

SAN JOSE CHARTER ACADEMY

BOARD OF DIRECTORS

REGULAR MEETING AGENDA



2021 W. Alwood St., West Covina, CA 91790

DATE: September 10, 2026

5:00 p.m.

NOTICE OF MEETING — LEGAL COMPLIANCE

This agenda was posted at least 72 hours prior to the meeting in a publicly accessible location and on the SJCA website, in compliance with the Ralph M. Brown Act (Gov. Code §54950 et seq.) and Ed. Code §47604.1 (SB 126, 2019). Agenda materials are available for public inspection at the school office during regular business hours.

In compliance with the Americans with Disabilities Act (ADA, 42 U.S.C. §12132), persons with disabilities needing accommodations should contact the school office at least 48 hours prior to the meeting.

I. CALL TO ORDER

Called to order at: _____ p.m.

II. OPEN SESSION

- a. Flag Salute
- b. Roll Call

BOARD MEMBER	PRESENT / ABSENT
Tony Song – Board Chairman	__ Present __ Absent
Dave Wallach – Vice Chairman	__ Present __ Absent
Matt Smith – Board Secretary	__ Present __ Absent
Nicole Valdovinos – Board Member	__ Present __ Absent
Monica Farias – Board Member	__ Present __ Absent
Erin Shiroma – Superintendent-Principal	__ Present __ Absent

III. PRESENTATIONS

1. Recognition of San Jose Charter Academy Leadership Team
Administration will recognize/introduce the SJCA Leadership Team.

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.

V. ITEMS FROM THE FLOOR / PUBLIC COMMENT

Not more than three (3) minutes per speaker, nor more than thirty (30) minutes on the same subject. This portion of the agenda is for presentations to the Board and is not a question-and-answer period. Members of the public may address the Board on any item within its jurisdiction, including non-agenda items.

Zoom Access:

Meeting Link: <http://bit.ly/SJCABoardMeeting>

Passcode: 216986

Phone: 213.338.8477 | Webinar ID: 970 7917 8411

VI. BUSINESS SESSION

A. ORGANIZATIONAL

1. Approval of Agenda and Consent Items

To approve the agenda and consent items for the regular meeting of August 4, 2026.

Motion	Moved by:	Seconded by:	__Song __Wallach __ Smith __Valdovinos __ Farias
Final Resolution	Ayes:	Noes:	Abstain:

2. Approval of Minutes

To approve the minutes for the regular meeting of September 10, 2026.

Motion	Moved by:	Seconded by:	__Song __Wallach __ Smith __Valdovinos __ Farias
Final Resolution	Ayes:	Noes:	Abstain:

B. EDUCATION

3. Report of Information: Facilities Enhancement Update

Presenter: Erin Shiroma, Superintendent-Principal

Updates to SJCA Facilities of Proposition 2 HVAC project, and NWN Physical and Cybersecurity Updates

4. Wellness Policy **[CONSENT]**

Presenter: Arleen Lemus, Administrator, Student Services

To approve the SJCA Wellness Policy as presented.

Motion	Moved by:	Seconded by:	__Song __Wallach __ Smith __Valdovinos __ Farias
Final Resolution	Ayes:	Noes:	Abstain:

5. Approval of 2025-2026 Prop 28 Annual Report **[CONSENT]**

Presenter: Erin Shiroma, Superintendent-Principal

To approve the 2025-2026 Prop 28 (Arts and Music in Schools) expenditures as presented.

Motion	Moved by:	Seconded by:	__Song __Wallach __ Smith __Valdovinos __ Farias
Final Resolution	Ayes:	Noes:	Abstain:

6. Report of Information: Lockdown Drill Update

Presenter: Erin Shiroma, Superintendent-Principal

Ms. Shiroma will provide the Board of Directors with an update on SJCA's recent lockdown drill, including timing, staff and student response, and any follow-up actions identified.

