

The School of Arts & Enterprise – Meeting of the Governing Board Minutes

September 9, 2025

Attendees:

NAME	PRESENT
Mark Skvarna	Ab
Joshua Swodeck	X
George Charney, D.O	X
Jeffrey Seymour	Ab
Martha Rivera	X
Dr. Denise Davis-Cotton	Ab
Guests	
Paul Treesuwan	X
Robert Shields	X
Dennis Nguyen	X
Roger Scott	X
Richard Vasquez	X

I. Call to Order, Establishment of Quorum, Approve Virtual Meeting, & Agenda Approval	<p>Joshua Swodeck called the meeting to order:</p> <p>Motion: Joshua Swodeck Second: George Charney</p> <table><tr><th>Member</th><th>Aye</th><th>Nay</th><th>Abstain</th></tr><tr><td>Skvarna</td><td>Ab</td><td></td><td></td></tr><tr><td>Swodeck</td><td>X</td><td></td><td></td></tr><tr><td>Charney</td><td>X</td><td></td><td></td></tr><tr><td>Seymour</td><td>Ab</td><td></td><td></td></tr><tr><td>Rivera</td><td>X</td><td></td><td></td></tr><tr><td>Davis-Cotton</td><td>Ab</td><td></td><td></td></tr></table>	Member	Aye	Nay	Abstain	Skvarna	Ab			Swodeck	X			Charney	X			Seymour	Ab			Rivera	X			Davis-Cotton	Ab			11:04 AM
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II. Public Comment	<p>-Yvette Hayes (Parent) – Addressed the Board that meeting details were difficult to locate. Failure to locate information resulted in almost missing ability to make a public comment. Raised concern for railroad crossing: car speed, members of the public, transients, drug usage. Asked for volunteers to monitor intersection. Stated concern that new cell phone policy restricts her child from communicating they made it to school.</p> <p>-Treesuwan: Responded that concern has been received and will discuss during SAE Leadership meeting. Shared a few ideas SAE will be reviewing. Assured parent that SAE will make sure children are safe. Encouraged parent to instruct child to report to the front office to use phone to contact home.</p> <p>-Swodeck: Shared that child, SAE student in 6th grade, uses the same crosswalk. DPOA and Public Works working on traffic slowing measure from Holt St. to Mission Blvd. Acknowledged The SAE, City of Pomona, and DPOA are aware. Hopes to have a solution within 30-</p>	11:04 AM																												

