VAUGHN | NEXT CENTURY LEARNING CENTER

24-25 BUSINESS COMMITTEE AND WORKING GROUPS MINUTES

MEETING DETAILS		
Date: 03/04/2025	**Start Time: 2:05 pm**	**End Time: 3:30pm**
VISA **Room VA- MPR 101**	**Agenda Prepared by:** **Amanda Uncapher** Fifth Grade Teacher Business Committee Chair School phone # 818 896-7461 Ext. #7966 auncapher@myvaughncharter.com	

1. VOTING MEMBERS

Name	Campus	Role	Attendance (Present/Absent)
Daisy Valle	MIT	**Parent**	Present
Hellen Pham	ML	Teacher	Present
Sarah Sheridan	G3	Teacher	Not Present
Lynette Serrano	MIT	Teacher	Present
Laura Torres	G3	**Parent**	Not Present
Liliana Gomez	PL	**Parent**	Present
Maria Rostro	VISA	**Parent**	Not Present
Katie Shepley	VISA	Teacher	Present
Claudia Jimenez	PL	Teacher	Present

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2. NON-VOTING MEMBERS		
Name	**Role**	**Attendance (Present/Absent)**
BUDGET		
Fidel Ramirez	CEO	Present
Yolanda Griffin	CFO	Present
Rachel Allen	MIT-Teacher ***Facilitator***	Not Present
Alana Murphy	G3-Teacher	Present
Ashely Ortiz	G3-Teacher	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	Present
Gaby Pelayo	PL- Support Staff	Present
Mercy Macharia	MIT- Lead ***Secretary***	Present
Desiree Meza	G3-Teacher	Present
Alejandro Zamora	MIT	Present
Eunice Kwon	ML-Teacher	Not Present
Karla Orsoto	G3	Not Present
Maria Rostro	VISA	Not Present
Daisy Valle	Pandaland	Present
FACILITIES		

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Claudia Flores	Admin	Present
Raquel Valadez	Admin	Present
Miriam Chavez	MIT-***Facilitator***	Present
Wendy Aparicio	MIT-***Facilitator***	Present
Jenny Sanchez	PL- Support Staff	Present
Ana Osta	PL- Teacher	Present
May Penarroyo	VISA	Not Present
Victor Loera	G3-Teacher	Present
Sarah Sheridan	G3-Teacher	Not Present
Mayensi Hernandez	ML- Teacher	Present
Janaan Martinez	VISA- Teacher	Present
Lijuan Lapporte	VISA- Teacher	Present
Liliana Gomez	PL-Teacher	Present
Maya Eduardo	VISA	Not Present
Yirzely Villanueva	MIT- Teacher	Not Present
Heleodoro Castillo	Student-VISA	Not 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***	Not Present
Fidel Montes	ML-Teacher -***Facilitator***	Present
Hayk Alciyan	VISA	Present

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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
Claudia Jimenez	PL	Present
Maria Rostro	VISA Parent	Not Present
Josean Martinez	VISA Student	Not Present

2. MINUTES

1. **Establish a Quorum/ Call to Order**
2. **Public Comment:** Business Governance Public Comment Sign-up
3. **Review and Approval of Minutes:** Voting Members reviewed and approved the minutes from the February meeting. DRAFT FEB.4,2025 MINUTES-Business Committee
4. **Governance**
    a. **Announcements/ Informational Items:**

        i. **Board Meeting update**- Mr. Ramirez
            1. Enrollment
                a. Month 5 - 2,617 → Month 6 - 2,609
            2. ADA
                a. Month 5 - 93.4% → Month 6 - 89.64%
            3. Pre-K Enrollment 82 → 86
            4. SpEd District Validation Review: February 13, 2025
                a. Preliminary reports coming out soon
                b. Measures compliance with state and federal laws as well as district policies
            5. VISA visited by LAUSD Board Member - Kelly Gonez
            6. Vaughn Celebrates Black History Month
            7. VISA hosts Chinese New Year
            8. MIT rolls out After School Sports Program

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9. VISA recruiting future high school students @ Bert Corona MS
10. Board seeking Parent Board Member to join

ii. **Fiscal Update-** Yolanda Griffin - no updates

iii. **Human Resources-** Luis Carbajo
1. Right sizing to occur at site level.

iv. **Personnel updates**- Fidel Montes
1. Medical benefits coverage - negotiations with Kaiser at the moment
2. Discussed new COLA
3. Discussion about reinstating bonus for attendance

v. **Facilities updates-** Wendy Aparicio - no updates

vi. **Budget updates-** Rachel Allen
1. Site budget meetings to be scheduled - site directors with budget committee members
2. Budget timelines were highlighted
3. Savings strategies at site level

b. **Action Item: None**

5. **Next Business Committee meeting: April 2, 2024**
6. **Next Board of Directors meeting:** **March 26, 2025- link**
7. **Adjournment:** Ms. Hellen Pham motions to adjourn the meeting after working groups or 3:30 pm, whichever comes first. Ms. Liliana Gomez seconds the motion. The motion passes.

