

BUSINESS GOVERNANCE COMMITTEE AGENDA

MEETING DETAILS

Date: 12/05/2023	Start Time: 2:00 p.m.
VISA - High School Room VA- 201 A	Agenda Prepared by: Fidel Montes ELD Elementary Teacher Specialist Business Committee Chair School phone # 818 896-7461 Ext. 7862 fmontes@myvaughncharter.com

1. VOTING MEMBERS

Name	Campus	Role	Attendance (Present/Absent)
Daisy Valle	G3/	Parent	
Jenny Sanchez	PL	Staff	
Tania Koch	G3	Staff	
Nicole Mohr	MIT Parent	Parent	
Eunice Kwon	ML	Staff	
Liliana Gomez	PL	Parent	
Alma Nunez	VISA	Staff	
Katie Shepley	VISA	Staff	
Lopez Raquel	G3	Parent	

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2. NON-VOTING MEMBERS		
Name	Role	Attendance (Present/Absent)
BUDGET		
Fidel Ramirez	CEO	
Yolanda Griffin	CFO	
Cinthia Rodriguez	G3- Admin- Secretary	
Amanda Uncapher	ML-Teacher- Facilitator	
Mayensi Hernandez	ML-Teacher	
Tania Koch	G3- Teacher	
Michelle Lang	G3- Teacher	
Beatriz Samano	PL- Teacher	
Lynette Serrano	PL- Teacher	
Gaby Pelayo	PL- Support Staff	
Griselda Diaz	MIT- Teacher	
Racheal Allen	MIT- Teacher	
Yirzely Villanueva	MIT- Teacher	
Mercy Macharia	MIT- Lead	
Hudd Huddleston	VISA- Teacher	
Jamie Dewaele	VISA- Teacher	
Kailey Manzo	VISA- Student	
Daniela Madrigal	VISA- Student	
Adam Andrade	VISA- Student	
FACILITIES		

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Rosa Gomez	PL- Admin-	
Lilia Moncada	PL- Lead Teacher- Facilitator	
Yolanda Moreno	PL- Teacher	
Liliana Gomez	PL- Teacher	
Maria Mendez	PL- Teacher	
Karla Osorto	G3- Lead Teacher- Facilitator	
Riham Ammari	ML- Teacher	
Jimmie Avalos	MIT- Teacher	
Miriam Chavez	MIT- Teacher	
Stephanie Romo	MIT- Teacher	
Cody Prestwood	VISA- Teacher	
Janaan Martinez	VISA- Teacher	
Lijuan Lapporte	VISA- Teacher	
May Pennaroyo	VISA- Teacher	
PERSONNEL		
Luis Carbajo	HR	
Irene Muro	ML- Admin	
Claudia Jimenez	PL- Teacher- Secretary	
Claudia Banuelos	PL- Teacher	
Laura Torres	PL- Teacher- Facilitator	
Desiree Meza	G3-Teacher	
Sonia Cortez	G3-Teacher	
Kelley Boyd	ML- Teacher	
Eunice Kwon	ML-Teacher	

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Bethany Marroquin	MIT- Teacher	
Josiah Fernandez	MIT- Teacher	
Sylvia Vargas	MIT- Teacher	
Sara Santa Cruz	MIT- Lead	
Alma Nunez	VISA- Lead	
David Zhang	VISA- Teacher	
Hillary Henson	VISA- Teacher	
Jose Victoriano	VISA- Teacher	
Marvin Gano	VISA- Teacher	
Mayleth Hernandez	VISA student	

2. AGENDA

1. Establish a Quorum/ Call to Order
2. Public Comment
3. Review and Approval of Minutes: Voting Members will review and approve the minutes from the [Business Committee MINUTES 11/07/2023](#) meeting.
4. Governance
 - a. Announcements/ Informational Items:
 - i. Board Meeting update
 - ii. Right Sizing Ad- Hoc Committee update
 - iii. Budget Updates- Yolanda Griffin
 - iv. Personnel -Team (Luis Carbajo/ Laura Torres) information to proposal changes to Employee Handbook
 - v. Facilities (Osorto/ Moncada)
 - vi. Budget (Uncapher)
 - b. Action Item:
 - i. Employee Handbook changes (proposal vote)
5. Next Business Committee meeting: **February 6, 2023**

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- 6. Next Board of Directors meeting: [December 13, 2023](#)
- 7. Adjournment

Norms

- ○ Follow health safety protocols accordingly
- ○ Keep teachers and students at the center of focus and decision making.
- ○ Support each other by keeping a positive tone and attitude - Be open to new ideas.
- ○ Begin and end on time.
- ○ One speaker at a time
- ○ Support each other by actively listening and staying engaged.

3. WORKING GROUPS WORK

Budget

Working Group Facilitator

Amanda Uncapher

Working Group Secretary

Cinthia Rodriguez

December 05, 2023

AGENDA:

1. **Fiscal Report from Yolanda Gutierrez**
 - a. *Tabled - Yolanda not available to present*
2. **Continue discussion on Strategies to raise enrollment and/or money**
 - a. Ms. Mohr suggests writing language for grant funded positions so that we don't end up in the "right-sizing" situation again
 - i. COVID grant money was used to pay for many positions that are now ending and communication wasn't consistent
 - ii. Added to job description postings

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1. Questions came up regarding reapplying for jobs when grants end but then get renewed.
 - a. Clarification that committee would like HR to bring something to us
 - b. Discussion regarding enrollment from Pre-K and Up & How to Promote
 - i. Topics came up about schedules at elementary schools and the separate campuses creating stressors on parents.
 1. Analyze attrition data from campus to campus; why students are leaving and going to other schools
 - c. Boost our reviews and our online presence for others to find Vaughn
 - i. Parent Forums / QR Codes / Links to Review
 - d. Highlight our assets (such as arts, sports, etc)
 - e. Try to recruit from areas outside of the immediate community
 - f. Recruit teacher and staff students to join the Vaughn community - build the trust again
 - g. Consider marketing
 - h. Take parent responses into consideration about the community & figure out if there are things we can do as a school to make families feel safer
 - i. Strategies for communicating the safety of the school
3. **Goal Setting for Budget Committee**
4. **Additions to February Agenda**
5. **Updates from Facilities Working Group**
 - a. Request for Budget committee and AdHoc to keep facilities budget the same for next year and if not possible to take a very small cut (Budget is currently \$60k)
 - i. Goal #4 from LCAP re: school culture & systems of support
 - ii. This year they have already processed at least 35 large items (approx. \$30,000)
 - iii. Needs are social emotional learning and needs in that department
 - iv. Pay attention to student population and needs for students in special populations (i.e., GATE)
 1. Noticed that there are many new buildings that need new furniture, etc.

Facilities

📄 23-24 Facilities Working Groups Minutes

Working Group Facilitator

Lilia Moncada / Karla Osorto

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Working Group Secretary

Lilia Moncada /Karla Osorto

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AGENDA

Discussion Items: Facilities Subcommittee will Review Budget for next school year 24-25

Action Items: New Request

Personnel

Working Group Facilitator

Laura Torres

Working Group Secretary

Claudia Jimenez

December 05, 2023

AGENDA:

The Personnel Working Group will not be meeting in the break out room. You are encouraged to stay and join the Budget Working Group.