



VAUGHN
NEXT CENTURY LEARNING
CENTER
MEETING OF BOARD OF
DIRECTORS
3:30pm Wednesday, December 13, 2017
Vaughn Central
MINUTES

This agenda contains a brief description of each item to be considered. Except as otherwise provided by law, no action shall be taken on any item not appearing in the following agenda:

Call to Order

A. Establish Quorum:

Board Members

Trinidad Barajas	Present
Julie DelaTorre	Present
Alina Kheyfets	Present
Jasmin C. Guerrero	Present
Steve Holle	Present
Jonathan Ochoa	Present
Fidel Ramirez	Present
Leland Tang	Present
Elvia Teck	Present

Advisory Student Members (non-voting)

Guillermo Fernandez	Present
Marcos Moreno	Present
Brenda Campos	Absent

Staff (non-voting)

Anita Zepeda	Present
Dr. Yvonne Chan	Present
Joyce Law-Young	Present
Alexandra Simons-Koch	Present

B. Public Comment: *No public comment heard.*

C. Approval of Minutes: *The board reviewed the minutes for the November 8, 2017 meeting. J. Guerrero motioned to approve the minutes. Fidel Ramirez seconded. Motion passed unanimously.*

D. Governance

Discussion Items:

1. **Charter Renewal Petition** – *School representatives did not make it to the scheduled December 5th Charter hearing due to the closure of campus caused by the Wild Fires. Board vote is scheduled for January 9th.*
2. **CEO/Executive Director Search Committee Update** – *Eight potential candidate applications have been received. Search Committee will meet on Monday Dec. 18th at 2pm to evaluate candidates based on established rubric and determine next steps; personal interviews. “Chief Executive Officer” will be the position title used moving forward.*

Action Items:

1. **Emergency School Closure** – *Vaughn was closed for 4 days beginning Tuesday 12/5 through 12/8 due to recent fires. Request for Allowance of Attendance Because of Emergency Conditions” (Form J-13A) will*

need to be filed to be granted an attendance waiver for the 4 days. A. Zepeda was in communication with multiple agencies initially and throughout the period of closure in order to determine and assess decision to open or remain closed. J. Guerrero made a motion for approval of submitting the necessary related attendance and school closure documents for: Vaughn's K-12 Program, Vaughn's Early Education Program (PreK), Expanded Learning Program and Child Nutrition Program. A. Kheyfets seconded. Motion approved unanimously.

2. **Executive Director Evaluation** – *The board discussed and completed the 2017-18, 1st semester evaluation for Executive Director, Anita Zepeda.*

Goals, Accountability and Outcomes:

- **Curriculum & Instruction** – *No Items to Report*
- **Business**

Action Items:

1. **Vanguard Investment Portfolio Update** – *Portfolio update report by Vaughn's Vanguard Investment Manager, Andrew Maslick, was made. Investment strategy was discussed. Vaughn's Investment Consultant C. Chan, recommended that unless funds are needed for any current plans/ projects then there may be no reason to switch strategy. It was suggested that the board can revisit the policy if funds are needed for a project or if the market is taking a downturn. Per Board request, A. Maslick and C. Chan will draft a projected account for future discussion and potential reallocation to create a safety cushion with lower risk. Jonathan Ochoa made the motion to adopt the current allocation of assets in Vaughn's Vanguard investment portfolio with no immediate changes to be made. Fidel Ramirez seconded. Motion passed unanimously.*
2. **2017-18 Revised Budget** – *The board reviewed Vaughn's 2017-18 Revised Budget. J. Guerrero motioned to approve Vaughn's 2017-18 Revised Budget. J. DelaTorre seconded.. Motion passed unanimously.*
3. **2017-18 1st Interim Financials** – *The Board will review and act on approval of Vaughn's 1st Interim Financial Report*
The Board reviewed Vaughn's 1st Interim Financial Report. J. Guerrero made a motion to approve Vaughn's 1st Interim Financial Report. A. Kheyfets seconded. Motion passed unanimously.
4. **2017-18 Salary Increases** – *The Board reviewed and discussed proposed salary increases for classified management positions and certificated personnel.*
S. Holle made the motion to approve proposed salary increases for classified management personnel. T. Barajas seconded. Motion passed unanimously.
S. Holle made the motion to approve proposed salary increase for certificated personnel. J. DelaTorre seconded. Four board members recused self and abstained from voting: Alina Kheyfets, Trinidad Barajas, Jasmine Guerrero and Fidel Ramirez. Motion passed unanimously.
Anita Zepeda stepped out of the room when CEO salary increase was discussed.
Board moved on approval of proposed salary increase of \$2,000 to base for CEO. No additional increases were made to bonus or benefits.
S. Holle motioned to approve proposed salary increase for Executive Director. A. Kheyfets seconded motion. Motion passed unanimously.
5. **Investment Management Monitor Contract** – *The Board reviewed the two proposals submitted for Investment Management Monitor (Capital and Chris Chan). Discussion included District's concern with potential conflict of interest involving C. Chan, when Board members questioned why RFP's were necessary. Board expressed their satisfaction with job performance of current consultant. A. Simons shared outreach to various companies made and the feedback received of companies not willing to consult on portfolio unless management of account(s) transferred to them. After reviewing proposals Board indicated that it was in best interest of Vaughn to offer the contract to Christopher Chan. S. Holle made a motion to*

approve that a contract be offered to Christopher Chan for services as Investment Management Monitor. J. Guerrero seconded. Motion passed unanimously.

6. **Facilities Construction Manager** - *The Board reviewed the contract proposal including the defined scope of responsibilities for Vaughn's Facilities Construction Manager. F. Ramirez motioned to approve the contract. A. Khefets seconded. Motion passed unanimously.*

- **Partnership** – *No Items to Report*

- E. **Adjournment** - *J. Guerrero made the motion to adjourn at 6:27pm. F. Ramirez seconded. Motion passed unanimously.*

Next scheduled meeting: **February 21, 2018**