

**MINUTES**  
**REGULAR MEETING – June 22, 2015**  
**BOARD OF DIRECTORS**  
**DHARMA EDUCATIONAL INST (DEI) DBA NEW HORIZONS CHARTER ACADEMY**  
**5949 LANKERSHIM BLVD., NORTH HOLLYWOOD, CA 91601**

**I. PRELIMINARY**

A. CALL TO ORDER at 4:18 P.M. by Stuart Cano

B. ROLL CALL

	Present	Absent
Mr. Stuart Cano	<b>X</b>	
Ms. Ana Ramos	<b>X</b>	
Mr. Mario Castaneda	<b>X</b>	
Mr. Maiming Morales	<b>X</b>	
Ms. Bhaskra Laksmi Reddy	<b>X</b>	
Mr. Richard Thomas	<b>X</b>	

OTHERS PRESENT:

Kristin Dietz - Ed Tech/Chief Financial Officer  
NHCA Asst Principal (new hire) Janet Balekian  
NHCA Adm Asst/Office Manager (Bea Italia)  
NHCA Teacher Aides (4) (Jennie Alvarez, Marlene Barrera, Evelyn Penaloza, Lilith Yeghiazaryan)  
Pupil Service Clerk – Mary Sue Penaloza  
Ms. Ruth Cabrera (NHCA Parent); student (accompanied parent) Jayden Gonzalez

C. MINUTES OF BOARD MEETING OF May 21, 2015 WERE APPROVED. Typo error (name of one Board Member) was noted and will be rectified.

**II. COMMUNICATIONS**

A. ORAL COMMUNICATIONS: Non-agenda items:

Ms. Cabrera, NHCA parent introduced herself and her son to the Board. She talked about her concerns about special education services but indicated progress was made to address her concerns throughout the year.

B. and C. EXECUTIVE DIRECTOR’S REPORT/BOARD/STAFF DISCUSSIONS

1. Mr. Thomas shared Report on LAUSD Annual Oversight visit last April 16, 2015. There is a significant improvement compared to last year. Ratings were as follows:
  - a. Governance = 3 (Proficient); last year’s rating = 1 (Unsatisfactory) Areas of strengths were noted in compliance with Board Governance and following Brown Act Policies and Procedures, Due Process, Evaluation of School Leadership, Staff Hiring practices, Organizational Structure and Boards monitoring of school performance and Fiscal operations.

No Corrective Action was taken.

- b. Student Achievement and Educational Performance = No Rating because there is no available data from last year, 2013-14.

English Learner reclassification rate is 18.5% which is higher than the District average; 5% is considered typical. There is significant increase in % of students from grades K-5 scoring proficient or advanced from Benchmark 1 to Benchmark 2. There are no proficient and advanced among 6<sup>th</sup> and 7<sup>th</sup> grade students. In this regard, Areas for further growth and improvement indicated raising academic achievement with focus on 6<sup>th</sup> and 7<sup>th</sup> graders.

No Area of Improvement was noted by the LAUSD team on Implementation of Innovative Components of the Charter (Instruction). It was noted that classroom observations validated that school is implementing what was discussed by the leadership team.

No corrective actions were noted.

- c. Organizational Management and Operations = 3 (Proficient); last year's rating = 1 (Unsatisfactory) School had strengths in areas of compliance with teacher clearance and credentialing, teacher evaluation system, school safety plan, implementation of Common Core State Standards, teacher professional development, innovative instructional practices, meeting the needs of all students, Special Education Program and compliance, School Climate and Discipline and Stakeholder Communication and Involvement. LAUSD noted many strengths in systems and compliance.

No corrective actions were noted.

- d. Fiscal Operations = 2 (Developing); last year's rating = 1 (Unsatisfactory) Areas of strength were good financial position (positive net assets) and increased enrollment. Areas noted for further Growth and Improvement were rectified at the end of the visit as follows:

- i. EPA posting at the school's website
- ii. Typo error in the audit report – CalSTRS contribution through Ventura County of Education instead of Los Angeles County of Education.

No corrective actions were noted.

