



Making Waves Academy

September Board Meeting

Date and Time

Monday September 9, 2024 at 4:00 PM PDT

Location

In-person at:

Making Waves Academy

4123 Lakeside Dr.

Richmond, CA 94806

And streaming on zoom:

<https://mwacademy.zoom.us/j/87855022048?pwd=SVFZNGlTbVVHb1NlFYUd2WWNTaW8wQT09>

Passcode: 073032

Or One tap mobile :

+16694449171,,87855022048#,,, *073032# US

+16699006833,,87855022048#,,, *073032# US (San Jose)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 689 278 1000 US

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 931 3860 US

Webinar ID: 878 5502 2048

Passcode: 073032

International numbers available: <https://mwacademy.zoom.us/j/87855022048>

Other remote location:

- Doylestown Public Library, 150 S. Pine Street, Doylestown, PA 18901

COMING SOON

- HAGA CLIC AQUÍ para acceder a la agenda y portadas en español/CLICK HERE to access agenda and cover sheets in Spanish: <https://bit.ly/3x1HoZS>
- HAGA CLIC AQUÍ para acceder el reporte escolar/CLICK HERE to access the school board report in Spanish: <https://bit.ly/4cfFLYu>

If you have questions about the board agenda and materials or you are in need of disability-related accommodations, please contact:

Si tiene preguntas sobre la agenda y materiales de la junta o necesita adaptaciones relacionadas con la discapacidad, comuníquese con:

Bryann Fitzpatrick at bfitzpatrick@mwacademy.org or (510) 994-6486.

Public Comment

- The public may address the MWA Board regarding any item within the subject-matter jurisdiction of the MWA governing board.
- Under Public Comment, members of the public may
 - Comment on items on the agenda
 - Comment on items not on the agenda
 - ***Presentations are limited to two minutes each***, or a total of twenty minutes for all speakers, or the two-minute limit may be shortened.
- In accordance to the Brown Act, the MWA Board may listen to comments, but can neither discuss nor take action on the topics presented. Members of the board are very limited in their response to statements or questions by persons commenting on items not on the agenda.

- **Speakers may submit a request to speak before 9:00 AM on the day of the board meeting, fill out a comment card at the meeting, or raise their hand/use the raise hand function during the public comment sections of the meeting.**
 - **If you would like to send your request to speak prior to the meeting, please email your request to eberedo@mwacademy.org in English or Spanish.**
 - Your submission should:
 - indicate if it is a general public comment for the beginning of the meeting or a comment for a specific agenda item (please include the item number).
 - include your name so that you can be called when it is your turn to speak.
 - During the meeting, we will call your name and you should use the "raise hand" feature to identify yourself.
- Under SB1036 the minutes from this meeting will omit student and parent names and other directory information, except as required by judicial order or federal law. If a parent/ legal guardian wishes a name be included, one must inform the board prior to their public comment.

Comentarios públicos

- El público puede dirigirse a la Junta Directiva de la MWA con respecto a cualquier asunto dentro de la jurisdicción del tema materia por la Junta Directiva de la MWA.
- Bajo comentario público, los miembros del público pueden:
 - Hacer comentarios sobre los puntos del orden del día
 - Hacer comentarios sobre puntos no incluidos en el orden del día
 - **Las presentaciones están limitadas a dos minutos cada una**, o un total de veinte minutos para todos los oradores, o se puede acortar el límite de dos minutos.
- De acuerdo con la Ley Brown, la Junta Directiva de la MWA puede escuchar los comentarios, pero no discutirán ni tomarán medidas sobre los temas presentados. La respuesta de los miembros de la Junta Directiva a las declaraciones o preguntas de las personas que comentan temas que no figuran en el orden del día es muy limitada.
- **Mientras las reuniones se llevan a cabo virtualmente, los miembros del público que desean hablar durante la junta pueden presentar una solicitud para hablar antes de las 9:00 a.m. del día de la reunión de la junta o usar la función de levantar la mano durante las secciones de comentarios públicos de la reunión.**
 - **Si desea enviar su solicitud de uso de la palabra antes de la reunión, envíe su solicitud por correo electrónico a eberedo@mwacademy.org en inglés o español.**
 - En su solicitud:
 - Incluya su nombre para que pueda ser llamado cuando sea su turno de hablar.
 - indicar si es un comentario público general para el comienzo de la reunión o si es comentario público sobre un artículo específico del programa (incluya el número del artículo).
 - Durante la reunión, le llamaremos por su nombre y deberá utilizar la función de "levantar la mano" para identificarse.

