

MINUTES BUSINESS GOVERNANCE COMMITTEE 24-25

MEETING DETAILS

Date: 05/06/2025

Start Time: 2:05 pm

End Time: 3:30pm

May Location: MIT Campus
Room M

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 | Present |
| Lynette Serrano | MIT | Teacher | Present |
| Laura Torres | G3 | Parent | Present |
| Liliana Gomez | PL | Parent | Present |
| Maria Rostro | VISA | Parent | Absent |
| Katie Shepley | VISA | Teacher | Present |
| Claudia Jimenez | PL | Instructional Coach | Absent |

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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 | Present |
| Alana Murphy | G3-Teacher | Present |
| Ashley Ortiz | G3-Teacher | Present |
| Nicole Mohr | VISA | Absent |
| Amanda Uncapher | ML-Teacher | Present |
| Hellen Pham | ML-Teacher | Present |
| Johnie Morales | MIT-Teacher | Present |
| Katie Shepley | G3- Teacher | Present |
| Beatriz Samano | PL- Teacher | Present |
| Karla Orsoto | G3-Admin | Present |
| Gaby Pelayo | PL- Support Staff | Absent |
| Desiree Meza | G3- Teacher | Present |
| Mercy Macharia | MIT- Lead Secretary | Present |
| Alejandro Zamora | MIT | Present |
| Daisy Valle | Pandaland | Present |
| FACILITIES | | |
| Claudia Flores | Admin | Present |
| Raquel Valadez | Admin | Present |
| Miriam Chavez | MIT- Facilitator | Present |

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|--------------------|---------------------------------|---------|
| Wendy Aparicio | MIT- Facilitator | Present |
| Jenny Sanchez | PL- Support Staff | Present |
| Ana Osta | PL- Teacher | Present |
| May Penarroyo | VISA | Absent |
| Victor Loera | G3-Teacher | Present |
| Sarah Sheridan | G3-Teacher | Present |
| Mayensi Hernandez | ML- Teacher | Present |
| Janaan Martinez | VISA- Teacher | Present |
| Lijuan Lapporte | VISA- Teacher | Absent |
| Liliana Gomez | PL-Teacher | Present |
| Yirzely Villanueva | MIT- Teacher | Present |
| Heleodoro Castillo | Student-VISA | Absent |
| 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 |

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|-------------------|---------------|---------|
| Hillary Henson | VISA | Present |
| Bethany Marroquin | MIT- Teacher | Absent |
| Alma Nunez | VISA- Lead | Present |
| David Zhang | VISA- Teacher | Absent |
| Maria Rostro | VISA Parent | Absent |
| Claudia jimenez | Pandaland | Absent |
| Josean Martinez | VISA Student | Absent |

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 will review and approve the minutes from the March meeting. [DRAFT APRIL MINUTES -Business Committee 04/01/2025](#)
4. **Governance**
 - a. **Announcements/ Informational Items:**
 - i. **Potential Board Member Videos**
 - ii. **Board Meeting update-** Mr. Ramirez
 1. Enrollment & ADA
 - a. Enrollment 2602 → 2594 (Month 7 → 8)
 - b. ADA - 93.61% → 94.00% (Month 7 → 8)
 2. Easter Weekend Recruitment
 3. Vaughn's Southeast Asia Trip 2025 Recap
 4. Grand Opening of Mainland Literacy and Nutrition Center
 - a. May 22, 2025 5:30-7:30 pm
 - b. Family Appreciation Night
 5. Graduation/Culmination
 - a. VISA - Wednesday, Jun 11, 2025 @5:00 pm
 - b. MIT - Wednesday, Jun 11, 2025 @8:30am
 - c. Mainland - Thursday, June 12, 2025
 6. Vaughn Family and Community Center Calendar
 7. Vaughn Teacher Appreciation Week
 - iii. **Fiscal Update-** Yolanda Griffin
 1. Governor's update will come out next week
 2. Still discussing budget

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- a. Will have more updates to come
- iv. **Human Resources-** Luis Carbajo
 1. RIF was approved by the board
 2. Teacher evaluations will be discussed in personnel
 3. Medical will be discussed in personnel
- v. **Personnel updates-** Fidel Montes
 1. 52% voted on teacher attendance bonus
- vi. **Facilities updates-** Wendy Aparicio - no updates
- vii. **Budget updates-** Rachel Allen
 1. Looked at enrollment projections

Action Item: Collect voting rubric for Parent Board Member Nominees

5. **Next Business Committee meeting: June 3, 2024**
6. **Next Board of Directors meeting: [May 21, 2025- link](#)**
7. **Adjournment: Ms. Katie Shepley** motions to adjourn the meeting after working groups or 3:30 pm, whichever comes first. **Ms. Hellen Pham** 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.

