

**New Millennium Secondary School
Board of Directors Meeting
Date: June 13, 2016**

Attendees:

Board Members Present: Joanne Zitelli, Betty Coleman

Board Members Present (Conference Call): Paul Leaf

Staff Present: Samantha Navarro Nichole Sims

Board Members Absent: Laura Gutierrez (On Maternity Leave)

Item	Minutes	Action
1	<p>Call to Order The meeting was called to order by Betty Coleman at 4:07pm.</p>	Meeting called to order
2	<p>Approve minutes Minutes from the May 16, 2016 board meeting were reviewed. Minutes Approved 3-0. (Leaf motioned, Zitelli second).</p>	Minutes Approved
3	<p>Principal's Report S. Navarro updated the board on Graduation. We were grateful that a board member was able to attend. She shared the details of the key note speaker (John Davis – CSUDH).</p> <p>Ms. Navarro gave the staff update and informed the board that we hired a new math teacher Mr. Patrick. Mr. Patrick previously works for Lynwood High School and taught in Japan for three years.</p> <p>Ms. Navarro gave an update on the media ad placed in Daily Breeze in Sunday, June 12, 2016.</p> <p>Ms. Navarro reported on the leadership retreat, which was held at CSUDH on May 31, 2016, and June 1, 2016.</p> <p>Ms. Navarro reported on the summer school. NMSS is offering an on-line school program called APEX. Students will be able to take several courses over the summer.</p> <p>Ms. Navarro reported on the school summer schedule. The school business hours are 9am – 2pm, everyday except Friday. We're closed on Friday. The school will be closed for two weeks starting June 27, 2016 and reopen on July 11, 2016.</p>	Information sharing
4	<p>Chief Operating Officers Report N. Sims reported on Enrollment and Recruitment for the current school year. We have 186 students enrolled. The budget was set for 185 students. At the end of May 26, 2016, the school enrollment was 186. We lost three students in May. We contacted several middle schools in the Gardena, Los Angeles, and Carson area. We place a media Ad in the Daily Breeze, which covers the Southbay area of Los Angeles to recruit 9th graders and transfer students.</p> <p>N. Sims reported on Staff Updates. We hired a Math teacher.</p>	Information sharing

	<p>N. Sims reported on Fundraising for 2016-2017 school year. We will receive a donation in the amount of \$10,000. We're promoting the GoFund me page. You can donate \$20.16, which will go towards technology for the school. We're currently building a list of companies and people to contact for donations.</p> <p>N. Sims reported on the year-end items for 2015-16 school year. The school year will close at the end of June, but we will not receive the final reports until August.</p> <p>N. Sims reported the board annual retreat will be held at CSUDH in July 2016.</p>	
5	<p>Presentation of budget and LCAP</p> <p>N. Sims presented the LCAP and budget to the board members. Board members agreed to approve the LCAP and budget for 2016-2017 school year.</p> <p>The Board reviewed and approved the LCAP and budget for 2016-2017. 3-0(P. Leaf moved, J. Zitelli second)</p>	Motion Approved
6	<p>Approval of Fiscal Policy</p> <p>N. Sims presented the Fiscal Policies and Procedures Handbook to the board members. N. Sims pointed out the changes from the previous version of the handbook. EXED was replaced with CSMC, which is our currently back office provider.</p> <p>The board reviewed the Fiscal Policy and voted to approved the changes made to the handbook. 3-0(Leaf moved, Zitelli second)</p>	Motion Approved
7	<p>Approval of CST IT Contract 2016-2017</p> <p>N. Sims presented the CST IT contract to the board members. N. Sims explained the payment change from \$2,550 to \$2,700, which is a \$150 difference. CST is the lowest "IT" offer and have been with NMSS since 2013. CST fix all of the "IT" issues over the summer. A CST representative is always on call, but will come to the campus two or three times a week during the school year.</p> <p>The board reviewed and approved CST IT Contact for 2016-2017. 3-0(P. Leaf moved, J. Zitelli second)</p>	Motion Approved
8	<p>Notice To Cure - Plan Of Action</p> <p>S. Navarro explained the "Notice to Cure" to the board members. The "Notice To Cure" was generated from an on-going concern noted in the 2013-2014 audit report. We explained the situation regarding the financial shift, but the 2014-2015 reflected the same on-going concern. LAUSD recognize the changes made for the 2015-2016 school year. We have a positive balance, which will allow us to carry a surplus into the 2016-2017 school year.</p>	Motion Approved

	The board reviewed and approved the “Plan of Action” for the 2015-2017 school years. 3-0 (J. Zitelli moved, P. Leaf second)	
9	Board Retreat July (Date) N. Sims had the board members to choose a date for the “Board Retreat”, which will be held at CSUDH. The board decided on July 12, 2016, from 9am-3pm. The retreat will be held for one (1) day only.	Motion Approved
10	Board Meeting Dates for 2016-2017 N. Sims presented the dates to the board members. Board meeting dates: <p style="text-align: center;"> August, 29, 2016 * October 17, 2016 December 12, 2016 February 6, 2017 April 10, 2017 May 15, 2017# June 12, 2017 August 21, 2017 * </p> The board reviewed and approved the “Board Meeting” Dates for the 2016-17 school year. 3-0 (P. Leaf moved, J. Zitelli second)	Motion Approved
11	Finance Report – Update school Finance N. Sims presented the board members with the current financial P&L, check register, balance sheet, and bank reconciliation. She explained May finances will be able for July retreat. Board members accepted financial report for April 2016. 3-0 (P. Leaf moved, J. Zitelli second)	Motion Approved
12	Public Comment No public comments were made.	
13	Meeting Adjournment Motion to adjourn the meeting made by Ms. Coleman at 5:30pm Mr. Leaf second the motion. 3-0(Zitelli moved, Leaf Second)	Adjournment Motion Approved

Nichole Sims, June 14, 2016