



**VAUGHN  
NEXT CENTURY LEARNING CENTER**

MEETING OF BOARD OF DIRECTORS  
3:30 pm Wednesday, April 10, 2019  
Vaughn Central

**MINUTES**

**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 3:35 PM by L. Tang

**A. Establish Quorum:**

Board Members

Trinidad Barajas	<b>Present</b>
Xitlali Castro	<b>Present</b>
Kwok Cheng	<b>Present</b>
Julie DelaTorre	<b>Absent</b>
Jasmin C. Guerrero	<b>Present</b>
Steve Holle	<b>Present</b>
Alina Kheyfets	<b>Present</b>
Jonathan Ochoa	<b>Present</b>
Leland Tang	<b>Present</b>

Advisory Student Members (non-voting)

Brenda Campos	<b>Present</b>
Maria Navarro	<b>Present</b>

**B. Public Comment:** No Public Comment

**C. Approval of Minutes:** *The board is to review and approve the minutes from the March 13, 2019 board meeting.*

Board member K. Y. Cheng makes a motion to approve the minutes from the March 13, 2019 Board Meeting. Board member Xitlali Castro seconds the motion. Motion passed unanimously.

**D. Governance:**

Goals, Accountability and Outcomes:

● **Curriculum & Instruction**

*Information/Discussion Items*

*1. LCAP Development– The Board will receive information and progress of the Vaughn’s 2019-2020 LCAP by the Chief Academic Officer.*

*The school’s LCAP goals are aligned with the school charter.*

*School is monitoring and tracking trends per campus, then analyze the data to compare on how spending occurs and/or will occur for the academic year.*

- **Business**

- Information/Discussion Items*

- 1. **New Associated Student Body Account (ASB Account)** - The Board will discuss the need for opening a new account for all ASB activities effective 7/1/2019 and adopt policies related to account management including cash donations from the Vaughn Next Century Learning Center Foundation.*
- 2. **Vaughn's Budget Handbook Updates** - The Board will receive an update on Vaughn’s Budget Handbook by Director of Business Services.*
  - Majority of changes are based upon title changes.*
  - A fundraising section was added to set clear expectations and guidelines as to how fundraising is tracked.*
  - Staff & treasurer can discuss and set amount for CEO to approve contracts before they are presented to the board for the approval.*
  - Delivery date will now be used to determine what fiscal year to determine cost allocation.*
  - Paycom instead of Paychex; bi-weekly payroll*
  - Per Diem – Removed: Original receipts required*
- 3. **2019-20 Budget Development** - Board will receive report on revenue projections and direct fiscal staff to present a budget draft 2019-20 budget during next Board meeting scheduled 5/8/2019.*
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- 4. **PAR Working Committee** - The Board will hear from the Chief Executive Officer on progress made with an established PAR working committee and possible future proposal to shift the PAR structure.*
  - Working committee continues to meet and may possibility be ready to present a new plan for next school year.*
- 5. **Budget Committee Update-** Board will receive a report by Committee Chair, Ms. Barajas on the proposed 2019-2020 Budget Committee priorities:*
  - a. Behavior support coordinator (k-12)*
    - i. Enforcing the 3 B’s*
    - ii. Positive Behavior Intervention support*
  - b. MIT cohort Counselor*
  - c. VISA Cohort Counselor*
  - d. PandaLand additional counseling assistant*
  - e. Director of Elementary Education*
  - f. LEAD Campus Aid Position*
  - g. MIT Math Intervention TA*
  - h. Lead Intervention Support for Math (Pandaland)*

- **Action Items:**

*1. **Safe School Plan-** The Board will review, discuss and approve the Vaughn’s Safe School Plan. Board member Jasmin Guerrero makes a motion to approve Vaughn’s Safe School Plan. Board member Steve Holle seconds the motion. Motion passed unanimously.*

- **Partnerships**

### *Information/Discussion Items*

1. ***Vaughn's partnership with the American Red Cross-*** *The Board will become acquainted with the school's partnership developed with the American Red Cross*
  - *Barbara Mariscal – Disaster Manager of Los Angeles Area 1 (Pacoima falls into this category)*
  - *Alma Nava – Ambassador for Pacoima Coalition for the Community, Red Cross, and the School*
  - *Suzanne Llamas – Vaughn Special Services Support –*
  - *Develop the Leadership based on what Vaughn can offer and what Red Cross can offer with the resources*
  - *Vaughn potentially consider as a base for the Pacoima Coalition Center*
  - *Currently hosting events with students and parents for emergency preparedness (CPR Training, Pillow Case Events)*
  - *April 25<sup>th</sup> – Next CPR Training*
  - *Vaughn serves as an Red Cross ambassador in return for services to promote upcoming events for the American Red Cross*
  - *There are various hazards in the Valley*
  - *Questions to reflect on:*
    - *What is going to be our role in the case of a Major Disaster?*
    - *Posing a question to see how the School can become a shelter?*
    - *When it comes to sheltering, the priority for the students and faculty?*
      - o *Are staff, faculty, and parents trained for this?*
      - o *Do we have a facility (G3) for residents, not students, for the community?*
  - ***CONVERSATIONS TO CONTINUE, NEXT STEPS TO CONDUCT WALK THROUGHS OF FACILITIES.***

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

*Board member K.Y. update:*

- *Investment Portfolio; Balance as of 3/31/19 2.8% Interest on payden*
- *54 Million up 7.7% from year end 2018*
- *1.5 of the 5 Million has been invested*
- *Of the 3.5 Million, only 290k (1 of 12 installments) has been invested.*

*May Action Items:*

- *Discuss and take action on the budget proposals and Priority Committee Priorities*
- *Fiscal Handbook Approval*

### **F. Adjournment**

*Board member Steve Holle makes a motion to adjourn. Board member A. Kheyfets seconds the motion. Motion passed unanimously. Meeting adjourned at 6:01 pm.*

Next scheduled meeting: **May 08, 2019**

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