

## BUSINESS WORKING GROUPS MINUTES DRAFT

### MEETING DETAILS

<b>Date:</b> 03/05/2024	<b>Start Time:</b> 2:00 p.m.	<b>End Time:</b> 3:30 p.m.
<b>VISA Room VA- 201 A</b>	<b>Minutes Prepared by:</b>  <b>Fidel Montes</b> ELD Elementary Teacher Specialist Business Committee Chair School phone # 818 896-7461 Ext. 7862 <a href="mailto:fmontes@myvaughncharter.com">fmontes@myvaughncharter.com</a>	

### 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	Absent
Eunice Kwon	ML	Present
Liliana Gomez	PL-Parent	Present
Alma Nunez	VISA	Present
Katie Shepley	VISA	Absent
Brian Schonberger	ML-Parent	Present

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### 1. NON-VOTING MEMBERS

Name	Role	Attendance (Present/Not Present)
<b>BUDGET</b>		
Fidel Ramirez	CEO	Present
Yolanda Griffin	CFO	Present
Cinthia Rodriguez	G3- Admin- <b>Secretary</b>	Present
Amanda Uncapher	ML-Teacher- <b>Facilitator</b>	Present
Mayensi Hernandez	ML-Teacher	Present
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- <b>Facilitator</b>	Present
Yolanda Moreno	PL- Teacher	Present
Lililana Gomez	PL- Teacher	Present
Maria Mendez	PL- Teacher	Present
Karla Osorto	G3- Lead Teacher- <b>Facilitator</b>	Present
Riham Ammari	ML- Teacher	Present
Jimmie Avalos	MIT- Teacher	Present
Miriam Chavez	MIT- Teacher	Present
Stephanie Romo	MIT- Teacher	Present
Brian Schonberger	G3- Teacher	Present
Cody Prestwood	VISA- Teacher	Present
Janaan Martinez	VISA- Teacher	Present
Lijuan Lapporte	VISA- Teacher	Present
May Pennaroyo	VISA- Teacher	Present
PERSONNEL		
Luis Carbajo	HR	Present
Irene Muro	ML- Admin	Present
Claudia Jimenez	PL- Teacher- <b>Secretary</b>	Present
Claudia Banuelos	PL- Teacher	Present
Laura Torres	PL- Teacher- <b>Facilitator</b>	Present

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Desiree Meza	G3-Teacher	Present
Sonia Cortez	G3-Teacher	Present
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: Daisy Valle motions to approve the minutes from the **Business Committee MINUTES 2/06/2024** meeting. Brian Schonberger seconds the motion. The motion passes unanimously.

### 3. Governance

#### a. Announcements/ Informational Items:

- i. **Board Meeting update-** Mr. Montes/ Mr. Ramirez
  1. **Board Candidate recommendation-** Magaly Rojas has joined the Board of Directors based on the recommendation of the three Governing Committees. \*See notes below
  2. **Reduction In Force (RIF)-** The Board has approved VNCLC RIF Policy.
  3. **Updates to Employee Handbook-**The Board has approved the Updates to Employee Handbook presented by our HR representative Luis Carbajo.
  4. **Governance Committee updates-** See Governing Committee Minutes.
- ii. **Right Sizing Process Update** - Yolanda Griffin and Luis Carbajo presented the Right Sizing Process Updates before introducing it to the Board on March 13, 2024.
- iii. **Budget Updates-** Yolanda Griffin presented budget information and informed of the

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upcoming Governor's May Review.

a. Action Item: No Action item was Agendized.

- i. **\*Board Member recommendation:** Voting members submitted Board of Directors Nomination Scoring Rubric. Magaly Rojas received an average of **16.25** points out of 20 points. Mrs. Tiffany Diaz received **15.71** average points out of 20 points. In addition, a poll was conducted and 78.8% of our members favored Mrs. Magaly Rojas as well.

**Poll Results:**  Vaughn Next Century Learning Center Board Member Candidate Sc...

**4. Meeting adjourned at 3:30 p.m.**

**5. Next Governance Committee meeting is scheduled for April 02, 2024**

**6. Next Board of Directors meeting is scheduled for March 13, 2024**

### 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**

**March 05, 2024:**

### MINUTES:

#### ORDERS OF BUSINESS

I. Discussion Items

a) Updates from Luis

- i) There have been updates on offer letter to determine position end dates if the positions are short term

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- ii) Job postings also include end dates if they are funded with one-time funds
- iii) Reduction in Force Policy will provide steps for right-sizing
- b) Attrition Rates
  - i) 56% drop in Pre-K enrollment
    - 1) Could possibly be due to State TK program
    - 2) Could also be a birth rate issue
    - 3) School Calendar is for 246 days. Attendance is very low on dates that traditional calendar dates are off.
      - (a) Is it possible to offer zoom during summer or low attendance dates?
      - (b) Is it possible to have support staff take time off during low attendance dates?
  - ii) Possibility to offer Summer School for middle school aged students?
  - iii) Independent Study is not part of our charter, so we can not offer online classes to increase our ADA
    - 1) Compliance is heavy and it is expensive
  - iv) Losses between 3rd to 4th, and 5th to 6th grade are not high
  - v) Planning on doing an open house for student who are culminating from middle school to enroll into the high school
    - 1) Have been inviting groups of 8th graders to shadow at the high school
  - vi) Average of 20% drop from 9th - 12th grade
    - 1)
  - vii) Conversation re: magnet program and other offerings that we have as a school
  - viii) Conversation re: security & safety in our schools

**Facilities**

<b>Working Group Chair</b>	<b>Lilia Moncada/ Karla Osorto</b>
<b>Working Group Secretary</b>	<b>Lilia Moncada/ Karla Osorto</b>

**March 05, 2024:**

**MINUTES:**

Working group did not break out.

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### Personnel

**Working Group Chair**

**Laura Torres**

**Working Group Secretary**

**Claudia Jimenez**

**March 05, 2024:**

### **AGENDA/MINUTES:**

#### **1. Social Media Policy**

**Personnel Meeting 3/5/2024**

#### **Social Media Policy Wording:**

**-Social media that is owned and operated by Vaughn.**

**- We do not own social media. Change wording to:**

**Connect with students on social media **via accounts that are owned and operated by Vaughn.** For example: IG, Facebook, youtube, etc.**

**-No connection with personal accounts, staff must use Vaughn Social Media to connect with students or parents.**

**-IT department and administration are responsible for creating social media accounts.**

**-Luis will consult with legal counsel regarding who and how information can be added to the social media accounts. (The possibility of student run accounts and existing accounts to be deactivated and create a new one.**

**Meeting adjourned: 3:10 PM**