

# Governing Board Meeting Minutes

**NEW MILLENNIUM SECONDARY SCHOOL**

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

**Monday, February 9, 2026, 6:00 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 Darrick Rice for login to join Zoom .

**Attendees:**

**Board Members Present:** A. Booker; B. Coleman; A. Bradford; B. McCauley; K. Lewis; K. Holloway

**Staff Present:** N. Miller; L. Lewis; D. Rice; A. Carrethers

**Guests Present:**

**OPENING ITEMS**

<b>1</b>	<b>Call to Order</b>	<b>Meeting called to order</b>
<b>2</b>	<b>Approve Agenda</b> Agenda approved unanimously.	<b>Approval of Agenda</b>
<b>3</b>	<b>Approve Minutes</b> The board members reviewed 2026 January board meeting minutes. Board members agreed to approve January meeting minutes.  A Booker called for motion to approve January Minutes. B. Coleman, motioned, K. Lewis Second. Unanimous approval. January 2026 board meeting minutes, Unanimous approval.	<b>Approval of January 2026 Board Meeting Minutes</b>

**SCHOOL SITE REPORTS**

<b>4</b>	<p><b>Principal’s Report –</b></p> <p><b>Charter Oversight &amp; Advocacy</b></p> <ul style="list-style-type: none"> <li>• <b>LACOE Support Letters:</b> We are currently soliciting and collecting letters of support from alumni, parents, students, vendors, and staff to be submitted to the Los Angeles County Office of Education (LACOE). All gathered correspondence will be compiled for a formal submission.</li> </ul> <p><b>Assessment &amp; Testing Schedule</b></p> <ul style="list-style-type: none"> <li>• <b>ELPAC:</b> Testing is currently in progress.</li> <li>• <b>NWEA:</b> The final NWEA assessment window is scheduled for <b>March 9th–17th.</b></li> <li>• <b>CAASPP:</b> State assessments will take place from <b>April 20th–30th.</b></li> </ul> <p><b>Senior Class Progress &amp; College Readiness</b></p> <ul style="list-style-type: none"> <li>• <b>Inquiry (A. Booker):</b> Requested an update on the status of senior college applications.</li> <li>• <b>Update (D. Rice):</b> Mr. Kirtz is currently conducting FAFSA workshops. Our goal is 100% college application completion for the senior class; we are currently at <b>90%.</b></li> </ul>	<b>Information Sharing</b>
<b>5</b>	<p><b>School Site Report</b></p> <p><b>Communication with Warrior Community</b></p> <ol style="list-style-type: none"> <li>1. School Site Council Meeting updates</li> <li>2. Weekly Grade Checks and Students Updates</li> </ol>	<b>Information Sharing</b>

	<p>3. Senior Meeting 4. Back To School night update     a. Parent/Teacher Conference 3/3-3/4/26</p> <p><b>LAUSD Oversight</b> 1. April 24, 2026</p> <p><b>Important Upcoming Events</b> 1. NWEA Internal Benchmark Testing</p> <p><b>Spring Break/Spring Bowl 4/6-4/10/2026 &amp; 4/3/2026</b> 1. LACOE Updates     a. NMSS Public Hear 2/17/26     b. Capacity Interview 2/26/26</p> <p><b>1. School Lunch Program Audit Update 3/23/26</b> <b>2. DVR Updates (Online Audit 2/11/26)</b> <b>3. Annual School Audit Starts 3/6/26</b></p> <p>Next meeting in March.</p>	
<b>BUSINESS ITEMS</b>		
6	<p><b>Organizational Charter &amp; Chain of Command (2025-2026)</b></p> <p><b>I. Clarification of Roles and Responsibilities</b> To ensure organizational efficiency and clear communication, the following structural distinctions are reaffirmed:</p> <ul style="list-style-type: none"> <li>• <b>Human Resources (HR):</b> Operates as a separate office from the Principal. HR is designed to work in partnership with the Principal to support staff needs.</li> <li>• <b>The Board of Directors:</b> Responsible for high-level oversight of "big picture" strategy and the performance of the Principal.</li> <li>• <b>The Principal:</b> Responsible for the direct, day-to-day operations of the school and staff management.</li> </ul> <p><b>II. Operational Discrepancies (Per L. Lewis, Assistant Principal)</b> Current internal operations have deviated from the Board-approved organizational flowchart in the following areas:</p> <ul style="list-style-type: none"> <li>• <b>Special Education Oversight:</b> According to the approved flowchart, the Assistant Principal (AP) is designated to oversee Special Education. Currently, these duties have been reassigned by the Principal (D. Rice) to the Student Services Counselor.</li> <li>• <b>Documentation Accuracy:</b> It has been noted that official paperwork continues to list the AP (L. Lewis) as the lead/attendee for Special Education meetings, despite the role being delegated to another staff member.</li> <li>• <b>Instructional Leadership:</b> While the flowchart designates the Principal as the primary overseer of teaching staff, these responsibilities are currently being managed by the Assistant Principal.</li> </ul>	<b>Information Sharing</b>
6a.	<p><b>Personnel Policy Review: Non-Duty Days</b> <b>I. Overview of Non-Duty Days</b></p>	<b>Tabled</b>

