

BOARD MEETING MINUTES

**BOARD MEETING
September 30th, 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

- 6:02

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. Board appointment of committee to designate qualified candidate(s) for election or reelection to the board

- **Vote:** No vote occurred
- **Notes:** *Executive Director will create a nominating committee and notify the Board seven days before next Board Meeting of each board candidate's term requires a renewal vote or additional of new Board Member (s). The nominating committee will review board members for renewal of their terms, and a decision will be reached based on committee recommendation.*

2. Approval of Minutes August 27th, 2024, Board Meeting

- **Vote:** Motion - Gilbert. Second – Minassian. Approved 4-0 vote.
- **Notes:** *Committee notes to add dollars signs next to financial notes.*

3. Review and Discuss August 2024 Financials

- **Vote:** Motion – Najm. Second – Minassian. Approved 4-0 vote.
- **Notes:** *Monthly financials for August were shared. Mr. James from charter impact made the following notes. Enrollment forecasted 195 students. Average Daily Attendance forecasted at 185.25 based on 95% attendance. Total Revenue is forecasted at 4.163\$ million. Total expenses forecasted at 3.56\$ million. Surplus forecasted at 604,000\$. Ending fund balance forecasted at 2.96\$ million. Cash balance of 1,928,000\$ at the end of the year. The current cash balance is 1\$ million dollars.*

4. Review and Discuss Accounting Fiscal Policies and Procedures

- **Vote:** Motion – Najm. Second – Minassian. Approved 4-0 vote.
- **Notes:** *Meal expenses for conferences and professional developments for staff are \$50 dollars per attendee. Meals and entertainment expenditures in all instances must benefit NHCA. Policy is based on meals and business justifications. Previous policy mistyped that it was “two attendees \$100 per person for school business meeting”. This was a clarification that the business meal expense is \$50 per person. Employees will be reimbursed for any allowable expenses incurred up to the limit of the prevailing Federal Per Diem rate or approval by Board Chair or Board Secretary. It was written in this manner so that the policy would update as federal per diems increase.*
- *Discussion on contracts and that any agreements more than \$50,000 must be approved by the board.*
- *Wire transfers will be reviewed by the back office to reconcile the outgoing transfers. The board approves any outgoing wire transfer of \$20,000 or more.*

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

- **Vote:** Motion – Naj. Second – Minassian. Approved 4-0
- **Notes:** *The following invoices and checks were reviewed by the board:*
 - *DMR concrete had a \$10,600 invoice for demolition.*

- *DMR had another invoice for \$1,900 for cutting a concrete slab.*
- *Sam's Ironwork had an invoice of \$10,393 for the fences.*
- *Landcare Inc. had an invoice for \$8,469.*
- *Rodriguez and Perez had an invoice of \$13,437 to build a city required trash enclosure that previously was not there.*
- *WS trucking had an invoice of \$2,300 for hauling materials.*
- *Thomas Construction had an invoice for \$30,726 for repairing the playground.*
- *An invoice of \$23,875 for demolition of the roof was reviewed.*
- *Invoices for Unified Fire Protection had partial payment of \$71,000, with an additional \$40,000 invoice expected soon. There was also a \$1,530 invoice for designing the fire sprinkler.*
- *DMR concrete had three additional invoices for \$2,100, \$1,600, and \$2,900.*
- *An invoice from Metro Fire Alarm systems for \$15,300 was reviewed.*

6. Executive Director/Principal Report

- *The campus has back to school night on October 9th. Students are excited to have parents meet teachers and show what is occurring in the classroom. It is estimated that 70% of parents will attend the event.*
- *NWEA Testing is complete for Fall testing. This is a national ELA and Math assessment that examines students in the Fall, Winter, and Spring and compares academic data nationwide. Renewal from the district takes the NWEA as a proper measure of academic progress.*
- *Initial ELPAC testing has started. This is a state mandated exam that measures if students are proficient in the English language. The exam determines if students are considered English Learners by the state of California, based on the home language the student speaks, performance on the Initial and Summative ELPAC exams, and school recommendation.*
- *Final permits for the Friar property's electrical and plumbing have been submitted. Permit delays have impacted entrance into the building. School is hopeful for Winter Break or January move to new site.*

Motion to Adjourn: Najm

Second: Minassian

Adjourned: 7:03