



Collegiate Charter High School of Los Angeles
Meeting of the Board of Directors
March 14, 2017
Meeting Minutes

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.

1. Call to order.

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

2. Resolution 03.14.2017.01: Approval of 02/07/2016 Meeting Minutes

The board reviewed the minutes of the February 7, 2017 meeting of the Board of Directors.

Upon motion duly made and seconded it was

RESOLVED: To approve the minutes as presented from the February 7, 2017 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 90 students have enrolled at Collegiate. Our goal is to matriculate 59 students by March 25th, 2017.

5. Treasurer's Report

Ms. Rubin presented the financial package for month ending January 31, 2017 including the income statement, statement of cash flows and balance sheet, as well as the check register, for the Board's review.

Ms. Rubin noted that there may be a variance in the budget due to a change in expected revenue from our PCSGP grant, which could negatively impact year-end cash. The Executive Director and ExED are working with the CDE to obtain a financial sustainability review process in lieu of meeting the requirement of year 2 enrollment of 100+ students in order to qualify for the remaining funds.

6. Resolution 03.14.2017.02 – Certification of the Collegiate Board Certification Checklist for the LAUSD Charter Schools Division

The Board reviewed and discussed the certification checklist and binder for the LAUSD Charter Schools Division's annual oversight process. After discussion and thorough review and upon motion duly made and seconded, it was

RESOLVED: To certify the board certification checklist and binder, as presented, and to authorize the Executive Director's submission of the binder's contents and certification assurances to the LAUSD.

Moved: Alfonso Trujillo

Seconded: Karl Reeb

7. Resolution 03.14.2017.03 – Appointment of an auditor.

No action was taken.

8. Resolution 03.14.2017.05 – Approval of the 2017-2018 contract with CharterSafe.

No action was taken.

9. Resolution 03.14.2017.06 – Approval of changes to the 2016-2017 Employee Handbook

The board reviewed changes to the 2016-17 Collegiate Employee Handbook. After discussion and upon motion duly made and seconded, it was

RESOLVED: To approve the revised Collegiate Employee Handbook, as presented, and to adopt as policy.

Moved: Karl Reeb

Seconded: Alfonso Trujillo

10. Resolution 03.14.2017.07 – Approval of changes to the School's Fiscal Policies & Procedures Manual

The board reviewed the proposed changes to the School's fiscal policies and procedures. After discussion and upon motion duly made and seconded, it was

RESOLVED: To approve and adopt the revised fiscal policies as presented.

Moved: Karl Reeb

Seconded: Jack Faherty

All in favor.

11. Resolution 03.14.2017.08 – Designation of Camille Einstein as Interim School Director.

The board discussed the need, per the School's fiscal policies and procedures, to appoint an interim director while Ms. Jackson is out on maternity leave this spring. After discussion and upon motion duly made and seconded, it was

RESOLVED: To appoint Camille Einstein as Interim School Director from the time Ms. Jackson goes out on leave until her return to full-time work in and for the school.

Moved: Karl Reeb

Seconded: Alfonso Trujillo

All in favor.

12. Resolution 03.14.2017.09 – Approval of submission of the second interim financial report to the LAUSD

The board reviewed the Second Interim Financial Report to the LAUSD. After discussion and upon motion duly made and seconded, it was

RESOLVED: To approve submission of the Second Interim Financial Report, as presented, to the LAUSD/

Moved: Jack Faherty

Seconded: Jimmy Abarca

13. Scheduling of annual May 2017 board governance retreat.

No action was taken.

14. New business.

There was no new business brought before the board.

15. Resolution 03.14.2017.10 – Adjournment

At 8:30 pm, there being no further business before the board, and upon motion duly made and seconded, it was

RESOLVED: To adjourn.

Moved: Jack Faherty

Seconded: Jimmy Abarca

All in favor.



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Emergency Meeting of the Board of Directors
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Meeting Minutes

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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.

1. Call to order.

Gary Fraser called the meeting to order at 8:30 pm.

2. Appointment of an independent financial auditor.

The board reviewed the proposal of the audit firm Vavrinek, Trine, Day & Co, LLP. After discussion and upon motion duly made and seconded, it was

RESOLVED: To engage Vavrinek, Trine, Day & Co, LLP to conduct an independent financial review of the school's operations and finances for the fiscal year ending June 30, 2016.

Moved: Karl Reeb

Seconded: Alfonso Trujillo

Recused: Jack Faherty

All in favor.

3. Adjournment

There being no further business before the board, it was

RESOLVED: To adjourn.

Moved: Jack Faherty

Seconded: Jimmy Abarca