

BUSINESS WORKING GROUPS MINUTES

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MEETING DETAILS

Date: 11/07/2023	Start Time: 2:00 p.m.	End Time: 3:30 p.m.
VISA - High School Room VA- 201 A	Minutes 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	Role	Attendance (Present/Absent)
Daisy Valle	G3/Parent	Present
Jenny Sanchez	PL	Present
Tania Koch	G3	Present
Nicole Mohr	MIT Parent	Present
Eunice Kwon	ML	Present
Liliana Gomez	PL-Parent	Present
Alma Nunez	VISA	Present
Katie Shepley	VISA	Present
Lopez Raquel	G3-Parent	Absent

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1. NON-VOTING MEMBERS

Name	Role	Attendance (Present/Not Present)
BUDGET		
Fidel Ramirez	CEO	Present
Yolanda Griffin	CFO	Present
Cinthia Rodriguez	G3- Admin- Secretary	Absent
Amanda Uncapher	ML-Teacher- Facilitator	Present
Mayensi Hernandez	ML-Teacher	Absent
Tania Koch	G3- Teacher	Present
Michelle Lang	G3- Teacher	Present
Beatriz Samano	PL- Teacher	Absent
Lynette Serrano	PL- Teacher	Present
Gaby Pelayo	PL- Support Staff	Present
Griselda Dlaz	MIT- Teacher	Present
Racheal Allen	MIT- Teacher	Present
Yirzely Villanueva	MIT- Teacher	Absent
Mercy Macharia	MIT- Lead	Present
Hudd Huddleston	VISA- Teacher	Present
Jamie Dewaele	VISA- Teacher	Absent
Kailey Manzo	VISA- Student	Present
Daniela Madrigal	VISA- Student	Present
Adam Andrade	VISA- Student	Present

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

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Kelley Boyd	ML- Teacher	Present
Eunice Kwon	ML-Teacher	Present
Bethany Marroquin	MIT- Teacher	Present
Josiah Fernandez	MIT- Teacher	Present
Sylvia Vargas	MIT- Teacher	Present
Sara Santa Cruz	MIT- Lead	Present
Alma Nunez	VISA- Lead	Present
David Zhang	VISA- Teacher	Present
Hillary Henson	VISA- Teacher	Present

2. AGENDA/ Minutes

1. Public Comment: None
2. Approval of Minutes: Tania Koch motions to approve the minutes from the **Business Committee MINUTES 10/10/2023** meeting. Daisy Valle seconds the motion. The motion passes unanimously.
3. Governance/ Announcements:
 - i. **Board Meeting update** : The Board is working on setting clear language and refining recruitment protocols in an attempt to recruit Community Member candidates to the Board (Currently, one Parent position is open), Board has rescinded the COVID-19 vaccination mandate for employees. **Partnership Committee** will continue reviewing the *23-24 Vaughn Visitor and Volunteer Policy*
 - ii. **Right Sizing Ad- Hoc Committee update** -A Staff Survey is being put together to elicit feedback from stakeholders. Survey will ask to rank services within departments. Additional school site surveys will follow to identify ways to streamline expenses.
 - iii. **Personnel update** (Luis Carbajo/ Torres) -**See Minutes below**
 - iv. **Facilities** (Osorto/ Moncada)-**See Minutes below**
 - v. **Budget** (Uncapher)-**See Minutes below**
- a. Action Item:
 - i. Voting Members will vote to determine if the Business Committee will consider reconvening after a working group session at 3:20pm to adjourn the meeting as a whole. Motioned by Nicole Mohr, second by Daisy Valle. **Motion passes:** (5 in favor/2 opposed/1 abstention)
4. Adjournment: Nicole Mohr motions to adjourn the meeting, Katie Shepley seconds the motion. The motion passes unanimously.

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5. Meeting adjourned at 3:30 p.m.

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

Budget

Working Group Chair

Amanda Uncapher

Working Group Secretary

Cinthia Rodriguez

November 07, 2023:

MINUTES:

ORDERS OF BUSINESS

I. Discussion Items:

- a. Formalized statement regarding budget requests for the upcoming school year (2024-25).

“There will be a pause on budget requests for personnel in all non-budgeted placements, with exception to mandated positions for the 2024-25 school year”.

- b. We need to further discuss goals for the Budget Working Group
- Strategies to raise enrollment and/or money

- c. Follow-up Items
None

Facilities

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Working Group Chair

Lilia Moncada/ Karla Osorto

Working Group Secretary

Lilia Moncada/ Karla Osorto

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- A. Facilities Subcommittee will Review Request Form: Facilities Form used for the 23-24 school year.
 - ✚ 23-24 Facilities Request Form (ORIGINAL) Vaughn (Revised Sep. 2022: Please get site admin ...)

