

# MINUTES

## Of the Board of Directors of Grimmway Schools

(A California Non-Profit Public Benefit Corporation)

### I. PRELIMINARY

#### 1. CALL TO ORDER

The Board of Directors of this corporation, held their meeting at the time, on the day, and at the place set forth as follows:

Time: 4:01 p.m.

Date: August 31, 2020

Meeting held via teleconference

#### 2. DIRECTORS PRESENT

The following directors, constituting a quorum of the Board, were present at the meeting held via teleconference:

Present: Tom Mestmaker, President; Manuel Pantoja, Secretary and Arvin Community Representative; Matt Look, Star Parents of Grimmway Academy (SPGA) and Parent Representative (Matt joined the call at approximately 4:10 pm); Ernie Unruh, Kern County Superintendent of Schools Representative; Dr. Jean Fuller, Grimm Family Education Foundation Representative

Absent: NA

Grimmway Schools Staff Present via teleconference: Casey Yeazel, Chief Executive Officer; Dr. Monica Jara Guerra, Director of Community Initiatives; Michelle Lumis, Executive Assistant; Mike Romero, Chief Operating Officer; Dr. Wendy Creek, Chief Academic Officer; Melody Castillo, Accounting Clerk

Grimmway Academy Staff Present via teleconference: Zulema Ela, Vice Principal of Academics; Hurshel Williams, Principal, Grimmway Academy Arvin; Brook Webb, Principal, Grimmway Academy Shafter; Sabrina Reimert, Assistant Principal of Student Services; Katie Wiebe, Literacy Specialist; Frank Pasillas, Teacher

Grimm Family Education Foundation Staff present via teleconference: Evelyn Steed, Office Manager

Others Present via teleconference: Cindy Franz, Back Office Provider and Emma Pereida-Martinez, Assistant Superintendent, Arvin Union School District

3. *FLAG SALUTE*
4. *APPROVAL OF MINUTES*

A motion was made by, Manuel Pantoja seconded by, Jean Fuller, and passed, to approve via roll call the minutes of the Board meeting dated July 27, 2020.

<b>Board Member</b>	<b>Yay</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
Tom Mestmaker	X			
Manuel Pantoja	X			
Ernie Unruh	X			
Matt Look			X	
Jean Fuller	X			

Resolved further, that the Secretary of the Corporation is authorized and directed to insert a copy of these certified minutes into the book of minutes of this Corporation and to see that a certified copy of these minutes is kept at the Home Office for the transaction of business of this Corporation.

## **II. COMMUNICATIONS**

*ORAL COMMUNICATIONS - NONE*

*GS LEADERSHIP REPORT*

Casey Yeazel, Executive Director, shared the 20-21 school year started August 3<sup>rd</sup> and is now moving into the fourth week of school. All students have started the year distance learning, and initial concerns regarding technology challenges have improved each week, along with attendance and daily participation. Per the California Department of Education, Local Education Agencies (LEAs) must document daily participation for each student on each instructional day, in whole or in part, for which distance learning is provided. Casey shared a sample of the weekly distance learning attendance tracker with the board. LEAs are also required to complete a weekly engagement record to document whether students received synchronous or asynchronous instruction for each whole or partial day of distance learning that is consistent with the plan developed by the local governing board, verify daily participation, and track assignments.

Casey shared New California Department of Public Health guidelines were released on August 25<sup>th</sup>, allowing for necessary in-person child supervision and limited instruction, targeted support services, and facilitation of distance learning in small group environments for a specified subset of children and youth, up to 14 students maximum. As a result, both school sites will begin on-site SPED services as well as ELPAC testing beginning September 7<sup>th</sup>. Ensuring that school sites can effectively serve the learning and social emotional learning needs of students plus ensuring consistent safety protocols, along with the required health and safety practices needed to prevent the spread of COVID-19 in their settings is a top priority. Adequate staffing capacity will also be needed to run effective distance learning and on-site supports simultaneously.