	<p>At the beginning of the 2025–2026 school year, Principal D. Rice introduced "Non-Duty Days." These days were designed to provide staff with flexibility, allowing them to offset time worked during non-instructional periods (e.g., weekends or holidays).</p> <p><b>II. Board Action &amp; Resolution</b></p> <p>A discussion regarding the formalization of these days was initiated but could not be completed.</p> <ul style="list-style-type: none"> <li>• <b>Motion:</b> A. Booker moved to table the discussion regarding Non-Duty Days, noting that D. Rice was no longer present in the meeting and was unavailable via telephone to provide necessary clarification.</li> <li>• <b>Second:</b> K. Holloway.</li> <li>• <b>Vote:</b> The motion to table the discussion passed with <b>unanimous approval.</b></li> </ul>	
7	<p><b>Recruiting &amp; Marketing Plan Update</b></p> <ol style="list-style-type: none"> <li><b>1. Recruitment</b> <ol style="list-style-type: none"> <li>A. Recruitment Night at Middle Schools:</li> <li>B. Enrollment Update           <ol style="list-style-type: none"> <li>a. Transfer Students</li> <li>b. IEP Students</li> </ol> </li> </ol> </li> <li><b>2. Enrollment Marketing Plan Update</b></li> <li><b>3. Performance analysis updates</b></li> <li><b>4. Current Enrollment numbers</b></li> <li><b>5. Breakdown of application source (Websites, events, email campaigns)</b></li> <li><b>6. Target audience Updates</b></li> <li><b>7. Updated demographics and student profiles</b></li> <li><b>8. Feedback from prospective students</b></li> <li><b>9. Continuous monitoring and adaptation</b></li> </ol> <p>Regularly review performance and make necessary adjustments throughout the enrollment cycle</p> <p>A scheduled update on the school’s Recruiting and Marketing Plan was brought to the floor for discussion. However, due to the unavailability of the Principal to present the strategic details, the following action was taken:</p> <ul style="list-style-type: none"> <li>• <b>Motion:</b> A. Booker moved to table the Recruiting and Marketing Plan update, noting that D. Rice was no longer present in the meeting and was unavailable via telephone to provide the report.</li> </ul>	<p><b>Information Sharing</b></p>

