

## Governing Board Meeting Minutes

**NEW MILLENNIUM SECONDARY SCHOOL**

**1301 W 182<sup>nd</sup> St. Gardena, Ca 90248**

**Monday February 12,2024 Zoom 3:00 pm**

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 are invited may do so by login. Contact Samantha Navarro for Zoom meeting login access.

**Attendees:**

**Board Members Present:** Betty Coleman, Joanne Zitelli, Timothy Mozia, Aarron Booker, K. Holloway

**Staff Present:** Principal Samantha Navarro, C.O.O. Nichole Sims, Nick Miller, CSMC

**Guests Present**

**OPENING ITEMS**

<b>1</b>	<b>Call to Order</b> Meeting called to order by Betty Coleman at 3:37 pm	<b>Meeting called to order</b>
<b>2</b>	<b>Approve Minutes</b> The board members reviewed both December 2023 and January 2024 board meeting minutes. Board members agreed to make a motion to approve both minutes.  B. Coleman called for motion to approve December 2023 and January 2024 board meeting minutes, J. Zitelli motioned, T. Mozia Second. Unanimous approval.	<b>Meeting Minutes Vote Approved for December 2023 and January 2024</b>

**SCHOOL SITE REPORTS**

<b>3</b>	<b>Principal's Report</b> <ul style="list-style-type: none"><li>• Communication with Warrior Community</li></ul> School Site Council Meeting Today February 21st 7pm  Weekly Grade Checks o Senior Meetings in November, December, & January <ul style="list-style-type: none"><li>• WASC Update (VERY IMPORTANT)</li><li>- Community/Staff Involvement</li><li>- The Visiting Committee is Complete. Board Members need to be present Sunday February 25th</li><li>- Visit February 25th -28th</li></ul> <ul style="list-style-type: none"><li>• School Accountability Report Card</li><li>-Report was Due February 1st &amp; Uploaded</li></ul>	<b>Information Sharing</b>
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**BUSINESS ITEMS**

4	<p><b>Enrollment Marketing Plan</b></p> <p>N. Sims presented Grow School presentation of enrollment options 1 for 45,000, plus \$1,000 per student after they enroll or \$88,000 flat basic fee for the 9 months of service.</p> <p>The Plan cost for option one is 45,000, plus \$1,000 per student and option two is \$88,000 with no per student cost.</p> <p>The board approved plan option 2.</p> <p>B. Coleman called for motion to approve EPA, J. K. Holloway motioned, T. Mozia Second. Unanimous approval.</p>	<p><b>Information Sharing /Vote</b></p>
5	<p><b>SARC</b></p> <p>a. Submitted Data</p> <p>B. Coleman called for motion to approve EPA, J. B. Coleman motioned, A. Booker Second. Unanimous approval.</p>	<p><b>Vote Approved</b></p>
<p><b>Finance Report &amp; Budget</b></p>		
6	<p><b>Mid-Year LCAP 2023-2024 yr</b></p> <p>N. Sims presented LCAP Mid-Year update for 2023-2024 school year. She highlighted the goals and expenditures and status of implementation.</p> <p>Facility for prop 39 was overspent due the additional overage of \$60,000 from 2022-2023 school year. Over 80% of all actions have been fully implement. Some items has been donated and we did not use the funds, which was allocated to that area. We will need to increase the Curriculum core and supplemental, which increase in the items that was purchased for students to use in class and online platform. The other areas are on track for spending and will be updated in the 2024-2025 LCAP.</p> <p>B. Coleman called for motion to accept and approve Mid-Year LCAP for 2023-2024 school year. T. Mozia motioned, J. Zitelli Second. Unanimous approval.</p>	<p><b>Information Sharing/Vote</b></p> <p><b>Vote Approved</b> <b>Accept Mid-Year LCAP 2023-2024</b></p>
7	<p><b>Monthly Reporting</b></p> <p>- N. Miller reviewed details on monthly report spread sheet and board presentation report. N. Miller covered P &amp; L, balance sheet, cash flow statement, and checking information. The monthly financial board report covered financials through January 31, 2024.</p> <p>The financial summary listed the year to date revenues, expenses, and balance sheet information.</p> <p>YTD Revenues through <b>Jan 31, 2024</b>, are <b>\$1,269,774</b> or <b>4.0% over</b> our current budget due to:</p> <ul style="list-style-type: none"> <li>• LCFF Funds are under budget by about 4% or 43K</li> <li>• All other federal revenue is over budget by about 33k due to recognizing some one-time funds (ESSER III)</li> </ul>	<p><b>Vote Approved April finance report</b></p>

