

24-25 APPROVED BUSINESS COMMITTEE AND WORKING GROUP MINUTES

MEETING DETAILS		
Date: 10/01/2024	Start Time: <u>2:02pm</u>	End Time: <u>3:30pm</u>
Meeting: VISA - Room VA MPR/101	Minutes Prepared by: Amanda Uncapher Fifth Grade Teacher Business Committee Chair School phone # 818 896-7461 Ext. #7966 auncapher@myvaughncharter.com	

1. VOTING MEMBERS		
Name	Role	Attendance (Present/Absent)
Daisy Valle	MIT Parent	PRESENT
Hellen Pham	ML Teacher	PRESENT
Sarah Sheridan	G3 Teacher	PRESENT
Lynette Serrano	MIT Teacher	PRESENT
Laura Torres	G3 Parent	PRESENT
Liliana Gomez	PL Parent	PRESENT
Maria Rostro	VISA Parent	PRESENT
Katie Shepley	VISA Teacher	PRESENT
Claudia Jimenez	PL Teacher	PRESENT

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1. NON-VOTING MEMBERS		
Name	Role	Attendance (Present/Not Present)
BUDGET		
Fidel Ramirez	CEO	Present
Yolanda Griffin	CFO	Present
Rachel Allen	MIT-Teacher Facilitator	Present
Nicole Mohr	VISA	Present
Amanda Uncapher	ML-Teacher	Present
Hellan Pham	ML-Teacher	Present
Johnie Morales	MIT-Teacher	Present
Katie Shepley	G3- Teacher	Present
Beatriz Samano	PL- Teacher	Present
Gaby Pelayo	PL- Support Staff	Not Present
Mercy Macharia	MIT- Lead Secretary	Present
Alejandro Zamora	MIT	Not Present
Daisy Valle	Pandaland	Present
FACILITIES		
Claudia Flores	Admin	Present
Raquel Valadez	Admin	Present
Miriam Chavez	MIT- Facilitator	Present
Wendy Aparicio	MIT- Facilitator	Present
Jenny Sanchez	PL- Support Staff	Present

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Ana Osta	PL- Teacher	Present
May Penarroyo	VISA	Not Present
Victor Loera	G3-Teacher	Present
Sarah Sheridan	G3-Teacher	Present
Mayensi Hernandez	ML- Teacher	Present
Janaan Martinez	VISA- Teacher	Present
Lijuan Lapporte	VISA- Teacher	Present
Yirzely Villanueva	MIT- Teacher	Not Present
Heleodoro Castillo	Student-VISA	Present
PERSONNEL		
Luis Carbajo	HR	Present
Irene Muro	ML- Admin	Present
Savannah Raskin	G3	Present
Riham Ammari	ML-Teacher	Present
Laura Torres	PL- Teacher- Secretary	Present
Fidel Montes	ML-Teacher - Facilitator	Present
Hayk Alciyan	VISA	Present
Sara Santa Cruz	MIT	Present
Lynette Serrano	MIT	Present
Pargol Mirkhani	MIT	Present
Sonia Cortez	G3-Teacher	Present
Hillary Henson	VISA	Present
Bethany Marroquin	MIT- Teacher	Present

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Alma Nunez	VISA- Lead	Present
David Zhang	VISA- Teacher	Present

2. AGENDA/ MINUTES

1. **Establish a Quorum/ Call to Order**
2. **Public Comment:** [Business Governance Public Comment Sign-up](#)
 - o Nicole Mohr: PAR Evaluation - Personnel
 - Evaluation Rubric to support our teachers
3. **Review and Approval of Minutes:** Voting Members will review and approve the minutes from the [Business Committee MINUTES 09/03/2024](#) meeting.
 - o Motions: Liliana Gomez
 - o Seconds: Daisy Valle
4. **Governance**
 - o **Announcements/ Informational Items:**
 - **Board Meeting update-** Mr. Ramirez
 - Enrollment Projections - close to the 2024-2025 projections
 - a. Enrollment and ADA Comparisons
 - Community Events - Panorama City
 - Vaughn Family Wellness Day
 - Social Media threats and Vaughn's response
 - a. Relevant information given to local law enforcement
 - b. Continuous evaluation and adjustment of protocols to ensure safety
 - **Fiscal Update-** Yolanda Griffin
 - No updates
 - **Human Resources-** Luis Carbajo
 - Bulletin from IT - If you would like to remove your image from the site directory, you can opt out. Submit a fresh ticket to be removed from the website.
 - There will not be a deadline to submit the request
 - **Personnel updates-** Fidel Montes (new facilitator) Laura Torres (note taker)
 - **Facilities updates-** Wendy Aparicio (new facilitator) Miriam Chavez (note taker)
 - **Budget updates-** Rachel Allen (new facilitator) Mercy Macharia (note taker)

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- **Action Item: None**

- **Next Business Committee meeting: December 3, 2024**
- **Next Board of Directors meeting: [November 20, 2024- link](#)**
- **Adjournment:** Mrs. Katie Shepley motions to adjourn the meeting after working groups or 3:30pm whichever comes first, Liliana Gomez seconds the motion. The motion passes.
- **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

Racheal Allen

Working Group Secretary

Mercy Macharia

October 01, 2024:

MINUTES:

- CFO presented the “FY 24/25 enrollment actuals vs. Budget” information which highlighted each site based attendance and resulting ADA from previous months (Aug-Sept).

