



Learning by Design Charter School
Board Meeting Minutes

Date and Time

February 23, 2022
 5:30pm

Dial in information:

Zoom Meeting Login: 505 661 0724
 Passcode: board

Conference Line: (253) 215 8782
 Meeting ID: 505 661 0724#
 Participant ID: *282404#

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.

Topic	Description		Notes and Actions Taken
I. Opening Items	<ul style="list-style-type: none"> • Roll Call • Call to Order 	2 min	Called to Order at 5:37 pm PST Roll Call: Board Members Larry Jacobs, Earl Turner, Angela Brown, Ashlye Durrell & Rasheeda Washington present <i>Quorum is achieved</i> Attendees: Charla Austin-Harris, Tawny Laskar, Diana Garcia, Erik Elward, Joseph Daee, Luis Aguilar

Topic	Description		Notes and Actions Taken
II. Approval of Meeting Minutes	<ul style="list-style-type: none"> • Board Finding (Virtual Meetings) - SB361 • November 17, 2021 Minutes - <i>Vote to Approve</i> • January 26, 2022 Minutes - <i>Vote to Approve</i> 	3 min	<p>Per SB361 we reserve our ability to meet virtually</p> <p>November 17, 2021 and January 26, 2022 minutes unanimously approved</p>
III. Budget, Finance, and Compliance Reporting	<ul style="list-style-type: none"> • November 2021 Financials - Balance Sheet, Income Statement, Cash Flow Statement - <i>Vote to Approve</i> • Review of January 2022 Financials - Balance Sheet, Income Statement, Cash Flow Statement - <i>Vote to Approve</i> • Review Updated Budget - <i>Vote to Approve</i> • Title IX - Adoption of grievance procedures - <i>Vote to Approve</i> • Employee Handbook - <i>Vote to Approve</i> <ul style="list-style-type: none"> - Staff document for review • Fiscal Policies & Procedures - <i>Vote to Approve</i> • 2nd Interims - <i>Vote to Approve</i> 	10 min	<p>November 2021 Financials were unanimously approved in a prior meeting</p> <p>January 2022 Financials are approved. 1 abstention vote from Rasheeda Washington</p> <p>The budget revision is approved. 1 abstention vote from Rasheeda Washington</p> <p>Second interim is approved. 1 abstention vote from Rasheeda Washington</p> <p>Title IX - Adoption of grievance discussion will be moved to the March 2023 meeting</p> <p>Employee Handbook discussion will be moved to the March 2023 meeting. Things that came up are: 1. How do we strategically plan and budget for the stipends for additional duties as we know this will happen 2. Benchmark stipend rates for various added</p>

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			<p>responsibilities and create a process for determining the pay to ensure the stipend amounts are equitable. Another consideration is how essential is the work - for example, a stipend for an after school program vs. as a testing administrator.</p> <p>Suggestion is to also have a committee to really dig into this.</p> <p>ACTION: Add to March agenda an action to vote on creating an ad hoc committee to review the employee handbook for updates</p> <p>ACTION: Charla and Tawny identify the key items they need the board to approve in the March meeting and include any financial projections for changes that have a fiscal impact - like PTO</p> <p>Fiscal Policies & Procedures - Will also form an ad hoc committee on this.</p>
IV. Executive Director Updates	<ul style="list-style-type: none"> • Special Education Review with the COP • COVID Updates 	5 min	<p>SPED Review with the COP - Charla will send us the document - not a finding - but we do need to find other service providers because we are behind on providing services to our special populations. There has been a shortage</p>

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			<p>of providers due to COVID so exploring virtual providers as well.</p> <p>COVID - Outsourced this to someone who is helping us with our testing, updating guidance and protocols to ensure we are up to date with all requirements, record keeping, communication etc. Have identified a new testing provider to use going forward.</p>
<p>V. School Instruction and Programs Updates</p>	<ul style="list-style-type: none"> • NWEA and Instructional updates • February School-wide Exhibitions/Farmers Market • Genius Hour • Foster Grandparents - <i>Vote to Approve</i> 	<p>15 min</p>	<p>NWEA and Instructional Updates - The test shows growth on grade level standards. Will see how much growth students have achieved from the beginning of the year to the winter term tests. May need to have a special board meeting to discuss the data. About to have a second round of report cards and family conferences coming up.</p> <p>ACTION: Ashlye will send a Doodle with times to schedule a special board meeting for a data review around Mid-March</p> <p>February School-wide Exhibitions/Farmers Market - Will have the exhibition March 9th</p>

Topic	Description		Notes and Actions Taken
VI. Board Business and Projects	Projects to Support <ul style="list-style-type: none"> • N/A Coming Soon: <ul style="list-style-type: none"> • Review/Revisit Independent Study Policy • Read-a-thon Fundraiser (NFG) • Fundraising for Calibrate (NFG) • Imaginations Playground (NFG) • Laker Tickets Fundraising 	15 min	Genius Hour - 2 days of week students get to engage in extra skills like dance, podcasting, yearbook, music, drama (doing the Lion King) and gardening - activities that enrich the day and support students Foster Grandparents - Unanimously Approved
VII. Board Member Comments			
VIII. Public Comments			
IX. Adjournment			Meeting Adjourned at 7:02 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>