	<ul style="list-style-type: none"> <li>• <b>Second:</b> K. Holloway seconded the motion.</li> <li>• <b>Vote:</b> The motion to table the discussion passed with <b>unanimous approval.</b></li> </ul>	
8	<p><b>Mid-Year LCAP 2025-26</b></p> <ul style="list-style-type: none"> <li>a. Reviewing LCAP goals</li> <li>b. Area of spending to meet the goals listed in LCAP</li> </ul> <p><b>Goal 1: Safe Environment &amp; Rigorous Academics</b></p> <ul style="list-style-type: none"> <li>• <b>Teacher Credentialing:</b> 100% of Full-Time Equivalent (FTE) staff are appropriately credentialed and assigned, representing an increase from the 77.1% baseline.</li> <li>• <b>Facilities Maintenance:</b> The school received a "Good" rating (98%) per the November 2024 Facilities Inspection Tool (FIT) review.</li> <li>• <b>Instructional Materials:</b> 100% of teachers and students have access to standards-aligned instructional materials.</li> <li>• <b>College Readiness:</b> 96.6% of graduates currently meet CSU/UC A-G course requirements.</li> <li>• <b>Technology Access:</b> The school maintains 100% student access to school-issued laptops for instructional use.</li> </ul> <p><b>Goal 2 &amp; 3: Academic Performance (ELA, Math, &amp; Science)</b></p> <ul style="list-style-type: none"> <li>• <b>English Language Arts (Goal 2):</b> 11th-grade students are performing at 32.9 points below the Distance from Standard (DFS), an improvement from the -85.4 DFS baseline.</li> <li>• <b>Mathematics (Goal 3):</b> 11th-grade students are performing at 134.3 points below DFS, showing progress from the -162.5 DFS baseline.</li> <li>• <b>English Learner Progress:</b> 25% of English Learners are making progress toward English language proficiency.</li> <li>• <b>Science Performance:</b> 2024 Dashboard data indicates students are performing at 27.3 points below DFS.</li> </ul> <p><b>Goal 4: Engagement &amp; Graduation</b></p> <ul style="list-style-type: none"> <li>• <b>Chronic Absenteeism:</b> The mid-year rate has improved to 31%, down from a 35% baseline.</li> <li>• <b>Attendance Rate:</b> The current attendance rate is 89%, which remains below the desired 95% outcome.</li> <li>• <b>College/Career Indicator:</b> 17.2% of students are classified as "Prepared" for college or career.</li> <li>• <b>Graduation Rate:</b> The school reports a 96.7% graduation rate based on 2025 Dashboard indicators.</li> </ul> <p><b>Goal 5: School Connectedness</b></p> <ul style="list-style-type: none"> <li>• <b>School Safety:</b> 94.3% of students report a sense of safety and belonging on campus.</li> <li>• <b>Suspension &amp; Expulsion:</b> The school has maintained a 0% expulsion rate and a 0% suspension rate across all student subgroups.</li> <li>• <b>Parent Participation:</b> 95% of parents/guardians are participating in IEP, 504, or SST meetings.</li> </ul>	<p><b>Approval of Financial Report &amp; Mid-Year LCAP update 2025-26</b></p>

	<p>Goal / Action #, Action  Title and Description, Total Budgeted, Mid-Year Expenditures, Implementation Level</p> <p>1.1, Facility: Prop 39 MOU Agreement,"\$120,000.00 ", Fully Implemented</p> <p>1.3, "Staffing: Certificated Teachers, Counselors &amp; Admin ", "\$988,375.23 ", "\$348,321.53 ", Fully Implemented</p> <p>1.4, Staffing: Classified Staff ,"\$337,187.45 ", "\$236,994.58 ",Fully Implemented</p> <p>1.5, Special Education: SELPA Agreement (Option 2) , "\$153,000.00 ", "\$80,840.75 ",Fully Implemented</p> <p>1.13,"School Meal Program (LCFF, NSLP) ", "\$50,500.00 ", "\$36,722.00 ",Fully Implemented</p> <p>4.2,"Student Govt, After-School &amp; Parent Education ", "\$28,000.00 ", "\$14,000.00 ", Fully Implemented</p> <p>5.1, Home/School Communications ,"\$86,416.00 ", "\$42,000.00 ",Fully Implemented</p> <p>5.6, Positive Behavior Interventions &amp; Supports (PBIS) ,"\$12,000.00 ", "\$6,000.00 ",Ongoing Implementation</p> <p>TOTALS, LCFF Funds Overview,"\$1,975,421.00 ",(Mid-Year Update) ,--</p> <p>More details provided with the Financial report.</p>	
9	<p><b>Policy Addressing Student Behavioral Health Referral Protocols</b></p> <p><b>I. Policy Purpose and Overview</b></p> <ul style="list-style-type: none"> <li>• <b>Objective:</b> To establish a clear, standardized process for school staff to refer students for mental health or behavioral health services, ensuring compliance with <b>California Education Code Section 49428.15</b>.</li> <li>• <b>Scope:</b> This policy applies to all students and staff at New Millennium Secondary School (NMSS) and outlines the protocols for both internal and external health service referrals.</li> </ul> <p><b>II. Key Referral Protocols</b></p> <ul style="list-style-type: none"> <li>• <b>Standard Referral Process:</b> Staff members who identify a student in need of behavioral health support must follow the school’s designated referral chain, typically beginning with the school counselor or administrative lead.</li> <li>• <b>Parental Notification:</b> The policy mandates that parents or guardians be notified of the referral and provided with information regarding available resources, except in specific legal or safety-related circumstances.</li> <li>• <b>Voluntary Participation:</b> All behavioral health services provided through these protocols are voluntary, and students/families have the right to decline services at any time.</li> </ul>	<p><b>Approval of Policy Addressing Student Behavioral Referral Protocols</b></p>