- *En virtud de la SB1036, las actas de esta reunión omitirán los nombres de los estudiantes y padres y otra información del directorio, excepto cuando lo requiera la orden judicial o por la ley federal. Si un padre/tutor legal desea que se incluya un nombre, se debe informar a la junta antes de su comentario público.*

If you have questions about the board agenda and materials or you are in need of disability-related accommodations, please contact:

Si tiene preguntas sobre la agenda y materiales de la junta o necesita adaptaciones relacionadas con la discapacidad, comuníquese con:

Bryann Fitzpatrick at bfitzpatrick@mwacademy.org or (510) 994-6486.

Please note that all agenda times are estimates.

Tenga en cuenta que todos los horarios de la agenda son estimaciones.

Agenda

| | Purpose | Presenter | Time |
|--|---------|--------------------|---------|
| I. Opening Items | | | 4:00 PM |
| Opening Items | | | |
| A. Call the Meeting to Order | | Alicia Malet Klein | |
| Alicia Malet Klein will call the meeting to order. | | | |
| B. Record Attendance | | Alicia Malet Klein | 1 m |
| Roll call and verification of quorum. | | | |
| C. Changes to the Board | Vote | Alicia Malet Klein | 10 m |
| The board will accept the resignation of Layla Naranjo. | | | |
| The board will vote on the nomination of Enrique Romero to a 3-year term and his appointment as secretary. | | | |
| D. Remarks by Board President | Discuss | Alicia Malet Klein | 5 m |
| Focus Area: Teaching and Learning (WASC/LCAP Goal: Support for All Learners); hopes for the year ahead | | | |
| E. Public Comment | | Alicia Malet Klein | 20 m |
| <ul style="list-style-type: none">• The public may address the MWA Board regarding any item within the subject-matter jurisdiction of the MWA governing board.• Under Public Comment, members of the public may | | | |

| | Purpose | Presenter | Time |
|--|---|-----------|------|
| | <ul style="list-style-type: none"> ◦ Comment on items on the agenda ◦ Comment on items not on the agenda ◦ <i>Presentations are limited to two minutes each</i>, or a total of twenty minutes for all speakers, or the two-minute limit may be shortened. | | |
| | <ul style="list-style-type: none"> • In accordance to the Brown Act, the MWA Board may listen to comments, but can neither discuss nor take action on the topics presented. Members of the board are very limited in their response to statements or questions by persons commenting on items not on the agenda. | | |
| | <ul style="list-style-type: none"> • <i>Speakers may submit a request to speak before 9:00 AM on the day of the board meeting, fill out of a comment card at the meeting, or use the raise hand function during the public comment sections of the meeting.</i> <ul style="list-style-type: none"> ◦ <i>If you would like to send your request to speak prior to the meeting, please email your request to bfitzpatrick@mwacademy.org in English or Spanish.</i> ◦ <i>Your submission should:</i> <ul style="list-style-type: none"> ▪ <i>indicate if it is a general public comment for the beginning of the meeting or a comment for a specific agenda item (please include the item number).</i> ▪ <i>include your name so that you can be called when it is your turn to speak.</i> ◦ <i>During the meeting, we will call your name and you should use the "raise hand" feature to identify yourself.</i> | | |
| | <ul style="list-style-type: none"> • Under SB1036 the minutes from this meeting will omit student and parent names and other directory information, except as required by judicial order or federal law. If a parent/ legal guardian wishes a name be included, one must inform the board prior to their public comment. | | |
| | <ul style="list-style-type: none"> • De acuerdo con AB 361 en el Estado de California, organizaremos esta reunión de la junta directiva a través de teleconferencia debido a la siguiente circunstancia: | | |
| | <ul style="list-style-type: none"> • La Junta Directiva de MWA sea reunera durante un estado de emergencia proclamado por el Estado de California debido a la pandemia de COVID-19. | | |
| | <ul style="list-style-type: none"> • <i>El público puede dirigirse a la Junta Directiva de la MWA con respecto a cualquier asunto dentro de la jurisdicción del tema materia por la Junta Directiva de la MWA.</i> | | |
| | <ul style="list-style-type: none"> • <i>Bajo comentario público, los miembros del público pueden:</i> <ul style="list-style-type: none"> ◦ <i>Hacer comentarios sobre los puntos del orden del día</i> ◦ <i>Hacer comentarios sobre puntos no incluidos en el orden del día</i> ◦ <i>Las presentaciones están limitadas a dos minutos cada una, o un total de veinte minutos para todos los oradores, o se puede acortar el límite de dos minutos.</i> | | |

