

BUSINESS WORKING GROUPS MINUTES DRAFT

MEETING DETAILS

Date: 12/05/2023	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	Absent
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	Present
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	Present
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	Present
Mercy Macharia	MIT- Lead	Present
Hudd Huddleston	VISA- Teacher	Present
Jamie Dewaele	VISA- Teacher	Present
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	Absent
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	Absent
Stephanie Romo	MIT- Teacher	Absent
Cody Prestwood	VISA- Teacher	Present
Janaan Martinez	VISA- Teacher	Present
Lijuan Lapporte	VISA- Teacher	Absent
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: Nicole Mohr motions to approve the minutes from the [Business Committee MINUTES 11/07/2023](#) meeting. Tania Koch seconds the motion. The motion passes unanimously.
3. Governance/ Announcements:
 - i. **Board Meeting update** : Information, Recruitment, Nomination, and Board Member Selection Process packet has been completed and rolled out. Information will be accessible on our Vaughn NCLC website. **Partnership Committee** has reviewed and edited the proposed recommendation to update the *2023-2024 Vaughn Visitor and Volunteer Policy*. Board members approved the *2023-2024 Vaughn Visitor and Volunteer Policy*.
 - ii. **Right Sizing Ad- Hoc Committee update** -Mr. Ramirez presented a progress update. School sites are currently working with their budgets. Next Right Sizing Ad-Hoc Committee Meeting date is scheduled for February 20, 2024 (all day mtg).
 - 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 voted to approve the proposed Employee Handbook changes to the 2024/2025 School year.** Motion to approve made by Jenny Sanchez, and second by Eunice Kwon, **motion passed unanimously.**
4. Adjournment: Jenny Sanchez motions to adjourn the meeting, Alma Nunez seconds the motion. The motion passes unanimously.

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5. *Meeting adjourned at 3:35 p.m.*
6. *Next Governance Committee meeting is scheduled for February 06, 2024*
7. *Next Board of Directors meeting is scheduled for December 13, 2023*

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

December 05, 2023:

MINUTES:

ORDERS OF BUSINESS

I. Discussion Items:

aFiscal Report from Yolanda Gutierrez

a. *Tabled - Yolanda not available to present*

2. Continue discussion on Strategies to raise enrollment and/or money

- a. Mrs. 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
 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

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- 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

Facilities

Working Group Chair	Lilia Moncada/ Karla Osorto
Working Group Secretary	Lilia Moncada/ Karla Osorto

December 05, 2023:

MINUTES:

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

- 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.

Action Items: New Request

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1. Erika Galan-PL requests the following item: 2 PairPear Grocery Store Pretend Play, 2 Sensory Tables, 1 Kids Table and 2 chairs Total \$2,213.95

📄 Copy of 23-24 Facilities Request Form Vaughn (Revised Sep. 2022: Please get site admin approva...

(item received & delivered _____)

Facilities Sub-Committee approves the following quote: #1

Motion made by: R. Gomez

Seconded by: R. Ammari

Approved by: All

2. Daisy Valle- PL requests the following item: 1 Upstreman 4.5 Cu.Ft Mini Fridge \$120.00

📄 Ms. Valle-Pandaland-Facilities Request Form 2023-2024 Vaughn (Revised Sep. 2022: Please get s...

(item received & delivered _____)

Facilities Sub-Committee approves the following quote: #1

Motion made by: Loera

Seconded by: Schonberger

Approved by: All

Personnel

Working Group Chair

Laura Torres

Working Group Secretary

Claudia Jimenez

December 05, 2023:

AGENDA/MINUTES:

Working group did not break out, members joined the Budget Team.