



Learning by Design Charter School
Board Meeting Minutes

Date and Time

March 30, 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	Call to order 5:33 pm PST
II. Approval of Meeting Minutes	<ul style="list-style-type: none">• Board Finding (Virtual Meetings) - SB361• February 23, 2022 Minutes - <i>Vote to Approve</i>• March 9, 2022 Special Board Meeting Minutes - <i>Vote to Approve</i>	3 min	SB361 Acknowledged and Approved Minutes Approved Minutes Approved

Topic	Description		Notes and Actions Taken
III. Budget, Finance, and Compliance Reporting	<ul style="list-style-type: none"> • Review of February 2022 Financials - Balance Sheet, Income Statement, Cash Flow Statement - <i>Vote to Approve</i> • EPA Resolution - <i>Vote to Approve</i> • Title IX - Adoption of grievance procedures - <i>Vote to Approve</i> • Charter School Transparency Resolution - <i>Vote to Approve</i> • Employee Handbook (3 Priorities) - <i>Vote to Approve</i> • School Credit Card - <i>Vote to Approve</i> 	10 min	<p>Budget & Finance Review</p> <p>- May have to do another draw down with CAM if we don't receive the CARES and ESSER funds in the next few weeks. Other schools have not received their funds so this is not unique to us.</p> <p>- Ideally, need to be above 120 students</p> <p>EPA Resolution</p> <p>The one we have is not for the current year so will update it and review and approve it at our April 2022</p> <p>ACTION: Scott will update the resolution and send a revised copy to Charla</p> <p>Title IX</p> <p>Will table this until our next meeting.</p> <p>Employee Handbook</p> <p>The medical benefits are currently budgeted at \$550 per employee which was approved in a prior board meeting. However, the employee handbook was never updated to reflect that change and still shows \$400 per employee though it's actually \$550. The vote is to update the employee handbook to align the practice with the handbook.</p> <p>Credit Card</p>

Topic	Description		Notes and Actions Taken
			<p>Currently reimbursing employees as LbD does not have a credit card so staff is paying and waiting for reimbursement. Will discuss this more once we form a finance committee. Need to have clear guidelines for how to use it and a reconciliation process. Would like to get an idea of how much money we are using on average each month so we know about how much credit we need.</p>
<p>IV. Executive Director Updates</p>	<ul style="list-style-type: none"> • Summer School/Camp 	<p>5 min</p>	<p>Are thinking about having summer school. Did it once before and students and families enjoyed it. Was also a good way to inform families about LbD. Received a grant last year to fund this.</p>
<p>V. School Instruction and Programs Updates</p>	<ul style="list-style-type: none"> • NWEA Winter 2022 Overview 	<p>15 min</p>	<p>The NWEA data is dense and will need more than 15 minutes to debrief.</p> <p>ACTION: Tawny will reach out to board member Earl Turner for support around analyzing and presenting the data by the end of this week. Then we will have a special board meeting to review and discuss.</p>

Topic	Description		Notes and Actions Taken
VI. Board Business and Projects	<ul style="list-style-type: none"> • Form 700 - Due April 1, 2022 • Compliance with AB 1871 • Disclosure of Legal Issues • Lease Renewal • Review of Brown Act Training <p>Projects to Support</p> <ul style="list-style-type: none"> • Ad Hoc Committee - Employee Handbook - <i>Vote to Approve</i> • Ad Hoc Committee - Fiscal Policies & Procedures - <i>Vote to Approve</i> • Review of Evaluation of School Leadership & Discussion • Microsoft Teams <p>Coming Soon:</p> <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	<p>Form 700 Just a reminder to complete it.</p> <p>AB1871 & Disclosure of Legal Issues Are in the folder for the board to review</p> <p>Lease Renewal The church is ready to move forward with renewing the current lease. If there's anything we want added in, please email Charla by Friday April 15th. LbD doesn't have any new requests at this time as it all seems standard. Things to consider are the rent increase, the term length, the major improvements section and joint use.</p> <p>Review of Brown Act Training CSMC can provide some training, Tom Nichols at CSMC can provide some refresher training as well as provide support on the financial procedures. The Oversight is April 27-28 and CSMC can be available after that. Related to that, interested in potentially have a board retreat</p> <p>ACTION: Need to add an agenda item to form a Finance committee</p> <p>Evaluation of School Leadership</p>

Topic	Description		Notes and Actions Taken
			<p>Part of the Oversight review that the board is evaluating the leadership team. This board needs to review this tool and determine the best tool to evaluate the leadership team.</p> <p>ACTION: Ashlye will meet with Charla to discuss this more</p> <p>Microsoft Teams Will table this so we can focus on other priorities</p> <p>The Student Exhibition went great and the next one is May 12th. The board is also welcome to attend the oversight meeting.</p>
VII. Board Member Comments			
VIII. Public Comments			
IX. Adjournment			Meeting adjourned at 7:08 pm PST

Board	Attendance	Approve Meeting Minutes 2.23.22	Approve Meeting Minutes 3.9.22	Approve Feb 2022 Financials	Postpone vote on the EPA Resolution	Postpone Vote on Title IX	Approve Charter Transparency Resolution	Approve creation of ad-hoc committee for Employee Handbook	Approve creation of ad-hoc committee for Fiscal Policies & Procedures
Angela Brown	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ashlye Durrell	Y	Y	Y	Y	Y	Y	Y	Y	Y
Larry Jacobs	Y	Y	Y	Y	Y	Y	Y	Y	Y
Earl Turner	N								
Rasheeda Washington	Y	Y	Y	Y	Y	Y	Y	Y	Y
LbD Leadership									
Charla Austin-Harris	Y								
Tawny Laskar	Y								

All votes will be noted as follows: Y = Yes, N = No, A = Abstain

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>