

**Board Members**

Dr. Charles Friedrichs, President  
Taryn Burgess, Board Secretary  
John Ing, Board Treasurer  
Crystal Madaule, Board Member  
Carrie Birchler, Board Member  
Dr. Bianca Guzman, Board Member

**SCHOLARSHIP PREP SPECIAL BOARD MEETING MINUTES**

Scholarship Prep - Santa Ana  
Legacy Room, 1010 W. 17th Street, Santa Ana, CA 92706  
December 18, 2019 at 1:00pm

This meeting is being conducted by teleconference at Scholarship Prep Oceanside, Boston College, Room 007, 4070 Mission Ave., Oceanside, CA 92057 and at Scholarship Prep South Bay, Stanford Classroom, Room 106, 24910 S Avalon Blvd, Wilmington, CA 90744. The teleconference locations are open to the public, and any member of the public has an opportunity to address the school board from the teleconference locations in the same manner as if that person attended the regular meeting location.

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The public, including public attending the teleconference location, are invited to address the Board. Comments on an agenda item will be accepted prior to consideration of that item.

**1.0 ROLL CALL - TIME: 1:04pm**

<b>Roll Call</b>	<b>Present</b>	<b>Absent</b>
Dr. Charles Friedrichs, Board President	X	
Taryn Burgess, Board Secretary	X	
John Ing, Board Treasurer	X	
Crystal Madaule, Board Member	X	
Carrie Birchler, Board Member		X
Dr. Bianca Guzmán, Board Member		X

**2.0 PLEDGE OF ALLEGIANCE**

**3.0 READING OF THE SCHOLARSHIP PREP MISSION STATEMENT**

*"We are committed to provide a university-inspired pathway of success while closing the achievement gap for all students, including foster youth and those underserved."*

#### **4.0 INVITATION TO ADDRESS THE BOARD ON ITEMS ON THE AGENDA**

The public, including public attending a teleconference location, are invited to address the Board regarding items listed on the agenda. Comments should be limited to 3 minutes. Unless an item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken, nor should there be comments on, responses to, or discussion of a topic not on the agenda.

*The Board members may:*

- (1) Acknowledge receipt of information/report;*
- (2) Refer to staff with no direction as to action or priority; or*
- (3) Refer the matter to the next agenda.*

***No comments***

#### **5.0 INFORMATION SESSION**

##### **5.1. Independent Auditor Findings - Jason Watts, Chief Operating Officer.**

**[Audit Report](#)**

**[Governance Letter](#)**

Jason Watts, Chief Operating Officer, presented the audit report findings. There were no negative findings to report. Mr. Watts explained that the governance letter is a general review of the audit process. He reviewed organization and compliance matters, and anticipates the next audit term to be more comprehensive and include the federal grant.

**6.0 ACTION ITEMS**

**6.1. Consideration of Charter Asset Management (CAM) Charter School Operations Loan in the Amount of \$385,000 for Scholarship Prep Oceanside.**  
**Loan Proposal**  
**Security Agreement**

Recommend the Board Approve the Charter Asset Management (CAM) Charter School Operations Loan in the Amount of \$385,000 for Scholarship Prep Oceanside.

Mr. Watts explained that the loan is to alleviate the cash flow crunch being caused by the continued delays and failure from the U.S. Department of Education in releasing our Federal Grant funds.

Motion: \_\_JI\_\_ Second: \_\_TB\_\_ Vote: \_\_4-0\_\_

<b>Roll Call</b>	<b>AYE</b>	<b>NAY</b>	<b>Abstention</b>
Dr. Charles Friedrichs, Board President	X		
Taryn Burgess, Board Secretary	X		
John Ing, Board Treasurer	X		
Crystal Madaule, Board Member	X		
Carrie Birchler, Board Member			
Dr. Bianca Guzmán, Board Member			

**6.2. Consideration of Charter Asset Management (CAM) Charter School Operations Loan in the Amount of \$215,000 for Scholarship Prep South Bay.**

**Loan Proposal**  
**Security Agreement**

Recommend the Board Approve the Charter Asset Management (CAM) Charter School Operations Loan in the Amount of \$215,000 for Scholarship Prep South Bay.