Casey shared information regarding Senate Bill 820: Budget Trailer Bill, which is awaiting approval by the Legislature and signing by the Governor. This funding would have a direct impact on Grimmway Academy Shafter. Casey also gave an update regarding Assembly Bill 2765 – Prevailing Wage Requirements for Charter School Conduit Bond Projects.

Casey discussed the Learning Continuity and Attendance Plan (LCP) which is replacing the Local Control Accountability Plan (LCAP) for the 20-21 school year. The Learning Continuity Plan template memorializes the planning process already underway for the 2020–21 school year and includes descriptions of the following: addressing gaps in learning; conducting meaningful stakeholder engagement; maintaining transparency; addressing the needs of unduplicated pupils, students with unique needs, and students experiencing homelessness; providing access to necessary devices and connectivity for distance learning; providing resources and supports to address student and staff mental health and social emotional well-being; and continuing to provide school meals for students. A public hearing will be held on September 16, 2020 for stakeholder engagement and feedback. The LCP will be presented to the board for adoption on September 28, 2020.

Dr. Wendy Creek, Chief Academic Officer, shared each campus is continuing distance learning through live synchronous sessions as well as some asynchronous work time to allow students to process. Both sites have a live opening and closing session for community building and reflection, as well as several live academic sessions throughout the day where students interact with teachers and classmates. Students who need extra supports have a variety of options available, such as targeted English Language Development time, small group sessions, and targeted breakouts.

Professional development currently has two Fridays each month reserved for site specific learning opportunities, as well as two Fridays which bring both campuses together for broader professional learning across the organization.

NWEA assessments will be administering in the next two weeks, and using that data we can help determine what other supports are needed to help our students who are experiencing learning loss.

Mike Romero, Chief Operating Officer, provided the Human Resources (HR) and Operations updates. In partnership with the Principals, the HR team has been providing additional COVID-19 related trainings and resources in preparation for staffers to be on-site in the coming weeks. There are established COVID-19 liaisons on each site to ensure employees know where to go if they have questions regarding PPE, exposures, and accommodations. HR continues to track CDPH updates weekly and update school sites as needed.

Mike reported that Grimmway Schools has received donations of face masks, face shields, and hand sanitizer from two regional organizations interested in donating to nonprofits (CA State Council on Developmental Disabilities and ONEMASK).

On the Operations side, Mike shared school sites have been tracking daily attendance/participation rates to ensure that technology or the internet are not a barrier. Over 60 wi-fi hotspots have been provided to families in need of internet connectivity and a Chromebook has been provided to every family in need of one. Monitoring the safety of our students while online has led to a potential partnership with a third-party Ed technology organization, GoGuardian, to ensure web filtering and site management is actively monitored. Some of the added features include parental reporting/support as well as mental health alerts.

Sites have continued dispersing meals to the communities since the start of school year. Though numbers are down from the Spring, the decrease can be attributed to the warmer weather and poor air quality. Scannable meal cards have been dispersed to families to facilitate grab-and-go dispersal and to help track meals each day.

The facilities managers have been actively managing the daily sanitation and weekly deep cleaning needs of the sites to ensure a safe workplace for our staff. Upgrades to the HVAC filters and acquiring stand-alone air purification systems to help mitigate the spread of COVID-19 are forthcoming.

Casey shared the Community Initiatives update and reported Dr. Monica Jara Guerra is working with municipal governments in both Shafter and Arvin on issues related to COVID, in particular child supervision. Through Dr. Jara Guerra's leadership, the Shafter Parks and Recreation Department is open to collaboration on programs that would provide some level of child supervision, however, details based upon the new CDPH guidance just released, have not been shared with Shafter community.

The Shafter City Council created an education ad hoc committee to discuss educational issues that impact the city and our schools. There was discussion about residents in Shafter not wearing masks and a decision to develop a campaign around health and safety issues related to COVID - especially wearing masks. Michael Bobadilla from the CMO Home Office is volunteering his expertise as a graphic designer to the campaign.

