BOARD OF DIRECTORS MEETING
Monday, August 26, 2019, 6:30 PM
6842 Van Nuys Blvd., Van Nuys, CA 91405
CHAMPS South-CS4

A. CALL TO ORDER
   • Shelley Weinstein called the meeting to order at 6:40 PM
   • In attendance: Ms. Shelley Weinstein, Mr. Rafael Bracero, Ms. Monica DeBarros, Ms. Holly Han, Ms. Valerie Washburn
   • Absent: Ms. Grace Cruz

B. ADOPTION OF AGENDA
   • Valerie Washburn moves to adopt the Agenda, and Rafael Bracero seconds the motion.
   • Aye: Rafael Bracero, Monica DeBarros, Holly Han, Valerie Washburn, Mr. Jason Yancey
   • Nay: None
   • Abstained: None
   • The Agenda is adopted unanimously.

   • Monica DeBarros moves to approve draft Minutes from Board Retreats on July 13, July 27, and August 10; and Holly Han seconds the motion.
   • Aye: Rafael Bracero, Monica DeBarros, Holly Han, Valerie Washburn, Mr. Jason Yancey
   • Nay: None
   • Nay: None
   • Abstained: None
   • The Minutes from Summer 2019 Board Retreats are approved unanimously.

D. SPECIAL GUESTS -- None

E. ANNOUNCEMENTS -- None

F. PUBLIC COMMENTS – None

G. PRINCIPAL/DIRECTOR’S REPORT -- delivered by Linda Pierce
   • Back to school update: good attendance at SummerBridge and Back to School picnic.
   • Linda conveys sad news about tragic death of two students (incoming senior and freshman). School has worked with LAUSD crisis team and additional guidance services to help students process their grief; plans in the works for parent education.
   • **Action Item:** Custodial services contract with Jan-Pro.
     • Administration would like to move away from employee-based custodial services to avoid the disruption caused by employee absences. Outside agency will send a substitute when regular custodian cannot make it to work. CHAMPS tried working with another company over the summer but had problems with consistency, so made decision to move to Jan-Pro. Jan-Pro provides all supplies, which means additional cost savings.
     • Holly Han moves to approve contract with Jan-Pro contingent on Board’s receipt of a copy of the contract, and Valerie Washburn seconds.
• Aye: Rafael Bracero, Monica DeBarros, Holly Han, Valerie Washburn, Mr. Jason Yancey
• Nay: None
• Nay: None
• Abstained: None
• Contract with Jan-Pro approved unanimously, contingent on Board’s receipt of contract copy.
• **Action Item:** Change from Title I Targeted Assistance School to Schoolwide Program.
  • We are eligible to use Title I assistance on a schoolwide basis due to proportion of students eligible for free and reduced price lunch.
  • Valerie Washburn moves to approve change from Targeted Assistance School to Schoolwide Program, and Monica DeBarros seconds.
  • Aye: Rafael Bracero, Monica DeBarros, Holly Han, Valerie Washburn, Mr. Jason Yancey
  • Nay: None
  • Nay: None
  • Abstained: None
  • Board unanimously approves change from Title I Targeted Assistance School to Schoolwide Program.
• Recharter update
  • No requested changes to application from LAUSD as of this date.
  • Linda and Jordan will meet with LAUSD board members in districts that send large numbers of students to CHAMPS.
  • Discussion of plans for attendance at 9/24 LAUSD board meeting.
• Shelley Weinstein commends cabinet for hard work during a difficult week and assistance granted to teachers.

H. ASSISTANT PRINCIPALS’ REPORTS
• Jay San Augustin provided an update on intervention timeline, system and framework, and instructional intervention and support. Interventions include early drop-off, Reading Lab, Algebra support lab, lunchtime tutoring, after-school drop-in periods, and co-teaching in all classrooms with special education students.
• Brian Banducci provided an update on behavioral supports. Highlights include new Advisory program, vape detectors installed in bathrooms, revised hall pass policy, relationship-building with parents, immediately locking and repairing vandalized bathrooms, and after-school campus beautification requirement for students who engage in vandalism. Attendance report for first week of school and review of attendance intervention measures.

