

**CATCH PREP CHARTER HIGH SCHOOL  
Regular Board Meeting**

**4120 11th Avenue, Los Angeles, CA 90008**

**Monday, March 18, 2024 at 5:00 p.m.**

**To join the video meeting, click this link: <https://meet.google.com/fof-qpps-nos>  
Otherwise, to join by phone, dial +1 505-738-2791 and enter this PIN: 473 592 472#**

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**Public Comment:** *The Board adopts reasonable regulations on public comments. Comments should be limited to 3 minutes. The total time allotted for public comment will not exceed fifteen (15) minutes. Unless an item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken, nor should there be comments on, responses to, or discussion of a topic not on the agenda. The Board members may: (1) acknowledge receipt of information/report; (2) refer to staff with no direction as to action or priority; or (3) refer the matter to the next agenda.*

**AGENDA**

**I. PRELIMINARY**

- A. Call to Order
- B. Roll Call
- C. Approval of the Minutes from Previous Meeting

**II. PUBLIC COMMENT**

**III. UNFINISHED BUSINESS**

- A. None

**IV. ITEMS SCHEDULED FOR BOARD APPROVAL**

- A. New Board Membership
  - 1. Mary Walton *Ms. Brittany*
- B. Proposition 28 Art and Music in School *Ms. Brittany*

**V. ITEMS SCHEDULED FOR INFORMATION**

- A. Monthly Fiscal Reports *Ms. Brittany*
- B. 4 Year ESSER and GEER Annual Reporting *Ms. Brittany*
- C. Amtrust Audit *Ms. Smith*
- D. USAC Audit *Ms. Smith*
- E. WASC Mid-Cycle Visit Follow up *Ms. Smith*
- F. Charter Schools Division Oversight Visit Follow up *Ms. Smith*
- G. Executive Evaluation *Ms. Brittany*
- H. Form 700 filing *Ms. Brittany*

**VI. ADJOURNMENT**

**CATCH Prep Charter High School  
Board of Directors Meeting  
4120 11<sup>th</sup> Avenue, Los Angeles, California 90008**

**MINUTES of the March 18th, 2024 Meeting**

The regular meeting of the Board of Directors of CATCH Prep Charter High School was held on Monday, March 18th, 2024. Present were:

**Members:**

Ms. Debra Shaw, CPA  
Ms. Andreda Pruitt  
Mrs. Joan Humphrey  
Mr. Willie Kimbell

**Guests:**

Ms. Brittany Brandon, Financial Administrator  
Patricia Smith, Executive Director  
Ms. Noelle Taniguchi, Principal  
Ms. Mary Walton

**I. PRELIMINARY**

**A. Call to Order**

President Debra Shaw called the meeting to order at 5:00 p.m.

**B. Roll Call**

	<b>Present</b>	<b>Absent</b>
Ms. Debra Shaw, Member	<b>X</b>	
Ms. Andreda Pruitt, Vice President	<b>X</b>	
Mrs. Joan Humphrey, Secretary	<b>X</b>	
Dr. Isaac Gates, Member		<b>X</b>

**C. Approval of the Minutes from the Previous Meeting**

Minutes of the previous meeting were reviewed and read. Mrs. Humphrey moved that the minutes be accepted as recorded. The motion was seconded by Ms. Pruitt. Motion passed unanimously.

**II. PUBLIC COMMENT**

**A. None**

### III. ITEMS SCHEDULED FOR BOARD APPROVAL

- A. **New Board Membership** – Ms. Brittany introduced Ms. Mary Walton to the Board for consideration as a new board member to fill the vacancy of former board member Willie Kimbell. Ms. Walton spoke about her professional experiences, interest in CATCH, and further expressed her commitment to serve. Members of the board welcomed Ms. Walton. Mrs. Humphrey moved the motion to formally accept her membership. Ms. Pruitt seconded. Motion passed unanimously.
  
- B. **Prop 28 Arts and Music in Schools:** Ms. Brittany shared with the Board the allocation of Proposition 28 funds for California schools. The funds are allocated to provide students with a well-rounded education that helps connect kids with school, attendance and school climate through the arts. Ms. Brittany provided members of the board with an expenditure plan and explained that CATCH has been allocated \$27,615 to expense to specifically fund the Arts Program. This year, CATCH has added a Visual and Performing Arts Class, Dance- Hip Hop to the school’s Master Schedule. No questions or concerns were raised. Humphrey moved the motion for the Prop 28 expenditure plan to be accepted as presented. Ms. Pruitt seconded. Motion passed unanimously.

### VI. ITEMS SCHEDULED FOR INFORMATION

- A. **Monthly Fiscal Reports:** Ms. Brittany distributed and explained CATCH’s financial reports as of February 29th, 2024. Ms. Brittany reviewed bank balances, receivables and assets. Ms. Shaw questioned what makes the total that's “Due to Government Grantor.” Ms. Brittany explained that \$22k was due back to the USAC Grant for the decrease in price of chromebooks. The Learning Recovery Emergency Block Grant has been reduced approximately 14.3% resulting in a recalculation amount of 60k due to government grantor.
  
- B. **4 Year ESSER and GEER Annual Reporting:** Ms. Brittany distributed to the Board the 4 Year ESSER and GEER annual reporting guidelines and an excel sheet summarizing funding amount and expenses. Ms. Brittany explained and discussed the period and resource funds that are required to be reported.
  
- C. **Amtrust Audit:** Ms. Smith distributed the Amtrust Workers Comp audit and completion letter to the Board. Ms. Smith reviewed the letter that mentions CATCH will receive a refund premium on the policy.
  
- D. **USAC Audit:** Ms. Smith reminded the Board about the USAC technology audit report that was questioned in CATCH Oversight Visit. Ms. Smith provided clarity that the audit was a technology reconciliation that resulted in an 22k overpayment due to the government. Ms. Pruitt asked what the CSD questioned. Ms. Smith shared the CSD comments and CATCH ‘s response. No further questions were asked.

- E. WACS Mid-Cycle Visit Follow up:** Ms. Smith gave highlights on the WACS visit on March 11th, 2024. The WASC Committee interviewed CATCH staff, parents and students and concluded that CATCH remains a safe and rigorous learning environment that prepares students for college readiness.
- F. Charter Schools Division Oversight Visit, March 1st, 2024-** Ms. Smith provided an update on the Annual Charter School Oversight Visit March 1st, 2024. The CSD observed and monitored CATCH's performance in view of state and federal law, District policy and the schools charter. Ms. Brittany updated the Board on the fiscal portion of the visit. The CSD conducted in person SOD interviews with the executive director and finance administrator. The fiscal portion remained open for any follow up documentation.
- G. Executive Evaluation:** Ms. Brittany distributed the Executive Evaluation Form to all members of the Board to evaluate CATCH's Executive Director.
- H. Form 700-** Ms. Brittany provided guidance to members who needed help on the online form for completion and submission.

## **VII. ADJOURNMENT**

Ms. Pruitt motioned that the meeting be adjourned. Mrs. Humphrey seconded. President Debra Shaw adjourned the meeting at 6:03 p.m.

*Joan Humphrey*

Respectfully Submitted  
Joan Humphrey, Board Secretary