- 2. Mr. Thomas presented the 2015-2016 LCAP (103 pages). It summarizes goals, annual measureable outcomes connected with each goal and expenditures associated with said goals. Results of stakeholder survey provided guidance in writing the 2015-2016 LCAP.
- 3. Mr. Thomas discussed test data to inform the Board how the students performed on the NWEA Test in Math, Reading, and Language Usage. School has 3 major assessments throughout school year to indicate areas of strengths and areas of needed focus on learning – Benchmark (BM=Quarterly); NWEA – Winter, Spring; SBAC. Grade 3 through 7<sup>th</sup> Grade, overall students showed significant gains.

BM 1 and BM 2 are specific to quarter; BM3 is cumulative (everything learned over 3 quarters), pre SBAC and has strong correlation to SBAC – NWEA is a guiding post for SBAC. All assessments are based on New Common Core State Standards. NWEA and SBAC use computer-adapted technology in its testing platform.

Test data is used to track student progress, make adjustments to instructional mapping for next year, and isolate which standards students need reteaching. Teachers use them for intervention. Dr. Castaneda indicated that too much testing is burdensome and anti-academic. Overassessment is not good - there should be balance. Mr. Thomas indicated that NWEA is common core aligned. There should be some gauge of performance outside of SBAC to show the capability of students. Benchmark tests are part of the grade (5%). Mr. Thomas indicated that NHCA monitors the amount of assessments and indicated that the NWEA was given twice this year, Internal Benchmarks were given 3 times at end of each quarter, and SBAC was given once at end of school year for Math and ELA only.

4. Mr. Thomas gave an update on the following (discussed in May 21 board meeting):
  - a. Janitorial Contract  
EC Cleaning services agreed to reduce rate from \$1875 per month to \$1750 per month. It is \$50 more/month than current service provider; however, school had some issues with current service provider.
  - b. Master Agreement and Board Policy for Independent Study Program presented last board meeting were reviewed by the lawyers and auditors and are OK.
5. There was a complaint about the school website – document not being accessible to all. Resolution Agreement, OCR Case No. 09 15 1321, was discussed by Mr. Thomas. It has something to do with website access for all (vision impaired, those with disabilities, etc.). A resolution agreement was made with Department of Education and NHCA on changes needed and was given a due date for review for compliance on September 1, 2015.
6. Kristin Dietz of Ed Tech presented the financials. Exhibits include May 2015 check register, 2014-2015 Financial Summary (11 months), 5/31/2015 cash flow forecast, 2014-2015 Budget vs. Actual, 2015-2016 Budget was presented and approved by Board.

She indicated that the school is on track – staying within the budget. Cash balance is positive and expected to remain strong through the end of the year. School has good reserve and a solid budget.

For 2015-2016 there will be huge influx of money due to LCFF gap funding and one time unrestricted funding for technology which is \$500-\$600/student. She recommends doing a budget for the next 3 years when revenue flattens.

7. Mr. Thomas presented to the board the newly hired Assistant Principal. He is waiting for responses on offers he made for teacher positions – 3<sup>rd</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>/8<sup>th</sup> Combo Class grades and PE/Art. Dr. Castaneda suggested that PE/Art teacher should have Supplemental PE and Art credential. Mr. Thomas indicated that because we are a K-8

Charter School, it is not required for a teacher to hold supplemental credential for PE or Art, only a multiple subject credential is required. Mr. Thomas indicated that he has indicated that on the job posting that the supplemental credential is preferred.

8. Ana Ramos, Board Member and Board Secretary 2-Year Term has ended. Ana Ramos is authorized signer on Banc of California and California Credit Union accounts. Ana Ramos should be removed as signer on both accounts. Richard Thomas, Executive Director is sole signer on California Credit Union Account.

### **III. ITEMS SCHEDULED FOR ACTION**

Board approved the following:

1. 2015-16 LCAP and Budget
2. 2015-2016 NHCA Budget
3. 2014-2015 Financial Reports
4. Independent Study Master Agreement and Board Policy
5. 2015-16 Janitorial Contract for EC Cleaning Services
6. Resolution Agreement – OCR Case No. 09 15 1321
7. Remove Ana Ramos as authorized signer on Banc of California checking account and California Credit Union checking account. Richard Thomas is sole signer on California Credit Union Account

### **IV. ADJOURNMENT – 7:00 P.M. (closed session deferred for next board meeting)**