

# VAUGHN | NEXT CENTURY LEARNING CENTER

## 24-25 BUSINESS COMMITTEE AND WORKING GROUPS APPROVED MINUTES

### MEETING DETAILS

|   |  |                                |
|---|--|--------------------------------|
| <b>Date:</b> 11/05/2024                   | <b>Start Time:</b> <u>2:04pm</u>   | <b>End Time:</b> <u>3:30pm</u> |
| <b>Meeting:</b><br>VISA - Room VA MPR 101 | <b>Minutes Prepared by:</b><br><br><b>Amanda Uncapher</b><br>Fifth Grade Teacher<br>Business Committee Chair<br>School phone # 818 896-7461 Ext. #7966<br><a href="mailto:auncapher@myvaughncharter.com">auncapher@myvaughncharter.com</a> |                                |

### 1. VOTING MEMBERS

| Name            | Role               | Attendance (Present/Absent) |
|-----------------|--------------------|-----------------------------|
| Daisy Valle     | MIT <b>Parent</b>  | PRESENT                     |
| Hellen Pham     | ML Teacher         | PRESENT                     |
| Sarah Sheridan  | G3 Teacher         | PRESENT                     |
| Lynette Serrano | MIT Teacher        | PRESENT                     |
| Laura Torres    | G3 <b>Parent</b>   | PRESENT                     |
| Liliana Gomez   | PL <b>Parent</b>   | NOT PRESENT                 |
| Maria Rostro    | VISA <b>Parent</b> | NOT PRESENT                 |
| Katie Shepley   | VISA Teacher       | PRESENT                     |
| Claudia Jimenez | PL Teacher         | NOT PRESENT                 |

## 24-25 BUSINESS COMMITTEE AND WORKING GROUPS APPROVED MINUTES

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

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|                    |                                 |             |
|--------------------|---------------------------------|-------------|
| Ana Osta           | PL- Teacher                     | Not Present |
| May Penarroyo      | VISA                            | 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                    | Present     |
| Heleodoro Castillo | Student-VISA                    | Present     |
| <b>PERSONNEL</b>   |                                 |             |
| Luis Carbajo       | HR                              | Present     |
| Irene Muro         | ML- Admin                       | Present     |
| Savannah Raskin    | G3                              | Present     |
| Riham Ammari       | ML-Teacher                      | Present     |
| Laura Torres       | PL- Teacher- <b>Secretary</b>   | Present     |
| Fidel Montes       | ML-Teacher - <b>Facilitator</b> | 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     |
| Alma Nunez         | VISA- Lead                      | Present     |
| David Zhang        | VISA- Teacher                   | Present     |

## 24-25 BUSINESS COMMITTEE AND WORKING GROUPS APPROVED MINUTES

### 2. AGENDA/ MINUTES

#### Establish a Quorum/ Call to Order

- **Public Comment:** [Business Governance Public Comment Sign-up](#)
- **Review and Approval of Minutes:** [APPROVED MINUTES-Business Committee 10/01/2024](#)
- **Governance**
  - **Announcements/ Informational Items:**
    - **Board Meeting update-** Mr. Ramirez
      - Original enrollment projections and current enrollment
      - Increase in ADA in Month 3 - 95.40%, from Month 2 - 94.51%
        - Chronic Absenteeism data
      - Annual Performance Oversight Visit - February 3-4, 2024
      - DVR (SPED Overview) - Tuesday, January 14, 2024
      - Vaughn's Charter Renewal: July - August, 2025
      - Latest SBAC Data: Overall School 2023-2024
        - ELA: 37.5% Met or Exceeded
        - Math: 22.59% Met or Exceeded
      - Community Events tabling for Vaughn
    - **Fiscal Update-** Yolanda Griffin - None
    - **Human Resources-** Luis Carbajo - None
    - **Information Systems Manager, Edgar Pelayo** reports that we are moving forward with a new PA system for the high school at \$149,446.00. No questions were asked regarding this expenditure.
    - **Personnel Working Group Update-** Fidel Montes
      - Added some personnel to sub list - 18 subs
      - End of the semester evaluations - coordinators and instructional coaches have been added
      - Teacher evaluations are still being reviewed, need to go through curriculum and instruction first
    - **Facilities Working Group Update** - Wendy Aparicio-still working on planning worksheet
    - **Budget updates-** Rachel Allen-still working on planning worksheet
  - **Action Item: None**
- **Next Business Committee meeting: February 4, 2024**

## 24-25 BUSINESS COMMITTEE AND WORKING GROUPS APPROVED MINUTES

- **Next Board of Directors meeting:** [December 11, 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.