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- Follow-up is needed to understand the specifics of attendance reporting i.e. Is there a time frame and/or duration in which students’ presence is required for it to count towards attendance?
- Working group reviewed draft of the Budget Working group plan
 - Right sizing conversation continues as part of working group member responsibilities
 - In reference to responsibilities of members - it is recommended that more educational partners be part/present in their site budgets.
 - Need for transparency and dissemination of outcomes from each site budget to the larger educational partners in each site and as a whole school.
 - Began completing goals worksheet. Formed mission statement.

Facilities
[Facilities Working Group Minutes](#)

Working Group Chair	Wendy Aparicio/ Miriam Chavez
Working Group Secretary	Wendy Aparicio/ Miriam Chavez

October 01, 2024:

- MINUTES:**
1. **Identify voting members for working group:**
 - Pandaland:** Lilan Gomez
 - G3:** Victor Loera
 - Mainland:** Mayensi Hernandez
 - MIT:** Yiretza
 - Visa:** Genan

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2. Hazel Tercero from Vaughn Central request the following item: Amazon Wishlist

[+ MIT 24-25 Facilities Request Form \(ORIGINAL\) Vaughn \(Revised Se...](#)

Facilities sub- committee approves:

Motion made:

Second by:

Approve by:

Comments: Team suggested that they want an itemized form with ten items each. Would want more than one quote. Also questioned for this being an amazon wishlist, would like more information on why items such as coat rack would be needed. Team recommends they come in for our next facilities meeting.

3. Andrea Alvarez from Mainland request the following item: Office chair

[+ Alvarez 24-25 Facilities Request Form \(ORIGINAL\) Vaughn \(Revised ...](#)

Facilities sub- committee approves:

Motion made:

Second by:

Approve by:

4. Kristen Ragsdale from Mainland request the following item: Teachers Desk and office chair

[+ Ragsdale _TEACHER DESK 24-25 Facilities Request Form \(ORIGIN...](#)

[+ Ragsdale_Chair: 24-25 Facilities Request Form \(ORIGINAL\) Vaughn ...](#)

Facilities sub- committee approves: 1st option (desk)

Motion made:

Second by:

Approve by:

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Desk was too expensive and team suggest that teacher finds a less expensive one

5. Johnie Morales from MIT request the following item: Flat File Cabinet

[+ 24-25 Facilities Request Form-Flat File Cabinet](#)

Facilities sub- committee approves: Quote 1

Motion made: Victor

Second by: Jenny Sanchez

Approve by: All

6. Gabriel Ylo from MIT request the following item: An office chair

[+ 24-25 Facilities Request Form Vaughn \(Revised Sep. 2022: Please ...](#)

Facilities sub- committee approves:

Motion made: Mayensi Hernandez

Second by: Ana Osta

Approve by: All

7. Patricia Cruz from Visa is requesting 100 folding chairs with arm tablets

[+ Copy of 24-25 Facilities Request Form-Folding Chair w/ desk](#)

Facilities sub- committee approves:

Motion made:

Second by:

Approve by:

Comments: Team suggested collapsible small tables. We would also need to know if the plan for storage comment from the student was made stating current setup is OK.

8. Lynette Aceves from Mainland requested a chair

[+ Copy of 24-25 Facilities Request Form \(ORIGINAL\) Vaughn \(Revised...](#)

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Motion made: Mayensi Hernandez

Second by: Ana Osta

Approved by: All

9. Began completing Working Group Goals Document.

I. established mission statement

[Facilities Goal Planning Worksheet](#)

Personnel

Working Group Chair

Fidel Montes

Working Group Secretary

Laura Torres

October 01, 2024:

MINUTES:

1. Completed Personnel Working Group Goals Document.

(Progress to be shared at the October board meeting.)

[Personnel Working Group Goals Worksheet](#)

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2. HR Updates (GEAR-UP Tutors, Open Positions, Data Clerk)
 - a. Update on classified and certificated openings. Openings are posted on various sites which direct them to paycom to apply
 - b. 7 year GEAR UP grant. Grant comes with director, Gear Up manager, 8 coordinators, 20 tutors, data clerk, college advisors (2029, 2030)
 - c. Grant is for Vaughn and neighboring schools
 - d. Gear Up Program follows the cohort from 6th grade up to their 1st year in college
3. Substitute Teachers brought on board
 - a. 18 Internal sub list- bit.ly/MyVaughnSubs
 - b. 67% are open to long term subbing, 100% are open to day to day subbing
 - c. 12 open to sub in elementary grades, 8 in middle school grades and 12 in high school grades
 - d. Types of permits- 30 day emergency sub permit and 60 day career
 - e. Red means sub is in a long term position and not available to sub at the moment. Green means the sub is available to sub.
4. Evaluation Matrix
 - a. 56 certificated employees will be evaluated
 - b. More staff will be added to observe the Directors of Instruction- director, curriculum coordinator and instructional coach
 - c. A teacher evaluation was discussed. The working group has decided that such an evaluation should be created by the *Curriculum and Instruction Governance Committee* and then brought back to Personnel for review.
5. FERPA Policy
 - a. No updates on FERPA policy
 - b. Attorneys provided a template. Claudia, Hazel and Luis will meet to review the template and fill in the blanks
 - c. Personnel wanted to work on what were the policies if someone breaches the policy