



**Agenda**

**Board of Directors Regular Meeting  
Making Waves Academy  
4123 Lakeside Drive, Richmond, CA 94806  
Upper School Library  
December 3, 2015 at 12:00 p.m.**

**A. OPENING PROCEDURES (5 minutes)**

**A.1 Call to Order – *Alicia Malet Klein***

**A.2 Roll Call and Announcement of Quorum – *Danielle Trimiew***

**A.3 Board Changes – *Alicia Malet Klein***  
Appointment of Claudia Aguilar

**A.4 Public Comments – *Alicia Malet Klein***

The Ralph M. Brown Act (Brown Act) is the California statute that governs open meetings of local government bodies (Government Code section 54950 et seq.). Making Waves Academy agreed to follow the provisions of the Brown Act (Charter, page 49).

The Brown Act provides that the public may comment on agenda items before or during consideration by the Board of Directors. Time must be set aside for the public to comment on any other matter under the body's jurisdiction. The purpose of this public comment period is to permit the public to comment on items on the agenda or any other matter under the jurisdiction of the Board of Directors.

**Recommendation:** Ask for public comments.

**A.4 Board Goes Into Closed Session (5 Minutes) - *Alicia Malet Klein***  
Discussion of legal issue.

**A.5 Board Comes Out of Closed Session**



**B. STANDING REPORTS/Q&A (80 Minutes)**

- B.1 Mission Connection (20 min/5 min)** – *Kassandre Harper-Cotton, Gabriel Arteaga (7<sup>th</sup>), Ally Samson (7<sup>th</sup>), and Ashley Ramirez (6<sup>th</sup>)*
- B.2 MS Director Report (5 min/5 min)** – *Evangelia Ward-Jackson*  
*See Attachment #1 & #2 – MVOL Press Release & Director’s Desk*
- B.3 US Director Report (10 min/5 min)** – *Kimberley Carr*
- B.4 CEO Report - (15 min/5 min)** – *Alton B. Nelson, Jr.*
- B.5 SSC (5 min/5 min)** – *Rosa Burnett*

**C NON-ACTION ITEMS (15 Minutes)**

- C.1 Innovate Schools Award (5 min)** – *Kimberley Carr & Alton B. Nelson Jr.*
- C.2 New MWA Logos (10 min)** – *Alton B. Nelson Jr.*  
*See Attachment #3 – MWA Logos*

**D. ACTION ITEMS (40 Minutes)**

- D.1 Approval of Board Minutes – October 29, 2015** – *Alicia Malet Klein*  
*See Attachment #4 – Board Minutes from October 29, 2015*  
**Recommendation:** *That the MWA Board of Directors Minutes of October 29, 2015, be approved.*
- D.2 Independent Auditors Report & Report to Board of Directors (FY2015)** – *Steven Roth, Danielle Trimiew, & Alton B. Nelson Jr.*  
*See Attachment #5, #6, & #7 – Independent Auditors Report, Report to the Board of Directors, and CEO Response to Internal Control Finding*  
**Recommendation:** *To review and approve independent auditors report and report to the board of directors.*
- D.3 990 Federal Tax Return & 199 California Tax Return (FY2015)** – *Steven Roth*  
*See Attachment #8 & #9 – 990 & 199 Tax Returns (2015)*  
**Recommendation:** *That the FY2015 tax returns be approved.*
- D.4 First Interim Budget (July-October, 2015)** – *Steven Roth*  
*See Attachment #10 – First Interim Budget (July-Oct 2015)*  
**Recommendation:** *To review and approve first interim budget (July – October, 2015).*
- D.5 Vendor Invoices (September 1, 2015 – October 31, 2015)** – *Hung Mai*  
*Fiscal Impact: \$1,824,199*  
*See Attachment #11 – Vendor Invoices*



**Recommendation:** To approve vendor invoices (Sept 1, 2015- Oct. 31, 2015).

**D.6 Craneway Pavilion Contract (US Graduation June 2016) – Alton B. Nelson Jr.**

*Fiscal Impact: \$16,004*

*See Attachment #12 – Craneway Pavilion Contract*

**Recommendation:** To approve Craneway Pavilion contract.

**D.7 Finalsight Website Contract – Damon Edwards**

*Fiscal Impact: Year 1 - \$20,000 (includes setup, hosting and subscription); Years 2 -5 \$15,500 annually for subscription and hosting.*

*See Attachment #13 – Finalsight Contract*

**Recommendation:** To approve Finalsight Website contract.

**D.8 Biotech Partners Engagement (2016-2017) – Kimberly Carr & Alton B. Nelson Jr.**

*Fiscal Impact: TBD*

*See Attachment #14 – Biotech Partners MOU*

**Recommendation:** To approve Biotech Partners memorandum of understanding.

**E. DISCUSSION ITEMS (10 Minutes)**

**E.1 Board Retreat – Alicia Malet Klein**

**E.2 Board Giving – Alicia Malet Klein**

**E.3 Board Visit Week (February 29 – March 4, 2016) – Alicia Malet Klein**

**E.4 Comments of the Board of Directors – Alicia Malet Klein**

This portion of the agenda provides an opportunity for the Board of Directors to make general comments. As provided for in the State of California Open Meeting Act, actions cannot be taken under this agenda item. The only purpose of this agenda item is to provide an opportunity for Board of Directors to make comments.

**F. SCHEDULE OF BOARD OF DIRECTORS MEETINGS (0 Minutes)**

- January 28, 2016            12:00 p.m. - 3:00 p.m.
- March 10, 2016            12:00 p.m. - 3:00 p.m.
- May 5, 2016                12:00 p.m. - 3:00 p.m.
- June 23, 2016              12:00 p.m. - 3:00 p.m.

**ALL MEETINGS ARE ON THURSDAYS. LUNCH PROVIDED.**



**G. ADJOURNMENT**

**Distribution:** MWA Board, Sherry Smith, Charlie Meade, Hung Mai, Evangelia Ward-Jackson, Steven Roth, Alton B. Nelson, Jr., Kimberley Carr, Marcus Williams, Damon Edwards, Libby Cole, and Beth Frankland.

***Agenda posting (copies of the Agenda on Upper School and Middle School glass wall by main office door and staff bulletin boards)***

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

SPECIAL PRESENTATIONS MAY BE MADE

Notice is hereby given that, consistent with the requirements of the *Bagley-Keene Open Meeting Act*, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only.

**ATTACHMENTS**

1. MVOL Press Release
2. Director's Desk
3. MWA Logos
4. Board Minutes from October 29, 2015 Meeting
5. Independent Auditors Report
6. Report to the Board of Directors (Independent Audit)
7. CEO Response to Internal Control Finding
8. 990 Federal Tax Return
9. 199 California Tax Return
10. First Interim Budget
11. Vendor Invoices
12. Craneway Pavilion Contract
13. Finalsite Website Contract
14. Biotech Partners MOU