



**Minutes**

**Board of Directors Regular Meeting  
Making Waves Academy  
4123 Lakeside Drive, Richmond, CA 94806  
Middle School Library  
June 23, 2016 at 11:00 a.m.**

**A. OPENING PROCEDURES (10 minutes)**

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

**A.2 Conferral of Degree –Kimberley Carr**

**A.3 Roll Call and Announcement of Quorum – Danielle Trimiew**

Convened at 11:08am (without quorum); quorum called at 11:18am

**Present:** Alicia Malet Klein, Esther Hugo, Eric Abrams (11:15am), Maricela Navarro (11:48am)

**Present via phone:** Daryle Morgan

**Others present:** Alton B. Nelson Jr., Kimberley Carr, Evangelia Ward-Jackson, Libby Cole, Hung Mai, Damon Edwards, Marcus Williams, Beth Frankland, Sheryl Weber, Steve Roth, Heather Davis, Bobbie Peyton, Andres Serrano, Josephina Sanchez, Carmen Velarde, Mark Aduviso, Andrea Ahlert, and Brandi Pretlow

**Absent:** Danielle Trimiew, Claudia Aguilar

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

No Public comments.

**B. STANDING REPORTS/Q&A (105 Minutes)**

**B.1 Mission Connection: 12<sup>th</sup> Wavers Return (15 min) — Melissa Fries and 12<sup>th</sup> Wave Student Representatives Juan Cortez (CSU Sonoma), Alexis Argueta (University of San Francisco), Jackelyn Avendano (UCLA), and Elena Anaya (CSU Sacramento)**

*This portion of the meeting consisted of a panel presentation by former Wave-Makers who are now college students and participants of the Making Waves College and Alumni Program.*

**B.2 MS Director Report (5 min/10 min) – Evangelia Ward-Jackson**

*See Attachment #1 – MS Director Report*

*This brief report supplemented a written report provided in the board packet and highlighted focus goals, accomplishments, and reflections on the 2015-2016 school year.*



- B.3 US Director Report (5 min/10 min) – Kimberley Carr**  
See Attachment #2 – *US Director Report*  
*This report highlighted focus goals, accomplishments, and reflections on the 2015-2016 school year.*
- B.4 HR/Talent Report (10 min/5 min) – Marcus Williams**  
*This report provided a FY15-16 review including recruitment, selection, induction, and training processes out of the HR/Talent department. It also included progress to date on strategic plan: year 1 milestones and focus areas for 2016-2017.*
- B.5 CEO Report - (10 min/10 min) – Alton B. Nelson Jr.**  
*This report included high-level strategic and programmatic updates and FY15-16 accomplishments.*
- B.6 CFO Report - (15 min/5 min) – Steven Roth**  
*Updates on facilities and finances were presented.*
- B.7 SSC Report - (5 min) – Maricela Navarro**  
*This report highlighted year-end activities of the School Site Council.*
- C NON-ACTION ITEMS (35 Minutes)**
- C.1 WASC Review Committee Update (15 min/5 min) – Esther Hugo**  
*This report provided an overview of annual goals, accomplishments and challenges to date, and next steps related to the WASC accreditation process.*
- C.2 MWA/MWF Joint Board Retreat Debrief (5 min/10 min) – Alicia Malet Klein**  
*This report highlighted reflections, key themes, and next steps related to the MWA/MWF joint board retreat held in April 2016.*
- D. ACTION ITEMS (25 Minutes)**
- D.1 Approval of Board Minutes – May 5, 2016 – Alicia Malet Klein**  
*See Attachment #3 – Board Minutes from May 5, 2016*  
**Recommendation:** *That the MWA Board of Directors Minutes of May 5, 2016, be approved.*
- Motion: Esther Hugo  
Second: Eric Abrams  
Vote: approved – none opposed
- D.2 Local Control and Accountability Plan (2016-17 to 2018-19) – Alton B. Nelson Jr.**  
*See Attachment #4 & #5 – LCAP Summary Sheet for MWA Board & Local Control and Accountability Plan 2016-17 to 2017-18*  
**Recommendation:** *To review and approve the Local Control and Accountability Plan.*
- Motion: Maricela Navarro



Second: Daryle Morgan  
Vote: approved – none opposed

- D.3 FY2017, 2018, and 2019 Budgets – Steven Roth**  
*Fiscal Impact FY2017: \$ 17,279,761*  
*See Attachment #6 – FY 2017-2019 Budgets*  
**Recommendation:** *To review and approve FY 2017-2019 Budgets.*

Motion: Eric Abrams  
Second: Esther Hugo  
Vote: approved – none opposed

- D.4 Routine Agreements and Contract Renewals FY2017– Alicia Malet Klein**  
**Recommendation:** *To review and approve all routine agreements and contract renewals.*

Motion: Esther Hugo  
Second: Maricela Navarro  
Vote: approved – none opposed

- a) **First Student Inc. Transportation Agreement (2016 - 2019)**  
*Fiscal Impact FY2017: \$262,000*  
*See Attachment #7 – First Student Inc. Agreement*
  
- b) **MWF/MWA Services Agreement**  
*Fiscal Impact: \$117,075*  
*See Attachment #8 – MWF/MWA Services Agreement*
  
- c) **MWF/MWA Sublease Agreement**  
*Fiscal Impact: \$61,284*  
*See Attachment #9 – MWF/MWA Sublease Agreement*
  
- d) **Arthur Gallagher & Co. Catastrophic Student Accident Insurance**  
*Fiscal Impact: \$1,663*  
*See Attachment #10 – Arthur Gallagher & Co. Catastrophic Student Accident Insurance*
  