| | Purpose | Presenter | Time |
|---|---------|-----------|------|
| <ul style="list-style-type: none">• De acuerdo con la Ley Brown, la Junta Directiva de la MWA puede escuchar los comentarios, pero no discutirán ni tomarán medidas sobre los temas presentados. La respuesta de los miembros de la Junta Directiva a las declaraciones o preguntas de las personas que comentan temas que no figuran en el orden del día es muy limitada.• Mientras las reuniones se llevan a cabo virtualmente, los miembros del publico que desean hablar durante la junta pueden presentar una solicitud para hablar antes de las 9:00 a.m. del día de la reunión de la junta o usar la función de levantar la mano durante las secciones de comentarios públicos de la reunión.<ul style="list-style-type: none">◦ Si desea enviar su solicitud de uso de la palabra antes de la reunión, envíe su solicitud por correo electrónico a bfitzpatrick@mwacademy.org en inglés o español.◦ En su solicitud:<ul style="list-style-type: none">▪ Incluya su nombre para que pueda ser llamado cuando sea su turno de hablar.▪ indicar si es un comentario público general para el comienzo de la reunión o si es comentario público sobre un artículo específico del programa (incluya el número del artículo).▪ Durante la reunión, le llamaremos por su nombre y deberá utilizar la función de "levantar la mano" para identificarse.• En virtud de la SB1036, las actas de esta reunión omitirán los nombres de los estudiantes y padres y otra información del directorio, excepto cuando lo requiera la orden judicial o por la ley federal. Si un padre/tutor legal desea que se incluya un nombre, se debe informar a la junta antes de su comentario público. | | | |

| | | | | |
|-----|--|---------|---------------------|---------|
| II. | Standing Reports | | | 4:36 PM |
| A. | Mission Connection: Starting the Year Strong | FYI | Tameka Jackson | 10 m |
| | Video of events since the start of the school year. | | | |
| B. | ASB Update | FYI | J. Thomas / C. Ruiz | 10 m |
| | Update from officers of the Associated Student Body (ASB) and Q&A with the board. | | | |
| C. | Deep Dive: Supporting Instructional Practice | Discuss | Tameka Jackson | 20 m |
| | Overview of and discussion about roles designed to support instruction, including instructional coaches and outside providers. | | | |
| D. | Q&A on Written School Report | Discuss | Tameka Jackson | 15 m |

| | Purpose | Presenter | Time |
|--|--|-----------|---------------------|
| Board members will have an opportunity to ask questions about the contents of the written report, focusing on positioning MWA for the year ahead, including August PD, early takes on culture and climate, staffing and proactive communication. | | | |
| E. | Q&A on Written Chief Executive Officer Report (CEO) | Discuss | Alton B. Nelson Jr. |
| | Board members will have an opportunity to ask questions about the contents of the written report, including school support for the year ahead. | | 10 m |
| F. | Q&A on Chief Operating Officer Report (COO) | Discuss | Elizabeth Martinez |
| | Board members will have an opportunity to ask questions about the contents of the report, including status of hiring and the charter petition. | | 5 m |
| G. | Q&A on Written Finance Report | Discuss | James McLean |
| | Board members will have an opportunity to ask questions about the contents of the written report. | | 5 m |
| H. | Break | | 10 m |
| III. | Non-Action Items | | 6:01 PM |
| A. | LCFF Priority 1 Local Indicator | FYI | Elizabeth Martinez |
| | School reports on 2022–23 TAMO (Teacher Credentialing) data. | | 10 m |
| B. | Homeless Liaison for the Year | FYI | Elizabeth Martinez |
| | Sonja Jackson, Social Worker, is designated as the homeless liaison for the 2024-25 school year for Making Waves Academy. | | |
| IV. | Action Items | | |
| V. | Consent Action Items | | 6:11 PM |
| Total fiscal impact: \$3,144,501.64 | | | |
| A. | Safety Manual and Illness and Injury Prevention Program | Vote | Elizabeth Martinez |
| | MWA's Safety Manual and Illness and Injury Prevention Program outlines protocols and procedures to maintain a safe and compliant work environment. | | 1 m |
| B. | Bloodborne Pathogen Exposure Control Plan | Vote | Elizabeth Martinez |
| | | | 1 m |

