

City Charter School  
**MINUTES**  
 Board of Directors Meeting  
 January 22, 2015

**OPEN SESSION**

- The meeting was called to order at approximately 7:10 PM by Alissa Chariton
- Names with “X” indicates that person was present:

Board of Directors			
Alissa Chariton, Chair	X	Gene Straub	X
Samantha Coyne	X	Lindsay Sturman	X
Jenna Flexner, Secretary	X	Lisa Woods	X
Rebecca George	X		
Staci Miller	X		
Maggie Pulley	X		
Craig Silvers, Treasurer	X		
Michelle Sorgen			

City Charter School Staff & Contractors			
Valerie Braimah, Executive Director	X	Dvora Inwood, Founder	
Sheri Werner, MS Principal			
Spencer Styles, Charter Impact	X	Raul Alarcon, ES Principal	X

- **Quorum:** Yes
- I. Public Comments –
    - a. Ashley Pontell and Monique Halm from City Charter Elementary School came to speak about the upcoming CLIC Gala fundraiser on May 16, 2015 and their interest in having board support and involvement.
    - b. Ebony Wheaton of CCSA introduced herself and was in attendance as a potential new board member candidate
    - c. Meredith Esaray of First Century Bank introduced herself and was in attendance as a potential new board member candidate.
  - II. Action Item: Approve November 2014 Minutes
    - a. Moved by: Stacy Miller
    - b. Seconded by: Samantha Coyne
    - c. Unanimously approved.
  - III. Action Item: December 2014 Minutes
    - a. Moved by: Maggie Pulley
    - b. Seconded by: Lisa Woods
    - c. Unanimously approved.
  - IV. Introductions of Board Members and official welcoming of new board member Gene Straub

- V. Highlights and Celebrations
  - a. HS awarded Specialized Secondary Program Grant of 35K – “Road to Robotics” Grant
  - b. Initial application of PCSG grant for HS was given a passing score, but two new rules have stalled the process and the application is currently in limbo.
    - i. CCSA is working to help with the matter, which is currently under review at the federal level, and we hope to have an answer in two weeks.
  - c. HS is currently fully enrolled
- VI. Principal Report – Raul Alarcon
  - a. Winter Celebration at Mercado La Paloma was a big success. The children performed songs and video snippets were played about how the children are learning Spanish in the classroom.
  - b. The 2<sup>nd</sup> and 3<sup>rd</sup> grade children attended a field trip at the Chumash Discovery Village in Malibu. They are now generating research questions and delving into inquiry.
  - c. The TK/Kinder classes are learning about the tropical rainforest.
  - d. The First graders are focusing on learning about elements of art. They will present their work at an upcoming Gallery work for the parents.
  - e. Parent conferences are coming up next week, and student assessments are currently underway.
  - f. Parents are hard at work on the upcoming gala. There is a new wellness committee on the parent council focusing on nutrition, how to enhance the enrichment programs through physical activities such as dance, and yoga, as well as school safety.
  - g. There is a Committee Haboplante for Spanish dominant families to help increase engagement with Spanish speaking families.
  - h. Outreach...deadline for lottery applications is Feb. 27<sup>th</sup>. We are working hard to reach Spanish dominant families.
  - i. Current enrollment is up to 167 (target is 172).
  - j. Teachers have been using the data from the NWEA assessments, CORE word work in En/Sp and EDL2 Spanish reading assessments to support instructional decisions.
  - k. Professional Development is focusing on Spanish Language Development for second language learners and Inquiry during professional meetings. In addition, each teacher is working on professional growth plans that are part of the teacher evaluation process.
- VII. Finance Report – Spencer Styles
  - a. Highlights:
    - i. Middle school ADA: average daily attendance was completed as of Dec. We had a higher attendance rate than was budgeted, so there is a surplus of about \$50K.
    - ii. Unexpected expenses for first 6 months at the MS:
      - 1. Settlement of special education lawsuit of \$11K
      - 2. \$16K property tax bill from old Robertson location that was unforeseen.
    - iii. Elementary School ADA: average daily attendance was 151.75, budget was based on 182, for a \$291K decrease in revenues.
      - 1. Due to our budgeted surplus, the school is able to absorb the loss.
      - 2. In addition, the expenses were actually UNDER by about \$100K, which helps to offset the decrease.
      - 3. ES still looking at a surplus of \$170K for the year.
    - iv. Combined organization balance ended with 785K in the bank with few outstanding liabilities

