

## BUSINESS WORKING GROUPS MINUTES DRAFT

### MEETING DETAILS

<b>Date:</b> 05/07/2024	<b>Start Time:</b> <u>2:13p.m.</u>	<b>End Time:</b> <u>3:30p.m.</u>
<b>VISA ZOOM Meeting:</b>  <b>Business Zoom:</b> <a href="https://myvaughncharter.zoom.us/j/86792137009">https://myvaughncharter.zoom.us/j/86792137009</a>	<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	PRESENT
Eunice Kwon	ML	PRESENT
Liliana Gomez	PL-Parent	PRESENT
Alma Nunez	VISA	PRESENT
Katie Shepley	VISA	PRESENT
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
Jenny Sanchez	PL- Teacher	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:** Mrs.Tania Koch motions to approve the minutes from the [Business Committee MINUTES 4/02/2024](#) meeting. Ms. Katie Shepley seconds the motion. The motion passes unanimously.
3. **Governance:**
  - a. **Announcements/ Informational Items:**
    - i. **Board Meeting update-** Mr. Ramirez (CEO)- Outreach efforts and activities are taking place in efforts to recruit new students. A new psychologist position that had been recommended by our Right- Sizing Ad Hoc committee has been introduced to the board. The new position will move us to 5 psychologists in total at Vaughn. A special board meeting will take place on May 09, 2024 to discuss new pay plans for new positions and an amendment to large item purchases. (see Board Minutes online)
    - ii. **Fiscal Update-** Mrs. Y.Griffin (CFO)- Districts are waiting for the Governor's May Revision. This will determine if Vaughn must revisit budget models that would need to be taken to the board for approval.
    - iii. **Personnel Update-** Mr. Carbajo (HR)- Evaluation of all school staff are being designed. These are requirements set by our LEA, LAUSD.
    - iv. **Bonuses-** Mrs. Griffin reviewed the bonuses that were issued on January 10, 2024. The bonuses consisted of Grad Rate and SBAC-Math equalling to \$1,500.00.

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Bonuses for SBAC-ELA and ELPI were not issued since targets were not met. The attendance bonus is the only one pending. (see budget notes below)

- v. **Governance Committee updates-** See Governing Committee Minutes on VNCLC's website for more details.

1. ***A motion to allow adjournment of our Business Committee after the completion of Working Group's work or by 3:30pm, whichever comes first, was made by Ms. Alma Nunez and seconded by Mr. Brian Schonberger. Motion passes with 7 votes in favor, and 1 vote abstaining.***
4. ***Meeting adjourned at 3:30 p.m.***
5. ***Next Governance Committee meeting is scheduled for June 04, 2024***
6. ***Next Board of Directors meeting is scheduled for May 22, 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**

**May 07, 2024:**

**MINUTES:**

- a) Parent Engagement - tabled
- b) Increasing Positive Online Reviews
  - i) Ms. Uncapher shared links to online review websites about Vaughn
    - 1) [greatschools.org](https://www.greatschools.org)

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- 2) niche.com
- 3) Yelp
  - (a) Is there a way for someone to respond to negative reviews?
  - (b) Possibility to have a postcard with QR codes for parents to be able to leave feedback on these websites.
  - (c) Suggestion to look at School Climate data before asking parents to leave reviews due to current reviews that we are noticing.
  - (d) Suggestion for seniors to leave reviews at the end of the school year.
- ii) May need to focus more on recruitment and retention
- iii) Is there a place on our Vaughn website where we can place reviews?
  - 1) Language Barrier may hinder parents writing reviews
  - 2) Create a space to support parents in writing a review
  - 3) Videos of students sharing about their experience
- iv) California Dashboard - possibly a good place to do reviews. Parents can be guided at the Parent Center to help leave a review.
- v) Create a working group that can work on recruitment or retention
- c) Attendance Bonus - present a recommendation for next month's meeting to present to the board regarding receiving the attendance bonus for this year
  - i) LAUSD is trending at 92%
  - ii) Neighboring Schools between 91 and 94%
  - iii) Vaughn is trending at 94%
    - 1) Impossible to meet 98% attendance goal
    - 2) Recommendation is for the board to approve this bonus for this school year
  - iv) Post-COVID, we are doing better than LAUSD - unrealistic to get back to 98%
  - v) Possible recommendation to lower the goal for the future of the attendance bonus.

