

New Horizons Charter Academy

Board Meeting Minutes

June 28, 2023

Board Present – David Sams (Chairman), Gilbert Najm, Mary Minassian, Ilana Youngheim, Richard Thomas (all in-person)

Not Present – Dr. Castaneda, Arsen Alekryan, Sharon Hansel-Cohen

Public – Nicole Kraake, Matt Percin C.P.A., Bea Italia

- I. CLOSED SESSION
 1. Facilities
 2. Executive Director/Principal Performance Evaluation

Meeting Commenced at: 5:45 PM

Public Comments: None

Items for Action

Approval of Board Meeting Minutes (May 23, 2023 Board Meeting)

Mr. Sams – We appreciate the legend added to these Board Minutes.

- Motion made to approve – Mrs. Minassian
- Second – Ms. Youngheim
- Motion Carries (4-0 Yes votes)

Executive Director/Principal Certificated Employment Contract 2023-2026 – The Board met during closed session to discuss ED/Principal performance and contract renewal for next 3 years. ED/Principal has met all expectations outlined in his duties and the Board agrees to renewal of 3 year contract at the end of the 2022-2023 school when ED/Principal current 3 year contract ends. Board agreed to 7% raise in salary each year. The Board revised contract to reflect a change from 210 day work year to 220 day work year. The salary was amended to include this revision to 220 day work year. The new 3-year contract will begin effective July 1st, 2023 until June 30th, 2026.

- Motion made to approve – Mr. Sams
- Second – Ms. Youngheim
- Motion Carries (4-0 Yes votes)

Extra Work Days compensation Executive Director/Principal – The ED/Principal present a list of tasks that need to be completed during summer break, winter break and spring break. The ED/Principal had to had to conduct interviews and hiring process during summer break to hire 4 new certificated teachers, 4 new Teacher Aides and assistant principal during the summer break, write a special grant during winter break, work on new lease during winter break for Business Office. Additionally, ED/Principal had to complete various tasks in preparation for the LAUSD oversight visit during Spring Break. The Board approves of the 9 additional days compensation at the computed daily rate.

- Motion made to approve – Mr. Sams
- Second – Ms. Youngheim
- Motion Carries (4-0 Yes votes)

Janitorial Services Contract 2023-2024 – New Horizons Charter Academy announced for public bid any janitorial service bids. NHCA received no proposals except from its current EC Cleaning Janitorial Vendor. The Board reviewed the contract terms for the upcoming school year and found them acceptable and reasonable.

- Motion made to approve – Ms. Minassian
- Second – Mr. Najm
- Motion Carries (4-0 Yes votes)

School Calendar and Bell Schedules 2023-2024 – The Board reviewed the school calendar for 2023-2024 school year noting approved holidays, winter and spring break schedule and Pupil-free days. No changes recommended. The Board reviewed and discussed the bell schedules for TK-8th grade and confirmed the compliance with CDE guidelines as presented by ED/Principal. Minor change in start time for K-3 on new Fair Ave site. All Bell Schedules compliant.

- Motion made to approve – Mr. Sams
- Second – Mr. Youngheim
- Motion Carries (4-0 Yes votes)

LAUSD Annual Oversight Report 2022-2023 – The Board reviewed report prepared by LAUSD Oversight Team. The ED/Principal shared each of the four sections of the report, Governance, Academics, Operations and Fiscal. It was noted that the school received a score of 3, 2, 3 and 4 respectively. No recommendations for improvement were required. Each section had comments and observation presented in the report. The Board discussed the report in detail with ED/Principal.

- Motion made to approve – Mr. Sams
- Second – Ms. Minassian
- Motion Carries (4-0 Yes votes)

Uniform Complaint Procedure 2023-2024 – The Board reviewed Uniform Complaint Procedure form as reviewed and prepared by school legal counsel Young, Minney and Corr. No changes necessary, as UCP is in compliance.

