

Los Feliz Charter School for the Arts Board Meeting Minutes
January 13, 2011 7:00 p.m. – 11:00 p.m.
2709 Media Center Drive L.A. 90065

****APPROVED****

BOARD MEMBERS:

Present: Karin Newlin, Gabrielle Samuels, Sharon Sutton, Robert Greenberg (via phone), Michael Bishop, Matthew Shenoda, Tony Butka, Darcy Mellinger, Tracy Prinz

Absent: Marissa Chibas-Preston, John Michael Garces

Quorum? Yes.

Also Present: Mary Ann Gallo, Joe Meza, Louise Manuel, George Abrams, Audrey Fann, Karen Barranco, Tish Hicks, Lisa Hackman, Christine Triano, Cyrice Griffith, Susan Lee, Candice Cain, Melissa Samuels

PROCEEDINGS:

- Michael Bishop called the meeting to order at 7:15 p.m.
- Tony Butka moves to approve minutes from November 2010 Board meeting. Matthew Shenoda seconds. Motion carries via general consent.
- Bishop proposes reordering the agenda in order to accommodate the schedules of guests presenting to the Board. Sutton moves to reorder the agenda per Bishop's proposal. Butka seconds. Motion carries via general consent.
- Bob Greenberg joins meeting by phone.
- On behalf of the Branding/Renaming Committee, George Abrams and Karen Barranco give a power point presentation of the committee's progress.
- Abrams explains that the committee is asking for the Board's approval to move forward with exploring the committee's first choice of names: A.C.E. and presenting it to the community via a listening tour visiting PTA, Site Council and a Staff Meeting. The committee will then return to the Board with the results and ask for final approval.
- Bishop asks for the Board's responses to the presentation. Discussion follows with Board members offering their impressions.
- Butka moves to authorize the committee to move to the next step of exploration and conduct the listening tour. Samuels seconds. Short discussion follows. Bishop modifies the motion, adding that the Board will make its final decision at March Board meeting. Ayes via roll call: Shenoda, Greenberg, Sutton, Prinz, Samuels, Butka, Bishop. Motion carries.
- Meza distributes materials and begins budget discussion, starting with description of the "dashboard." He notes he good news that Governor Brown has approved the state budget. Meza calls the Board's attention to the "total forecast" column and describes how the TI funds and the 6% increase have altered the forecast.
- Meza mentions the impact of lost ADA funds. Newlin notes that as of that moment, enrollment was at 505 and she expected it to hit 513 soon. Bishop emphasizes that 93% attendance is too low for elementary school, that it should be at 96 – 98%. Discussion follows with Prinz urging that ADA education start at the beginning of the school year. Sutton says they face a similar problem at the UCLA Lab School and that they send letters home throughout the year and the Principal continuously educates about the issue. Prinz asks Newlin to address the possibility of home study which some charter schools do to collect funds lost due to extended absences. Bishop, Mellinger, Sutton and Newlin weigh in.

