



**VAUGHN**  
**NEXT CENTURY LEARNING**  
**CENTER**  
 MEETING OF BOARD OF DIRECTORS  
 3:30pm Wednesday, February 21, 2018  
 Vaughn Central  
MINUTES

*HAPPY CHINESE NEW YEAR!!*

This agenda contains a brief description of each item to be considered. Except as otherwise provided by law, no action shall be taken on any item not appearing in the following agenda:

Call to Order at 3:40 p.m.

A. Establish Quorum:

Board Members

Trinidad Barajas	<b>Present</b>	Absent
Julie DelaTorre	<b>Present</b>	Absent
Alina Kheyfets	<b>Present</b>	Absent
Jasmin C. Guerrero	<b>Present</b>	Absent
Steve Holle	<b>Present</b>	Absent
Jonathan Ochoa	<b>Present</b>	Absent
Fidel Ramirez	Present	<b>Absent</b>
Leland Tang	Present	<b>Absent</b>
Elvia Teck	<b>Present</b>	Absent

Advisory Student Members (non-voting)

Guillermo Fernandez	<b>Present</b>	Absent
Marcos Moreno	<b>Present</b>	Absent
Brenda Campos	<b>Present</b>	Absent

Non-Voting Staff

Anita Zepeda	<b>Present</b>	Absent
Joyce Law-Young	<b>Present</b>	Absent
Alexandra Simons-Koch	<b>Present</b>	Absent

B. Public Comment:

- Three staff members working on their Masters in Administration attended to observe Board proceedings
- School calendar will be approved and posted earlier than usual to allow all stakeholders to plan vacations accordingly. Recommendation is to approve calendar in December, previous to new school year.
- JBL NASA, CSUN @ Vaughn; hosting a Space Station downlink on May 22<sup>nd</sup>, currently working out logistics.

C. Approval of Minutes: *The board is to review and approve the minutes from the December 13, 2017 meeting.*

- *Alina motioned to approve minutes from the December 13, 2017 meeting. Jasmine seconded; Motion Passed unanimously.*

D. Governance

*Discussion Items:*

1. **Charter Renewal Petition** – *The Board received information on approval of Vaughn’s 2018-2023 Charter Petition. Was placed on consent calendar. Positive feedback from the district board with recommendation to work on improving RFEP rate.*
2. **LAUSD’s 2017-18 Annual Performance Oversight Report** – *The Board reviewed and discussed the results of Vaughn’s oversight review provided by LAUSD. The overall rating was as follows:*
  - *Governance, 4 of 4 – Previous recommendation of providing more clarity and visibility of flow of concerns from parents were addressed and complied with*

- *Student Achievement 3 of 4 – Demonstrated Growth, graduating students that are globally competent. Discussion included concerns that are already being addressed as areas of need. Reclassification of EL - Vaughn’s percentages are lower than that of the District; Classrooms observations – continue to implement & develop best practices as not observed across all classrooms*
  - *Organizational management 3 of 4 – Well developed systems in place for safety.*
  - *Fiscal Operations 3 of 4 - Strong Assets & income – Recommendations included that all transactions bear the appropriate approvals. (ex: Bus Company), prior approval to an expense prior to the transaction happening. – Bank reconciliations; showed no evidence of reviews or approvals.*
    - o *Additional concerns addressed will be placed on future Board Agenda Action Items to address and find solutions.*
      - *Ex: Updating Fiscal Handbook to update areas of concern in policy*
3. **LAUSD Notice of Concern** – *The Board received information on the Notice of Concern issued to Vaughn by LAUSD*
- *Alleged Conflict of Interest involved a check picked-up by Dr. Chan issued from YPICS to Vaughn for CTEIC Grant. Change of lead agency transferred from YPICS to Vaughn. The check picked up by Dr. Chan was not a transaction but rather a delivery of the check to Vaughn Next Century Learning Center.*
  - *The board reviewed the letter, response, and evidence of misunderstanding.*