- B. New Request:
 - 1. Janet Palacios MIT-requests the following item: 1 Desk, 1 tables w 4 stacking chairs \$1,356.97
 - ✚ JANET PALACIOS MIT-Copy of 23-24 Facilities Request Form Vaughn (Revised Sep. 2022: Please...)
 - (item received & delivered _____)
 - Facilities Sub-Committee approves the following quote: #1
 - Motion made by: Janaan M.
 - Seconded by: Victor L.
 - Approved by: All

 - 2. Beatriz S. PL-requests the following item:1 bookshelf \$240.00
 - ✚ SAMANO Facilities Request Form 2023-24
 - (item received & delivered _____)
 - Facilities Sub-Committee approves the following quote: Quote #2
 - Motion made by: Ammari
 - Seconded by: Moreno
 - Approved by: All

 - 3. Mrs. Montanaro. MIT-requests the following item: Extra Large U Shaped Couch \$1,999.99
 - ✚ JAG DEN Facilities Request Form 2022-2023
 - (item received & delivered _____)
 - Facilities Sub-Committee approves the following quote: Quote #3
 - Motion made by: Ammari
 - Seconded by: Avalos
 - Approved by: All

 - 4. Jenny Sanchez-requests the following item:1 desk \$445.00
 - ✚ Jenny Sanchez 9/2023 Facilities Request Form 2022-2023 Vaughn (Revised 2-1-22: Please get site admin approval prio...)
 - (item received & delivered _____)

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Facilities Sub-Committee approves the following quote: Quote #1

Motion made by: Gomez

Seconded by: Moreno

Approved by: All

5. Rudy Zamora ML-requests the following item: 1 Utility Cart for STEM \$238.00

▣ Rudy Zamora Facilities Request Form 2023-2024 Vaughn Rudy Zamora STEM

(item received & delivered _____)

Facilities Sub-Committee approves the following quote: Quote #1

Motion made by: Ammari

Seconded by: Gomez

Approved by: All

6. Elizabeth Hernandez ML- requests the following item: 3- Service Cart 2-Shelf, Storage \$357.00

▣ ELIZABETH HERNANDEZ ML Facilities Request Form 2023-2024 Vaughn @ Mainland Room 7

(item received & delivered _____)

Facilities Sub-Committee approves the following quote: Quote 1

Motion made by: M. Mendez

Seconded by: J.Martinez

Approved by: All

7. Ms. Luna PL requests the following item: Table, Chair, lamp, rug, L couch, shelf, 2 wall poster \$710.26

▣ Calming room for staff - Facilities Request Form 2022-2023

(item received & delivered _____)

Facilities Sub-Committee approves the following quote: Quote #1

Motion made by: Gomez

Seconded by: Avalos

Approved by: All

8. Mavis Sarabia VISA- requests the following item 3 canopies) \$595.32

▣ 23-24 Facilities Request Form (ORIGINAL) Vaughn (Revised Sep. 2022: Please get site admin approval prior to sending ...

(item received & delivered _____)

Facilities Sub-Committee approves the following quote: Quote 1

Motion made by: Ammari

Seconded by: Gomez

Approved by: All

9. Nicole Mohr VISA- requests the following item 6 Student Desks \$514.76 each, total \$3,088.56

▣ Mohr 23-24 Facilities Request Form

(item received & delivered _____)

Facilities Sub-Committee approves the following quote: Quote #3

Motion made by: Ammari

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Seconded by: Gomez

Approved by: All

10. Tanya Koch G3- requests the following item 2 Yoga Mats 24 pieces \$100.99
file:///C:/Users/Imoncada/Downloads/Facilities%20Request%20Form%202023-2024%20Vaughn%20G3.%20Mr.%20Schonberger%20%20.pdf

(item received & delivered _____)

Facilities Sub-Committee approves the following quote: Quote 1

Motion made by: Moreno

Seconded by: Avalos

Approved by: All

Personnel

Working Group Chair

Laura Torres

Working Group Secretary

Claudia Jimenez

November 07, 2023:

AGENDA/MINUTES:

- Meeting starts at 2:42 p.m.
- Topics: Staff Evaluations and Employee Handbook changes.
- Staff Evaluations:
 1. All Staff will be evaluated (certified and classified)
 2. Evaluations will take place twice: Fall and Spring
 3. Bulletin and evaluations will be sent via email on Nov. 8th
 4. Evaluations will be school wide including: resource teachers, counselors, school psychologist, HR, CEO, etc.
 5. Evaluations Deadline: November 30, 2023
 6. When employees score 2 or below please provide comments
- Updates to Employee Handbook:
 1. Changes have been made to either add or remove items from the handbook.

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2. 1.5 Temporary employee
3. 3.8 Progressive Discipline
4. 2.3 Unacceptable Behavior: adding actions
5. 4.3 Confidential school information: disciplinary action/termination
6. 5.3 Sick leave: There is a 90 day “wait period” before using sick leave
7. 5.17 School and Day Care Leave: you may NOT use sick time for these events
8. 6.2 Payment and wages: add bank holidays

- **REFER TO HANDBOOK FOR MORE DETAILS**
- **Meeting end: 3:10 p.m.**

[HR Updates to Personnel Sub-committee - 11.07.23 - Updates to Employee Handbook](#)