

## BUSINESS WORKING GROUPS MINUTES DRAFT

### MEETING DETAILS

<b>Date:</b> 06/04/2024	<b>Start Time:</b> <u>2:05pm</u>	<b>End Time:</b> <u>3:30pm</u>
<b>Meeting:</b> VISA - Room VA- 201 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	ABSENT
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	ABSENT

## BUSINESS WORKING GROUPS MINUTES DRAFT

### 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

## BUSINESS WORKING GROUPS MINUTES DRAFT

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

## BUSINESS WORKING GROUPS MINUTES DRAFT

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. Jenny Sanchez motions to approve the minutes from the [Business Committee MINUTES 5/07/2024](#) meeting. Ms. Eunice Kwon seconds the motion. The motion passes unanimously.
3. **Governance:**
  - a. **Announcements/ Informational Items:**
    - i. **Board Meeting update-** Mr. Ramirez (CEO)- Vaughn was successful in participating in several community outreach events throughout the San Fernando Valley, including a visit from Los Angeles County Supervisor Lindsey P. Horvath, hosting Tia Chucha’s Celebrating Words Festival, Tour with Mayor Bass, among other politicians allowing the community to give input on the Metro line impacting our communities.
    - ii. **Fiscal Update-** Mrs. Y.Griffin (CFO)- May Revision is an update to the Governor’s January Budget to reflect more recent revenue assumptions
      1. Proposal, not final
      2. Final phase of budget cycle

Projected Net Deficit for **\$28.4B**

## BUSINESS WORKING GROUPS MINUTES DRAFT

Revenue shortfall continues

3. \$7B since January's Budget proposal

Depletes Proposition 98 reserve to cover revenue loss

Implement Cash Deferrals

Prop 98 Maneuver

**iii. Personnel Update-** Mr. Carbajo (HR)- Seeking approval to make a recommendation to the board to approve observing Juneteenth (already a Federal Holiday- non pay for Vaughn)

**iv. Bonuses-** See note below

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

1. ***A motion to seeking recommendation for the Board of Directors to approve the 2023/2024 attendance bonus to qualifying staff members was presented by Mrs. Jenny Sanchez and second by Mrs. Liliana Gomez. Voting members voted yes unanimously and it was approved.***
4. ***Adjournment: Ms. Alma Nunez motions to adjourn the meeting after working groups or 3:30pm whichever comes first Mrs. Liliana Gomez seconds the motion. The motion passes.***
5. ***Meeting adjourned at 3:30 p.m.***
6. ***Next Governance Committee meeting is scheduled for June 04, 2024***
7. ***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

 Budget Working Group Minutes 2023-24

## BUSINESS WORKING GROUPS MINUTES DRAFT

**Working Group Chair**

**Amanda Uncapher**

**Working Group Secretary**

**Cinthia Rodriguez**

**June 04, 2024:**

### **MINUTES:**

- **Mainland ceremonies will have a print out of bulletin that has a QR code with links to different websites for online reviews.**
  - **Great Schools**
  - **Niche**
  - **Yelp**
    - **MIT may copy and put it in the pamphlet for culmination**
- **May have a page on the school website for parent concerns.**
  - **A link for feedback may be needed based on advice from fiscal managers.**
- **Discussion about adding information about WHY we are requesting positive feedback from parents (i.e., higher enrollment helps our budget which helps maintain enriching activities/program for our students)**
- **Feedback shared that our website may need to be more user friendly and more descriptive about the programs that we offer - including what AP classes we have and our partnership with Mission College.**
- **Parent Reviews should also be highlighted on our website.**
- **Perhaps adding a widget that links to our social media platforms (i.e., facebook & instagram)**
  - **Social Media may need to be more timely**
- **Discussion about sharing the urgency regarding enrollment with colleagues**
  - **Budget should be a committee for people who are willing to put in work to deal with budgets and sharing information with staff about decisions that need to be made.**
    - **Budgeting will need to continue to be monitored on a site base model and will continue moving forward.**
      - **Suggestion for budget meetings to be held during the school day in order to get more buy-in from staff.**
      - **Right-Sizing will continue if enrollment doesn't improve.**

**Facilities**

**23-24 Facilities Working Groups Minutes**

## BUSINESS WORKING GROUPS MINUTES DRAFT

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

### June 04, 2024:

**MINUTES:**  
 No minutes recorded. Working Group did not meet.

### Personnel

[Personnel Sub Committee Minutes 2023-2024 & 24-25](#)

<b>Working Group Chair</b>	<b>Laura Torres</b>
<b>Working Group Secretary</b>	<b>Claudia Jimenez</b>

### June 04, 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



## **BUSINESS WORKING GROUPS MINUTES DRAFT**

**-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.**