Mr. Watts explained that the loan is to alleviate the cash flow crunch being caused by the continued delays and failure from the U.S. Department of Education in releasing our Federal Grant funds.

Motion:   TB   Second:   JI   Vote:   4-0  

<b>Roll Call</b>	<b>AYE</b>	<b>NAY</b>	<b>Abstention</b>
Dr. Charles Friedrichs, Board President	X		
Taryn Burgess, Board Secretary	X		
John Ing, Board Treasurer	X		
Crystal Madaule, Board Member	X		
Carrie Birchler, Board Member			
Dr. Bianca Guzmán, Board Member			

**6.3. Consideration of Ratification and Approval of Purchase and Sale Agreement for Property at 3838 E Avenue R in Palmdale, CA.**

Recommend the Board Ratify and Approve Purchase and Sale Agreement for Property at 3838 E. Avenue R in Palmdale, CA.

Mr. Watts announced that Scholarship Prep has entered into a purchase sale agreement for a facility in Palmdale, CA. He presented briefly on terms of the sale agreement, negotiated elements, and how the resulting agreement was beneficial to Scholarship Prep.

Motion:   TB   Second:   CM   Vote:   4-0

<b>Roll Call</b>	<b>AYE</b>	<b>NAY</b>	<b>Abstention</b>
Dr. Charles Friedrichs, Board President	X		
Taryn Burgess, Board Secretary	X		
John Ing, Board Treasurer	X		
Crystal Madaule, Board Member	X		
Carrie Birchler, Board Member			
Dr. Bianca Guzmán, Board Member			

**6.4. Consideration of Scholarship Prep Lactation Accommodation Policy.**

Recommend the Board Approve the Scholarship Prep Lactation Accommodation Policy.

Mr. Watts provided information regarding this new policy. He explained that this policy is needed to meet the new labor requirements passed by the State of California.

An amendment was made by Board Member Madaule to strike the word 'infant' from the first paragraph. Board Member Madaule made the amendment in the spirit of inclusiveness and the need for employees to potentially need to express breast milk for other medical reasons.

As amended, the line now reads:

*Scholarship Prep provides a reasonable amount of break time to accommodate an employee's need to express breast milk during their workday.*

Motion: CM Second: JL Vote: 4-0

<b>Roll Call</b>	<b>AYE</b>	<b>NAY</b>	<b>Abstention</b>
Dr. Charles Friedrichs, Board President	X		
Taryn Burgess, Board Secretary	X		
John Ing, Board Treasurer	X		

Crystal Madaule, Board Member	X		
Carrie Birchler, Board Member			
Dr. Bianca Guzmán, Board Member			

**7.0 BOARD COMMENTS**

The Governing Board will take comments/updates from fellow board members, and staff for future agenda issues.

No comments made.

**8.0 UPCOMING BOARD MEETING/ISSUES**

The next regularly scheduled Board Meeting set for January 21, 2020 will be held at 770, The City Drive South in Orange, CA.

**9.0 ADJOURNMENT**

Motion:   CM   Second:   TB   Vote:   4-0  

Roll Call	AYE	NAY	Abstention
Dr. Charles Friedrichs, Board President	X		
Taryn Burgess, Board Secretary	X		
John Ing, Board Treasurer	X		
Crystal Madaule, Board Member	X		
Carrie Birchler, Board Member			
Dr. Bianca Guzmán, Board Member			

**MEETING ADJOURNED AT: 1:56pm**

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Assist

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**THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE**  
 Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

**REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY**  
 The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

**SPECIAL PRESENTATION MAY BE MADE**  
 Notice is hereby given that, consistent with the requirements of the The Brown Act, special presentations not mentioned in the agenda may be made at this meeting.  
 However, any such presentation will be for information only.

**REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH DISABILITY**

