



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 Laporte	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:**
3. **Review and Approval of Minutes:** Voting Members will review and approve the minutes from the March meeting.
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 Carajo
 - 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
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Working Group Secretary	Mercy Macharia
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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**



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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.