

BOARD MEETING MINUTES

BOARD MEETING
August 27, 2024 – 6:00 P.M.

BOARD OF DIRECTORS
DHARMA EDUCATIONAL INSTITUTE
DBA NEW HORIZONS CHARTER ACADEMY

6501 FAIR AVE., NORTH HOLLYWOOD, CA 91601
10941 Camarillo Street, North Hollywood, CA 91602 (Alternate Meeting Location)
6:00 P.M. – Zoom Meeting
Join Zoom Meeting:

Meeting ID: 841 7641 4368

I. CLOSED SESSION

- Facilities

II. OPEN SESSION

A. CALL TO ORDER

- **6:13**

B. ROLL CALL

Present Absent

Mr. David Sams (Chairman) P

Ms. Ilana Youngheim P

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 individual presentation 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 July 12, 2024 Board Meeting

- **Vote:** Motion - Youngheim. Second – Minassian. Approved 4-0 vote.
- **Notes:** *No comments*

2. Review and Discuss Unaudited Actuals 23/24

- **Vote:** Motion – Najm. Second – Minassian. Approved 4-0 vote.
- **Presentation #1 Notes:** *Jason Sitomer from Charter Impact gave a monthly financial presentation to the board. Average daily attendance average 178.3 students. Revenue forecasted at 4.88 million. Surplus from the previous academic year was approximately 207,000 with a cash balance at 1.85 million. Mr. Sitomer noted that it was a healthy cash balance. Revenue is up 320k above the projections previously presented to the board. Federal revenue increased by roughly 155,000 driven by child nutrition and ESSER funding. Other state funding increased by 240k. Ending fund balance is projected at 2.34 million. Noted that even in the event of a deficient year, the school would be in a strong financial standing due to substantial funds saved. Board asked about reserves – how much annual expenses are kept in reserves? Mr. Sitomer elaborated that the state requires 5% fund balance in reserves, but professionally recommended 30% is reserved and reiterated that the NHCA is in good standing.*
- **Presentation #2 Notes:** *The 23-24 overview of EPA Actuals 23/24 was presented by Mr. Sitomer to the board. A motion was made to approve the expenses spent on education consulting, totaling \$35,666.00*
- **Vote:** Motion - Sams. Second – Minassian. Approved 4-0 vote.

3. Review of 24-25 Budget

- **Vote:** Motion – Minassian. Second – Najm. Approved 4-0 vote.
- **Notes:** *Review of annual update tables that go with the LCAP previously reviewed. Review of carryover table LCFE 23-24- no carryover which indicates appropriate spending on high need students.*

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

- **Vote:** Motion – Najm. Second – Minassian. Approved 4-0
- **Notes:** *Mr. Thomas presented the invoices for Friar St. property. Pavement costs were roughly \$22,500. framing costs totaled approximately \$45,000. Plumbing costs totaled approximately \$69,000. Fire protection costs were roughly \$74,000 with an additional \$6,120 on fire protection work. An invoice of about \$194k was presented for the AC units and installation. An electric contractor invoice for roughly \$94k was also presented. Approval was requested on the invoices. Thomas noted that weekly project management team meetings regularly review billing statements and progress of Friar project. Board asked about sprinkler system – it*

was put into the church because there was no a prior system, city inspectors noted that fire sprinklers and alarms needed to be added to a part of the building. Question about monitoring company of the facilities – noted that monitoring software is connected to sensors that inform fire dept and others of potential issues. Question about location of sprinklers – they are inside the building and added in order to be compliant to fire department and city codes.

5. Prop39 Early-out Alt Agreement Request 24/25

- **Vote:** No vote Not discussed at this Board Meeting
- **Notes:** *The Alternative Early-out Agreement request was executed by the district and set to have NHCA leave at the end of the fall term on December 20th, 2024. If the school begins operations at Friar St. site earlier, then NHCA can exit agreement earlier. Agreement is in place with district and Fair Avenue. Mr. Thomas commented on the 10-year relationship with Fair Ave and appreciation to their team.*

6. Executive Director/Principal Report

- *Preparing to issue the NWEA Fall test within the next couple weeks to our student body. Back to School Night will be our amazing date to have parents meet the teachers and discover the Focus on Learning for 24/25 school year. The event will take place October 9th, 2024. First day of school was August 19th and it was noticed that school spirit and student attitude is positive.*

7. Local access option. Motion – Minassian. Second – Youngheim. Vote 4-0.

- *New Physical Education Teacher candidate was discussed. Credentialed and experienced teacher with early elementary to middle school experience in district, private, and charter schools. Board asked for PE standards clarifications - Noted that PE minutes are concurrent with state requirements for minutes per grade level and annual state physical education exam. PE standards are set by the state with different objectives developed with regards to age, same as with other subjects' state standards. The teacher will work outside of her multiple subject credential as Physical Education Teacher for the 24/25 school year using the Local Access Option.*

Motion to Adjourn: Youngheim

Second: Minassian

Adjourned: 6:54