	<ul style="list-style-type: none"> <li>All other state revenue is over budget by about 49k due to recognizing some one-time funds (Primarily arts &amp; music and A-G)</li> </ul> <p>YTD Expenses through <b>Jan 31, 2024</b>, are <b>\$1,800,359</b> or <b>3.4% under</b> our current budget due to:</p> <ul style="list-style-type: none"> <li>Total salaries and benefits are under budget by .5% or \$4k of the nearly million dollars spent this fiscal year</li> <li>Books and Supplies a number of reclasses were performed due to the budget revision and it is roughly 7K under budget on the whole</li> <li>Space rentals/lease expenses came in 59K over budget due to a \$59,926.76 charge for Prop 39 which was discussed by Nichole in prior board meetings</li> <li>Advertising and recruiting exceeded our budgeted amount by around 11k</li> <li>Professional consulting services came in 65k over budget but many of those expenses will be reclassified into 5810</li> </ul> <p>Therefore, net income is <b>(\$530,585)</b> or <b>2.1 % over</b> our current budget.</p> <p>As of Jan 31, 2024, we had total cash of \$2,441,920, short-term liabilities of \$629,340, and long-term liabilities of \$24,090. The ending fund balance is \$1,814,899.</p> <p>B. Coleman called motion to approve monthly financial report. J. Zitelli motioned, T. Mozia second, Unanimous approval of monthly financial report.</p>	
8	<p><b>Approval of 2<sup>nd</sup> Interim Report</b></p> <p>The second interim report is similar to a final report, in that it includes a summary, a brief description of the progress, the evaluation thus far, and an overview of the financial situation. Any delays or deviations to the plan are included and explained, as well as any comparison between actual compared to expected results. The second interim reflect the adjustment to enrollment and ADA.</p> <p>a. 2023-24 Second Interim Expenditures Report review  b. Approval for the 2023-24 Second Interim Expenditures Report</p> <p>B. Coleman called motion and moved to accept revision. Zitelli 2<sup>nd</sup>. Unanimous approval. Zitelli seconded, Unanimous approval of updated budget.</p>	<p><b>Vote</b>  <b>Approved 2<sup>nd</sup> Interim Report</b></p>
9	<p><b>Revision of Budget</b></p> <p>N. Miller presented the board with the Budget Revision for 2023-2024 school year. The revision focus on attendance, revenues, expenses, and cashflow. ADA (Attendance) has change from 146 to 140 with ADA percentage of 92%. This will decrease the amount of revenue we received from several funding sources. Last revision total revenue was \$2,866,528, but revision number two show a decrease of revenue to \$2,857,225.</p>	<p><b>Vote</b>  <b>Approved 2023-2024 Budget</b></p>

- LCFF Revenues
  - The Decrease in enrollment & ADA percentage led to a drop in LCFF revenues
- Federal Revenues
  - Dropped \$1,171 due to federal SPED which is an ADA driven revenue source.
- State Revenues
  - Dropped \$10,552 due to ADA driven revenue sources (Mandate block grant, Lottery, State SPED)
  - We looked to offset this by utilized more LRBG funds in this FY
    - Increase in all other state revenue by \$137,143.46
    - Final Note is that the total sum of one-time revenues in the budget come out to \$465,268.22

We reviewed personnel expenses, books and supplies, Services and other operating expenses, and other outgoing expenses. There's a decrease in personnel expenses of \$25,642 and decrease in other outgoing expenses of \$5,558. The school have an increase of spending in Services and other operating expenses and books and supplies of \$77,000.

- Personnel expenses decrease reflects the change in need NMSS has compared to the start of the school year.
- Books and supplies see an increase of \$3,250. Major drivers here are:
  - Approved textbooks and core curriculum that decreased by \$3,750
  - General student equipment which decreased by \$15,000.
  - These are offset by an increase to software and software license by \$22,000.
- Services and other operating expenses increased \$73,968.53. Major drivers here are:
  - Professional development which decreased \$20,000 due to choosing to not recognize as much educator effectiveness in this FY
  - Space Rental/Lease expense that increased almost \$60,000 due to prop 39
  - Advertising and recruiting expense that increased \$10,000
  - Legal settlements that increased by \$9,389
  - Educational consultants increased by \$15,000
- Other outgoing relates to SPED encroachment. This increases/decreases proportionately to SPED revenue.

Bottom line and fund balance show a variance of (\$55,322) and ending balance of \$2,246,361 for the 2023-2024 school year.

- Revenues

	<ul style="list-style-type: none"> <li>• LCFF decrease by \$134,723 mostly offset by an increase in all other state revenue by \$126,591</li> <li>• Total revenues decreased by \$9,303</li> <li>• Expenses <ul style="list-style-type: none"> <li>• Personnel expenses decreased by \$25,642</li> <li>• Increase in Space rental lease expense by \$59,926.76 (prop 39)</li> <li>• Increase to advertising by \$10,000 (enrollment for subsequent years)</li> <li>• Total expenses increased by \$46,019</li> </ul> </li> </ul> <p>B. Coleman called motion and moved to accept revision. Zitelli 2<sup>nd</sup>. Unanimous approval. Zitelli seconded, Unanimous approval of updated budget.</p>	
<b>CLOSING ITEMS</b>		
<b>10</b>	<b>Public Comment</b>	<b>None</b>
<b>11</b>	<b>B. Coleman called adjournment at 4:35 pm. B. Coleman motioned J.Zitelli 2<sup>nd</sup>. Unanimous approval.</b>	<b>Vote Adjournment</b>