

Los Feliz Charter School for the Arts
Board Meeting

*Wednesday, November 30, 2011 at 6:30 pm
2709 Media Center Drive Los Angeles, CA 90065*

APPROVED MINUTES

I. Call Meeting to Order

- a. Bob Greenberg calls the meeting to order at 6:30 pm.
- b. Board Members present: Bob Greenberg, President; Gabrielle Samuels, Secretary; Tony Butka, Treasurer; Matthew Shenoda; Juan Devis; Darcy Mellinger; Mary Ann Gallo; Sharon Sutton; Karin Newlin, Principal.
- c. Board Members not present: Michael Garces, Michael Bishop
- d. Staff Members present: Brian Swanson, Assistant Principal; Kaitlin King, Admin Assistant.
- e. Community Members present: Staci Block; Tish Hicks; Candice Cain; Carmelita Reyes-Sanchez; Omar Ramirez; Fernando Gaytan; Marisa Johnston

II. Approval of Minutes

- a. There are no available copies of the minutes for review; approval is postponed until the December 14th meeting.

III. Public Comments

- a. Carmelita speaks regarding the status of the Board Diversity Outreach committee and would like to know how parents are going to be engaged when the committee is formed; Juan responds with an update on the progress of the committee; Carmelita offers her services to set up a training for this type of outreach; Karin suggests connecting Carmelita with founding family Blithe & David Bock.
- b. Omar speaks on after-school enrichment classes; Karin believes it is an important topic but at this moment has not been a priority; Omar clarifies that he would prefer teachers on campus versus hiring external.

IV. Introduction - Staci Block, Director of Curriculum & Instruction/Principal

- a. Bob Greenberg introduces Staci Block and welcomes her; she speaks about her excitement to join LFCSA and continue the vision that Karin has built; she shares about her educational background.
- b. Members discuss when to introduce Staci to the community, and what type of event it should be; Tuesday December 13th is suggested as a morning meeting to introduce Staci; there will also be an evening PTA meeting on December 15th; Gabrielle will email Iris Regn to let her know.

V. Independent Auditor's Report for Year Ended June 30, 2011 – Approval

- a. Graham discusses the audit reports that he has provided for members; he points out that on page 9 it says over \$900,000 but we have lowered it to about \$350,000 at this

point; he also points out the changes in the long-term debt; he reviews the findings of the audit report and announces that in every category LFCSA either passed or was not applicable.

- b. Bob moves to approve the audited financials. Darcy seconds. Unanimous vote for approval.

VI. Budget Update/Review - Discussion/Approval

- a. Following up on the topic from the last meeting, Darcy announces that the teacher stipends were given out today; Karin briefly discusses the cash flow situation and why it caused a delay.
- b. Tony passes out Budget worksheets and discusses the financial situation in public education; he says to assume a \$250 ADA cut per student, which will average to a \$150,000 cut in our budget; he would like members to review the list of potential budget cuts tonight and consider which should be priorities; he would like members to vote at the next board meeting on December 14th to make actual budget cuts.
- c. Bob asks if the ADA cuts will be finalized by the December meeting and where or not it would it be better to postpone the board meeting until after the cuts are made; Tony believes we should keep the board meeting date as is with the intention of making some cuts before the end of this year so that we are prepared when the numbers are announced.
- d. Graham reminds members that every dollar of fundraising that we don't receive of our \$327,000 goal is a dollar that will have to be cut from somewhere else; we also need to stay at 93% daily enrollment or else more cuts will be required.
- e. Staci asks if there are opportunities for students to make up absent hours through Saturday classes or independent study; Graham answers that independent study is only for long term absences; members discuss methods of preventing recurring absences.
- f. Graham recommends making cuts around \$160,000 so that we are in the black; he thinks it is definitely going to be \$130,000 - \$160,000, so it would be better to give ourselves some cushion; if fundraising/ other revenue comes back in above average, then we can always add things back in.
- g. Graham believes the current amount of fundraising is at \$90,000; he explains that we would need to raise about \$30,000 per month until June to hit our target.
- h. Tony passes out the list of potential budget cuts; Karin explains there is no good place to start cutting and regrets having to do so; members review the list and discuss in depth.
- i. Tony emphasizes that these decisions will affect the school in a direct, consequential way; he requests that board members take time to fully consider these options before making a decision at the next board meeting.

VII. Single School Plan/Grasp Plan - Discussion/Action

- a. Karin discusses the progress and content of the Single School District Plan and the timeline for submission.
- b. Tony moves to approve the Single School Plan. Mary Ann seconds. Unanimous vote of approval.

VIII. Founding Parent Program - Discussion/Action

- a. Bob discusses the Public Records Act request from Howard Blume and our findings from the documents we reviewed; he explains the difference between Founding Families and Community Participants and how many families were accepted each year.
- b. Karin discusses the financial findings regarding the quantity of donations received from FFs & CPs versus from the general community.

IX. Board Tour of School - Set Date

- a. Members discuss potential dates for the school tour; January 13th at 9:00 am is selected.
- b. Members discuss potential dates for the next board meeting; January 13th at 3:00 pm (after the tour) is selected.

X. Board Study Session for LFCSA Charter Document

- a. Karin reminds board members that the current charter document is now available on our website for their review.

XI. Board Protocol, Brown Act, and Robert's Rules of Order – Discussion

- a. Tony will send out links to information online as a refresher course; he will bring hard copies to the next board meeting and leave some time for questions.

XII. Leadership Committee Update – Discussion

- a. Darcy has 4 candidates at the top of the list and will have a more detailed update for the next board meeting.

XIII. Middle School Update – Discussion

- a. Marisa Johnston gives a progress update; the committee submitted the 2 applications required and LAUSD has 30 days to respond; Karin learned from Sharon Bradley that there should be a response by this Friday December 2nd.
- b. Marisa explains that upon receipt of a response from LAUSD there will be a 3 month period of evaluation and amendments; their immediate goal is to have the doors open by next fall, however the legality of submitting a Prop 39 application before having an approved charter is still in question; there are ongoing issues between CCSA and LASUD regarding Prop 39.
- c. Marisa expresses that fundraising is still a key factor in establishing the middle grades; Juan briefly reviews the earlier discussion on budget cuts and how that might affect additional fundraising for the middle grades expansion.
- d. Juan asks about the position of point person with the middle school committee, and how Staci could transition into the position; Marisa believes the district would prefer to have one point person throughout the entire process.

XIV. Other

- a. Mary Ann reminds board members that an ad-hoc committee for community outreach was formed at the last meeting led by herself and Juan; she requests that board members attend on Saturday January 14th there is a Glassell Park Community Cleanup; Sharon suggests getting the 6th grades involved as a community service project.

XV. Adjourn

- a. Tony moves to adjourn. Gabrielle seconds. Unanimous vote for approval.