



Minutes
Board of Directors Regular Meeting
Making Waves Academy
4123 Lakeside Drive, Richmond, CA 94806
MS School Library
May 4, 2017 at 11:00 a.m.

A. OPENING PROCEDURES (45 minutes)

A.1 Call to Order – Alicia Malet Klein
Convened at 11:15am

A.2 Roll Call and Announcement of Quorum – Alicia Malet Klein

***Present:** Alicia Malet Klein, Maricela Navarro, Daryle Morgan, Esther Hugo, Eric Abrams (arrived at 11:52am)*

***Others Present:** Debora Basso, Alton Nelson, Kimberley Carr, Evangelia Ward-Jackson, Damon Edwards (arrived at 12:02pm), Marcus Williams, Steve Roth, Hung Mai, Libby Cole, Darcy Heppenstall, Eleanor Boli, Eric Mingo, Kate Leong, Robyn Fisher, Sharon Zwitty (Executive Director, ARCHES), Sierra Gomez, Stephanie Torres, Caitlin Shelburne, MS student Zakiyy Morris, and US students Damira Foster, Javon Harris, Darius Jones, Kataujanae Louisville, and Kendall Stewart.*

A.3 Degree Conferral: Vanessa Campos – Kimberley Carr

A.4 CCCOE Attendance Awareness Campaign: Principal Honor Roll Recognition – Lindy Khan, CCCOE Office of Education
Lindy Kahn was unable to attend the meeting; Mr. Nelson presented this item in her absence.

A.5 Public Comments – Alicia Malet Klein
Attendees introduced themselves to visitors Luke Henesy (Bain) and Darcy Heppenstall (MWF Chief Advancement Officer).

A.6 Board Goes Into Closed Session (15 Minutes) - Alicia Malet Klein
Discussion of personnel and legal issues

A.7 Board Comes Out of Closed Session

A.8 African American Student Achievement and Excellence Awards (10 Minutes) – Dr. Robyn Fisher

B. STANDING REPORTS/Q&A (55 Minutes)

- B.1 Mission Connection: Cultural Competency (10 min/10 min)** — *Eleanor Boli and Eric Mingo*
Ms. Boli and Mr. Mingo presented on the cultural competency initiatives being implemented in the MS and US.
- B.2 US & MS Directors Report/Q&A (15 min)** – *Evangelia Ward-Jackson and Kimberley Carr*
See Attachment #1 – MS Director Report
See Attachment #2 – US Director Report
- B.3 CEO Report/Q&A – (10 min)** – *Alton B. Nelson Jr.*
See Attachment #3 – CEO Report
- B.4 CFO Report/Q&A - (5 min)** – *Steven Roth*
See Attachment #4 – CFO Report
- B.5 School Site Council Report/Q&A- (5 min)** – *Maricela Navarro*

C SPECIAL REPORTS (65 Minutes)

- C.1 Curriculum Review Committee Update (15 min)** – *Esther Hugo*
- C.2 Berkeley Board Fellows (15 min)** – *Debora Basso and Christa Brown*
- C.3 LCAP Update and Board Input Session (15 min)** – *Alton B. Nelson Jr. and Hung Mai*
See Attachment #5 – LCAP Goals and Outcomes Initial Input Sheet
See Attachment #6 – Recommendations and Questions from SSC
See Attachment #7 – Expected Measurable Outcomes – Mid-Year Summary Report
- C.4 Board Match Event Debrief (10 min)** – *Esther Hugo, Alton B. Nelson Jr., and Libby Cole*
- C.5 Student-Parent Handbook Committee (10 min)** – *Alton B. Nelson Jr, Daryle Morgan, and Eric Abrams*
See Attachment #8 – Upper School Student-Parent Handbook
See Attachment #9 – Middle School Student-Parent Handbook

D. ACTION ITEMS (15 Minutes)

- D.1 Approval of Board Minutes – March 9, 2017** – *Alicia Malet Klein*
See Attachment #10 – Board Minutes from March 9, 2017
Recommendation: *That the MWA Board of Directors Minutes of March 9, 2017, be approved.*

Motion: Maricela Navarro
Second: Eric Abrams
Vote: none opposed

- D.2 Suicide Prevention and Intervention Policy** – *Brandi Pretlow*
See Attachment #11 – Suicide Prevention and Intervention Policy
Recommendation: *To review and approve the Suicide Prevention and Intervention Policy*

Motion: Eric Abrams
Second: Maricela Navarro

Vote: none opposed

- D.3 MWA Board Meeting Dates (2017-2018) – Alicia Malet Klein**
See Attachment #12 – MWA Board Meeting Dates (2017-2018)
Recommendation: *To review and approve the MWA Board Meeting Dates (2017-2018).*