| | Purpose | Presenter | Time |
|------------|---|-----------------|--------------------|
| | MWA's Bloodborne Pathogen Exposure Control Plan outlines procedures to protect employees from exposure to bloodborne pathogens in the workplace. | | |
| C. | 2024-2025 Instructional Minutes Revision | Vote | Katharine Mason |
| | Instructional minutes totals have changed and must be reapproved due to additional 1pm dismissal day. | | |
| D. | May to July 2024 Bill Payment | Vote | Hung Mai |
| | Approve vendor invoices for May to July 2024. Fiscal Impact: \$3,144,501.64 | | |
| E. | FY24 Unaudited Actuals Report | | Hung Mai |
| | Review the 2023-24 Unaudited Actuals report. | | |
| F. | Approve Minutes: June Board Meeting | Approve Minutes | Alicia Klein |
| | MWA Board reviews and accepts the June board meeting minutes. | | |
| G. | Approve Minutes: Special Board Meeting | Vote | Alicia Klein |
| | MWA Board reviews and accepts the July special board meeting minutes. | | |
| VI. | Day-of Presentation Slides (MWA Board: Do Not Read in Advance) | | 6:34 PM |
| A. | Slides Presented at Board Meeting (Staff please do not link presentations here) | FYI | Bryann Fitzpatrick |
| B. | Documentos traducidos al español/Documents translated to Spanish | FYI | Alicia Klein |
| | Este año, continuaremos traduciendo la agenda de la junta directiva al español. Además, este año traduciremos las portadas que contienen una breve explicación de los artículos incluidos en la agenda, así como el informe escolar que sera escrito por la directora principal de la escuela y sus líderes escolares. Tome en cuenta que no todos los artículos incluyen una hoja de portada; las hojas de portada se crean principalmente para artículos que requieren explicación más allá de la breve descripción del artículo. | | |
| | This year, we will continue to translate the board agenda to Spanish. Additionally, this year we will be translating the coversheets which provide a brief explanation of the items on the agenda as well as the school report which is written by the Senior School | | |

| | Purpose | Presenter | Time |
|--|---------|--------------|----------------|
| Director and her school leaders. Please note that not all items include a coversheet - coversheets are mostly created for items that require more explanation beyond the brief item description. | | | |
| VII. Closed Session | | | 6:34 PM |
| A. Public Employee Performance Evaluation | Discuss | Alicia Klein | 10 m |
| The board will move to closed session to discuss the annual CEO review. | | | |
| VIII. Discussion Items | | | 6:44 PM |
| A. Appreciations by the Board of Directors | FYI | Alicia Klein | 5 m |
| 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. | | | |
| B. Schedule of Remaining Board of Directors Meetings for 2024-25 | FYI | Alicia Klein | 2 m |
| <ul style="list-style-type: none"> • Oct 21, 2024 @ 4:00 pm • Dec 9, 2024 @ 11:00 am • January 27, 2025 @ 11:00 am • March 10, 2025 @ 4:00 pm • May 5, 2025 @ 4:00 pm • June 16, 2025 @ 11:00 am | | | |
| IX. Closing Items | | | 6:51 PM |
| A. Adjourn Meeting | Vote | Alicia Klein | |

Coversheet

Changes to the Board

| | |
|----------------------|-------------------------|
| Section: | I. Opening Items |
| Item: | C. Changes to the Board |
| Purpose: | Vote |
| Submitted by: | Alicia Klein |

BACKGROUND:

Proposed changes to the board include: Resignation of Layla Naranjo; Nomination of Enrique Romero to a 3-year term.

RECOMMENDATION:

With acknowledgement that Layla Naranjo is resigning, the appointment of a new board member is recommended.

Coversheet

Mission Connection: Starting the Year Strong

Section: II. Standing Reports
Item: A. Mission Connection: Starting the Year Strong
Purpose: FYI
Submitted by: Michelle Bolanos
Related Material: September Board Meeting Video-1.mp4

BACKGROUND:

The video showcases key school activities from the last two months, including staff training, community-building events, student orientations, and all school assemblies, highlighting the school's efforts to foster a supportive and engaging environment.

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

September Board Meeting Video-1.mp4

Coversheet

ASB Update

| | |
|--------------------------|---------------------------------------|
| Section: | II. Standing Reports |
| Item: | B. ASB Update |
| Purpose: | FYI |
| Submitted by: | |
| Related Material: | ASB Board Report - September 2023.pdf |



ASB Board Report - September 9th 2024

ASB Members: Tlaloc Wallace, Shihab Alkaheli

Learn. Graduate. Give Back.

