

**BOARD MEETING MINUTES
May 28, 2024 – 6:00 P.M.**

**BOARD OF DIRECTORS
DHARMA EDUCATIONAL INSTITUTE
DBA NEW HORIZONS CHARTER ACADEMY**

**6501 FAIR AVE., NORTH HOLLYWOOD, CA 91601
6:00 P.M. – Zoom Meeting
Join Zoom Meeting:**

Meeting ID: 841 7641 4368

I. CLOSED SESSION - Facilities

II. Performance Evaluation Executive Director

III. OPEN SESSION

A. CALL TO ORDER

- 6:20 PM

B. ROLL CALL

Present/Absent:

Mr. David Sams (Chairman) __P____
Ms. Ilana Youngheim __A____
Dr. Mario Castaneda __A____
Ms. Mary Minassian __P____
Mr. Gilbert Najm __P____
Ms. Sharon Hansel-Cohen __A____
Mr. Richard Thomas (Executive Director) __P____

II. COMMUNICATIONS/ITEMS SCHEDULED FOR ACTION

A. ORAL COMMUNICATIONS:

Non-agenda items: no Public Comments requested shall be for more than two (2) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

B. For Information: Executive Director/Principal's Report regarding:

1. Executive Director/Principal Report

C. Board/Staff Discussions/Items Scheduled For Action

1. Approval of Minutes April 30, 2024 Board Meeting

- Vote: 3-0 Approved - Motion to Approve – Mr. Najm, 2nd – Mr. Sams

- Reviewed on-screen, opportunity for questions provided, Mr. Sams asked if there are any comments or amendments to previous minutes.

2. Review and Discuss April 2024 Financials

- Vote: 3-0 Approved - Motion to Approve – Ms. Minassian, 2nd – Mr. Najm
- *Monthly financials presentations with Matthew Percin from Charter Impact; Enrollment, deficit and expenses forecasts- break even budget for end of 2024; Revenue forecast provided for 2024-2025 school year; compliance reporting overview reviewed; In the “Governor May Revise” stage of budget processing with the state and additional COLA ADA funding to be allotted by the state; Funding initiatives exist (state) for free meals and learning recovery that must be spent by deadlines pending additional regulation; New ELOP spending deadlines (2 years); Review of check register for month of April 2024 transactions*

3. LCAP 23-24 Annual Update and LCAP 24-27

- Vote: 3-0 Approved Motion to Approve – Ms. Minassian, 2nd – Mr. Najm
- *Richard Thomas presents annual update for 2023-2024 school year- overview of components of report (goal, measurement and reporting results) and currently used metrics; Below budget on expenditures; Mention of school goals related to school culture/climate and attendance. The LCAP 24-27 will be review, discussed at next Board Meeting 6/25/24*

4. School Local Indicators

- Vote: N/A
- NOT ADDRESSED - *The Local Indicators will be review, discussed at next Board Meeting 6/25/24*

5. Review and Discuss General Accounting Fiscal Policies and Procedures

- Vote: 3-0 Approved - Motion to Approve – Ms. Minassian, 2nd – Mr. Sams
- *Richard Thomas presents procedures manual- LAUSD oversight indicated desired additions to fiscal policies including “batch header process” (batch approval of reimbursements/expenditures), travel expenditures for executive director (must be board approved moving forward along with reimbursement forms), missing receipt forms for the executive director (also must be board approved), and outgoing wire transfers (anything over \$20,000 must have board approval)*

6. Review and Discuss 24/25 Preliminary Budget

- Vote: 3-0 Approved - Motion to Approve – Ms. Minassian, 2nd – Mr. Najm
- *Matthew Percin presenting- essentially nothing has changed from 23-24 budget aside from new COLA rates which is a marginal increase; Based on 178 average ADA from 23-24 school year during beginning months of the school year; Enrollment increase anticipated based on new enrollments and returning students*

7. EPA FY25 Spending Plan

- Vote: 3-0 Approved, Motion to Approve – Ms. Minassian, 2nd – Mr. Najm
- *Matthew Percin presenting EPA spending plan overview- approximately 200 per student (ADA) and designated for mostly salaries and employee benefits. Board Approved EPA Spending Plan*

8. Review and Discuss Bridge Loan

- Vote: 3-0 Approved (Wire Transfer if needed between now and 6/25/24), Motion to Approve – Ms. Minassian, 2nd – Mr. Najm
- *Still in discussion- should have answer by next board meeting (pre-approved by board); Funding may be less than initial request due to enrollment; Richard Thomas seeking pre-approval to conduct wire transfers from California Credit Union to Banc of California. Board Approved wire transfer of funds on hand at California Credit Union to new Banc of California account.*

9. DelTech Contract CCTV and Network Installation

- Vote: 3-0 Motion to Approve – Ms. Minassian, 2nd – Mr. Sams

- *Richard Thomas requesting approval of expenses/invoices for DelTechis based on Invoices included in Board Package presented to Board related to current work orders to be part of ongoing tenant improvements at Friar Property per the construction budget; DelTechis is preparing Friar Property with necessary materials and wiring for Internet Network Installation throughout Friar Property*

10. Review, Discuss Friar Property Tenant Improvements Budget

- Vote: N/A
- *NOT ADDRESSED*

11. Review, Discuss EFG and EPI Invoices/Check Request Friar Property

- Vote: 3-0 Approved
- *Richard Thomas requesting approval of expenses/invoices for EFG and EPI based on Invoices included in Board Package presented to Board related to current work orders to be part of ongoing tenant improvements at Friar Property per the construction budget; Expenses related to architecture fees, wifi, electrical, wiring, demolition of parking lot; Fencing, gates and landscaping will be put on hold until further notice to prioritize renovation of the 1st floor of the building; Intending to make parent center and other spaces temporary classrooms while renovations continue after first day of school. Board reviewed all invoices and approved invoices as the work is aligned with tenant improvements budget.*

12. Prop39 Early-out Alt Agreement Request 24/25 status

- Vote: N/A
- *NOT ADDRESSED*

13. Executive Director/Principal Report

- Vote: N/A
- *Richard Thomas presents upcoming important dates (graduations, last day of school, etc); NHCA is organizing a summer carnival on June 15th, 2024 to increase awareness of NHCA engagement with Van Nuys Community for upcoming school year of 24/25. The support staff have blanketed both the Van Nuys Community and North Hollywood community regarding upcoming Carnival (Enrollment Faire)- intending to do another in early August; Banners are up at Friar property, and have been effective in attracting parents with many inquiries about the Charter School, 12 new applications made for upcoming school year from Van Nuys area; discussion of CAASPP state testing, ELPAC and NWEA being underway under organization and leadership; Grad night was two weeks ago and was successful; Annual basketball game is coming up on June 5th. CAASPP Testing is being completed in the next 2 weeks. Tutoring program provided by Sparks Tutoring was effective in closing the achievement gap for many students with learning loss and below grade-level based on assessment data.*

ADJOURNED

- **7:18 PM**