

Governing Board Meeting Minutes		
NEW MILLENNIUM SECONDARY SCHOOL		
1301 W 182nd St. Gardena, Ca 90248		
Wednesday, November 6, 2024, 3:00 pm Zoom Meeting		
Via Teleconference pursuant to Executive Orders N-25-20 and N-29-20 The Governing Board and employees of New Millennium Secondary School shall meet via the Zoom platform. Members of the public who wish to access this Board meeting may do so by contacting Samantha Navarro for login to join Zoom .		
Attendees:		
Board Members Present: Betty Coleman, K. Holloway, A. Booker		
Staff Present: Principal Samantha Navarro, C.O.O. Nichole Sims, Nick Miller, CSMC		
Guest Present:		
OPENING ITEMS		
1	Call to Order Meeting called to order by Betty Coleman at 3:08 pm	Meeting called to order
2	Approve Minutes The board members reviewed September 2024 board meeting minutes. Board members agreed to approve June meeting minutes. B. Coleman called for motion to approve September Minutes. B. Coleman motioned, A. Booker Second. Unanimous approval. September 2024 board meeting minutes, Unanimous approval.	Voted Minutes Approval September 2024 Meetings
SCHOOL SITE REPORTS		
3	Principal's Report School Information/Upcoming Events/Communication with Warrior Community <ul style="list-style-type: none"> • College Visit Day: October 30th Cal State Dominguez Hills and El Camino • Warrior Community/Family Climate/Safety Survey Sent Out Friday October 25th • Senior Sunset Trip After School October 30th • Teacher Professional Development Day October 31st • School Site Council Meeting Tuesday October 29th 7pm <p>Important Dates & Communication with Warrior Community (Summary and Wrap Up)</p> <ul style="list-style-type: none"> • Senior Parent Meeting September 19th • Parent Teacher Conferences September 17th and 18th • Back to School Night September 19th <p>Recruitment/Enrollment</p> <ul style="list-style-type: none"> • Grow school <ul style="list-style-type: none"> ○ Advertising billboard ○ Bus Stop Ads ○ Website Campaigns ○ Social Media Campaigns ○ Gave their end of the year report last Wednesday (10/23/24) • Fanbase Company <ul style="list-style-type: none"> ○ Working with the company accessing our Google Analytics ○ Meeting with the company next week for the introduction meeting 	Information Sharing

	<ul style="list-style-type: none"> • Enrollment Professor <ul style="list-style-type: none"> ◦ Met with this company earlier this month. They will help with the recruitment process also. • Enrollment Numbers <ul style="list-style-type: none"> ◦ 118 as of 10/28/2024 	
BUSINESS ITEMS		
4	<p>School Site Council The School Site Council (SSC) for a high school is a collaborative group that includes a diverse mix of members, such as a teacher, several parents, one or more students, and the principal. This panel works together to address and plan for the needs of the school and its students. Their responsibilities include reviewing school performance, setting goals, and developing strategies to improve the overall educational experience. The council plays a crucial role in making decisions about school programs, resources, and policies, ensuring that the perspectives of both the school staff and the broader school community are considered in shaping the direction of the school. By working together, the SSC helps create a supportive environment that aims to meet the academic, social, and emotional needs of all students. SSC will meet monthly until the end of the 2024-2025 school year.</p>	Information Sharing
5	<p>Charter School Compliance Monitoring The board members recently reviewed the Charter School Compliance Monitoring form with the principal. S. Navarro had presented the compliance information during the board meetings, thoroughly going over each line item. The final Compliance Monitoring certification will be submitted this week, along with a copy of the draft minutes. The monitoring report will include a detailed status of each item, indicating whether it is pending, in progress, or completed. All items will be reviewed again when the board chair completes her certification to ensure that all compliance requirements are met and properly documented.</p> <p>B. Coleman called for motion to approve Charter School Compliance Monitoring. B. Coleman called for motion. A. Booker motioned, K. Holloway Second. Unanimous approval.</p>	Approval of Charter School Compliance Monitoring
6	<p>Serve Smart Products N. Sims presented detailed information about the Quick Café station and its products, which are set to be purchased for the 2024-2025 school year. The café station will feature an enclosed structure with an awning, designed to be ready for service, along with a portable, high-volume "grab-n-go" setup, including all necessary equipment and configuration. The total cost for the Quick Café is \$77,463.80, and this expenditure will be covered by the KIT funds. This new addition aims to enhance food service options for students, providing a convenient and efficient way to serve meals on campus.</p> <p>B. Coleman called for motion to approve Quick Café Station Purchase. B. Coleman called for motion. K. Holloway motioned, A. Booker Second. Unanimous approval.</p>	Approval of Serve Smart Products

