="checkbox"/> Wallach | <input checked="" type="checkbox"/> Smith <input checked="" type="checkbox"/> Farias |

Consent **6. Revised 2024 SJCA Handbook**

**Moved by** **Seconded by**

To approve the 2024 revised SJCA handbook.

| <b>Ayes</b>                         |                                   | <b>Noes</b>                   |                                  | <b>Abstain</b>                 |                                 |
|-------------------------------------|-----------------------------------|-------------------------------|----------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Valdovinos | <input type="checkbox"/> Coronado | <input type="checkbox"/> Song | <input type="checkbox"/> Wallach | <input type="checkbox"/> Smith | <input type="checkbox"/> Farias |

Consent **7. 2024 Records Retention Policy**

**Moved by** **Seconded by**

To approve the 2024 Records Retention Policy

| <b>Ayes</b>                                    | <b>6</b> | <b>Noes</b>                                  | <b>0</b>                                 | <b>Abstain</b>                              | <b>0</b>                                                                             |
|------------------------------------------------|----------|----------------------------------------------|------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Valdovinos |          | <input checked="" type="checkbox"/> Coronado | <input checked="" type="checkbox"/> Song | <input checked="" type="checkbox"/> Wallach | <input checked="" type="checkbox"/> Smith <input checked="" type="checkbox"/> Farias |

**8. 2024 Artificial Intelligence Policy**

**Moved by** Mr. Song **Seconded by** Mrs. Farias

| <b>Ayes</b> | <b>6</b> | <b>Noes</b> | <b>0</b> | <b>Abstain</b> | <b>0</b> |
|-------------|----------|-------------|----------|----------------|----------|
|-------------|----------|-------------|----------|----------------|----------|

To approve the 2024 Artificial Intelligence Policy

|                                                |                                              |                                          |                                             |                                           |                                            |
|------------------------------------------------|----------------------------------------------|------------------------------------------|---------------------------------------------|-------------------------------------------|--------------------------------------------|
| <input checked="" type="checkbox"/> Valdovinos | <input checked="" type="checkbox"/> Coronado | <input checked="" type="checkbox"/> Song | <input checked="" type="checkbox"/> Wallach | <input checked="" type="checkbox"/> Smith | <input checked="" type="checkbox"/> Farias |
|------------------------------------------------|----------------------------------------------|------------------------------------------|---------------------------------------------|-------------------------------------------|--------------------------------------------|

**C. BUSINESS**

Consent

### **9. Purchase Orders**

**Moved by**

**Seconded by**

To approve/ratify listed purchase orders.

**Ayes**

**Noes**

**Abstain**

☐ Valdovinos

☐ Coronado

☐ Song

☐ Wallach

☐ Smith

☐ Farias

Consent

### **10. Warrants**

**Moved by**

**Seconded by**

To approve/ratify listed warrants.

**Ayes**

**Noes**

**Abstain**

☐ Valdovinos

☐ Coronado

☐ Song

☐ Wallach

☐ Smith

☐ Farias

### **11. Contracts**

**Moved by**

Mr. Smith

**Seconded by**

Mr. Wallach

To approve/ratify listed contracts.

**Ayes**

**6**

**Noes**

**0**

**Abstain**

**0**

☒ Valdovinos

☒ Coronado

☒ Song

☒ Wallach

☒ Smith

☒ Farias

### **12. Report of Information: AB247**

Ms. Shiroma provided the Board of Directors with an overview of AB247.

## **D. PERSONNEL**

Consent

### **13. Personnel Report**

**Moved by**

**Seconded by**

To approve/ratify the personnel report as present.

**Ayes**

**Noes**

**Abstain**

\_\_ Valdovinos

\_\_ Coronado

\_\_ Song

\_\_ Wallach

\_\_ Smith

\_\_ Farias

## **VI. INFORMATION SESSION**

### **1. Board of Directors' discussion**

**Mrs. Farias reported out that her granddaughter made the flag football team at South Hills High School. She is the varsity quarterback and will be lettering as a Freshman. She also provided more information about the “Locker” project kickoff. She hopes the school can participate.**

### **2. Dates to remember and other updates:**

| <b>DATE</b>                  | <b>EVENT</b>                                              |
|------------------------------|-----------------------------------------------------------|
| August 6 <sup>th</sup> -13th | Staff Professional Development and Classroom Preparations |
| August 14th                  | 1st Day of School                                         |
| August 14th                  | 5:30 TK + Kindergarten Back to School Night               |
| August 20th                  | 5:30 JA Back to School Night                              |
| August 21st                  | 5:30 Elementary Back to School Night                      |
| August 22nd                  | 5:30 Primary Back to School Night                         |
| September 2nd                | Labor Day                                                 |
| September 3rd                | NEXT BOARD MEETING - 5:00 p.m.                            |

**VII. There being no further business to come before the Board of Directors, the regular meeting of August 6, 2024 is adjourned at \_\_5:28\_\_\_\_ p.m. by Chairwoman, Nicole Valdovinos.**