	<p><b>III. Professional Development and Training</b></p> <ul style="list-style-type: none"> <li>• <b>Staff Training:</b> NMSS will provide annual training to all staff on how to recognize signs of behavioral health issues and the specific steps required to initiate a referral.</li> <li>• <b>Community Partnerships:</b> The school will maintain a list of vetted community partners and external providers to facilitate seamless transitions for students requiring higher levels of care.</li> </ul> <p><b>IV. Privacy and Documentation</b></p> <ul style="list-style-type: none"> <li>• <b>Confidentiality:</b> All referrals and subsequent health records will be handled in strict accordance with the <b>Family Educational Rights and Privacy Act (FERPA)</b> and state privacy laws.</li> <li>• <b>Record Keeping:</b> Referrals will be documented in a secure, centralized system to track student progress and ensure follow-up care is provided.</li> </ul> <p>A. Booker motion to adopt the <b>Policy Regarding Student Behavioral Health Referral Protocols</b> as presented to ensure alignment with state mandates. Majority approval.</p>	
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**FINANCE ITEMS**

12	<p><b>Financial Report &amp; Mid-Year LCAP (2025–2026)</b>  The Financial Report presented by N. Miller to the Board provided a comprehensive update on the school’s fiscal standing as of January 31, 2026, highlighting a strong liquidity position with \$1,440,405.88 in total cash and cash equivalents. The Statement of Activities showed year-to-date LCFF revenue of \$869,591 and total federal revenue of \$39,185.35, while major expenditures included \$215,799.10 for space rentals/leases and \$158,407.45 for educational consultants. Despite a total asset base of \$1,586,821.34, the Board reviewed the current liabilities and net position to ensure long-term operational stability. Following the presentation of the balance sheet and cash flow projections, the Board discussed the alignment of current spending with the approved budget, and the report was received.</p> <p><b>Reporting Period: July 1, 2025 – January 31, 2026</b></p> <p><b>I. Enrollment and Attendance Impact</b></p> <ul style="list-style-type: none"> <li>• Enrollment Trends: The current budget was developed based on a projected enrollment of 130 students. Actual enrollment is currently in the 90s.</li> <li>• Fiscal Impact: Due to lower-than-anticipated Average Daily Attendance (ADA), the school is projected to conclude the fiscal year with a budget deficit.</li> </ul> <p><b>II. Expenditure Analysis</b></p> <ul style="list-style-type: none"> <li>• Personnel: Expenditures for personnel are slightly over the year-to-date budget.</li> <li>• Instructional Materials: Expenses for supplies and books remain under the budgeted allocation, partially offsetting personnel costs.</li> </ul> <p><b>III. Fiscal Projections</b></p>	<p><b>Approval of Financial Report &amp; Mid-Year LCAP update 2025-26</b></p>
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	<ul style="list-style-type: none"> <li>• Deficit Estimate: Preliminary estimates from Nick suggest a year-end deficit of approximately \$500,000.</li> <li>• Next Steps: A finalized financial forecast with reconciled figures will be presented at the next scheduled Board Meeting.</li> </ul> <p>A Booker called for motion to approve Financial Report &amp; Mid-Year LCAP update report. B. Coleman, motioned, K. Lewis Second. Unanimous approval. Financial Report &amp; Mid-Year LCAP update report, Unanimous approval.</p>	
<b>CLOSED SESSION</b>		
<b>10</b>	<b>Conference with Legal Counsel Pursuant to Govt Code section 54956.9</b> Report out: Received advice from Counsel on Litigation No actionable items.	<b>Closed Session</b>
<b>11</b>	<b>Personnel Matters Pursuant to Govt Code section 54957</b> Report out: Received advice from Counsel on Litigation No actionable items.	<b>Closed Session</b>
<b>13</b>	<b>Public Comments</b> None.	
<b>14</b>	<b>Meeting Adjournment</b> A. Booker motioned to adjourn at 7:08. K. Holloway seconded. Unanimous approval.	<b>Approved Adjournment</b>