

**New Millennium Secondary School  
Board of Directors Meeting  
Date: May 21, 2018  
Minutes**

**Attendees:**

**Board Members Present:** Betty Coleman, Shakira Holt, Joanne Zitelli,

**Board Members Present** (Conference Call): José Kubes

**Staff Present:** Principal Samantha Navarro, C.O.O. Nicole Sims, Teachers: Aaron Crace, Sam Hwang

**Board Members Absent:** Laura Gutierrez

	<b>OPENING ITEMS</b>	<b>Action</b>
<b>1</b>	<p><b>Call to Order</b> B. Coleman called meeting to order at 4:49 pm. B. Coleman motioned to accept meeting agenda, S. Holt moved, J. Zitelli 2<sup>nd</sup>. Unanimous approval.</p>	<p><b>Meeting called to order Agenda approved</b></p>
<b>2</b>	<p><b>Approve Minutes from April 23, 2018 Meeting</b> B. Coleman motioned to approve Minutes from April 23, 2018 J.Zitelli moved, Holt 2<sup>nd</sup>. Unanimous approval.</p>	<p><b>Approved minutes 4/23/18 meeting</b></p>
	<b>SCHOOL SITE REPORTS</b>	
<b>3</b>	<p><b>Principal's Report</b>  <b>a.</b> S. Navarro in process of evaluating teachers, staff. Next meeting will report to Board  <b>b.</b> LAUSD charter Renewal Oversight Visit Follow Up: May 8<sup>th</sup> wrap-up meeting with NMSS to review NMSS's six binders &amp; classroom visits &amp; safety procedures. NMSS added two documents, suicide prevention &amp; uniform policies.  <b>c.</b> WASC accreditation renewal – NMSS received six-year accreditation renewal with one-day mid-term WASC visit  <b>d.</b> Additional 1,200 flyers distributed to promote NMSS fall enrollment; teachers involved. 30 enrolled first-time freshmen enrolled to date and more in process. Focusing on retention of continuing students since there is competition from charter schools in the vicinity. Individuals appear to be responding to flyers, asking questions about NMSS and calling campus.  <b>e.</b> NMSS events              Senior pick nick              SBAC testing - Navarro and teachers waiting for results data to plan for next year. June 11 is 1<sup>st</sup> data analysis meeting  <b>f.</b> End of year:              Final exams 5/30 &amp; 31; Graduation May 31, 4 pm, City of Refuge.</p>	<p><b>Information Sharing</b></p>

	S. Navarro asked Board members to attend graduation. B. Coleman agreed to attend NMSS graduation ceremony.	
4	<p><b>Chief Operation Officer's Report</b></p> <p>a. 167 students enrolled 1<sup>st</sup> semester 2017, 178 2<sup>nd</sup> semester 2018</p> <p>b. 90.88% ADA resulted in loss of \$140,000 revenue. NMSS planning new strategies to keep students in classroom. In-seat attendance from teachers, main office, robo calls to parents to report absence.</p> <p>J. Kubes asked if absence is focused on one grade level; answer, no. NMSS will incentivize.</p> <p>c. ASB funds at \$14,000 – recent spending on student spring events &amp; activities.</p> <p>d. Next Board meeting June 18, moved from June 25 (see item 11).</p>	Information sharing
	<b>BUSINESS ITEMS</b>	
5	<p><b>Expulsion of Student</b></p> <p>Principal Navarro stated that pre-expulsion conference has occurred. Board must vote in closed session on whether to approve expulsion.</p> <p>B. Coleman called for closed session. X J. Kubes asked that Board look closely at NMSS process to inquire about how we hear from accused student. What does the NMSS charter say? – revisit this in a future meeting as review of expulsion process</p> <p>NMSS develop rehabilitation plan for the student &amp; in one year student if meets plan can opt to return to NMSS.</p> <p>B. Coleman called for vote on expulsion of student.</p> <p>Kubes yes, Holt yes, Zitelli yes, Coleman yes. Unanimous approval.</p>	Approved Expulsion of Student
6	<p><b>APEX</b></p> <p>Online opportunity for students to make up high school classes they have not passed or to gain credits. Helps some transfer students missing courses. Credit recovery or enrichment courses. Solid intervention</p> <p>Students have time during week to work on APEX course. Contract July 2018 through June 2019.</p> <p>B. Coleman moved to approve contract. S. Holt 2nd. Unanimous approval.</p>	Approved APEX Contract
7	<p><b>Employee Handbook Changes</b></p> <p>Handbook distributed. J. Zitelli asked about specific new material in the revised Handbook. N. Sims stated revision needed because of changes in federal and state compliance. State supersedes federal law for this purpose. Pp13-21 paid time off. Last revision 2014.</p>	
8	<p><b>Board Membership</b></p> <p>S. Navarro stated NMSS needs additional Board members to arrive at 5-7 members. B. Coleman requested info to use to attract potential Board members. S Holt prepared flyer to use to recruit members.</p>	Information Sharing