I. ENROLLMENT UPDATE – delivered by Renee Rodriguez
• Actual enrollment at 147 freshmen (127 new, plus 20 rising sophomores), for total enrollment of 668.
• 22 new freshmen were recently recruited, and 23 more students are in the registration pipeline. Three new sophomores and eight junior transfers have joined CHAMPS.
• Got 3 sophomore, 8 junior transfers (net gains).
An Open House is scheduled for October 17, and middle school nights will be held in September at CHIME and Hale Charter Schools. A counselors’ luncheon will be held. Efforts will be made to target middle schools that seem like natural feeders.

J. COMMUNICATIONS, MARKETING & OUTREACH REPORT – presented by Jordan Duke

- Jordan shows new promotional video.
- Report on Facebook ad campaign: two students enrolled due to campaign, at a total cost of $940. Two more students have been offered admission. Only a portion of $2400 budget was spent. Campaign ended up targeting all zip codes in San Fernando Valley, with a broad age range.
- Jordan reported on website updates.

K. PTSA REPORT – presented by Tamara Takizian

- Recent PTSA accomplishments include school beautification project in August, with donations secured from Home Depot; “welcome back” picnic; and back-to-school gifts for teachers and staff.
- Monthly pizza sales and Kona Ice will start in September.
- A parent roundtable will be held on 9/26 for incoming parents.
- Tamara notes that speech & debate program should be emphasized to potential students interested in arts or robotics.
- August PTSA report is attached to these minutes.

L. FINANCE – presented by Tait Anderson

- Net income for 2018-19 school year was $109K. It would have been higher had we not booked expense for accrued vacation (which removes that expense from future years). We ended with higher net income than expected because of higher state revenue and fundraising, and lower operating expenses (security services, special ed vendor costs, and communications).
- On 6/30, cash reserves were at $225K (2.4% of expenses).
- CHAMPS will continue to need to sell receivables to deal with time lag in receipt of state revenue.
- Budgetary health for 2019-20 will require efforts in enrollment and fundraising. Rafael Bracero notes that we should be tapping corporate sources for fundraising.
- **Action Item**: Board approval of unaudited 2018-19 financials.
  - Valerie Washburn moves to approve the unaudited 2018-19 financials, and Rafael Bracero seconds.
  - Aye: Rafael Bracero, Monica DeBarros, Holly Han, Valerie Washburn, Mr. Jason Yancey
  - Nay: None
  - Nay: None
  - Abstained: None
  - Board unanimously approves the unaudited 2018-19 financials.

- **Action Item**: Retroactive Board of approval of CAM funding.
  - Holly Han moves to retroactively approve sale of $500K in receivables, and Valerie Washburn seconds.
• Aye: Rafael Bracero, Monica DeBarros, Holly Han, Valerie Washburn, Mr. Jason Yancey
• Nay: None
• Nay: None
• Abstained: None
• Board unanimously retroactively approves sale of $500K in receivables

• **Action Item**: Prospective approval for Shelley Weinstein, Linda Pierce, and Valerie Washburn to enter into additional factoring agreements as need arises.
  • Holly Han moves to prospectively approve CAM funding for entire school year on an as-needed basis, provided Board will be regularly updated on these agreements and amounts, and Rafael Bracero seconds.
  • Aye: Rafael Bracero, Monica DeBarros, Holly Han, Valerie Washburn, Mr. Jason Yancey
  • Nay: None
  • Nay: None
  • Abstained: None
  • The Board unanimously grants prospective approval of receivables sales throughout 2019-20 school year on an as-needed basis, with regular updates to the Board.

M. OLD BUSINESS
   None
N. NEW BUSINESS
   None

ADJOURNMENT

The meeting was adjourned at 8:44 P.M.
CHAMPS Charter PTSA Report

AUGUST

- 10th School Beautification Project- Assisted in gathering some donations from Vendors such as Home Depot, Walmart, and Staples for items that Administrators, Staff and Teachers requested. (ie. Bulletin Boards, heavy duty brooms, Water Container, etc…)
- Volunteers helped with Registration
- 17th - School Wide Welcome Back Picnic for all CHAMPS lovers! We had some Board Members attend and Administrators. It was a great event for those that attended. The incoming students really enjoyed it and we received some great feedback.
- 21st/22nd-Volunteers helped with Picture Day
- Provided Welcome Back to School Gifts to the teachers and staff
- We are in the process of our Outreach Program to provide Parent volunteers for each academy (the Picnic helped with that)
- Monthly Pizza Sales and Kona Ice will start in September for the students
- September 18th will be the 1st PTSA Association Meeting
- The semester is just starting, but that we have many exciting programs planned including a Parent Round-table Discussion primarily for new parents on September 26th.