Table of Contents

- **Successes -Lalo**
- **Challenges - Shihab**
- **Priorities - Lalo**
- **Cada Camp - Shihab**
- **Questions & Conversation**

Successes

Successes

- **First ASM**

- Brought all students together (increased school spirit)
- Organized and informative

- **Preparations for Upcoming Events**

- Spirit Week - Approved spirit theme days, flyers done, banners in progress
- Fall Dance - Monster Mash theme
- Pep Rally (Agenda) - Cheer Performance, Basketball Relay, Family Feud



Challenges

Challenges

- **First ASM**
 - Crowd energy was low
- **Emulating a Traditional High School Experience**
 - Bringing in traditional high school events - Homecoming, etc.

Priorities

Priorities

- **Upcoming Events**

- Fall Dance - DJ, Chaperones, Spooky Hallway, Decorations, etc.
- Spirit Week
- Pep Rally

- **After School Academic Tutoring**

- The pandemic has caused some academic decline and students need more support than ever
- Teachers have office hours every Tuesday/Wednesday, but we could use more
- Outside tutoring is expensive.

Cada Camp

Questions & Conversation



Learn. Graduate. Give Back.

Coversheet

Deep Dive: Supporting Instructional Practice

| | |
|--------------------------|---|
| Section: | II. Standing Reports |
| Item: | C. Deep Dive: Supporting Instructional Practice |
| Purpose: | Discuss |
| Submitted by: | Tameka Jackson |
| Related Material: | MWA Board Meeting_September Deepdive_9-9-24.pdf |

BACKGROUND:

Overview of and discussion about roles designed to support instruction, including instructional coaches and outside providers.

September Board Mtg: Deep Dive

Presenter(s): Dr. Tameka Jackson

Date: 9/9/24



Learn. Graduate. Give Back.

Table of Contents

Overview
Teams Supporting
Instruction
Administration
Expectations of IC's
Observation &
Feedback
Progress & Future
Steps



Overview

Introduction

- Welcome and Purpose of Presentation
- Importance of Supporting Instructional Practice
- Brief Overview of Topics to be Covered

2024-2025 Instructional Goals

The focus for this year revolves around these three critical goals:

- Maintain and monitor the fidelity to the curriculum and pacing guides.
- Implement and assess school-wide use of the MWA Playbook Strategies. Support student emotional learning development and academic success through
- Advisory/Homeroom through the use of "A-Teams".

Introduction

- Instructional Coaches:
 - Math Instructional Coach
 - ELA Instructional Coach
 - Technology Instructional Coach
 - MTSS (Multi-Tiered System of Supports) Instructional Coach
- Outside Providers:
 - *Instruction Partners*

Key Teams Supporting Instruction



- School Leadership Team (SLT):
 - **Composition:** Principal, Assistant Principals (APs), Director of College, Career & Counseling (CCC), Executive Assistant, Manager for School Operations
 - **Role:** Strategic oversight, aligning school vision with instructional goals
- Instructional Leadership Team (ILT):
 - **Composition:** Principal, APs, Instructional Coaches, ELD Coordinator, Lead Teachers
 - **Role:** Direct support and coaching for teachers, data-driven instructional improvements
- Student Support Team - Deans & Social Worker

ILT Expectations

•**Weekly Tasks:**

- Review WAAG (Week At A Glance) submissions
- Provide feedback through Canvas by Thursday
- Track and follow up

•**Bi-Weekly Meetings:**

- Utilize the running agenda template
- Establish partnerships, set SMART goals, and address problems of practice
- Continuously review progress towards goals

•**Quarterly Tasks:**

- Review and provide feedback on Unit Plan submissions
- Check off completion in tracking systems

Progress & Future Steps

- **Progress Highlights:**

- Successes in targeted support areas
- Evidence of improvement in instructional practice

- **Next Steps:**

- Continue to refine support structures
- Maintain focus on data-driven decision-making
- Expand successful strategies across other areas

Questions & Discussion



Coversheet

Q&A on Written School Report

| | |
|--------------------------|--|
| Section: | II. Standing Reports |
| Item: | D. Q&A on Written School Report |
| Purpose: | Discuss |
| Submitted by: | Tameka Jackson |
| Related Material: | September 2024_School Board Report_2024-25.pdf |

BACKGROUND:

The school board report outlines the initial staffing challenges, ongoing recruitment efforts, and the implementation of professional development, community engagement activities, and upcoming events to support the school's academic and cultural goals.



