

BOARD MEETING MINUTES

**BOARD MEETING
November 6th, 2024 –
6:00P.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

- **6:07**

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. Minas Djektian P

Ms. Micaela Mendivil P

Mr. Richard Thomas (Executive Director) P

III. COMMUNICATIONS/ITEMS SCHEDULED FOR ACTION

A. REPORT FROM CLOSED SESSION

B. 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.

C. Executive Director/Principal's Report:

- *Donation efforts have been multifaceted with the school utilizing several digital and grassroots efforts. One of the school's long tenured substitute teachers made a rap TikTok video about donating money featuring many NHCA students. An Instagram flyer created by the office staff has helped with Go Fund Me donations. This Instagram flyer was sent to countless celebrities with the hope that someone will recognize and help our efforts go viral. Recruitment team continues to visit nearby areas with flyers and are putting in a great effort. The first quarter ended recently, whereas our teachers have discussed progress and final grades with NHCA families.*

D. Board/Staff Discussions/Items Scheduled For Action

1. Board to designate qualified candidate(s) for election or reelection to the board.

- **Votes:**
 - Appointment of Parent Representative Ms. Micaela Mendivil: Motion – Gilbert. Second – Minassian. Approved 4-0 vote.
 - Appointment of Parent Representative Mr. Minas Djektian: Motion – Minassian. Second – Mendivil. Approved 5-0 vote.
 - Ms. Mary Minassian Renewal: Motion – Najm. Second – Sams. Approved 5-0 vote. Ms. Mary Minassian recused herself from vote.
- **Notes:**
 - *Document presented to the nominating committee appointing the renewal of the Board Secretary Ms. Mary Minassian from 11/6/24 to 11/5/26.*
 - *The document also presented two- year Board appointments as Parent Representatives for Ms. Micaela Mendivil and Mr. Minas Djektian. Their two-year terms would span from 11/6/24 to 11/5/26.*

2. Approval of Minutes September 30th, 2024, Board Meeting Minutes

- **Vote:** Motion - Najm. Second – Youngheim. Approved 4-0 vote.
- **Notes:** *Minutes approved.*

3. Review and Discuss September 2024 Financials

- **Vote to discuss and approve financials presented:** Motion – Minassian. Seconded by Najms. Approved 6-0.
- **Vote to approve revised budget:** Motion – Sams. Second – Minassian. Approved 6-0 vote.
- *Marie Arce from charter impact presented to the board. The following are key items from the presentation:*
 - *Enrollment forecasted at 150 students. NHCA currently has 143 students enrolled as of 11/6/24.*
 - *Average Daily Attendance (ADA) is projected at 138 students per day, which is approximately a 92% attendance rate. So far, NHCA averages an ADA of 141 students per day.*
 - *Revenue is forecasted at 3,422,406\$, with expenses at 3,139,09\$.*

This creates a forecasted surplus of 283,316\$ for the 2024-2025 academic year.

- *Overall school balance is currently forecasted at a healthy 1.7\$ million at end of year.*
- *The ending fund balance is 2.35\$ million, which considers past years ending in a surplus.*
- *Prop 39 repayment agreement is approximately 61,000\$.*
- *Prop 39 efficiency grant is an upcoming bill of approximately 183,000\$.*
- *Question on fees: What money remains from the Friar building project?*
- *Overall budget is 400,000\$ for architect. Changes had to be made to fire sprinkler design due to city changes to sanctuary and church area. Architect redrew plans to put stairs on the outside of building, but the fire department asked school to resign stairs. This change in plans was made because engineering alterations would help school save 420,000\$ dollars. The school was also asked to drop the acoustic ceilings. These three big items led to extra architecture fees.*

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

- **Vote to open discussion and approve Invoices for Friar Property:** Motion – Najm. Second – Minassian. Approved 6-0 vote.
- **Notes:** The following invoices and checks were reviewed by the board:
 - *HVAC bills were credited 100,000\$ credit for minimal work completed.*
 - *CA Paving invoice presented for 35,360\$.*
 - *EPI Rodriguez construction invoice for 41,085\$ for sidewalk and paving handicap ramp area.*
 - *Iron Works invoice present for 4,450\$. This was for removing fence and installing a new chain-link fence.*
 - *EPI Rodriguez construction invoice presented for 14,930\$. This was for a city-required trash enclosure.*
 - *Thomas Construction invoice for 30,026\$ was presented. This was for rotted rafters in the courtyard, a canopy, framing, and playground construction.*
 - *EPI Rodriguez construction invoice for 23,000\$ was presented. This was for roof demolition.*
 - *EPI plumbing invoice for 23,104\$ was presented.*
 - *Board noted that signatures from the architect, project management team leader, and superintendent contractor would be needed on invoices. As well as confirmation that services were performed correctly and up to code.*
 - *Invoices for fire code fees of 71,000\$ presented. This was for*

sprinklers on first and second floors that previously did not exist. Building was not up to code. New sprinklers also needed in the sanctuary.

- *An invoice for 15,030\$ was presented for additional work on design and installation for the fire sprinkler systems in the sanctuary.*
- *HVAC invoice for 20,000\$ presented. That was paid for work needed to prepare for installation.*
- *AMP Electric invoice for 101,000\$ is presented. This was for the light fixtures and controls*
- *An invoice for 17,000\$ was presented. This fee was for design, planning, and permits for the fire alarms.*
- *Board comments that this can be a specular school once completed with plans for volleyball and basketball teams, culinary program, STEM Lab, and music hall. Board asks, “How many students can the building hold?” Thomas elaborates that enrollment cap on charter petition is 300, however being on a private site allows school to go 20% over enrollment cap. This equals 360 total students. The Friar property can fit 730 students. A conservative seven-year forecast is that every year from 25-26 onward, NHCA will add 3 extra kids in each grade level (30 per year). School forecasts that four to five years from now, NHCA will be at 300 enrolled students, which was the pre-Covid enrollment. The building holds 16 total classes with the elementary school on first floor and the middle school on 2nd floor. There is an option to split rooms because they are very large. If zoned creatively, a small high school could even fit.*
- *The charter is already written for a potential high school. This school would start with 9th and 10th grades, and subsequently add a grade each year thereafter. The maximum capacity is 585 students with a 150-student high school in the building.*
- *The 2030 projected enrollment at the K-8 is 360 students with a 7.7\$ million-dollar budget, with expenses projected at 5.3\$ million.*

Motion to Adjourn: Najm

Second: Minassian

Vote: Approved 6-0

Adjourned: 7:29 PM