

**SAN JOSE CHARTER ACADEMY BOARD OF DIRECTORS**  
**MINUTES**  
**REGULAR MEETING**  
**HELD AT 2021 W. ALWOOD ST., WEST COVINA, CA 91790**  
**August 5, 2025**  
**4:00 p.m.**

**Regular Session**

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

**II. OPEN SESSION**

- a. Flag Salute
- b. Roll Call

**BOARD OF DIRECTORS**

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

|                          |              |  |
|--------------------------|--------------|--|
| Superintendent-Principal | Erin Shiroma |  |
|--------------------------|--------------|--|

**III. PUBLIC COMMENT PERIOD REGARDING CLOSED SESSION  
ITEM**

**IV. CLOSED SESSION OPEN: \_\_\_\_\_ p.m.**

- A. Staff Compensation/Benefits – Education Code 54957.6**
- B. Anticipated Litigation – Education Code 54956.9 (c)**

**V. CLOSED SESSION CLOSED: \_\_\_\_\_ p.m.**

## **VI. ACTION TAKEN IN CLOSED SESSION:**

## **VII. PRESENTATIONS**

1. Students who spoke during the West Covina Parks and Recreation Master Plan meeting are being recognized for their community participation and courage.

## **VIII. 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.

## **IX. 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>

Passcode: 216986

Telephone:

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Webinar ID: 970 7917 8411

Passcode: 216986

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

If you use ANDROID or IOS with a Zoom app., please do the following:

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.

If you use WINDOWS or MAC to access meeting with Zoom, please do the following:

1. Click RAISE HAND in the webinar controls.
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. 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**

**Seconded by**

To approve the agenda and consent items for the regular meeting of August 5, 2025..

**Ayes**

**Noes**

**Abstain**

\_\_\_ Valdovinos

\_\_\_ Coronado

\_ Song

\_\_\_ Wallach

\_\_\_ Smith

\_\_\_ Farias

### Consent **2. Approval of Minutes**

**Moved by**

**Seconded by**

To approve the minutes of the regular meeting of June 17, 2025.

**Ayes**

**Noes**

**Abstain**

\_\_\_ Valdovinos

\_\_\_ Coronado

\_ Song

\_\_\_ Wallach

\_\_\_ Smith

\_\_\_ Farias

## **B. EDUCATION**

### **3. Report of Information: August Staff Professional Development**

Ms. Shiroma will provide an overview on the staff professional development taking place in August.

### **4. Report of Information: Facilities Updates**

Ms. Shiroma will provide the Board with a facilities update.

### Consent **5. Revised 2025-2026 SJCA Student/Parent Handbook**

**Moved by**

**Seconded by**

To approve the 2025-2026 revised SJCA Student/Parent Handbook

**Ayes**

**Noes**

**Abstain**

\_\_\_ Valdovinos

\_\_\_ Coronado

\_ Song

\_\_\_ Wallach

\_\_\_ Smith

\_\_\_ Farias

## C. BUSINESS

### Consent 6. Purchase Orders

**Moved by**

**Seconded by**

To approve/ratify listed purchase orders.

**Ayes**

**Noes**

**Abstain**

\_\_\_ Valdovinos

\_\_\_ Coronado

\_\_\_ Song

\_\_\_ Wallach

\_\_\_ Smith

\_\_\_ Farias

### Consent 7. Warrants

**Moved by**

**Seconded by**

To approve/ratify listed warrants.

**Ayes**

**Noes**

**Abstain**

\_\_\_ Valdovinos

\_\_\_ Coronado

\_\_\_ Song

\_\_\_ Wallach

\_\_\_ Smith

\_\_\_ Farias

### 8. Contracts

**Moved by**

**Seconded by**

To approve/ratify listed contracts.

**Ayes**

**Noes**

**Abstain**

\_\_\_ Valdovinos

\_\_\_ Coronado

\_\_\_ Song

\_\_\_ Wallach

\_\_\_ Smith

\_\_\_ Farias

## D. PERSONNEL

### Consent 9. Personnel Report

**Moved by**

**Seconded by**

To approve/ratify the personnel report as present.

**Ayes**

**Noes**

**Abstain**

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

**10. Cabinet Updated Job Titles Update**

**Moved by**

**Seconded by**

To approve/ratify the personnel report as present.

**Ayes**

**Noes**

**Abstain**

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

**X. INFORMATION SESSION**

**1. Board of Directors' discussion**

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

| <b>DATE</b>                  | <b>EVENT</b>                                                |
|------------------------------|-------------------------------------------------------------|
| August 5 <sup>th</sup> -11th | Staff Professional Development and Classroom Preparations   |
| August 12th                  | 1st Day of School                                           |
| August 14th                  | 5:30 Junior Academy Back to School Night                    |
| August 19th                  | 5:30 1 <sup>st</sup> & 2 <sup>nd</sup> Back to School Night |
| August 21st                  | 5:30 3 <sup>rd</sup> – 5 <sup>th</sup> Back to School Night |
| August 22nd                  | First Day of Autumn                                         |
| September 1st                | Labor Day – No School                                       |
| September 4th                | 5:00 State of the City: West Covina                         |
| September 8 <sup>th</sup>    | 6:00 PTO Meeting                                            |
| September 9th                | NEXT BOARD MEETING - 5:00 p.m.                              |

**XI. There being no further business to come before the Board of Directors, the regular meeting of August 5, 2025 is adjourned at \_\_\_\_\_ p.m. by \_\_\_\_\_**