C. BUSINESS

7. Purchase Orders **[CONSENT]**

Presenter: Andrea Luna, Chief Business Officer

To approve/ratify listed purchase orders.

Motion	Moved by:	Seconded by:	__Song __Wallach __ Smith __Valdovinos __ Farias
Final Resolution	Ayes:	Noes:	Abstain:

8. Warrants **[CONSENT]**

Presenter: Andrea Luna, Chief Business Officer

To approve/ratify listed warrants.

Motion	Moved by:	Seconded by:	__Song __Wallach __ Smith __Valdovinos __ Farias
Final Resolution	Ayes:	Noes:	Abstain:

9. Contracts

Presenter: Andrea Luna, Chief Business Officer

To approve/ratify contracts as presented.

Motion	Moved by:	Seconded by:	__Song __Wallach __Smith __Valdovinos __Farias
Final Resolution	Ayes:	Noes:	Abstain:

10. Donations **[CONSENT]**

Presenter: Andrea Luna, Chief Business Officer

To approve/ratify listed donations.

Motion	Moved by:	Seconded by:	__Song __Wallach __Smith __Valdovinos __Farias
Final Resolution	Ayes:	Noes:	Abstain:

11. Award of Energy Service Company Contract for Proposition 2 HVAC Project

Presenter: Erin Shiroma, Superintendent-Principal

To approve the award of the Energy Service Company (ESCO) contract as presented.

Motion	Moved by:	Seconded by:	__Song __Wallach __Smith __Valdovinos __Farias
Final Resolution	Ayes:	Noes:	Abstain:

12. Report of Information: Presentation of 2025-26 Unaudited Actuals

Presenter: Andrea Luna, Chief Business Officer

Ms. Luna will provide the Board with a presentation on the 2025-2026 Unaudited Actuals.

Motion	Moved by:	Seconded by:	__Song __Wallach __Smith __Valdovinos __Farias
Final Resolution	Ayes:	Noes:	Abstain:

13. Approval of 2025-26 Unaudited Actuals

Presenter: Andrea Luna, Chief Business Officer

To approve the 2025-2026 Unaudited Actuals.

Motion	Moved by:	Seconded by:	__Song __Wallach __Smith __Valdovinos __Farias
Final Resolution	Ayes:	Noes:	Abstain:

D. PERSONNEL

14. Personnel Report [CONSENT]

Presenter: Andrea Luna, Chief Business Officer

To approve/ratify the personnel report as presented.

Motion	Moved by:	Seconded by:	__Song __Wallach __ Smith __Valdovinos __ Farias
Final Resolution	Ayes:	Noes:	Abstain:

15. ELOP Clerk Job Description [CONSENT]

Presenter: Andrea Luna, Chief Business Officer

To approve the ELOP Clerk job description as presented.

Motion	Moved by:	Seconded by:	__Song __Wallach __ Smith __Valdovinos __ Farias
Final Resolution	Ayes:	Noes:	Abstain:

VII. INFORMATION SESSION

1. Board of Directors' Discussion

2. Dates to Remember and Other Updates

DATE	EVENT
09.11.26	Patriots' Day
09.12.26	ELOP+Attendance Recovery Saturday Session Rosh Hashanah Day 1
09.13.26	Rosh Hashanah Day 2
09.14.26	Constitution Week PTO Meeting
09.17.26	Constitution Day West Covina State of the City
09.18.26	SELPA Superintendents' Council

09.21.26	Yom Kippur
09.22.26	Picture Day First Day of Autumn
09.25.26	SJCA Warrior Run
09.26.26	ELOP+Attendance Recovery Saturday Session
09.29.26	Vision and Hearing Screening
10.02.26	Custodian Appreciation Day
10.05.26	Local Holiday: No School
10.06.26	SJCA Board of Directors' Meeting

IX. ADJOURNMENT

There being no further business to come before the Board of Directors, the regular meeting of September 10, 2026 is adjourned at _____ p.m. by _____.