Board Report

School-Wide

Board Report - September 2024

Upper School/School-wide

Dr. Tameka Jackson, Principal

What?

- **Staff Vacancies:** The school year began with significant staff shortages: 4 vacancies in the upper school and 11 in the middle school. As of August 30th, this has been reduced to 2 vacancies in the upper school (Spanish and Science) and 6 in the middle school (5th/6th Math/Science, 7th ELA and History, 8th ELA, and Health & Wellness). There are also 2 Special Education teacher vacancies, one each in middle and upper schools.
- **New Teacher Training:** New teachers attended a week-long training session before all staff returned. The training covered the staff handbook, instructional playbook, curriculum familiarization, and early lesson planning.
- **August PD:** Training began on July 29th with a welcome from CEO Alton Nelson and Principal Tameka Jackson. *Circle Up* facilitated community-building activities. Additional time was allocated for classroom setup and understanding new initiatives like “A-Teams”. Glynis Shulter, our consultant for Special Education, led professional development on IEPs and Special Education. The PASS digital hall pass monitoring system began a pilot phase.
- **PD Schedule Change:** Professional development (PD) sessions are now held on Wednesdays instead of Fridays, which marks a significant shift for the staff. This shift was made based on feedback from faculty about the added difficulty of training on Friday afternoons.

So What?

- **Impact of Vacancies:** The remaining vacancies may impact student learning and workload for existing staff, particularly in key subject areas like math, science, and Special Education.
- **Support for New Teachers:** The pre-year training aimed to help new teachers integrate into the school environment and curriculum, enhancing their readiness for the year.
- **Community Building and Professional Development:** Activities facilitated by *Circle Up Education* and the PD sessions on IEPs help strengthen the community and ensure staff are prepared to support diverse student needs. The introduction of the PASS system indicates a move toward more structured student monitoring.
- **PD Schedule Shift:** Changing PD sessions from Friday to Wednesday may require staff to adjust their routines, but it could also provide a more consistent approach to professional learning throughout the week.

Now What?

- **Filling Remaining Vacancies:** Focus efforts on recruiting qualified teachers for the remaining positions, prioritizing critical subject areas to minimize disruptions to student learning.
- **Ongoing Support:** Continue to provide support for new teachers as they transition into their roles, ensuring they feel equipped and supported.
- **Monitor and Adjust:** Evaluate the effectiveness of the PASS system pilot and gather feedback from staff on the Wednesday PD schedule to make any necessary adjustments.
- **Community Building:** Maintain the momentum from the initial community-building activities throughout the year to foster a collaborative and supportive school culture.

Board Report - September 2024

Instructional Coaching School-wide and for Math

Marjorie McCowan, Instructional Coach School-wide

Alefiyah Lokhandwala, Math Instructional Coach

What?

Over the past few weeks, we have successfully collaborated with the science team to establish a strong and positive school culture for the new academic year. I have conducted informal and formal meetings with all faculty receiving coaching across the science, English Language Arts (ELA), and health and wellness departments. I have conducted daily walk-throughs at the upper school to support and reinforce rules and expectations.

In the first few weeks of school, the math department has worked collaboratively and intentionally to set the stage for the upcoming school year. Teams came together to internalize and plan curriculum through their respective training sessions - *Open Up* for middle school (MS) and *Carnegie Math* for upper school (US) - along with finalizing their pacing guides for the year. During the beginning of the year professional development, I had an initial coaching meeting with each of the eleven math teachers along with building a partnership with the lead teachers to ensure buy-in. As of week three, I have conducted walkthroughs and observations of all math classrooms and am beginning to identify themes for our collective work such as increasing student engagement and prioritizing data-driven instruction. Each teacher has started their 1-1 coaching work and engaged in a preliminary observation and feedback cycle. Additionally, the MS and US professional learning community (PLC) meeting times and cadence have been set, and we will begin that work during the week of September 3rd.

So What?

The collaboration with the science team has laid a solid foundation for a positive and engaging school environment, which is crucial for both student and staff morale. A strong start helps in setting clear expectations and fostering a supportive atmosphere. The meetings with faculty receiving coaching across different subjects have provided valuable insights into their needs and challenges. This ongoing dialogue is key to tailoring support and ensuring that each department is equipped to meet its goals effectively. Daily walk-throughs have allowed for consistent reinforcement of school rules and expectations. This regular presence helps in maintaining a structured environment and addressing any issues proactively before they escalate.

