



Learning by Design Charter School
Board Meeting Minutes

Date and Time

August 26, 2020

5:30pm

Dial in number:

Conference Line: (978) 990-5000

Access Code: 891564

The mission of Learning by Design Charter School is to create an ethically, culturally and economically diverse learning community of students, families, educators and community members who are committed to providing an equitable and exceptional learning experience for ALL of its students.

I. Opening Items

- a. Roll Call:
 - i. Board Members: Nazzi Kaufman, DeShawn Wynn, Adrienne Gurley, Kweli Umoja
 - ii. School Administrators: Charla Harris, Diana Garcia, Tawny Laskar
 - iii. Public:
- b. Call to Order: 5:37 pm

II. Approval of Board Meeting Minutes

- a. Vote to approve July 29, 2020 board meeting minutes
 __5__ yes __0__ no
- b. Vote to approve August 17, 2020 special board meeting minutes
 __5__ yes __0__ no

III. Budget

- a. Review of June and July Financials - Balance Sheet, Income Statement, Cash Flow Statement
- b. Discussion of June and July Financials
 - i. June Financials were approved at Special Board Meeting on 8/17/2020
 - ii. Special Board Meeting minutes will be amended to reflect accordingly
 - iii. Cannot approve July financials as they were not made available by Lisa, our back office representative. Will approve at a special board meeting before our next general board meeting.
- c. Approval of June and July Financials
 _____ yes _____ no
- d. Review of 2020-2021 Employee Handbook
 - i. Discussion of Sick Leave

1. Updated to California minimums (accrual of 24 hours with a maximum of 72 hours per year)
- ii. Discussion of Annual Pay Increase
 1. Discuss pay increase according to COLA and/or performance, certification, degrees, contributions, etc.
- iii. Discussion of Stipends/Extra Duty Pay for leading clubs or work on campus
 1. Adjunct duties will fall under the “other duties as assigned” and will not require a stipend
- iv. Discussion of technology usage for work and reimbursement opportunities
 1. \$30 per month allowance for teachers
 2. \$50 per month allowance for administrators and office staff (Diana, Tawny, Charla and Bernardo)
- v. Vote to approve addition of revisions to the Employee Handbook (listed above)

__5__ yes __0__ no

IV. Employee Medical Benefits

- a. Discussion to increase Employer contribution - \$400 per person monthly
- b. Vote to approve increase

__5__ yes __0__ no

V. Director’s Report

- a. Fully staffed at 100%
- b. CSU Dominguez Hills - reached out and wants to use our site for Student Teachers
- c. New 4th grade teacher will also serve as RSP teacher under the Case Manager
- d. Rebranding taking place
 - i. New logo
 - ii. Website rebuild
 1. Will link to Network For Good, PayPal donation link, Enrollment forms and Parent Square
 - iii. Parent will volunteer to help with social media for the school
 - iv. Garden and planters are being installed
 - v. Books are being placed in crates around the library
- e. Curriculum + Instruction
 - i. Lesson plan rotation has been implemented to allow for 1:1 time prior to the lesson being delivered
 - ii. NWEA assessments are being prepared
 1. Rollout is tied to tech upgrades
 - iii. Learning kits were given out
 - iv. Chromebooks will be given out next week
 1. Family contracts for accountability go out with each of the Chromebooks
 2. Staples order was cancelled due to lack of delivery as promised
 - a. Budget will be adjusted accordingly
 - v. Bitmoji classrooms have been set up via Google Sites to make the virtual learning environments as kid-friendly as possible
 - vi. 100 hot spots will be available for families as needed
- f. Weekly newsletter is being published for parents

- g. Let's make sure the community is engaged in the activities like building the gardens, bookcases etc.
- h. Weekly Professional Development for all teachers happens on Wednesdays
 - i. Tawny meets with teachers 1:1 as well
- i. Addendums to Employee Handbook for COVID related issues
- j. 403b Plans will be discussed at the next meeting
 - i. Three brokers have presented plans
- k. E-rates (Educational Rates)
 - i. Provides discounts for educational supplies and services
- l. Recruitment
 - i. Enrollhand is really adding value to our recruiting process
 - ii. Students are still being added
- m. Fundraising Update
 - i. Facebook fundraising \$4.7k
 - ii. Future Generations Now
 - 1. Donated \$5k
 - iii. Amazon Smiles
 - iv. Chocolate Sales
 - 1. \$300 raised (parent led activity)
- n. Full Circle Consulting
 - i. Donating furniture and desktop computers
 - ii. Willing to start baseball league and help connect to the community

VI. Review Three Tech Support Proposals

- a. DELTECHIS LLC
- b. Rodney Best
- c. Charter Tech Services
- d. Vote to approve DELTECHIS LLC for tech support contract
 __5__ yes __0__ no

VII. Update on LCP and SPSA

- a. LCP (Learning Continuity Plan) replaces LCAP for this year
 - i. Due on September 30th
 - ii. Purpose is to identify your response to COVID
- b. SPSA
 - i. Due in December
 - ii. Purpose is to identify how you are spending your Title funds

VIII. Dates & Budget for Board Training

- a. We will align on two dates for the training
- b. Once the budget is approved we can align on the cost
- c. Ena LaVan has offered to conduct the two training sessions for us

IX. Updates on Notice of Concern

- a. No updates

X. Closed Session

XI. Board Member Comments

XII. Public Comments

XIII. Adjournment

- a. 7:35 pm

This legislative body conducts business under the meeting requirements of the Ralph M. Brown Act.

MEETING AGENDA & RELATED MATERIALS

Agendas for regular board meetings as defined by the Brown Act will be posted at the meeting site and the legislative body's website, if applicable, 72 hours prior to the start of the meeting. Agendas for special meetings as defined by the Brown Act will be posted at the meeting site and the legislative body's website, if applicable, 24 hours prior to the start of the meeting. Materials relating to an agenda topic that is a matter of public record in open session, will be made available for public inspection 72 hours prior to the start of the meeting, or, alternatively, when the materials are distributed to at least a majority of board members.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

SPECIAL PRESENTATIONS MAY BE MADE

Notice is hereby given that, consistent with the requirements of the Bagley-Keene Open Meeting Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting may request assistance by contacting Learning by Design Charter School, 7019 South Van Ness Ave., Los Angeles, CA 90047; telephone: (323) 903-5712;

<https://www.learningbydesignschools.org/home>