3. WORKING GROUPS

BUDGET- Mainland Literacy Center **Room M**
[Budget Working Group Minutes](#)

Working Group Facilitator

Rachel Allen

Working Group Secretary

Mercy Macharia


May 6, 2025

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MINUTES:

1. May Revise will occur next week - May 14th, thus the budget committee will need to plan another meeting.
2. Inquiry of our budget cuts came up. CFO explained that our expenses were largely covered with COVID funds until the 60m expired. Moving forward, schools will continue to consistently monitor what each site needs to cut.
 - a. A major cost pressures are: Medical, retirement and fixed costs - all of which will continue to be addressed to see possible savings.
3. Assembly bill 84 has passed - this will cut funding from charter public schools by \$210m by increasing oversight fees. Would increase each site with 300K and there does not seem to be a change in services.
 - a. Inquiry in moving to an oversight with other entity like LACOE or State came up, however this would not be better services and is an appeal process that is complicated.
4. Title 1 funding for low-income schools should not be impacted by the slashing of the 15% of federal funding from dept. Of ed.
5. To close budget deficits we need to:
 - a. Increase student enrollment
 - b. Improve daily attendance - chronic absenteeism needs to be mitigated
 - c. Continue rightsizing - align staffing with resources
 - d. Maximize Non-LCFF funding - some have time limits and conditions tied to them
 - e. Control discretionary costs - constant review whilst maintaining program quality.
 - f. Will need to meet as a subgroup to review final budgets.
6. Discussion on having a meeting on June 3rd, 2025 was held.

Facilities - MIT RM 113

 **Facilities Working Groups Minutes 24-25**

Working Group Facilitator

Wendy Aparicio/Miriam Chavez

Working Group Secretary

Wendy Aparicio/Miriam Chavez

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J. Morales from MIT requesting Staples 5-Drawer Vertical File Cabinet

✚ Morales 24-25 Facilities Request Form-File Cabinet

Motioned by: Mayensi Hernandez

Second by: Yirezely

Approved by all: All

Lili Moncada from pandaland requested 8 rugs and 10 teacher chairs

✚ Moncada Facilities Request

Motioned by: Jannan Martinez

Second by: Lilana Gomez

Approved by all: All

M. Morales from PL requested Drying Rack and Classroom Rug

✚ M. Morales 24-25 Facilities Request Form 2

Motioned by: Ana

Second by: Victor

Approved by all: All

S. Romo from MIT requested Texas Instruments Reg; TI-30X IIS Solar Scientific Calculator, Black/Blue/White

✚ Romo 24-25 Facilities Request Form

Motioned by:

Second by:

Approved by all:

Needs to be approved through curriculum budget email Raquel Valadez



NEXT CENTURY
LEARNING CENTER

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Elizabeth Hernandez from Mainland requested 2 black steel storage shelving unit

† Mainland Storage/Shed shelves

Motioned by: Mayensi Hernandez

Second by: Yirezely

Approved by all: all

Karla Osorto Is requesting voice amplifiers

† G3: Voice Amplifier: 24-25 Facilities Request Form (ORIGINAL) Vaughn (R...

Motioned by: Victor

Second by: Ana

Approved by all: Yes `1

Karla Osorto Clickers

† G3 Wireless Presentation Clicker 24-25 Facilities Request Form (ORIGIN...

Motioned by: Victor

Second by: Liliana

Approved by all: All

PERSONNEL-MIT Rm 200

[Personnel Working Group Minutes](#)

Working Group Facilitator

Fidel Montes

Working Group Secretary

Laura Torres

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Teacher Evaluations:

- The meeting focused on teacher evaluations, benefits updates, and reduction in force. Luis Carbajo proposed a twice-yearly evaluation process, involving self-evaluation, administrator evaluation, and potentially a third party like a coach.

Benefits update:

- The group voted to continue with MetLife for medical benefits, citing continuity and familiarity.

Reduction In Force:

- The reduction in force affected 16 positions, with 8 currently filled and 8 vacant.

HIPPA/FERPA (student records):

- The committee also discussed the need for FERPA and HIPAA policies to handle student and medical records.
- The FERPA policy will cover how student records are handled and the consequences for non-compliance.
- The HIPAA policy is needed for billing medical services for mental health providers.