



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

**Date and Time**

October 26, 2024  
9:00am - 11:00am

**Location:**

7019 S. Van Ness Ave., Los Angeles, CA 90047

**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>	3 min	<b>Call to Order:</b> at 9:07am <b>Attendance:</b> Ashlye Durrell, Angela Brown, Larry Jacobs, Brian Butler, Mellonise Shorter
<b>II. Approval of Meeting Minutes</b>	<ul style="list-style-type: none"><li>• Board Finding (Virtual Meetings) - AB2449 - <i>Vote to Approve</i></li><li>• <b>June 26, 2024</b> Minutes - <i>Vote to Approve</i></li></ul>	2 min	AB2449 - <b>Approved</b> Jun 26, 2024 Minutes - <b>Approved</b>

Topic	Description		Notes and Actions Taken
<b>III. Budget, Finance, and Compliance Reporting</b>	<ul style="list-style-type: none"> <li>• Introduction - CSMC Business Manager</li> <li>• Review of <b>June, July and August 2024</b> Financials - Balance Sheet, Income Statement, Cash Flow Statement - <i>Vote to Approve</i></li> <li>• 2023-24 Unaudited Actuals Report (UAR) - <i>Vote to Approve</i></li> <li>• EPA Resolution Budgeted Expenditures - <i>Vote to Approve</i></li> <li>• EPA Actual Expenditures - <i>Vote to Approve</i></li> <li>• ELOP Plan - <i>Vote to Approve</i></li> </ul>	20 min	<p>June, July, and August 2024 Financials - <b>Approved</b></p> <p>2023-24 Unaudited Actuals - <b>Approved</b></p> <p>EPA Resolution Budgeted Expenditures - <b>Approved</b></p> <p>EPA Actual Expenditures - <b>Approved</b></p> <p>ELOP Plan - <b>Approved</b></p>
<b>IV. Executive Director Updates</b>	<ul style="list-style-type: none"> <li>• Williams Instructional Materials Review - Sufficient Preliminary Field Report</li> <li>• District Validation Review (DVR) Update</li> </ul>	10 min	<p>Reviewed and discussed Williams Instructional Materials Review and DVR Outcomes</p>
<b>VI. Board Business and Projects</b>	<ul style="list-style-type: none"> <li>• PIP/STPS - <i>Vote to Approve</i> <ul style="list-style-type: none"> <li>- Lisa Clemons</li> </ul> </li> <li>• Independent Study Policy - <i>Vote to Approve</i></li> <li>• Material Revision for Board Meeting schedule - <i>Vote to Approve</i></li> <li>• All of the items below are included in the required District submissions Nov 8. These are standard documents needing board review and annual approval.</li> <li>• <b>Compliance Monitoring and Certification of Board Compliance Review - Administrator Certification</b> <ul style="list-style-type: none"> <li>- Local School Wellness Policy</li> <li>- Uniform Complaint Procedure (UCP)</li> <li>- Title IX - Adoption of Grievance Procedures</li> <li>- Charter School Transparency Resolution</li> <li>- Keeping Parents Informed: Learning by Design Charter School Transparency Resolution</li> <li>- 2024-2025 Parent-Student Handbook</li> </ul> </li> </ul> <p><i>Vote to Approve</i></p>	10 min	<p>PIP/STPS for teacher - <b>Approved</b></p> <p>Independent Study Policy - <b>Approved</b></p> <p>Material Revision for Board Meeting Schedule - <b>Approved (Resolution for</b></p> <p>Compliance Monitoring and Certification of Board Compliance Review - Administrator Certification - <b>Approved</b></p>

Topic	Description		Notes and Actions Taken
<b>V. School Instruction and Programs Updates</b>	Student Achievement Data Review and Discussion Student and School Programs Overview and Discussion <ul style="list-style-type: none"> <li>● Recruitment</li> <li>● Fundraising</li> <li>● Events and Programs</li> </ul>	15 min	Overview and discussion of Student achievement data including Dibels, Lexia, NWEA and CAASPP Data Discussed LbDs current efforts and programs to support recruitment, fundraising and parent + community engagement
<b>VII. Closed Session</b>	N/A		N/A
<b>VIII. Board Member Comments</b>			
<b>IX. Public Comments</b>			
<b>X. Adjournment</b>			
	<b>Board Committee Planning Sessions</b>		
<b>Board Committees Breakout and Planning Session</b>	<ul style="list-style-type: none"> <li>● Finance/Fundraising Committee (Spend/Fundraising Tracker)</li> <li>● Systems and Processes (Marketing, Recruitment)</li> <li>● Student Achievement</li> </ul>	40 min	Discussed Fundraising plans and options for the year. Discussed Boards involvement and commitment to fundraising. Reviewed the Spend and Fundraising Tracker use and purpose. Discussed future meeting times and dates
<b>Board Committee Share-Out and Discussion</b>	<ul style="list-style-type: none"> <li>● Finance/Fundraising Committee</li> <li>● Systems and Processes (Marketing, Recruitment)</li> <li>● Student Achievement</li> </ul>	20 min	Set achievement outcome goals and fundraising goals and marketing and outreach and recruitment goals and events and programs.

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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>