



Collegiate Charter High School of Los Angeles  
Meeting of the Board of Directors  
February 7, 2017  
Meeting Minutes

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A meeting of the Board of Directors of Collegiate Charter High School of Los Angeles ("Collegiate" or "Collegiate Charter High School" or "the School"), an approved charter school under the Laws of the State of California, was held at 312 N. Record Avenue, Los Angeles CA 90063.

The approved number of Directors of the Board is 7.

There were present the following 4 Directors representing a quorum: Gary Fraser, Jack Faherty, Karl Reeb, and Jimmy Abarca. Vanessa Jackson, Executive Director of Collegiate Charter High School, was also present as was Shawn Rubin, VP, Finance, ExED.

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**1. Call to order.**

Gary Fraser called the meeting to order at 7:05 pm.

**2. Resolution 02.07.2017.01: Approval of 01/10/2016 Meeting Minutes**

The board reviewed the minutes of the January 10, 2017 regular meeting of the Board of Directors.

Upon motion duly made and seconded it was

**RESOLVED:** To approve the minutes as presented from the January 10<sup>th</sup>, 2017 regular meeting of the Board of Directors.

Moved: Jack Faherty  
Seconded: Karl Reeb

For: All  
Against: None

Then, the board reviewed the minutes of the January 10, 2017 emergency meeting of the Board of Directors.

Upon motion duly made and seconded it was

**RESOLVED:** To approve the minutes as presented from the January 10<sup>th</sup>, 2017 emergency meeting of the Board of Directors.

Moved: Karl Reeb  
Seconded: Jimmy Abarca

For: All  
Against: None

### **3. Public Comment**

No members of the public chose to comment.

### **4. Executive Director's Report**

Ms. Jackson delivered the Executive Director's report, noting that 49 students have enrolled in the school for 9<sup>th</sup> grade for the 2017-2018 school year. The enrollment deadline is February 10<sup>th</sup>, 2017, and the school will continue to enroll students throughout the spring. The school's new student registration day will take place Saturday, March 25<sup>th</sup> and is an opportunity for prospective families to learn more about the school, meet current families, and get support with completing the matriculation paperwork.

Ms. Jackson also noted that the school received a Prop. 39 district collocation initial offer for 10 teaching stations at Belvedere Middle School for the 2017-2018 school year, which will accommodate the school's growth in enrollment.

Ms. Jackson also noted that the school received WASC accreditation official letter of accreditation on Monday, February 6, 2017.

### **5. Treasurer's Report**

Ms. Rubin presented the financial package for month ending December 31, 2016 including the income statement, statement of cash flows and balance sheet, as well as the check register, for the Board's review.

### **6. Resolution 02.07.2017.02 – Adoption of the Math Placement Policy**

The board reviewed and discussed the Math Placement Policy.

Upon motion duly made and seconded it was

**RESOLVED:** To approve and adopt the Math Placement Policy as presented.

Moved: Karl Reeb

Seconded: Jack Faherty

For: All

Against: None

### **7. Resolution 02.07.2017.03 – NCLB Qualifications, Credentialing & Clearance Requirements**

The board reviewed and discussed language to be added to the 2016-2017 Collegiate Employee Handbook:

*Collegiate Charter High School of Los Angeles shall require all employees of the School, all volunteers who will be performing services that are not under the direct supervision of a Charter School employee, and any on site independent contractors or vendors having unsupervised contact with students, to submit to criminal background checks and fingerprinting in accordance with state law. The School shall maintain on file and available for inspection evidence that the School has performed criminal background checks and cleared for employment all employees prior to employment, and documentation that independent contractors and vendors have conducted required criminal background checks for their employees prior to any unsupervised contact with students. The School shall also ensure that it requests and receives subsequent arrest notifications from the California Department of Justice to ensure the ongoing safety of its students.*

After discussion and upon motion duly made and seconded it was

**RESOLVED:** To approve the language as presented to be added effective immediately to the 2016-2017 Collegiate Employee Handbook.

Moved: Jimmy Abarca

Seconded: Karl Reeb

For: All

Against: None

**8. Resolution 02.07.2017.04 – Approval of 2017-2018 school calendar and bell schedule**

The board reviewed and discussed the proposed bell schedule and school calendar for the 2017-2018 school year.

After discussion and upon motion duly made and seconded it was

**RESOLVED:** To approve and adopt the bell schedule and school calendar as presented for the 2017-2018 school year.

Moved: Karl Reeb

Seconded: Jack Faherty

For: All

Against: None

**9. Review of the Winter Federal Consolidation Application**

Ms. Rubin presented and the Board reviewed the winter Federal Consolidated Application. The board looked at 2015-2016, as well as 2016-2017 entitlement funds.

**10. Resolution 02.07.2017.06 – Approval of Revised Fiscal Policies & Procedures**

The board reviewed and discussed the proposed changes to the school's Fiscal Policies & Procedures.

After discussion and upon motion duly made and seconded it was

**RESOLVED:** To approve the proposed changes to the school's Fiscal Policies & Procedures with the addition of the following language to the internal controls section:

*The organization employs various electronic systems and processes to complete the work associated with its fiscal operations (e.g., SpendBridge, Paycom). The electronic systems the organization chooses to use may change over time and new electronic systems may be introduced. The organization will configure the electronic systems to ensure they align to the organization's internal controls.*

Moved: Jack Faherty

Seconded: Karl Reeb

For: All

Against: None

### **11. Election of Directors**

Dr. Fraser reiterated the need to grow the board. The board discussed inviting Isabel Acosta of Great Public Schools Now onto the board.

### **12. Brown Act Training for All Directors**

Ms. Jackson presented the Brown Act Training, which all board members will review individually. Ms. Jackson averred that she will also email out the training, so that absent board members also have the resources. The board agreed to review the Brown Act training.

### **13. Fund Development Plan**

Dr. Fraser discussed the importance of developing a fund development plan for the school and on a timeline that will ensure that the board has a sensible and realistic calendar for generating needed funds. Specifically, Dr. Fraser proposed that the board fundraise to fund the role of college counselor for the school for the 2017-2018 school year, a role which the school will otherwise not be able to fund given the most recently discussed and most conservative enrollment and revenue assumptions discussed by the board.

### **14. New business**

Dr. Fraser alerted the board to the importance of each director completing and submitting his Form 700 by the April 3<sup>rd</sup> deadline.

Ms. Jackson shared with the board that Career Day is coming up Friday, March 10<sup>th</sup> and asked that board members connect her with professionals who can come speak at Career Day.

Ms. Jackson also previewed the school's summer internships program and asked that board members consider hosting an intern for 1-2 weeks of the summer and that they connect her with others in their networks who can also host.

### **15. Adjournment**

There being no further business before the board and upon motion duly made and seconded it was

**RESOLVED:** To adjourn.

Moved: Karl Reeb

Seconded: Jimmy Abarca

For: All

Against: None