BOARD OF DIRECTORS MEETING  
Monday, December 9, 6:30 PM  
6842 Van Nuys Blvd., Van Nuys, CA 91405  
CHAMPS Campus South  

A. CALL TO ORDER  
• Shelley Weinstein called the meeting to order at 6:42 PM.  
• In attendance: Ms. Shelley Weinstein, Ms. Grace Cruz, Ms. Monica DeBarros, Ms. Holly Han, Ms. Valerie Washburn  
• Absent: Mr. Rafael Bracero, Mr. Jason Yancey  

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

C. APPROVAL OF MINUTES – 10.22.19 Meeting  
• Holly Han moves to approve the draft Minutes from the October 22 Board meeting, subject to typo corrections, and Grace Cruz seconds the motion.  
• Aye: Grace Cruz, Holly Han, Valerie Washburn  
• Nay: None  
• Abstained: Monica DeBarros (not present at that meeting)  
• The 10/22/19 Minutes are approved unanimously.  

D. ORGANIZATIONAL MATTERS – none  
E. SPECIAL GUESTS – none  
F. ANNOUNCEMENTS –  
• Linda Pierce announces student organization news and upcoming winter concert.  
• Two new basketball hoops have been installed in lunch area and have received a great response.  
• Monica DeBarros’ birthday is honored.  

G. PUBLIC COMMENTS  
• Wendy Grossberg provides an update from School Site Council.  
  • School safety plan has been approved.  
  • SSC role in recruitment: SSC advocates having students reach out to friends on social media. We should emphasize dual goals of getting prospective applicants to open house and making the open house attractive.  
• Stacey Schrader provides an update on Advisory program.  
  • Students are getting to know each other and getting used to the program.
• Career Fair will be held in February, and Board members can tap personal connections to find potential attendees, especially those in arts-oriented careers.

H. PRINCIPAL/DIRECTOR’S REPORT – delivered by Linda Pierce

• Employee Handbook Update
  • It’s been three years since last update.
  • A section about boundaries has been added to meet insurance company’s requirement.
  • Two days’ PTO has been eliminated since employees can now use sick days for personal issues/commitments. Total amount of time off remains unchanged.
  • References to “Executive Director” have been changed to Principal/Director.
  • Wording for new and revised sections has come from attorney Wendy Tucker at Procopio.
  • **Action Item**: Board approval of updates to Employee Handbook.
    • Valerie Washburn moves to approve updated version of Employee Handbook, and Holly Han seconds.
    • Aye: Grace Cruz, Monica DeBarros, Holly Han, Valerie Washburn
    • Nay: None
    • Abstained: None
    • Updates to Employee Handbook are approved unanimously.

• Charter School Compliance Monitoring Report
  • LAUSD requires list of compliance items. Linda has checked all boxes and ensured all compliance items are there.
  • **Action Item**: Board Approval of Charter School Compliance Monitoring Report.
    • Grace Cruz moves to approve submission of compliance review, and Valerie Washburn seconds.
    • Aye: Grace Cruz, Monica DeBarros, Holly Han, Valerie Washburn
    • Nay: None
    • Abstained: None
    • Charter School Compliance Monitoring Report is approved unanimously.

I. STUDENT GOVERNMENT REPORT – delivered by Shahar Hayun (Student Body VP) and Reilly Leibow (Student Body President)

• Spirit Week and Drag Show just completed.
• Stress-Free Friday was Nov. 8; another will be Dec. 13.
• Student Government sold Thanksgiving grams and will do same for Valentine’s Day.
• Upcoming events include Winter Dance in January, another Spirit Week Feb. 10-14, and Senior Prom in May (will be held on a yacht, theme will be Vintage Luxury).
• Goals for next semester are more fundraising and more recruitment to Student Government.

J. PTSA REPORT – delivered by Shelley Weinstein (PTSA rep unable to attend)

• PTSA continues to have events for students and is considering a wine and cheese function for parents focused on recruitment.
• Monica DeBarros notes that Reflections went extremely well.

K. COMMUNICATIONS, MARKETING & OUTREACH REPORT – delivered by Jordan Duke
• Jazz Band will be performing this Wednesday at Adrin Nazarian's open house.
• A school tour was held today. We received 66 RSVPs, and 41 people attended. Prospective families had a very positive reaction.
• Recruitment update
  • Current enrollment is at 667.
  • Right now we have 209 applications (103 submitted and 106 in process) and 276 active leads. We are following up with everyone who began an application but has not completed it. Our marketing budget is limited, so we are focusing on email marketing. There will be an Open House in January. The lottery closes February 17, but we can keep recruiting through spring and summer.
  • Parent engagement and community outreach remain major areas of focus.
  • This year we have raised $34K+ to date. Giving Tuesday alone raised $12K. We are aiming for 100% participation from families, which would help with grant-writing. Board members should each think of 15-20 people in their network who would be willing to give.
  • We will try to recruit more from schools in our area in addition to Walter Reed and Millikan. We will also reach out to the local elementary school that has priority enrollment (Andres & Maria Cardenas Elementary); will take some performing arts students there for show.

L. FINANCE – delivered by Norman from ExEd.
• Net loss projected at $387K for this fiscal year. Lower enrollment and ADA means lower LCFF revenue, but this is offset slightly by increase in Other State Revenue. This is also much better than $600K+ loss projected in September, due to excellent cost-cutting and fundraising efforts. Expenses are projected to be $130K below budget. Projected cash reserves of 1.7% at the end of this year.
• We have only sold receivables once this fiscal year.
• Action Item: First Interim Report. LAUSD requires a progress report covering July-October 2019 that includes Initial Budget, Board-Approved Budget, Actuals, and Projection. Finance Committee has reviewed and indicated approval at their most recent meeting.
  • Valerie Washburn moves that Board has reviewed First Interim Report and approves submission, and Monica DeBarros seconds.
  • Aye: Grace Cruz, Monica DeBarros, Holly Han, Valerie Washburn
  • Nay: None
  • Abstained: None
  • Board has reviewed the First Interim Report and approves it unanimously.
• Action Item: Independent Auditor’s Report
  • Brian Ruff from auditor calls in.
Little has changed from last year. There are no significant deficiencies or items of note. Finance Committee also reviewed the report at their Friday meeting and recommends approval of draft audit report.

Holly Han moves to approve the independent auditor’s draft report, and Valerie Washburn seconds.

Aye: Grace Cruz, Monica DeBarros, Holly Han, Valerie Washburn

Nay: None

Abstained: None

The Board unanimously approves the draft independent auditor’s report.

M. GRANTS & FUNDRAISING WORKGROUP – Jason Yancey not present, so deferred to next meeting.

- Jordan notes that he just wrote a teaching artists grant through California Arts Council. The grant money would go to a nonprofit that would provide teaching artists/resident artists to CHAMPS. Potential value of the grant is $20-40K. We will hear back in March.

- Linda is working on a CTE grant from the state designed to help us partner with community colleges to promote CTE. We are seeking a $150K grant for more dual-enrollment agreements and college courses for our students.

- Vince has also submitted CTIG for $170K; we got this grant last year.

N. OLD BUSINESS -- none

O. NEW BUSINESS – none

P. CLOSED SESSION

- Adjourned to closed session at 7:50pm.


- Conference with Legal Counsel-Existing Litigation-Government Code section 54956.95.

- Return to open session at 8:25pm. No action to report from closed session.

MEETING ADJOURNED at 8:26pm.