



Learning by Design Charter School
Board Meeting Minutes

Date and Time

July 29, 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: Farnaz Kaufman, DeShawn Wynn, Kweli Umoja, Kinta Gates, Adrienne Gurley
- ii. School Administration: Charla Harris, Tawny Laskar, Diana Garcia
- iii. Public: Lisa Jones

b. Call to Order: 5:35 pm

II. Approval of June 24, 2020 Board Meeting Minutes

a. Vote to approve June 24, 2020 minutes

__5__ yes ____no

III. Budget

a. All of these items were tabled so they can be discussed after FY 20 is closed and approved

- i. Review of June Financials - Balance Sheet, Income Statement, Cash Flow Statement
- ii. Discussion of June Financials
 1. Special board meeting will be scheduled 2nd week of August to preview and approve budget prior to submission
- iii. Approval of June Financials
____ yes ____no
- iv. Review of 2020-2021 Employee Handbook
 1. Discussion of Sick Leave
 2. Discussion of Annual Pay Increase
 - a. Discuss pay increase according to COLA and/or performance, certification, degrees, contributions, etc.
 3. Discussion of Bonus Structure

4. Discussion of Stipends/Extra Duty Pay for leading clubs or work on campus
5. Discussion of 403(b) vs. 401k
6. Discussion of technology usage for work and reimbursement opportunities
7. Discussion of COVID-19 Leave/Time off options

IV. ConApp

- a. Review and Approve

___5___ yes _____no

V. Discuss and Approve decision to start school virtually

- a. Tabled to approve scheduling options (hybrid, etc)

- i. Vote to approve

_____ yes _____no

VI. Director's Report

- a. Charla provided detailed updates around the following items

- i. Staffing
- ii. School Culture
- iii. Facilities
- iv. Curriculum & Instruction
- v. Professional Development
- vi. Budget & Operations
- vii. Recruitment
- viii. PCSGP Updates
- ix. Fundraising

VII. Approval of Contracts and Permits

- a. Short Term Staff Permit for Lucia Gamez-Lopez

- b. Vote to approve

___5___ yes _____no

- c. Tawny Laskar's contract

- d. Vote to approve

___5___ yes _____no

VIII. 2019-2020 Annual Performance-Based Oversight Visit Report

- a. Review and Discussion of final report and ratings

IX. Approval to lease technology (chromebooks, iPads, Promethean boards, laptops)

- a. Discussion to approve chromebook lease from Staples and/or purchase from Birmingham Charter High School

- b. Vote to approve

___5___ yes _____no

X. Discuss Parent Townhall Meeting

- a. Tentatively scheduling for August 5th at 5:30 pm

- i. Charla will confirm

XI. Employee Medical Benefits

- a. Tabled and will be discussed along with other agenda items that have budget implications
 - i. Discussion to increase Employer contribution - \$400 per person monthly
 - ii. Vote to approve increase
_____ yes _____no

XII. Review Three Tech Support Proposals

- a. Tabled and will be discussed along with other agenda items that have budget implications
 - i. Vote to approve tech support contract
_____ yes _____no

XIII. Parent/Student Handbook

- a. The items below will be reviewed and added to the Parent/Student handbook
- b. Nazi will advise on recommended language based on her experience
 - i. No Cell Phone Policy
 - ii. Attendance
 - iii. Homework Policy
 - iv. Chromebook Policy

XIV. Considerations for updates to Safety Plan, Employee Handbook and other School Policies due to COVID-19

- a. Nazi will work with Charla on recommendations for revisions

XV. Fundraising

- a. Board Contributions
 - i. Rich discussion around board commitments
 - ii. Board retreat will be planned to help level set expectations
- b. Network for Good
 - i. Charla will provide a comprehensive update on campaigns by the August board meeting
- c. Donation Link on Website

XVI. Friends of Learning by Design, 501(c)(3) - Updates

- a. Will continue to work with legal and finance around how to effectively set this up

XVII. Board Member Comments

XVIII. Public Comments

XIX. Adjournment

- a. Adjourned at 7:36 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>