- VIII. Action Item – Approve December Financial Package
  - a. Moved by: Rebecca George
  - b. Seconded by: Lisa Woods
  - c. Unanimously approved
- IX. School Fundraising Data Report
  - a. Middle School Report – Craig Silvers
    - i. 2014 Annual Giving Campaign raised over 230,000
      - 1. This amount is an increase of 36% over last years’ results even though the total student population grew just 9%.
      - 2. The family participation rate fell slightly to 56% from 59%, which we they attribute to some families choosing to donate to the Fall Festival rather than the AGC.
      - 3. Participation and donation amounts in the 8<sup>th</sup> grade were somewhat disappointing, and was attributed to the uncertainty regarding the location and admission to the HS.
      - 4. Much of the success of the AGC due to the incredible support of Ms. Werner.
    - b. Elementary School Report – Brittie Crawford (via Valerie Braimah)
      - i. At present, Pledge Drive has raised \$48,777 in PLEDGES.
        - 1. 90% participation
        - 2. Of the \$48,777 that has been pledged, \$10,256 has been collected.
        - 3. At present, average per student giving is approx.. \$380.24. At END of year last year, that number was \$860.86.
      - ii. Pump it Up Fundraiser raised \$10, 161, and 100% of those funds have been collected
      - iii. Last year, total fundraising amount was \$105,886.09 (Pledge drive and donations = \$74,579, Go and Get’s = \$13,306.59, and Gala = 18,000. Current goal is to surpass that amount.
- X. Facility Update
  - a. Elementary School
    - i. 4001 Venice site is currently under contract.
    - ii. Architect is currently working on 3 design options to be ready in mid Feb.
    - iii. Del Amo Construction will put a price to each plan and present.
    - iv. We are currently working closely with neighborhood councils to get on agendas and get support for the project.
    - v. Red Hook, our partner, will buy and capitalize the property and lease it back to us. Their plan is to sell it back to us in 5-10 years.
  - b. Middle and High School
    - i. We currently have an offer in on the coffee bean headquarters on La Cienega and 18<sup>th</sup>., for which we have not heard back yet, as the CEO is currently on vacation. We have some inside contacts there who have told us that our bid is about 2 million less than at least 2 other offers on the table. It is a long shot but still on the table.
    - ii. Regarding site financing, Valerie has also met with Oppenheimer Funds, which may be another viable option, but we would have to manage the project on our own. If we go with Red Hook, the budget is about 16 million, with Oppenheimer, about 12 Million.
    - iii. We are busily looking for alternate MS/HS sites. We are currently waiting for Prop 39 preliminary assignments that should come February 1st.

XI. Governance

- a. Committee Formation: Overview of who is currently on what committees.
  - i. Development Committee is a candidate for a possible new committee. The board development committee would handle fundraising/giving/finding donors, etc. that could support school efforts as needed.
  - ii. Standing committees are under Brown Act guidelines.
  - iii. Plan is for each board member to go over the committee list and see where they would like to participate moving forward, and Alissa and Valerie will be calling each member within the next month to discuss preferences.
  - iv. Discussion on whether to form an Ad Hoc Outreach and Enrollment Committee, or to combine it with the Strategy Committee.
  - v. ACTION Item: form an ad hoc Wellness Committee that can approve and ratify the wellness policy, Committee members to be Maggie Pulley and Jenna Flexner.
    - 1. Moved by: Alisa Chariton
    - 2. Seconded by: Lisa Woods
    - 3. Unanimously approved.
- b. Nominating committee update:
  - i. Overview of board candidates included in packet.
  - ii. Committee is meeting with candidates in the next month, and will be bringing them up for a vote hopefully next month.
  - iii. Lindsay met with Emilio Pack and felt like he was a wonderful fit.
  - iv. Board is encouraged to continue mining their personal networks for potential candidates.
  - v. Currently 4 open board seats. Goal is to add 2 people in Feb, 1 in March, and then go forward from there.
- c. Discussion of meeting cadence, meeting each month vs. meeting every other month and having committee meetings in between board meetings.

XII. Meeting Adjourned (time 9:09 pm)

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Jenna Flexner, Secretary, CCS

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Date