- Motion made to approve – Mr. Sams
- Second – Mr. Najm
- Motion Carries (4-0 Yes votes)

Accounting Policies and Procedures Manual 2023-2024 – The Board reviewed Accounting Policies and Procedures Manual as reviewed and prepared by school back office CharterImpact financial support team, CharterImpact presented and answered any clarifying questions from the Board. No changes necessary, as Accounting Policies and Procedures are in compliance.

- Motion made to approve – Mr. Sams
- Second – Ms. Minassian
- Motion Carries (4-0 Yes vote)

Monthly Financial Report

May 2023 Financials

1. Average Daily Attendance at - The average ADA 252, respectively, attendance rate at 91.7%.
2. Revenue – our revenue is forecasted at for May 2023 \$4.57MM, decreased from last month of \$430K
3. Total Expenditures forecasted for May 2022 at \$4.4MM, with an increase of \$92K, primarily due to increase in sub costs and SPED costs.
4. Surplus forecasted at \$236K.
5. Ending Funding Balance \$1.7MM
6. Cash Balance \$1.6MM, projected to \$1.9MM, *including Prop 39 (Energy Grant)*.
 - Motion made to approve – Mr. Sams
 - Second Motion – Mr. Najm
 - Motion Carries (4-0 Yes votes)

Review and Discuss Local Indicators per LCFF Priorities:

Board was presented Local Indicators which annually measure the schools progress in meeting the requirements of the specific LCFF priority; there are 7 Priority that make up Local Indicators. New Horizons Charter Academy Board reviewed each Local Indicator and determined the school met each priority outlined in the presented Local Indicators.

- Motion made to approve – Mr. Sams
- Second Motion – Mr. Najm
- Motion Carries (4-0 Yes votes)

Review / Discussion / Approval of LCAP 2023-2024 (Presentation by ED/Principal and CharterImpact)

The LCAP plan which outlined the previous LCAP goals and outcomes, and the Goals and Outcomes for 2022-2023, Budget Overview and 3 years ahead. The monies allocated to goals were outlined and discussed relative to meeting the objectives of the LCAP. The school has shared the LCAP with Parent stakeholder group, teachers and community forums. The goals and expectations outlined in the LCAP can be sustained by the budget monies obtained from fiscal resources and support student learning, parental engagement and safe learning environment. The Board discussed and reviewed and find the LCAP a sound representation of the school program and improvements and goals outlined for year ahead and the future years. The LCAP Budget Overview was presented by Executive Director/Principal, Richard Thomas. The projected total revenue is \$4.998MM. The Total Projected expenditures is \$4.585MM. The LCAP Expenditures Table and Contributions Table were presented to Board which outlines the goals and expenditures tied to LCAP.

- Motion made to approve – Mr. Sams
- Second Motion – Ms. Minassian
- Motion Carries (4-0 Yes votes)

Motion to renew position on Board of Directors for Dr. Castaneda for Term June 30, 2023 to June 29th, 2025

- Motion made to approve – Mr. Sams
- Second – Ms. Minassian
- Dr. Castaneda not present
- Motion Carries (4-0 Yes votes)

Executive Director's Report

CAASPP and ELPAC Testing – NHCA has completed all of its testing and are looking forward to showing growth as a school for 3rd to 8th and within all our sub-group populations, (EL, SED, Latino, White, SWD).

8th Grade Graduation was held at Fair Ave on June 13th, 2023. Next school year will resume on August 14th, 2023.

Meeting adjourned at 6:30 PM

Next Board Meeting – August 29th – 5:45

LEGEND

<i>Academic Terms</i>	<i>Financial Terms</i>
<i>SARC – School Accountability Report Card</i>	<i>MM – million dollars</i>
<i>ADA – Average Daily Attendance</i>	<i>K – thousand dollars</i>
<i>LAUSD – Los Angeles Unified School District</i>	
<i>CAASSP – California Assessment of Student Performance and Progress</i>	
<i>Prop 39 – a school facilities-based initiative</i>	
<i>Prop 39 – a reallocation of funding for previous years rent to LAUSD</i>	
<i>ELPAC – English Language Proficiency Assessment California</i>	
<i>CAASPP – California Assessment of Student Performance and Progress</i>	