*Action Items:*

1. **2017 Form 700 Filing** – All Board members present prepared and completed the Form 700.
2. **CEO Selection and Offer** – *The Board received information from the Search Committee and acted on recommendation to make offer to selected candidate.*
  - *Position was posted and there were a total of 6 applicants. After screening, 2 candidates were considered and interviewed. Preliminary candidate selected met with the admin team. The admin team strongly endorsed the candidate. Preliminary candidate is Fidel Ramirez. Background includes experience as a University outreach coordinator, YPI coordinator, MS and HS charter school principal and. 25+ years of community Service.*
  - *T. Barajas motioned to approve the selected candidate for CEO, Fidel Ramirez, J. De La Torre seconded. Motion passed unanimously.*

Goals, Accountability and Outcomes:

- **Curriculum & Instruction** – *No Report*
- **Business**

*Discussion Item:*

1. **Vicenti merges with CLA** – *The Board received information on the merging of Vaughn’s auditing company Vicenti with Clifton Larson Allen LLP*
2. **Vaughn’s Fiscal Handbook** – *The Board discussed and addressed the need to update the following items in Vaughn’s Fiscal handbook:*
  - a. *Vaughn as LEA for CTEIG and GEAR UP Grants*  
*-Need to outline how that process is going to be set up. GEAR UP is subject to a federal audit.*
  - b. *Contract threshold*  
*-Revisit the amount of contract and how many bids it will require*
  - c. *Bid Process*
  - d. *Use of Online Procurement Management System*  
*-Moving to an online system, reduce time and paper*
  - e. *Protocol for Prior Approval of Reimbursements*  
*-LAUSD Oversight;*
  - f. *State Disability Insurance*
  - g. *CEO Transitional Year*  
*-What does that look like?*

*Action Items:*

1. **YPI GEAR UP Contract** – *The Board discussed and acted on approval of granting Youth Policy Institute a contract to assist Vaughn with implementation of the GEAR UP Grant*
  - \$1,282,207 allocated for the 1<sup>st</sup> year
  - Consortium is made up of approximately 15 schools including Vaughn

-A. Kheyfets motioned to approve the granting of a contract to Youth Policy Institute to assist Vaughn with implementation of the GEAR UP Grant. E. Teck seconded. J. Ochoa abstained from voting. Motion passed unanimously.

2. **CSDA Architect Contract for MIT Facilities Expansion** – *The Board discussed and acted on the granting of an architect contract for the planned expansion of MIT facilities to CSDA Design Group Architects. The proposal for \$569,700 includes scope of work requested by Vaughn Administration and MIT staff. The Board further discussed the need to authorize Y. Chan, as the facilities consultant to execute the CSDA contract and work with CSDA to ensure that the project adheres to all building standards required by the Division of State Architect (DSA) and to work with City and State authorities in all aspects related to assessments and building permits issuance.*

- J. Ochoa motioned to approve CSDA Design Group Architects’ proposal of \$569,700 architect fees for the building at MIT Arts Center. E. Teck seconded. Motion passed unanimously
- J. Ochoa motioned to authorize Yvonne Chan to execute the CSDA contract and work with CSDA to ensure project adherence to all requirements of the Division of State Architect (DSA) and further authorizes Y. Chan to work with City and State authorities in all aspects related to assessments and building permits issuance. J. Guerrero seconded motion. Motion passed unanimously.

3. **State Disability Insurance** – *The Board received information on the results of staff vote and acted on certifying the votes that affirmed staff’s acceptance of membership in State Disability Insurance Program*

- J. Guerrero motioned to certify the tallied number of SDI membership votes of certificated and classified staff. Julie seconded. Motion passed unanimously.

4. **Safe School Plan** – *The Board reviewed, discussed and acted on approval of Vaughn’s Safe School Plan. Discussion included need to require substitute teachers to read emergency plans prior to going to classrooms and to send reminders to parents to do their part in checking backpacks and social media accounts*

- E. Teck motioned to approve Vaughn’s Safe School Plan. J. Guerrero seconded. Motion passed unanimously.

- **Partnership** – *No Report*

**E. Board Member Comments/Future Agenda Items:**

1. *Field Trip Policy*
2. *School Police*
3. *LCAP*

**F. Adjournment**

- J. Ochoa motioned to adjourn meeting at 6:15 pm. Steve seconded. Motion passed unanimously.

Next scheduled meeting: **March 13, 2018**

*\*Any individual with a disability who requires reasonable accommodations to attend the Board meeting may request assistance by contacting Anita Zepeda, Executive Director at (818)896-7461. It is recommended that assistance be requested at least 3 days prior to the meeting.*