#### *PRINCIPAL'S REPORT-Grimmway Academy Arvin*

Hurshel Williams, Principal of Grimmway Academy Arvin shared school is off to a strong start will enrollment at 823 students and 58 students on the waitlist. Students have averaged a monthly 98.4% distance learning attendance and participation rate since the beginning of school. Hurshel shared modifications to the distance learning model since the Spring 2020 Distance Learning period have been implemented. These modifications include upgrading GAA Instructional Teams' Zoom accounts, establishing and hosting designated ELD instruction blocks, formalizing Social and Emotional Learning best practices and providing daily live synchronous Zoom instruction.

Hurshel also shared several distance learning best practices have been expanded to include the following: hosting weekly parent information meetings, providing art, music, P.E. and edible school yard distance learning opportunities.

Lastly, Grimmway Academy Arvin has provided an opportunity for all stakeholders by hosting a "MANGO 100-day Challenge" that has been extended to family members.

## *PRINCIPAL'S REPORT-Grimmway Academy Shafter*

Brook Webb, Principal of Grimmway Academy Shafter, shared school attendance has been up and staff is continuing to follow-up with families daily with phone calls. A teacher parade was held Friday, August 28<sup>th</sup> and it was exciting to see the students and families. Brook stressed the importance of building human connections in the time of COVID and focusing on what can be done versus what cannot be done. Technology challenges have been one of the issues facing families and Brook thanked Frank Pasillas, who has spent countless hours supporting instructional platforms, creating help documents for parents and staff, and troubleshooting daily tech issues, which has proven to decrease calls for assistance and increase student engagement.

Brook shared the upcoming events in September, including dress up days, a book fair and virtually family literacy night on September 24<sup>th</sup>.

Ernie Unruh asked Brook what the participation rate was for Shafter. Brook shared the participation rate was 83% and 87% the first two days of school and as of Friday, August 28<sup>th</sup> is up to 97.2%.

## *ARVIN AND SHAFTER PARENT REPORT*

Katie Wiebe, Literary Specialist and parent to three boys, provided the Shafter parent report. Katie shared the different scenarios families are facing currently, while home distance learning. Katie is working with the Shafter Learning Center and Shafter's Park and Recreation to find ways to have activities and engagement for families. The Shafter Learning Center is providing monthly learning boxes to families that can be picked-up via drive-thru style. A virtual book store is also being set-up by the Shafter Learning Center. Activities like walking and biking are being encouraged by Shafter's Parks and Recreation district. "Save the Shafter Library" campaign is still underway to keep the library open for the community of Shafter.

Matt Look, President of Star Parents of Grimmway Academy, shared the nomination and voting process is underway for the 20-21 school year.

## *GRIMMWAY SCHOOLS STAFF REPORT - NA*

## *FISCAL REPORT - REVENUE BUDGET ADJUSTMENT*

Cindy Franz from EdTec (back-office provider) shared the fiscal report for June 2020.

Cindy shared the 2019-20 school year is being closed out, with unaudited actuals due September 15<sup>th</sup> to our authorizers. The first year under a self-funded health and wellness plan resulted in a savings of \$390,000. In 2021, there continues to be many fiscal year

transitions and the July financials are not closed yet. EdTec will continue to sort through spending details for Learning Loss Mitigation funds.

Cindy shared the Growth Funding Waiver – Trailer Bill SB 820 criteria which would allow for growth to be funded at the lesser of the CALPADS Census Day, Oct. 7<sup>th</sup> and the board approved ADA.

Cindy continued to stress the importance of the Learning Loss Mitigation components and restricted uses in terms of student learning supports, extension of instructional time, academic services, technology support, instructional materials, and addressing learning barriers.

Cindy shared the COVID funding sources and their time line to spend the funds, unknown length of crisis and economic impact.

Ernie asked Cindy if she received the notification from the California Schools Finance Authority (CSFA) regarding trans funds available for charter schools. Cindy said she is aware of the tax revenue anticipated notes (TRANS) from CSFA, but would first consider inter-company loans as a more affordable option.