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-VA MPR/101

Budget Working Group Minutes

Working Group Facilitator	**Rachel Allen**
Working Group Secretary	**Mercy Macharia**

March 4, 2025

MINUTES:

CFO presented an overview of the following:

1. Per governor's proposed budget, the education budget includes a cost of living adjustment (COLA) of 2.43% - which is down from 2.93%;
    i. Budget expands funding for Transitional Kindergarten - to reduce student - adult ratio;
    ii. Expands funding for Learning Opportunities Program (ELPO) - to provide higher per pupil rate for schools with 55% + unduplicated pupil percentage (UPP).
    iii. The budget also provides significant one-time discretionary resources highlighted in the presentation - ***however, all grants are subject to change due to recent CA fire disasters.***
    b. Budget Development - we will need to develop a tentative internal plan for funding/program requirements keeping in mind declining enrollment, one-time funds that are supporting recurring expenses, and additional pressures.
        i. Decision making process at site levels was discussed and the subgroup recommended "Level 2" of the "Deciding on Decision Making Process" options.
    c. Elementary enrollment is dropping and this is projected for next 5 years - school will continue to brainstorm on varied ways to generate fundings eg. reviewing facility usage, creating culture of conservation with current facilities etc.
2. Tier increases vs board approved pay increases - inquiry and discussion on if we can unfreeze bonuses was addressed.

a. It was stated that with the current data of low funding and declining attendance, it will be difficult to unfreeze the bonuses. It was clarified that no bonuses had been allotted in our current budget 24-25 school year.
b. CFO reiterated that the cost of living adjustment remains the same as per our staff pay scale approved by the board.
c. Inquiry on bonuses in future was discussed. It was mentioned that the personnel subgroup would initiate the creation of the criteria on any proposed future bonuses. Bonuses being based on staff attendance instead of student attendance was discussed.
d. Discussed the pros and cons of using staff attendance as an incentive was addressed e.g. We could have a cost saving in the area of substitute teachers, creating the funds needed to pay the bonuses; challenges for those who might work even when ill.

3. Increase of retention and enrollment - Vaughn continues to attend community activities that reach out to collapsing schools, community based activities with the aim of recruiting students. Additional sources of income were briefly mentioned/suggested, like
    a. Grants being explored to meet any future shortfalls
    b. Suggestions on hiring school facilities out for community events.
    c. Tapping into mental health reimbursements from the county.

Subgroups agree to table discussion on open communication on decisions made per site with the whole school community.

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Working Group Facilitator	**Wendy Aparicio/Miriam Chavez**
Working Group Secretary	**Wendy Aparicio/Miriam Chavez**

March 4, 2025

MINUTES:

1. Additionally, it was mentioned in the meeting if voice enhancers or clickers were appropriate purchases for facilities, the answer is yes they are. The facility budget can be used for not only furniture but 'equipment' also.

2. M. Morales Requested Kidney shaped White board table

M. Morales 24-25 Facilities Request Form

Motion made : Mayensi Hernandez
Second by: Janaan Martinez
Approved by:All

3. Osta is requesting 2 bookshelves

Ms. Osta: Facilities Request

Motion made : Lilia Gomez
Second by: Sanchez
Approved by: All

4. Moncada Requested Flagship Carpets Happy Squares Educational Area Rug for Kids Room Seating Décor, Children's Classroom, Play Carpet for Teaching and Playroom, Seats 24, 7'6"x12', Blue & Multi Color

Moncada Facilities Request

Four canopies approved
Motion made : Mayensi Hernandez
Second by: Janaan Martinez
Approved by: All

Comments: The committee did not approve the 8 rugs or the 10 teacher chairs in the request, as they had a few questions regarding these items. Specifically, they would like to know:

- Which campus are the rugs intended for?
- Which teachers will be receiving the rugs?
- What is the reason for needing new rugs?
- Which campus are the teacher chairs intended for?
- Which teachers will be receiving the chairs?
- What is the reason for needing new chairs?

5. E. Luque is requesting Printer table/Foldable Tables, Stand up Desk, Ergonomic Office Chair

Updated_MIT 24-25 Facilities Request Form (ORIGINAL) Vaughn (Revised Sep. 2022_ Plea…

Motion made : Janaan Martinez
Second by: Ana Osta
Approved by: All
Comments: Items approved 4 foldable tables, stand up desk, and office chair.
The printer table was not approved

- Discussed facilities budget before the purchases above

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Working Group Facilitator	**Fidel Montes**
Working Group Secretary	**Laura Torres**

March 4, 2025

MINUTES:

The meeting discussed the pros and cons of a cost of living adjustment (COLA) and the impacts on school site budget versus the return of attendance bonuses for staff. A survey was proposed to gauge staff preferences.

- The committee debated the impact of a 2.43% COLA.

Attendance Bonus for 2025-2026:

- The committee considered revisiting a $1,000 attendance bonus tied to teacher attendance, which could save on substitute costs. Concerns were raised about the fairness of attendance bonuses, especially for teachers with family responsibilities. A second option is to keep the student based attendance.
- The committee votes to pursue the attendance bonus, with a focus on making it cost-effective for the site. (A survey will be sent out to staff to gather feedback in order to draft it and to agendize it for discussion and a vote at the next meeting).
- The criteria for the attendance bonus are being revisited, considering both student and staff attendance.
- The meeting concludes with a focus on the need for sustainable long-term budgeting and the importance of addressing cost pressures and enrollment declines.
- Mr. Luis Carbajo will provide updates on the site-based budgeting and reduction in force process at the next meeting.

Medical Benefits updates:

- Mr. Carbajo provides an update on health benefits, including a 23% increase in Kaiser rates.

Personnel

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- Mr. Carbajo introduces the Early Retirement Incentive Program, which offers a lump sum payment of $20,000 to employees who meet certain criteria, and who could possibly return to work as substitute teachers if they wish to.