VAUGHN | NEXT CENTURY LEARNING CENTER

CURRICULUM & INSTRUCTION GOVERNANCE COMMITTEE MINUTES

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

1. VOTING MEMBERS ATTENDANCE

Name	Role	Attendance (Present/Absent)
Viviana Ramos	Parent	Attendance
Cindy Rubio	Parent	Attendance
Clara Choi	Staff	Attendance
Jennifer Robbins	Staff	Attendance
Marabel Parra	Staff	Attendance
Jessyan Ceron	Staff	Attendance
Whitney Harrison	Parent	Attendance
Kishauna LaMotte	Parent	Attendance
Savannah Raskin	Staff	Attendance

2. AGENDA

1. Attendance and sign in
2. C&I Committee Action Items
3. All Committee Updates & Announcements: C&I Commitee Slides 9.30.25
4. Subcommittee Work Time: Identify Sub-Committee Roles Committee Rosters
5. Meeting adjournment

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AGENDA (detailed)

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Curriculum and Instruction Committee: Action Items

Item	Voting Response
1. **Approve 9.2.25 Adjourned Meeting Minutes**	Roll call: Viviana Ramos — Yes Cindy Rubio — Yes Clara Choi — Yes Jennifer Robbins — Yes Marabel Parra — Yes Jessyan Ceron — Yes Whitney Harrison — Yes Kishauna LaMotte — Yes

Informational:

1. **Charter Renewal-Sadie and Heather**
2. **Parent Involvement- Ask anyone that will need translations/ support within subcommittees**
3. **Subcommittee Check-in Locations and Attendance**
4. **Brown Act Requirements**
5. **Committee Submissions**
    a. Turn in needed documents to Anahi Lara 1.5 weeks in advance of the Friday prior to the upcoming committee meeting [11.4.25]
    b. Subcommittee Facilitators are encouraged to complete the agenda assigned for the following month during today's meeting so it's ready for the next meeting.

Email Anahi Lara for any updates on emails/ changes within subcommittees.

Sub Committee Facilitators and Meeting Minutes:

GATE Committee Minutes: Alan Kodel
EL Committee Minutes: Leslie Fernandez
R&I Committee Minutes: Melissa Andrade
School Climate Committee Minutes: Zachary Cash
Math: Noemi Garcia
Literacy: Naomi Cordova
Budget: Amanda Uncapher
Personnel: Fidel Montes
Attendance:

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ANNOUNCEMENTS

1. **Committee meeting dates:** [9/2/25],[9/30/25], [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: alara@myvaughncharter.com
    Phone: (818)896-7461 Ext. 6848

Norms:

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

3. SUBCOMMITTEE AGENDAS

School Climate
Agenda: 1. **Action Item:**

EL
Agenda: 1. **Action Item:**

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GATE
Agenda: **Action Item:**
Resource & Instruction
Agenda: 1. Take Attendance 2. Continue goal setting and planning 3. Research and share vertical alignment instructional practices for secondary grades. 4. Draft time frame for curriculum adoption at the Elementary and Secondary level. 5. Draft time frame for calendar proposals for 26-27 SY. **Action Item:** a.
Literacy
Agenda: 1. Review Grade Level Form Results on Assessments 2. Discuss and determine Committee Goals 3. Writing Scope and Sequence **Action Item:**
Math
Agenda: **Action Item:**

4. ADJOURNMENT

Anahi Lara will motion to adjourn the meeting at 3:30 p.m.
The meeting will be adjourned at 3:30 p.m.