- e) **CharterSafe Insurance Proposal**  
*Fiscal Impact: \$176,026*



*See Attachment #11 –CharterSafe Insurance Proposal*

**f) Revolution K12 Contract**

*Fiscal Impact: \$10,000*

*See Attachment #12 – Revolution K12 Contract*

**g) PowerSchool Contract**

*Fiscal Impact: \$8,680*

*See Attachment #13 – PowerSchool Contract*

**h) Schoolzilla Contract**

*Fiscal Impact: \$18,546*

*See Attachment #14 – Schoolzilla Contract*

**i) Houghton Mifflin Harcourt Invoice-Data Director**

*Fiscal Impact: \$5,475*

*See Attachment #15 – Houghton Mifflin Harcourt Invoice – Data Director*

**j) eRate Consultant Contract**

*Fiscal Impact: \$16,200*

*See Attachment #16 – LBM Business Services Inc. Agreement*

**k) Linde Group -ManageEngine Desktop Central**

*Fiscal Impact: \$9,000*

*See Attachment #17 – Linde Group – ManageEngine Desktop Central*

**D.5 Vendor Invoices (February – May 2016) – Hung Mai**

*Fiscal Impact: \$2,148,708.61*

*See Attachment #18– Vendor Invoices (February – May 2016)*

**Recommendation:** *To review and approve vendor invoices (February – May 2016).*

Motion: Eric Abrams

Second: Daryle Morgan

Vote: approved – none opposed

**D.6 Nob Hill Catering, Inc. - LunchMaster Contract FY2017 – Lal Jones-Bey**

*Fiscal Impact: \$346,270*

*See Attachment #19 – Nob Hill Catering, Inc. - LunchMaster Contract*

**Recommendation:** *To review and approve the Nob Hill Catering, Inc. LunchMaster contract.*



Motion: Esther Hugo  
Second: Maricela Navarro  
Vote: approved – none opposed

**D.7 US Conference Room & US/MS Front Office Digital Signage Solution and Monitors (FY2016) –**

*Damon Edwards*

*Fiscal Impact: \$14,460.23 - \$20,000*

*See Attachment #20, #21, and #22 – Troxell MWA MS Quote, Troxell MWA US Quote, and Troxell US Conference Room Quote.*

**Recommendation:** *To review and approve the Conference Room & Front Office Digital Signage Solution and Monitors.*

Motion: Daryle Morgan  
Second: Maricela Navarro  
Vote: approved – none opposed

**D.8 IT Infrastructure Assessment Contract – Damon Edwards & Steven Roth**

*Fiscal Impact: \$30,420 - \$42,120*

*See Attachment #23 – Linde Group Response to MWA RFP for Complete IT Infrastructure Assessment*

**Recommendation:** *To review and approve the IT Assessment Contract.*

Motion: Esther Hugo  
Second: Maricela Navarro  
Vote: approved – none opposed

**D.9 R.T. Fisher Educational Enterprises, Inc. Contract FY2017 – Alton B. Nelson Jr.**

*Fiscal Impact: \$283,650*

*See Attachment #24 – R.T. Fisher Educational Enterprises, Inc. Contract*

**Recommendation:** *To review and approve R.T. Fisher Educational Enterprises, Inc. contract.*

Motion: Esther Hugo  
Second: Daryle Morgan  
Vote: approved – none opposed

**D.10 Fruge Psychological Associates – Independent Contractor Agreement FY2017 – Alton B. Nelson Jr.**

*Fiscal Impact: \$476,002*

*See Attachment #25 – Fruge Psychological Associates – Independent Contractor Agreement*



**Recommendation:** To review and approve Fruge Psychological Associates Independent Contractor Agreement.

Motion: Maricela Navarro  
Second: Daryle Morgan  
Vote: approved – none opposed

- D.11 9<sup>th</sup> Grade Math Placement Protocol – Kimberley Carr & Evangelia Ward-Jackson**  
See Attachment #26 – 9<sup>th</sup> Grade Math Placement Protocol  
**Recommendation:** To review and approve the Math Placement Protocol.

Motion: Daryle Morgan  
Second: Maricela Navarro  
Vote: approved – none opposed

- D.12 MWA Board Meeting Dates FY2017 – Alicia Malet Klein**  
See Attachment #27 – Board Meeting Dates FY2017  
**Recommendation:** To review and approve MWA Board Meeting Dates FY2017.

Motion: Daryle Morgan  
Second: Eric Abrams  
Vote: approved – none opposed

**E. DISCUSSION ITEMS (5 Minutes)**

- E.1 Board Changes and Audit Committee – Alicia Malet Klein**  
Danielle Trimiew will resign her position on the board as of June 23, 2016.

- E.2 Comments of the Board of Directors – Alicia Malet Klein**  
Alicia Malet Klein thanked the board for their commitment and service.

**F. SCHEDULE OF BOARD OF DIRECTORS MEETINGS 2016 – 2017 (0 Minutes)**

- September 15, 2016                      11:00 a.m. - 2:00 p.m.
- October 6, 2016                         11:00 a.m. - 2:00 p.m.
- December 1, 2016                      11:00 a.m. - 2:00 p.m.
- January 26, 2017                        11:00 a.m. - 2:00 p.m.
- March 9, 2017                            11:00 a.m. - 2:00 p.m.
- May 4, 2017                               11:00 a.m. - 2:00 p.m.
- June 15, 2017                            11:00 a.m. - 2:00 p.m.



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

**G. ADJOURNMENT**

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