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### 3. Working Groups

#### [Budget](#)

**Working Group Chair**

**Racheal Allen**

**Working Group Secretary**

**Mercy Macharia**

**November 5, 2024:**

#### **MINUTES:**

- 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**

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[Facilities Working Group Minutes](#)

**Working Group Chair**

Wendy Aparicio/ Miriam Chavez

**Working Group Secretary**

Wendy Aparicio/ Miriam Chavez

**November 5, 2024:**

1. **Mental health team from MIT is requesting 3 rugs, 6 bookshelves, and 1 step stool**

**MH1 - MIT 24-25 Facilities Request Form.xlsx**

**Tabled for next meeting**

Motion made:

Second by:

Approved by: All

2. **Mental health team from MIT is requesting 2 sofas, 2 storage benches.1 computer chair, and one book case**

**MH2 - MIT 24-25 Facilities Request Form.xlsx**

**Tabled for next meeting**

Motion made:

Second by:

Approved by: All

3. **The mental Health Team from MIT is requesting 4 cabinets, 4 lamps, 1 bulletin board, and 1 utility cart**

**MH3 - MIT 24-25 Facilities Request Form.xlsx**

**Tabled for next meeting**

Motion made:

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Second by:

Approved by: All

4. **The mental Health Team from MIT is requesting 3 sofas, 2 tables, 2 desk, 2 shelves, and a desk chair**

**x MH4 - MIT 24-25 Facilities Request Form.xlsx**

(Only the third sofa got approved: sofa with one ottoman) This is a communal couch. Total **664.99 without taxes**

Motion made: Yirzely Villanueva

Second by: Mayesi Hernandez

Approved by: All

5. **The mental Health Team from MIT is requesting 3 seat cushions and 4 storage bins**

**x MH5 -MIT 24-25 Facilities Request Form.xlsx**

**Tabled for next meeting**

Motion made:

Second by:

Approved by: all

6. **The mental Health Team from MIT is requesting 4 end table, 2 seat cushions, cabinet, floor lamp, 1 cabinet**

**x MH 6 -MIT 24-25 Facilities Request Form.xlsx**

**Tabled for next meeting**

Motion made:

Second by:

Approved by:

7. **Raquel Valadez from MIT is requesting 2 microphone stands ( approved)**

**+ VALADEZ Facilities Request Form (ORIGINAL) 10/28/24**



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Motion made: Victor Lorea  
Second by: Mayensi Hernandez  
Approved by: All

**8. Kristen Ragsdale from Mainland is requesting a Computer desk (first quote approved)**

✚ Ragsdale\_Teacher Desk: 24-25 Facilities Request Form (ORIGINAL)

Motion made: Mayensi Hernandez  
Second by: Yirelzy Villanueva  
Approved by: All

**9. Delia Ratarwin from Mainland is requesting a teacher's desk and chair (First quote approved)**

✚ Ratarwin\_Teacher Desk: 24-25 Facilities Request Form (ORIGINAL) Vaug...

✚ Ratarwin\_Chair: 24-25 Facilities Request Form (ORIGINAL) Vaughn (Revi...

Motion made: Yirezely Villanueva  
Second by: Mayensi Hernandez  
Approved by: All

**10. Cindy Rivera from Visa is requesting an office chair (Same chair from the first meeting)**

✚ 24-25 Facilities Request Form(VISA Office Chair)

Motion made: Victor Loera  
Second by: Janaan Martinez  
Approved by: All

**11. Cinthia Rodriguez from G3 is requesting shelving for supply room (approved)**

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📄 G3 24-25 Facilities Request Form (ORIGINAL) Vaughn (Revised Sep. 2022...

Motion made: Victor Loera

Second by: Yirzely Villanueva

Approved by: All

### MINUTES:

- We reviewed the facilities tracker and discussed all the facility requests.
- The group decided to table the request from the mental health team at MIT for now, as they had submitted a number of items. A representative from the mental health team was present and agreed to focus on finding a cost-effective couch that could meet everyone's needs.
- The group also suggested alternative solutions, such as fundraising, to help secure the necessary funds for the other items on their list.
- Meeting adjourned at 3:30

## 24-25 BUSINESS COMMITTEE AND WORKING GROUPS APPROVED MINUTES

### Personnel

|                                |                     |
|--------------------------------|---------------------|
| <b>Working Group Chair</b>     | <b>Fidel Montes</b> |
| <b>Working Group Secretary</b> | <b>Laura Torres</b> |

### November 5, 2024:

#### MINUTES:

##### 2025 ESY Effectual Staffing/ Survey update

- a. Evaluations for out of classroom certificated staff and certain classified employees have been emailed. Deadline is Nov. 20

##### 1. CalSAAS Report update (23/24 data)

- a. Report of educator assignments
- b. Report to State that class descriptions align with class category
- c. Report to State that educators hold the appropriate credentials to teach
- d. For 23/24 we have 0 misassignments

##### 2. CBEDS Report (24/25 data)

- a. This report is sent to the State. This report is a report of full time classified equivalent staff by demographics. 287 full time equivalent staff

##### 3. Substitute teachers update

- a. some of the subs that have been employed at Vaughn for at least 3 years (worked at least 90 days each year) can apply for a career substitute permit to be in the classroom for at least 60 day
- b. Open positions are posted on [www.myvaughnhcharter.com/careers](http://www.myvaughnhcharter.com/careers)

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- c. Mr. Carbajo explained current open positions and the difficulty in finding substitutes mid-year. He discussed the challenges in finding certified substitutes. Therefore, permission to fast-track the hiring process for CSUN Student Teachers currently on our campuses was granted.