VAUGHN | NEXT CENTURY LEARNING CENTER

CURRICULUM & INSTRUCTION GOVERNANCE COMMITTEE MINUTES

MEETING DETAILS		
Date: September 2, 2025	**Start Time: 2:00pm**	**End Time: 3:30pm**
Location: VISA MPR	**Minutes Prepared by:** Andrea Alvarez	

1. VOTING MEMBERS ATTENDANCE

Name	Role	Attendance (Present/Absent)
	Staff	Attendance
	Staff	Attendance
	Staff	Attendance
	Staff	Attendance
	Staff	Attendance
	Staff	Attendance
	Parent	Attendance
	Staff	Attendance
		Attendance

2. AGENDA

1. Attendance and sign in
2. C&I Committee Action Items
3. All Committee Updates & Announcements: C&I Committee Presentation 9.2.25
4. Identify Committee Chair
5. Subcommittee Work Time: Identify Sub-Committee Roles Committee Rosters
6. Meeting adjournment

.

AGENDA (detailed)

Informational:

1. **Board meeting Updates : August 27, 2025**

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a. **Information on sufficiency of instructional materials**
b. **Information on schoolwide data involving : iReady, SBAC, and attendance**

Sub Committee Facilitators and Meeting Minutes:
GATE Committee Minutes: Alan Kodel
EL Committee Minutes: Clara Haramandjian
R&I Committee Minutes: Kishauna LaMotte
School Climate Committee Minutes: Alex Henriquez
Math:
Literacy:
Attendance:

ANNOUNCEMENTS

1. **Committee meeting dates:** [9/2/25],[9/30/26], [11/4/25], [12/2/25], [2/3/26], [3/3/26], [4/7/26], [5/5/26], [6/2/26]
2. Please review the 25-26 Committee Roster , if you or someone you know is missing, please notify Sadie or Heather.
3. Please include parent and student members in your sub committee emails**.**
4. **Governance Agenda:** You can access the Board Agenda and Minutes here. Instructions for public comments can be found in each of the meeting minutes.
    a. **Board Meeting Dates**: [8/27/25], [9/24/25], [10/22/25], [11/19/25], [12/10/25], [2/18/26], [3/25/26], [4/22/26], [5/20/26], [6/24/26]
    b. **Time:** 4:00pm
    c. **Location:** Join in person (Vaughn Central, First floor) or via Zoom
5. **Contact: Please reach me at:**
   Email: aalvarez@myvaughncharter.com
   Phone: (818)896-7461 Ext. 7843

Norms:

- Be on time, Be present.
- Right to Pass
- Mutual Respect
- No Put-Downs/Killer Phrases
- Attentive Listening

3. ACTION ITEMS

Curriculum and Instruction Committee:

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1. **Identify voting members for sub committee and add to main committee roster spreadsheet**
    a. 9 members total (parents, classified and certificated staff)
    b. Representation from each subcommittee if possible
2. **Nominate individuals to be committee chair - add to spreadsheet**
3. **Within subcommittees:**
    a. Identify secretary (non-admin) - add to spreadsheet
    b. Identify sub committee lead (non admin) - add to spreadsheet
    c. Identify timeline/goals for subcommittee for year using document provided
4. **Approve meeting minutes from June 3, 2025.**

Roll call:

Vote
Vote
Vote
Vote
Vote
Vote
Vote
Vote
Vote

4. SUBCOMMITTEE WORK

School Climate

Agenda:

1. Identify secretary (non admin) - add to spreadsheet

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2. Identify sub committee lead (non admin) - add to spreadsheet
3. Identify timeline/goals for subcommittee for year using document provided

Action Item:

EL

Agenda:

1. Identify secretary (non admin) - add to spreadsheet
2. Identify sub committee lead (non admin) - add to spreadsheet
3. Identify timeline/goals for subcommittee for year using document provided

Action Item:

GATE

Agenda:

1. Identify secretary (non admin) - add to spreadsheet
2. Identify sub committee lead (non admin) - add to spreadsheet
3. Identify timeline/goals for subcommittee for year using document provided

Action Item:

Resource & Instruction

Agenda:

1. Identify secretary (non admin) - add to spreadsheet
2. Identify sub committee lead (non admin) - add to spreadsheet
3. Identify timeline/goals for subcommittee for year using document provided

Action Item:

a.

Attendance

Agenda:

1. Identify secretary (non admin) - add to spreadsheet
2. Identify sub committee lead (non admin) - add to spreadsheet
3. Identify timeline/goals for subcommittee for year using document provided

Action Item:

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Literacy
Agenda: 1. Identify secretary (non admin) - add to spreadsheet 2. Identify sub committee lead (non admin) - add to spreadsheet 3. Identify timeline/goals for subcommittee for year using document provided **Action Item:**
Math
Agenda: 1. Identify secretary (non admin) - add to spreadsheet 2. Identify sub committee lead (non admin) - add to spreadsheet 3. Identify timeline/goals for subcommittee for year using document provided **Action Item:**

5. ADJOURNMENT

Andrea Alvarez motioned to adjourn the meeting at 3:30 p.m.
Meeting was adjourned at 3:30 p.m.