	At summer Board meeting will discuss prospective members.	
9	<p><b>Board Meeting “Meeting dates &amp; times”</b> Meet every month. N. Sims requests feedback from Board. Currently meetings are scheduled 3<sup>rd</sup> Monday of month. Kubes, Coleman, Zitelli ok with current start time. N. Sims will distribute draft of 2018-19 Board meeting schedule.</p>	<b>Information Sharing</b>
10	<p><b>2018-2019 Teacher Contracts</b> N. Sims stated that NMSS administration determined that due to school’s financial situation it is necessary to freeze salaries for all employees, staff &amp; faculty. Currently 178 students: 47 graduating. 100 returning 2018-19. If enrollment target for 2108-19, 225 enrollments, is achieved (min. 220 enrollments) administration will consider adjusting salaries. NMSS needs min. 210 enrollments to cover losses from ADA funding. Teachers would receive 2, 4 or 6 per cent salary increase based on annual individual evaluations by principal. B. Coleman called for motion to accept freeze on employee salaries. Coleman moved, J. Zitelli 2<sup>nd</sup> Unanimous approval of freeze on NMSS contract salaries.</p>	<b>Approved Salary Freeze 2018-2019</b>
11	<p><b>Board Meeting June Date Change</b> N. Sims announced June Board meeting moved from June 25 to June 18, 2018. J. Zitelli announced she would not be available 6/18. B. Coleman called for motion. Coleman moved, J. Zitelli 2<sup>nd</sup>. Unanimously approval of change of date</p>	<b>Approved June board Meeting Date change to June 18.</b>
12	<p><b>New Location Proposed</b> New possible NMSS school location on Vermont Ave., formerly ITT building so rooms already in classroom set-up. (Building diagrams distributed.) Proposed location rent \$60,000 per month \$213 per sq. foot, 60,000 sq. feet total. NMSS currently pays \$140,000 per year. S. Navarro wants to establish NMSS identity. Hands tied by Gardena H.S.- two schools fighting for identity. S. Navarro wants expansion to include NMSS 7<sup>th</sup> – 12<sup>th</sup> grades. New location ideal spot for NMSS students. Go off Prop 39 campus to SB 740 facility grant. Board members discussed cost and expansion idea. J. Kubes asked if NMSS has a strategic plan for expansion. Enrollment decreases everywhere in schools may impact financial situation. Kubes suggests working on strategic plan during summer meeting. Last week of June and 1<sup>st</sup> week of July NMSS closed. Dates after that? S. Navarro will send out email to request dates.</p>	<b>Information Sharing</b>

	<b>FINANCE</b>	
<b>13</b>	<p><b>Finance Report (Financials)</b>  NMSS Check register; Year –to- date actuals; Balance sheet long term liability reviewed &amp; discussed  B. Coleman called for motion to approve March financial report. S. Holt moved, J. Zitelli 2<sup>nd</sup>.  Unanimous approval.</p>	<b>Approved March Financial Report</b>
	<b>CLOSING ITEMS</b>	
<b>14</b>	<p><b>Public Comment</b>  A. Crace asked about pay freeze; under what conditions could the raises be reinstated. N. Sims referred to (CSMC) Scott Warner’s comment that NMSS has to be stabilized before raises can be considered. Board needs to determine a time line for reconsidering salary raises. J. Kubes stated that we owe it to teachers to have a financial plan for employees to establish bench marks for possible earned salary raises.  NMSS’ report to LAUSD snapshot in October 2018 will give us better picture of revenue for 18-19. Determine plan based on data.  S. Hwang asked, “What is the point of teacher evaluation if teachers are not going to be rewarded?” J. Kubes- charter schools need rigorous evaluation &amp; coaching system. Charter schools need to assess performance at all levels to show employees are successful. Want to be proactive and avoid teacher lay-off situation.</p>	<b>None</b>
<b>11</b>	<p><b>Meeting Adjournment</b>  B. Coleman called motioned to adjourn at 6:50 pm. S. Holt moved, J. Zitelli 2<sup>nd</sup>. Unanimously approved.</p>	<b>Adjournment Motion Approved</b>

J. Zitelli July 1, 2018

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