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

- D.4 Instructure (Canvas Learning Management System) Services Order Form (2017/2018 – 2019/2020 – Damon Edwards**
See Attachment #13 – Instructure Services Order Form
Fiscal Impact: \$33,825 (Year 1 - \$17,600; Year 2 - \$7,425; Year 3 - \$8,800)
Recommendation: *To review and approve Instructure Services Order Form.*

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

- D.5 Michael’s Transportation Services Inc. Contract (2017 – 2018) – Alton B. Nelson Jr. and Lal Jones-Bey**
Fiscal Impact: no more than \$400,000
See Attachment #14 – Michael’s Transportation Services Inc. Contract
Recommendation: *To review and approve the Michael’s Services Inc. Contract.*

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

- D.6 Capitalization Policy – Heather Davis**
See Attachment #15 – Capitalization Policy
Recommendation: *To review and approve the Capitalization Policy.*

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

- D.7 Chase Bank Memo – Heather Davis**
See Attachment #16 – Chase Bank Memo
Recommendation: *To review and approve the Chase Bank Memo.*

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

- D.8 Western Alliance Bridge Bank Resolution – Steven Roth and Hung Mai**

See Attachment #17 – Western Alliance Bridge Bank Resolution

Recommendation: *To review and approve the Western Alliance Bridge Bank Resolution.*

Motion: Daryle Morgan

Second: Eric Abrams

Vote: none opposed

D.9 Routine Agreements and Contract Renewals FY2017 - 2018– Alicia Malet Klein

Recommendation: *To review and approve all routine agreements and contract renewals.*

Motion: Eric Abrams

Second: Daryle Morgan

Vote: none opposed; Alicia Malet Klein and Esther Hugo recused themselves from items # e, f, and g below due to serving on both the Making Waves Foundation and Making Waves Academy boards.

- a) Nob Hill Catering (LunchMasters) Addendum to Agreement Renewal – Lal Jones-Bey**
Fiscal Impact: no more than \$418,000

See Attachment #18 – Nob Hill Catering (LunchMasters) Addendum to Agreement Renewal

Recommendation: *To review and approve the Nob Hill Catering (LunchMasters) Addendum to the Agreement Renewal.*

- b) Apex Learning Price Quote Renewal – Damon Edwards**

Fiscal Impact: \$25,000

See Attachment #19 – Apex Learning Price Quote Renewal

Recommendation: *To review and approve the Apex Learning Price Quote Renewal.*

- c) Pacheco’s Cleaning Services Agreement Renewal – Lal Jones-Bey**

Fiscal Impact: no more than \$276,000

See Attachment #20 – Pacheco’s Cleaning Services Agreement Renewal

Recommendation: *To review and approve the Pacheco’s Cleaning Services Agreement Renewal.*

- d) CCCOE Teacher Induction Program MOU – Marcus Williams and Alton Nelson**

Fiscal Impact: \$10,000

See Attachment #21 – CCCOE Teacher Induction Program MOU

Recommendation: *To review and approve the CCCOE Teacher Induction Program MOU.*

- e) Middle Scholl and Upper School Lease Agreement Renewal – Steven Roth and Hung Mai**

Fiscal Impact: \$800,100

See Attachment #22 – Middle School & Upper School Lease Agreement Renewal

Recommendation: *To review and approve the Middle School & Upper School Lease Agreement Renewal.*

- f) Making Waves Academy Schools Sublease Agreement Renewal – Steven Roth and Hung Mai**
Fiscal Impact: \$122,568
See Attachment #23 – MWAS Sublease Agreement Renewal
Recommendation: *To review and approve the MWAS Sublease Agreement Renewal.*

- g) Making Waves Academy Schools/Making Waves Foundation Services Agreement – Steven Roth and Hung Mai**
Fiscal Impact: \$117,075
See Attachment #24 – MWAS/MWF Services Agreement
Recommendation: *To review and approve the MWAS/MWF Services Agreement.*

- h) Teach for America Agreement Renewal – Marcus Williams and Alton B. Nelson Jr.**
See Attachment #25 – TFA Agreement Renewal
Recommendation: *To review and approve the TFA Agreement Renewal.*

E. DISCUSSION ITEMS (5 Minutes)

- E.1 Pre-Graduation Board Mixer @ Assemble Restaurant, June 7, 2017, 5-6pm – Alicia Malet Klein**
- E.2 US Graduation @ Craneway Pavilion, June 7, 2017, 6pm – Alicia Malet Klein**
- E.3 MS Graduation @ MWA Multi-Purpose Room, June 8, 2017, 5pm – 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 2016 – 2017 (0 Minutes)

- o June 15, 2017 11:00 a.m. - 2:00 p.m.

H. 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, Darcy Heppenstall, Libby Cole, and Lal Jones-Bey.

ALL MEETINGS ARE ON THURSDAYS. LUNCH PROVIDED.