7	<p>Grow School</p> <p>Goal</p> <ul style="list-style-type: none"> ■ For Grow Schools and New Millennium to work in partnership to build the NMSS brand and drive enrollment leads ■ Increase enrollment to 200 students from a baseline of 129 <p>Deliverables</p> <ul style="list-style-type: none"> ■ Develop and execute an Awareness Campaign to tell the school story and build the brand <ul style="list-style-type: none"> ○ Content (story arcs, blogs, social media, ad copy, photo shoot) ○ Digital Campaigns (Google, Meta, video) ○ Offline Campaigns (out-of-home ads, signage, event support) ○ Marketing Collateral (flyers, postcards, yard signs, swag) ○ Website (landing page, enrollment page, content) ○ SEO, Google Business Profile <p>Results</p> <ul style="list-style-type: none"> ■ Student enrollment declined 17% in the spring, from 157 to 129. As of 10/18, 115 students ■ 1mm impressions through paid media campaign ■ 170 conversions via paid media campaign (calls, interest forms) ■ 158k people reached through Social Media efforts 	<p>Information Sharing</p>
8	<p>Finance Report</p> <p>N. Miller presented the financial summary to the board members. This report will cover the Actual to Budget, which is as of Sep 30, 2024, compared against our last board-approved budget.</p> <p>YTD Revenues through Sep 30, 2024, are \$266,334 or -45% under our current budget due to:</p> <ul style="list-style-type: none"> ● LCFF is under budget by \$223k. This is due in part to a timing variance but is also due to a difference between budgeted enrollment and actual enrollment. This is being rightsized in our first budget revision ● This is slightly countered by receiving around \$11k in SPED more than expected due to a timing variance. <p>YTD Expenses through Sep 30, 2024, are \$804,517 or 20.8% over our current budget due to:</p> <ul style="list-style-type: none"> ● Payroll is over budget by around \$70k. This is something CSMC & NMSS is going to adjust with our next budget revision. ● Services are over by approx.. \$60k. This mainly comes because the lease expense has been paid upfront and is straight-lined in our budget. <p>Therefore, net income is (\$538,182) or 196.7% under our current budget.</p> <p>Balance Sheet:</p> <p>As of Sep 30, 2024, we had total cash of \$1,973,651, short-term liabilities of \$252,214, and long-term liabilities of \$17,454. The ending fund balance is \$1,734,030.</p>	<p>Vote Approved for Financial Report</p>

Actual to Budget Summary

FY 2024-2025, July - September

Account Description	July - Last Closed			2024-2025		
	Actual	Budget	Variance \$	Total Budget	Actual to Total Budget %	Remaining I
LCFF Revenue	\$214,263	\$438,166	(\$223,903)	\$2,180,633	9.8 %	\$1
Federal Revenue	\$5,855	\$17,389	(\$11,534)	\$147,527	4.0 %	\$
State Revenue	\$26,655	\$23,828	\$2,827	\$418,412	6.4 %	\$
Local Revenue	\$19,561	\$5,120	\$14,441	\$51,200	38.2 %	\$
Total Revenue	\$266,334	\$484,503	(\$218,169)	\$2,797,772	9.5 %	\$2
Benefits	\$138,295	\$72,445	(\$65,850)	\$289,780	47.7 %	\$
Classified Salaries	\$90,748	\$101,907	\$11,160	\$407,629	22.3 %	\$
Certificated Salaries	\$180,241	\$157,671	(\$22,570)	\$839,700	21.5 %	\$
Total Personnel Expenses	\$409,284	\$332,023	(\$77,261)	\$1,537,109	26.6 %	\$1
Other Outgo	\$17,223	\$7,625	(\$9,598)	\$30,502	56.5 %	\$
Services	\$283,251	\$226,788	(\$56,463)	\$907,153	31.2 %	\$
Books and Supplies	\$94,758	\$99,465	\$4,707	\$319,500	29.7 %	\$
Total Operational Expenses	\$395,233	\$333,879	(\$61,354)	\$1,257,155	31.4 %	\$
Total Expenses	\$804,517	\$665,902	(\$138,615)	\$2,794,264	28.8 %	\$1
Net Income	(\$538,182)	(\$181,399)	(\$356,784)	\$3,508	-15,339.6 %	\$

Understanding the Financial Health of the Organization

Cash Ratio

Ability to meet short-term obligations with cash



Current: **782.5 %** > Target: **100.0 %**

Formula:
(Cash) / (Current Liabilities)

Defensive Interval

Months of continued operation without i



Current: **7.5**

Formula:
(Cash + Securities + AR) / (Average Exp

Current Ratio (Liquidity)

Ability to pay short-term obligations



Current: **7.9** > Target: **1.0**

Formula:
(Current Assets) / (Current Liabilities)

Balance Sheet Summary FY 2024-2025 - September

Assets		Liabilities and Net Assets	
Current Assets		Short-term Liabilities	
Accounts Receivable	\$14,214	Accounts Payable	
Cash and Cash Equivalents	\$1,973,651	Accrued Liabilities	
Total Current Assets	\$1,987,865	Other Short Term Liability	
Fixed Assets		Total Short-term Liabilities	
Accumulated Depreciation	(\$4,736)	Long-term Liabilities	
Fixed Assets	\$20,569	Other Liabilities	
Total Fixed Assets	\$15,833	Total Long-term Liabilities	
Total Assets	\$2,003,698	Total Liabilities	
		Total Unrestricted Net Assets	
		Total Restricted Net Assets	
		Total Net Increase/(Decrease) in Net Assets	
		Total Net Assets	
		Total Liabilities and Net Assets	

B. Coleman called for motion to approve Financial Report. B. Coleman called for motion. K. Holloway motioned, A. Booker Second. Unanimous approval.

9	<p>Fiscal Policies The board members have reviewed the current fiscal policies and discussed necessary updates. One key change is that the principal and COO have agreed to remove the signature requirement for purchases under the \$5,000 limit. The school will continue its standard practice of requiring two signatures for checks over \$2,500, with both the COO and principal signing off on purchase orders. In situations where the COO is unavailable, the principal will have the authority to approve teacher purchases. No other changes were made to the fiscal policies at this time.</p> <p>B. Coleman called for motion to approve Fiscal Policies. B. Coleman called for motion. K. Holloway motioned, A. Booker Second. Unanimous approval.</p>	Vote Approved for Fiscal Policies
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CLOSING ITEMS

10	<p>Public Comment B. Coleman asked for public comment. None</p>	
11	<p>Meeting Adjournment B. Coleman called motion to adjourn meeting at 3:51 pm. A. Booker motioned. K. Holloway 2nd. Unanimous approval.</p>	Vote Approved Adjournment