

Larchmont Charter School & Larchmont Charter School—West Hollywood
MINUTES June 1, 2010
Regularly Scheduled Board of Directors Meeting
815 N El Centro Avenue Los Angeles, CA 90038

OPEN SESSION

- The meeting was called to order at 6:19 P.M. by Danny Corwin, Chair.
- Names with “X” indicates present:

Board of Directors:			
Corwin, Danny (Chair)	X	Francis, Marya (Sec)	X
Straub, Gene	X	Loeb, Gabi (Treas)	X
Boylston, Heather (founding parent)		Wright, Richard	X
Cade, Carl	X	Young, Amber	
Dragon, Kriste	X		

Larchmont Schools & ExED Staff:			
Droege, Kristin (Principal)	X	Wagner, Carrie (ExED)	X
Johnson, Brian (Ex Dir)	X	Joe Meza (ExED)	X
Patton, Dolores (Principal)	X	Karla Merino (staff)	X

- Three members of the public were in attendance.
- **Quorum:** Yes

1. Welcome

2. Approval of May 4, 2010 Minutes

- Richard Wright motioned to approve meeting minutes from May 4, 2010, Kriste Dragon seconded, the Board voted unanimously in approval.

3. Finance

- Carrie Wagner and Brian C. Johnson presented the April 2010 financials to the Board.
- CAO:
 - Projected yearend cash balance: \$84,638
 - Projected net income: \$0
- LCS:
 - Projected yearend cash balance: \$193,671
 - Projected net income: \$555,222
- LCW:
 - Projected yearend cash balance: \$401,207
 - Projected net income: \$269,048

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- Gene Straub motioned to approve the April 2010 financials, Gabi Loeb seconded, the Board voted unanimously in approval.

- Approve the 2010-2011 Budgets
 - Brian C. Johnson thanked the Finance Committee and reviewed the proposed 2010-2011 budgets for LCS, LCW and CAO.
 - Carrie Wagner reviewed components of the five year budgets with the Board, including:
 1. CAO: adding a Development Associate to administrative costs.
 2. LCS: Utilities will increase and rent will decrease because of Immanuel Presbyterian space, keeping all K/1 Teachers Assistants, but grades 2 through 5 will share two Teachers Assistants across three grades, teachers' salaries will be set at 0.5% above LAUSD's pay scale.
 3. LCW: Three specialists added to the budget and new third grade teachers,
 4. SB740 approval is still pending, keeping it on the budget until August or September 2010.
 5. \$9,500 deposit will move from LCS to LCW for St. Ambrose space.
 - Richard Wright motioned to approve the 2010-2011 budgets for LCS, LCW and CAO, Gabi Loeb seconded, the Board voted unanimously in approval.

- Approve ConApp Part 1
 - Carrie Wagner presented the details of the ConApp to apply for federal funding for Title 1 & 2.
 - Gene Straub motion to approve the ConApp Part 1, Carl Cade seconded, the Board voted unanimously in approval.

- Resolution to change finance policies and procedures
 - Marya Francis motioned to authorize Brian C. Johnson to set up a merchant account for Larchmont Charter School-West Hollywood with Signature Cards Services and authorize Brian C. Johnson to replace Gene Straub as the new account principal for Larchmont Charter School's merchant account with Signature Card Services, Gene Straub seconded, the Board voted unanimously in approval.
 - Gene Straub motioned to approve the use of a signature stamp for all approved expenses and Executive Director, Brian C. Johnson must approve all school site expenditures of \$10,000 or more, Gabi Loeb seconded, the Board voted unanimously in approval.

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- Approve Scott Thomas's appointment to the Finance Committee
 - Brian C. Johnson introduced Scott Thomas to the Board and requested that he be appointed to the Finance Committee.
 - Carl Cade motioned to elect Scott Thomas to the Finance Committee, Gene Straub seconded, the Board voted unanimously in approval.

4. Student Achievement

- Brian C. Johnson shared with the Board that results per child on the CST test will be distributed in August and the API scores for each school will be distributed in September.
- Kristin Droege presented information on Eco-Literacy, ESY and LCW's curriculum development.

5. Approve School Calendar for 2010-2011 school year

- The Board reviewed the proposed school calendars for the 2010-2011 school year, with one notable change--LCS Institute time increased one week.
- Gabi Loeb motioned to approve the 2010-2011 school year calendars for LCS and LCW, Carl Cade seconded, the Board voted unanimously in approval.
- Dolores Patton proposed use of the YPI grant to afford camp for the extra week of spring break.

6. Approve the Recommended Employee Handbook Changes

- Brian C. Johnson reviewed the recommended handbook changes with the Board, highlights include:
 - Adding a payday schedule
 - Teacher pay will be set at 0.5% higher than LAUSD.
 - Health & welfare benefits will be paid out annually at \$6,000 for individual, \$9,000 for family and \$1,500 waiver to opt out.
- Gabi Loeb motioned to approve the recommended employee handbook changes, Carl Cade seconded, the Board voted unanimously in approval.

7. Governance

- Brian C. Johnson presented an update on the strategic planning and retreat.

8. Public Comment

- Sarah Rose, LCW parent, wanted to observe the meeting.

9. Executive Director Comments

- Brian C. Johnson congratulated LCS teacher, Sandra Alamo on being one of the 22 LAUSD teachers of the year.
- Brian C. Johnson announced that the lease for Immanuel Presbyterian was signed.

10. New Business

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- No new business at this time.

11. Recess into Close Session to discuss Executive Director contract for 2010-2011 at 8:14 P.M.

12. Closing— The meeting was adjourned at 8:20 P.M.