Our math department engaged in curriculum and pacing work together before school began to support math alignment across grade-levels and schools. They have continued to co-plan within grade-level and specific content areas since the school year began. As we start our PLC work, we have the opportunity to strengthen our culture and collaborative learning practices along with identifying best practices for our math classrooms. Sharing space with teachers with varying experience and expertise promotes learning from one another. Through coaching, teachers receive personalized support around their instruction allowing for them to build their reflective practice, tackle specific challenges and meet individual goals. Through data-driven coaching and collaboration teacher instructional practice will improve, thereby supporting student outcomes.

Now What?

We will maintain and build on the collaborative efforts with the science team, ensuring that this positive momentum extends to other departments and areas of the school. We will use the insights gained from faculty coaching meetings to implement targeted support strategies. These efforts might include tailored professional development sessions or additional resources to address specific challenges. We will regularly review the effectiveness of the daily walk-throughs and seek feedback from staff and students. We will adjust strategies as needed to ensure that the reinforcement of rules and expectations remains impactful and relevant.

We will continue strengthening teacher practice through bi-weekly coaching cycles, walkthroughs, co-planning and professional learning community work. We will analyze initial MAP data as a school and math team and identify how to

Board Report - September 2024

incorporate insights into our teaching practice. I will continue to collaborate with *Instruction Partners* to design an effective PLC plan where we will hone in on data-driven inquiry cycles.

Middle School

Tina Garrison, Assistant Principal for Middle School
Devorah Merling, Technology Instructional Coach
Gerri Swift, ELD Coordinator

What?

5th grade Orientation: 94% of 5th grade scholars attended. Scholars were placed into four rotation groups and provided an overview of MWA expectations and campus highlights. Each group participated in an interaction session consisting of: a campus tour guided by 5th grade team members, an *Instructional Playbook Kahoot* activity led by Ms. Garrison, an activity reviewing behavioral expectations with Dean Wilson, and reviewing middle school (MS) Commons expectations while having a snack in the Commons with members of the Operations (Ops) team.

Middle School Family Reorientation: Each night the bleachers were full and we had to add additional chairs the second and third night to accommodate families. Dr. Jackson, Ms. Garrison, & the Deans reviewed MWA Handbook guidelines for uniform policy, cell phone usage on campus, parent pick up/drop off routes, and safety. Families verified/updated their contact information ensuring the communications sent by the school are received. Families were given information on how to sign up for *ParentSquare* and *PowerSchool* each evening as well as provided support ensuring they signed up prior to leaving the event.

Hispanic Heritage Month: MS will be supporting the **MWA Core Values** of *Community* and *Respect* with various activities for *Hispanic Heritage Month*. Although *Hispanic Heritage Month* is September 15 - October 15, we will be celebrating the Latin-X heritage for the entire month of September, as October's themed month is Anti-Bullying. Activities will include: Door decorating contest by cohort; opportunities for students to dress in traditional Latin-X clothing (September 20th - and if not participating must wear uniform/college shirt); share "Fun facts"/video clips about the Latin-X heritage during announcements via Zoom; and hear drum presentations about the historical context of drums in the Latin-x heritage.

So What?

Our 5th grade scholars are thriving and demonstrating MWA expectations daily. This is impressive as our 5th grade scholars enroll from approximately 12 feeder schools. They are acclimating well. Reorientation helped to start school with scholars/families familiar with MWA expectations. More scholars are compliant with school uniform requirements. Many parents appreciated the support with ParentSquare and PowerSchool and having technical support available. We collected necessary information to update scholar profiles in PowerSchool (many had updates in address, phone number and emails). We anticipate celebrating Hispanic Heritage Month will engage scholars and build community.

Now What?

Assessment Coordinator and Ms. Garrison will be reviewing the *Raven Assessment* and *GATE* process for next year as to better align with state requirements and other neighboring programs.

We will be evaluating a better date/timing for 5th grade Orientation and Family Reorientation for next year so that they do not happen simultaneously.

Board Report - September 2024

College, Career & Counseling

Arika Spencer-Brown, Director of CCC

What?