**Facilities**

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

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May 07, 2024:

### MINUTES:

1. Katie Shepley request the following items: 1 Steel Modular Shelving Bookcase (\$256.99, \$168.29, \$279.97),  
+ K.Shepley 23-24 Facilities Request Form (ORIGINAL) Vaughn (Revised Sep. 2022: Please get site admin approval prior t...  
(item received & delivered \_\_\_\_\_)  
Facilities Sub-Committee approves the following quote: 2  
Motion made by: Riham Ammari  
Seconded by: Lily Gomez  
Approved by: all voting members
2. Fidel Montes request the following items: 1-Adjustable Standing Desk Riser \$229.99,  
1 Wireless trackball mouse \$49.95  
+ Copy of 23-24 Facilities Request Form (ORIGINAL) Vaughn (Revised Sep. 2022: Please get site admin approval prior to ...  
+ Copy of 23-24 Facilities Request Form (ORIGINAL) Vaughn (Revised Sep. 2022: Please get site admin approval prior to ...  
(item received & delivered \_\_\_\_\_)  
Facilities Sub-Committee approves the following quote:  
Motion made by: R. Ammari  
Seconded by: V. Loera  
Approved by: all voting members
3. Jannet Palacios request the following item: 3 Office Desks (\$395.72, \$199.99)  
+ MIT DESK 23-24 Facilities Request Form  
(item received & delivered \_\_\_\_\_)  
Facilities Sub-Committee approves the following quote: 2  
Motion made by: R. Ammari  
Seconded by: Lily Gomez  
Approved by: all voting members
4. Jenny Sanchez request the following item: 1 Keyboard Stand \$21.79  
+ Jenny Sanchez Copy of 23-24 Facilities Request Form (ORIGINAL) Vaughn (Revised Sep. 2022: Pl...  
(item received & delivered \_\_\_/2024\_\_\_\_\_)  
Facilities Sub-Committee approves the following quote:  
Motion made by: R. Ammari  
Seconded by: Roas Gomez  
Approved by: all voting members
5. Laura Torres requested the following item: 2 chairs \$79.99 ea.  
+ Torres 23-24 Facilities Request Form (chairs)

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(item received & delivered \_\_/2024\_\_)

Facilities Sub-Committee approves the following quote:

Motion made by: R. Ammari

Seconded by: Mrs. Lilly Gomez

Approved by: all voting members

6. Karla Moreira request the following item: 3- 6 Cube Storage Shelf Organizer Bookshelf \$378.56

📄 23-24 Facilities Request Form (ORIGINAL) Vaughn (ML Rm 20 Resource Lab)

(item received & delivered \_\_/2024\_\_)

Facilities Sub-Committee approves the following quote:

Motion made by: R. Ammari

Seconded by: Yolanda Moreno

Approved by: all voting members

7. Rocio Barajas request the following item: 1 Butcher Paper Rack \$663.18

📄 Rocio Barajas Copy of 23-24 Facilities Request Form (ORIGINAL) Vaughn (Revised Sep. 2022: Pleas...

(item received & delivered \_\_/2024\_\_)

Facilities Sub-Committee approves the following quote:

Motion made by: Rosa Gomez

Seconded by: Yolanda Moreno

Approved by: all voting members

8. Gaby Pelayo request the following item: 6 Chairs \$810.00 and 3 sofas \$1,147.68

📄 Gaby Pelayo Copy of 23-24 Facilities Request Form (ORIGINAL) Vaughn (Revised Sep. 2022: Pleas...

(item received & delivered \_\_/2024\_\_)

Facilities Sub-Committee approves the following quote:

Motion made by: Yolanda Moreno

Seconded by: Lily Gomez

Approved by: all voting members

9. Ms. Osta request the following item: 4 Classroom Rugs \$1,039.96

📄 Gaby Pelayo Copy of 23-24 Facilities Request Form (ORIGINAL) Vaughn (Revised Sep. 2022: Pleas...

(item received & delivered \_\_/2024\_\_)

Facilities Sub-Committee approves the following quote:

Motion made by: R. Ammari

Seconded by: Rosa Gomez

Approved by: all voting members



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Personnel

**Working Group Chair**

**Laura Torres**

**Working Group Secretary**

**Claudia Jimenez**

**May 07, 2024:**

**AGENDA/MINUTES:**

**Zoom Meeting**

1. Updates to Employee Handbook

-Adding Federal Holiday: Juneteenth (upon board approval)

2. Social Media Policy updates

-Update to 4.8.2: remove IT department as responsible party for social media websites

-add the director of secondary instruction as the responsible party to monitor social media websites(IG, Facebook)

3. LAUSD oversight visit requirement: ALL employees will be evaluated

-Evaluation Tool needs to be can by June 2024

-Standard evaluation for classified staff

-Volunteer group to work on evaluation tools: Mrs. Torres, Mrs. Muro and Mrs. Boyd.

-Meeting adjourned @2:50 p.m.