



Learning by Design Charter School  
**Board Meeting Minutes**

**Date and Time**

April 27, 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
<b>I. Opening Items</b>	<ul style="list-style-type: none"><li>• Roll Call</li><li>• Call to Order</li></ul>	2 min	- See Attendance below - Meeting Called to order at 5:41 PM PT
<b>II. Approval of Meeting Minutes</b>	<ul style="list-style-type: none"><li>• Board Finding (Virtual Meetings) - SB361</li><li>• <b>March 30, 2022</b> Minutes - <i>Vote to Approve</i></li></ul>	3 min	- Recitation of Board Finding SB361

Topic	Description		Notes and Actions Taken
<b>III. Budget, Finance, and Compliance Reporting</b>	<ul style="list-style-type: none"> <li>• Review of <b>March 2022</b> Financials - Balance Sheet, Income Statement, Cash Flow Statement - <i>Vote to Approve</i></li> <li>• Lease Review/Amendments and approval to move forward - <i>Vote to Approve</i></li> <li>• Review and Approve Auditors - <i>Vote to Approve</i></li> <li>• EPA Resolution - <i>Vote to Approve</i></li> <li>• Title IX - Adoption of grievance procedures - <i>Vote to Approve</i></li> <li>• Suicide Prevention Policy- <i>Vote to Approve</i></li> <li>• School Credit Card Discussion and Review of itemized report</li> </ul>	10 min	<ul style="list-style-type: none"> <li>- <b>March 2022 Financials:</b> Scott is not available. Will table reviewing and voting on the March 2022 financials until our next meeting</li> <li>- <b>Lease Renewal:</b> Motion to approve the lease renewal for a two-year lease</li> <li>- <b>Auditors:</b> Will move this conversation to our next call. <b>ACTION:</b> LbD get a formal proposal from Wilkinson &amp; Hadly</li> <li>- <b>EPA Resolution:</b> Will table this to the next meeting</li> <li>- <b>Title IX Policy:</b> Tabling this vote. Board wants clarity around the requirement to make a report within 6 month and to ensure it's documented appropriately</li> <li>- <b>Suicide prevention policy:</b> LbD will review the policy and made additional edits to align with LbD's resources and culture.</li> <li>- <b>Credit Card Discussion:</b> Board supports the school pursuing a credit card. Charla will review the school's options</li> </ul>

Topic	Description		Notes and Actions Taken
<b>IV. Executive Director Updates</b>	<ul style="list-style-type: none"> <li>• Oversight Updates</li> <li>• Vaccination Updates</li> </ul>	5 min	<p>- <b>Oversight Updates:</b> Charla &amp; Tawny provided the board a high level overview of what's occurred so far. Oversight covers fiscal, governance, operations &amp; student achievement</p> <p>- <b>Vaccination updates:</b> Update on teacher vaccination status</p>
<b>V. School Instruction and Programs Updates</b>	<ul style="list-style-type: none"> <li>• Data Discussion</li> </ul>	15 min	<p>- <b>Data Discussion:</b> Tawny provided an update about presenting NWEA data</p> <p>- <b>5th grade:</b> Now Have a 5th grade student council. Had a successful donut fundraiser for the 5th grade field trip and the fundraising goal has been met.</p>
<b>VI. Board Business and Projects</b>	<p><b>Projects to Support Coming Soon...</b></p> <ul style="list-style-type: none"> <li>• Finance Committee (Larry)</li> <li>• Discuss Board Retreat</li> <li>• Discuss Fiscal Policies Review and Employee Handbook Review</li> <li>• Student Exhibition and Open House - May 20th</li> </ul>	15 min	<p>- <b>Finance Committee:</b> Motion to approve the formation of a Finance Committee with Larry Jacobs, Charla Austin-Harris, and Scott Warner</p> <p>- <b>Board Retreat:</b> Rasheeda will create a poll to see people's availability for a 1 day retreat</p> <p>- <b>Fiscal Policy:</b> The ad hoc committee will meet to discuss and bring recommendations forward at our next meeting</p>

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			<p><b>Employee Handbook:</b> Rasheeda &amp; Ashlye will serve on the ad-hoc committee</p> <p><b>Student Exhibition:</b> Will have a raffle. School would appreciate any donated items, especially from a BIPOC business and the support with purchasing/selling raffle tickets</p>
<b>VII. Board Member Comments</b>			
<b>VIII. Public Comments</b>			
<b>IX. Adjournment</b>			- Meeting adjourned at 7:01 pm PT

Board	Attendance	Approve March 30, 2022 Minutes	Approve Building Lease & Amendments	Approve Formation of Finance Committee
Angela Brown				
Ashlye Durrell	X	Y	Y	Y
Larry Jacobs	X	Y	Y	Y
Earl Turner				
Rasheeda Washington	X	Y	Y	Y
<b>Status</b>		Approved	Approved	Approved

<b>LbD Leadership</b>				
Charla Austin-Harris	<b>X</b>			
Tawny Laskar	<b>X</b>			

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

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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>