### III. ACTION ITEMS

1. The Directors were presented with the approval of the Purchase Orders and Warrants and Credit Card Register for June 2020 that were considered, and discussed. On a motion duly made by Ernie Unruh seconded by Jean Fuller, and carried, the Board approved via roll call the Purchase Orders and Warrants and Credit Card Register for June 2020.

<b>Board Member</b>	<b>Yay</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
Tom Mestmaker	X			
Manuel Pantoja	X			
Ernie Unruh	X			
Matt Look	X			
Jean Fuller	X			

2. The Directors were presented with the approval of the Purchase Orders and Warrants and Credit Card Register for July 2020 that were considered, and discussed. On a motion duly made by Matt Look seconded by Jean Fuller, and carried, the Board approved via roll call the Purchase Orders and Warrants and Credit Card Register for July 2020.

<b>Board Member</b>	<b>Yay</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
Tom Mestmaker	X			
Manuel Pantoja	X			
Ernie Unruh	X			
Matt Look	X			
Jean Fuller	X			

3. The Directors were presented with the approval of the Revised Fiscal Policies and Procedures that were considered, and discussed. On a motion duly made by Matt Look, seconded by Ernie Unruh, and carried, the Board approved via roll call the Revised Fiscal Policies and Procedures.

<b>Board Member</b>	<b>Yay</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
Tom Mestmaker	X			
Manuel Pantoja	X			
Ernie Unruh	X			
Matt Look	X			
Jean Fuller	X			

4. The Directors were presented with the approval of the Revised Resolution Concerning Measures to Address Ongoing Impacts of COVID-19 During School Re-Opening that were considered, and discussed. On a motion duly made by Jean Fuller Unruh, seconded by Manuel Pantoja, and carried, the Board approved via roll call the Revised Resolution Concerning Measures to Address Ongoing Impacts of COVID-19 During School Re-Opening.

<b>Board Member</b>	<b>Yay</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
Tom Mestmaker	X			
Manuel Pantoja	X			
Ernie Unruh	X			
Matt Look	X			
Jean Fuller	X			

5. The Directors were presented with the approval of Amended Grimmway Schools Conflict of Interest Policy that were considered, and discussed. On a motion duly made by Ernie Unruh, seconded by Jean Fuller, and carried, the Board approved via roll call the Amended Grimmway Schools Conflict of Interest Policy.

<b>Board Member</b>	<b>Yay</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
Tom Mestmaker	X			
Manuel Pantoja	X			
Ernie Unruh	X			
Matt Look	X			
Jean Fuller	X			

6. The Directors were presented with the approval of the 20-21 KCSOS SELPA Agreement for GA Arvin that were considered, and discussed. On a motion duly made by Jean Fuller, seconded by Matt Look, and carried, the Board approved via roll call the 20-21 KCSOS SELPA Agreement for GA Arvin.

<b>Board Member</b>	<b>Yay</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
Tom Mestmaker	X			
Manuel Pantoja	X			
Ernie Unruh	X			
Matt Look	X			
Jean Fuller	X			

7. The Directors were presented with the approval of the 20-21 KCSOS SELPA Agreement for GA Shafter that were considered, and discussed. On a motion duly made by Matt Look, seconded by Manuel Pantoja, and carried, the Board approved via roll call the 20-21 KCSOS SELPA Agreement for GA Shafter.

<b>Board Member</b>	<b>Yay</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
Tom Mestmaker	X			
Manuel Pantoja	X			
Ernie Unruh	X			
Matt Look	X			
Jean Fuller	X			

#### **IV. ADJORNMENT**

On a motion the board adjourned at 4:52 p.m.

#### **CERTIFICATE OF SECRETARY**

I certify that I am the duly elected Secretary of the Grimmway Schools, a California nonprofit public benefit corporation; that these minutes, consisting of eight (8) pages are the minutes of the meeting of the Board of Directors held on August 31, 2020.

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Secretary