

**BOARD MEETING MINUTES**

**June 25, 2024 – 6:00 P.M.**

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

**10941 Camarillo Street, North Hollywood, CA 91602**

**6:00 P.M. – Zoom Meeting**

**Join Zoom Meeting:**

Meeting ID: 841 7641 4368

**I. CLOSED SESSION**

- Facilities
- Performance Evaluation Executive Director

**II. OPEN SESSION**

**A. CALL TO ORDER**

**- 6:18 PM**

**B. ROLL CALL**

Present Absent

Mr. David Sams (Chairman) \_\_\_P\_\_\_\_\_

Ms. Ilana Youngheim \_\_\_P\_\_\_\_\_

Dr. Mario Castaneda \_\_\_P\_\_\_\_\_

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 May 28, 2024 Board Meeting**

- **Vote:** Motion: Minassian- Second: Najm→ 4-0 Approved
- **Notes:** *No comments*

### **2. Review and Discuss May 2024 Financials**

- **Vote:** Not addressed
- **Notes:** *Matthew Percin indicated that May 2024 financials are not ready for presentation to board.*

### **3. Approval of the 2024-25 Local Control Accountability Plan for NHCA including the 2024-25 LCAP**

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

### **2024-25 Budget Overview for Parents (BOP), and the 2024-2025 Budget**

- **Vote:** Motion: Minassian- Second: Najm → Approved 4-0
- **Notes:** *Review of budget overview for parents, including percentages from federal funding, LCFF, etc; Challenge focus for 24-25 is English Language Arts as well as Absenteeism; Intention to create an ELAC committee and School Site Council to address some areas of need; Review of goals and metrics as well as actions and associated funding allocated; Review of parent involvement and school climate goals*

### **4. 2024-2025 California School Dashboard Local Indicators for NHCA**

- **Vote:** Motion: Minassian- Second: Najm → Approved 4-0
- **Notes:** *Reviewed during LCAP overview above*

### **5. Prop28 Annual Report FY23-24**

- **Vote:** Motion: Minassian- Second: Najm→ Approved: 4-0
- **Notes:** *All areas currently at 0 and funding is sitting in deferred revenue; 24-25 there will need to be allocations made for this funding (3 year use deadline) and other funding must be used prior to 2026 before prop28 funding can become active; additional meetings required to plan out use of funds*

### **6. Parent Involvement Policy**

- **Vote:** Motion: Najm- Second: Minassian→ Approved 4-0

- **Notes:** *Parent involvement policy discussed- including methods of communication with parents and families; Brochures exist for parents on addressing needs and accessing SIS systems; Discussion of parent meeting options and access to school activities; Intention to launch sports program at new school site*

## **7. School Calendar and Bell Schedules 2024-2025**

- **Vote:** Motion: Minassian- Second: Najm→ Approved 4-0
- **Notes:** *Teachers return on 8/12/24 and students return on 8/19/24; Last day of school is 6/13/25; 180 day requirement met and 10 additional staff PD days are allocated; Communication has been made that 24-25 SY will begin at Fair Ave site with anticipated move occurring after 10/18/24; Questions around accuracy→ calendar originally submitted in November and approved but alterations made recently*

## **8. Janitorial Services Contract 24-25**

- **Vote:** Not addressed
- **Notes:** *Not ready for discussion- will be discussed at a later date.*

## **9. Uniform Complaint Procedure**

- **Vote:** Motion: Minassian- Second: Najm→ Approved 4-0
- **Notes:** *Annual review/overview of procedures to make complaints and process related to complaint policy; Has not changed from prior years; Has been previously sent to the board for review*

## **10. Review and Discuss Bridge Loan**

- **Vote:** Not addressed
- **Notes:** *No update- still in discussions with Bank of California*

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

- **Vote:** Motion: Najm- Second: Minassian→ Approved 4-0
- **Notes:** *Richard Thomas indicates that invoices have been sent/presented to board members for approval prior to meeting; Architectural engineering invoice shown; Itemized invoice shown for general construction and for fire safety for next phase of construction; Invoices were all signed and approved by Richard Thomas in the week prior; Clarification of number of invoices*

## **12. Homeless Education Policy**

- **Vote:** Motion: Minassian- Second: Najm → Approved 4-0
- **Notes:** *Reviewed and discussed Homeless Education Policy*

## **13. Extension of Backoffice Contract – Management Fees**

- **Vote:** Motion: Minassian- Second: Najm → Approved 4-0
- **Notes:** *Extension of July 2019-2020 contract*

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

- **Vote:** Not addressed
- **Notes:** *No update- In ongoing discussions with LAUSD*

## **15. Executive Director/Principal Report**

- *In active search process for a new assistant principal and teacher positions; testing finished up for the school year; graduation ceremonies were successful; moving of school/teacher boxes and items has begun in anticipation of temporary occupancy permits in the fall for Friar property; Intention to utilize transportation option for students in Friar area to Fair campus until move occurs, and then students in Fair area will be transported to new school site after move; Shout out to recruitment team*

**Motion to Adjourn: Minassian**

**Second: Najm**

**Adjourned at 7:47PM**