- Meza begins explanation of the Consolidated Application (“ConApp”) and touches on subject of applying for Title I funding for free and reduced lunch students. Bishop says that the Board would like to be informed of progress there.
- Butka moves to approve the ConApp as presented and discussed. Sutton seconds. Ayes via roll call: Bishop, Sutton, Greenberg, Butka, Prinz, Shenoda, Samuels.
- Bishop reports on Media Center. The only remaining work before final occupancy permit can be issued is the installation a the crosswalk at the Media Center Dr. /San Fernando intersection. It is in the midst of a lengthy plan check. Bishop discusses the financial impact and related issues such as the disagreements with architect Ray Franco and Blackwell Construction, the TI funds from the building owner and a city bond tied to the installation of the crosswalk.
- There is a discussion of the payments being demanded by the architect and contractor touching on issues such as the bleachers in the auditorium, impact if liens are filed, and invoices submitted which ExED’s Louise Manuel questions.
- There is a brief discussion of how fundraising can impact the financial picture here such as the outstanding Movin’ In campaign pledges.
- Butka says that the problem is immediate, not long term and he asks that the Board authorize him and Bishop to close the deal.
- Butka offers to assist the Movin’ In committee follow up on pledges.
- Further discussion of bleachers and money owed to complaining parties.
- Sutton moves to authorize Bishop to negotiate the best deal possible to clear out the capital project. Shenoda seconds. Ayes via roll call: Greenberg, Sutton, Shenoda, Bishop, Butka, Samuels, Prinz. Motion carries.
- Melissa Samuels and Cyrice Griffith begin the presentation on behalf of the Middle School/High School Development Committee. Griffith uses a power point presentation which covers topics such as goals, facilities, timeline and financial overview. She notes that foremost they are seeking the Board’s support in continuing this exploration and ask for a Board liaison. They also would like to share the development with the existing parent body as well as the Glassell Park community.
- Butka asks about revisin the charter renewal now. Newlin feels it is best to get it approved as is and go back in September for revision. Further discussion follows.
- Butka moves to authorize the Board to file an amended charter application too include Grades 6 through 8 and to appoint a Board liaison to work with the exploratory committee. Sutton seconds. Discussion follows and Prinz volunteers to serve as liaison. Ayes via roll call: Greenberg, Sutton, Shenoda, Samuels, Butka, Prinz, Bishop. Motion carries.
- Newlin begins the Principal’s report. She references a letter received from HGMQ (?) citing complaints about LFCSA in terms of Special Ed. The letter asks for a response within 10 days. Newlin notes that it requires a lot of research and that the response time can be extended. She adds that a similar letter was sent to all charter schools in LAUSD.
- Newlin shares news of a very successful DWOK presentation from the 5th Grade for parents and lower grade students.
- George Abrams begins a report from the Leadership Planning Committee, which is comprised of Abrams, Samuels, Prinz, Newlin and teacher, Audrey Fann. An organizational chart and job descriptions are distributed. Abrams says the committee is asking the Board for the following: approval of the organizational chart and job

descriptions; authorization for immediate hires; authority to work with the Board's finance committee (Butka?); authority to create a search process and return to Board with recommendations. Short discussion follows.

- Abrams opens the floor to questions. Sutton says she would like to hear Newlin's perspective. Newlin notes that she worked closely with the committee, consulted with David Guthrie, and examined her own current duties. Based on those analyses, she does like the structure as presented.
- Bishop voices his concerns with respect to the Director of Operations position and the differences between being "certificated" versus "credentialed." He suggests a minor change in language to address this issue.
- Bishop moves that the Board approve the organizational chart and job descriptions. Sutton seconds. Ayes via roll call: Shenoda, Greenberg, Samuels, Bishop, Prinz, Sutton, Butka. Motion carries.
- Newlin is asked where she might see herself fitting in this structure. Newlin responds that she feels the school is ready for a transition and doesn't see herself in either of the Director positions. She feels she can be of help to both Co-Directors, especially interested in working with the Director of Curriculum.
- Abrams adds that the committee would like the Board to approve soliciting applications for the following positions: Director of Curriculum, Director of Operations and Assistant Principal.
- Per a comment from Shenoda, discussion follows about how available finances could impact job descriptions.
- Butka moves to authorize the Leadership Planning Committee to collaborate with the finance committee to create preliminary salary rates that fit within next year's budget; solicit for applications for Director of Curriculum, Director of Operations and Assistant Principal; create a search/interview process and form a search/interview committee to review applicant's for approval by the Board. Bishop seconds. Ayes via roll call: Prinz, Shenoda, Greenberg, Butka, Samuels, Bishop, Sutton. Motion carries.
- Newlin distributes a document listing her "Mid-Year Priorities" which includes projected financial impact. After brief discussion, Newlin explains that she is asking the Board to approve of her proposed adjustments which she crafted in consultation with David Guthrie. Further discussion follows. Bishop recommends that Butka examine the viability of the proposals with ExED.
- Butka proposes that the mid-year priorities as presented by Newlin be advanced subject to verification of budget availability.
- In the interest of time, Agenda item XII, regarding Board performance evaluation, will be moved to a later Board meeting.
- Samuels opens a brief discussion on recognizing LFCSA's volunteers and donors. Sutton suggests having the students create the artwork for a "wall of honor."
- Sutton moves to adjourn at 10:55 p.m.

Minutes submitted by Mary Ann Gallo.