	60 days, even if temporary. Expressed gratitude to parent for bringing concern to The Board.																													
III. Closed Session	A. Public Employment: Interim Co-Directors	11:14 AM																												
IV. Open Session	A. No action taken	11:56 AM																												
V. Consent Agenda	<div>A. Minutes: July 23, 2025</div> <div>B. Approve Check Registers: June 2025</div> <div>C. Approve Balance Sheet Detail: June 2025</div> <div>D. Approve P&L: June 2025</div> <div>E. Approve Restricted Funds: June 2025</div> <div>F. Approve Cash Flow Report: June 2025</div> <div>Motion: George Charney</div> <div>Second: Joshua Swodeck</div> <table><tr><th>Member</th><th>Aye</th><th>Nay</th><th>Abstain</th></tr><tr><td>Skvarna</td><td>Ab</td><td></td><td></td></tr><tr><td>Swodeck</td><td>X</td><td></td><td></td></tr><tr><td>Charney</td><td>X</td><td></td><td></td></tr><tr><td>Seymour</td><td>Ab</td><td></td><td></td></tr><tr><td>Rivera</td><td>X</td><td></td><td></td></tr><tr><td>Davis-Cotton</td><td>Ab</td><td></td><td></td></tr></table>	Member	Aye	Nay	Abstain	Skvarna	Ab			Swodeck	X			Charney	X			Seymour	Ab			Rivera	X			Davis-Cotton	Ab			11:56 AM
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VI. Action Items	<div>A. Approve FY24-25 Unaudited Actuals Report for Authorizer Submission</div> <div>-Budget based off 651 students and an ADA of 602.2. Actual revenues totaled approximately \$12.78M, about 8.3% higher than budgeted, mainly due to \$823K in Employee Retention Credit (ERC) and other tax-related refunds. Federal and state nutrition funding exceeded projections by \$16K, and local revenues were \$100K higher than expected. Before the sale of the building, the school would have faced a \$2.4 million deficit, with expenses totaling \$15.18M, about \$650K over budget, largely from state STRS contributions. The building sale, however, added \$3.6M in revenue, resulting in a final surplus of \$1.2M. At year’s end, the school held \$1.2M in cash, \$2.2M in short-term liabilities, and \$11.7M in long-term liabilities, leaving an ending fund balance of \$3.1M. Moving forward, the focus will be on right-sizing expenditures to align with ongoing revenues, since one-time gains like the building sale will not recur.</div> <div>-Actual UAR will be submitted electronically through SACS portal.</div> <div>Motion: Joshua Swodeck</div> <div>Second: George Charney</div> <table><tr><th>Member</th><th>Aye</th><th>Nay</th><th>Abstain</th></tr><tr><td>Skvarna</td><td>Ab</td><td></td><td></td></tr><tr><td>Swodeck</td><td>X</td><td></td><td></td></tr><tr><td>Charnev</td><td>X</td><td></td><td></td></tr></table>	Member	Aye	Nay	Abstain	Skvarna	Ab			Swodeck	X			Charnev	X			11:57 AM												
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<p>B. Approve 2025-26 Education Protection Account (EPA) Resolution</p> <ul style="list-style-type: none"> - Part of base funding from the State of CA. \$1.4M of funding is intended to only be used for instructional purposes. \$2.4M of funding received last year was spent on teachers' salaries and benefits. <p style="text-align: center;">Motion: Joshua Swodeck Second: George Charney</p>				
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	Charney	X		
	Seymour	Ab		
	Rivera	X		
	Davis-Cotton	Ab		
<p>C. Approve Employment Agreements for Interim Co-Directors</p> <ul style="list-style-type: none"> - Term of one (1) year for Robert Shields from 7/1/25 – 6/30/26 compensated at \$132,582. Work schedule of 260 days. 96.0 hours sick days. Paid vacation accrued at 5.0 days per year. All overall compensation is fair comparable to all schools in region. <p style="text-align: center;">Motion: George Charney Second: Joshua Swodeck</p>				
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<p>D. Approve Board Meeting Calendar Revision</p> <ul style="list-style-type: none"> - Surveyed Board member availability. Goal to meet once a month. A discussion item has been added to discover time frame. This vote is for approving a monthly meeting. <p style="text-align: center;">Motion: George Charney Second: Joshua Swodeck</p>				
	Member	Aye	Nay	Abstain
	Skvarna	Ab		

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VII. Discussion Items	<p>A. 24-25 EPA Actuals -Actuals discussed in Action Item A.</p> <p>B. Enrollment and Recruitment Update -The school originally budgeted for 660 students and began the year with 664 enrolled, but several students who had indicated they would return did not, bringing current enrollment to 632, with an additional 6-8 applications pending for a potential total of around 640 students. Despite falling slightly short of the target, the year's enrollment data is encouraging. The school received 244 applications, a notable increase from 235 the previous year, with a 75% conversion rate, resulting in 180 new students enrolled-an improvement over the prior year's 167. Attrition totaled 85 students, with 36 notifying the school during the year and 49 withdrawing or not returning over the summer. Efforts are underway to reduce attrition through improved campus culture, community engagement, and stronger marketing. Enrollment data also revealed key insights: 15.1% of applicants learned about the school by driving by, highlighting the importance of local visibility and signage. 8.8% came from community events, and 6% through community or business referrals, meaning about 15% of enrollment is community-driven. Word of mouth remains the strongest recruitment tool, while the website and social media account for 13% of new enrollments. Only 1.4% came from mailers or newspapers, indicating an area for potential growth. Overall, trends show increasing application numbers, improving retention, and stronger community engagement. The school remains cautiously optimistic that continued focus on these strategies will lead to sustained enrollment growth and stability in the coming years. -Swodeck: Raised question of cost expense in return to actual enrollment. Suggested more funds be granted towards what is yielding more results and explore other access points for other schools.</p> <p>C. Board of Directors Meeting Time -Tuesday at 5:30 p.m. contained majority of Board Members available. One Board Member would be excluded. Want some accessibility for parents who want to attend in the evening. Propose we examine meeting time further down the line as Board Members responsibility and availability change. -Swodeck: Assured public the need to schedule meetings in the evening and expressed desire to find a solution.</p>	12:11 PM																				
VII. Adjournment	- Joshua Swodeck adjourned the meeting	12:25 PM																				