The College and Career Counseling (CCC) office has been working vigorously on upgrading our presence and all communications going out to students, parents, and staff. We have revamped the CCC webpage and have created a weekly newsletter that will go out to parents, students and staff. In addition, we have created several Advisory lessons for grades 5-12 that will support the college and career-going culture of MWA. Beginning this process in the MS will create a long-lasting impact that will serve our Wave-Makers well as they enter the upper school (US). Per usual, we are organizing and planning for the college application submission season. For upper school students, we are also developing a **college and career week** in partnership with the US Student Activities Coordinator and Making Wave Education Foundation (MWEF) team members. In addition, various career-related field trips are being planned in partnership with MWEF. Lastly, senior students have been notified of what they must have prepared in entering the college application submission season. The CCC team will monitor progress.

So What?

We anticipate that much of what is being implemented will have a positive impact on MWA. Our end goal is to bring a variety of programming to the MWA campus that will set us apart from other institutions. The CCC will be sure to provide the necessary data of progress so that all involved stay abreast of the progress being made with our Wave-Makers.

Now What?

The CCC will continue regular programming and the implementation of new programming to enhance the MWA college and career experience for students and their families

Discipline & Restorative Practices/Student Support Services

Estephania Fuentes, Dean

Erika Sarmiento, Dean

Davonte Wilson, Dean

Sonja Jackson, Social Worker

What?

As deans, we began the year strong by sharing expectations with families in the orientations that took place before the school year started. We shared expectations for dress code and other expectations. We reinforced those expectations through the first few weeks of school through proactive activity across the school such as uniform and ID lanyard checks, providing uniform loaners to students, and calling parents/guardians to remind them of uniform expectations. We supported teachers with monitoring and adhering to best practices for transition times, supervision, and lunchtime. We made rounds through the buildings reinforcing expectations and responding in real time to various issues and providing support.

In my role as social worker my focus has been being accessible for students who need supportive services, assessing the presenting problem and assessing their current need. This month I have seen 80 students schoolwide due to 504 plan review, anxiety, stress, grief, anger and suicidal ideation. I have been able to be a support to the Deans and Nurses in meeting with students and getting them to self-regulate such as coping with stress, expressing healthy emotions due to anger and embarrassment.

I am often called in to provide resources for our families. I have provided a referral for parents when their child has been suspended for vaping and in need of services. I inform the family about YVAPE, a free educational intervention program,

Board Report - September 2024

providing phone and video coaching to support students who have been caught with nicotine or marijuana at school. Some of our students do not have access to mental health services so I make referrals to *TalkSpace* (provided by MWA), a free telehealth counseling service that is able to provide support not only to our students and families but also to staff as well. I also provide resources such as free laundry services for some of our homeless families. I have been called to assist with the digital alerts with questionable content relating to suicide, self-harm or threats of danger, assessing the students risk of harm.

In addition to my role as Social Worker, I am also managing 504 plans in *Beyond SST*, which is a web based tool that helps manage data for Student Study Teams. I schedule SST and 504 meetings, facilitate and follow up on faculty adherence and implementation of 504 plans. I am looking to ensure teacher attendance and input in 504 and SST meetings, checking to see if teachers are adhering to 504 Plans, making sure that annual reviews occur, and paperwork and the database is up to date.

So What?

The most common issue we are seeing in upper school is students having a hard time with having two Deans who are more present than what they have been used to. We are holding kids accountable constantly for profanity, dress code violations, and misuse of hall passes. This has been an initial challenge in terms of building relationships, but it has increased our positive rate of students in uniform, being mindful of language, and using hall passes. In addition, I would add that our students are having difficulty in upper school with speaking respectfully to our teachers. This may stem from the last part of recovering from pandemic and students having the skills to behave appropriately in class spaces.

We prepared designated spaces to hold restorative conversations both in middle school and upper school. Creating intentional neutral spaces where students, teachers, and staff members are able to have uninterrupted dialogue to resolve issues is of high importance to us. Our spaces are equipped with tools such as RJ questions posters, RJ deck of cards, white boards, and comforting furniture. We have seen a good turn-around with students we have had 1:1 restorative conversations with and students taking accountability for their actions.

It is important to be able to provide students with supportive services to check in with a social worker to help cultivate coping strategies and provide tools for students who have social-emotional challenges. Such interventions help students spend less time out of class, at the Nurse's station, in the Dean's office, and have fewer incidents involving aggression.

504 Plan adherence is crucial to student academic success. The SST process is necessary when a student is struggling academically and behaviorally. I schedule and hold an SST meeting for those students that need intervention to address concerns, create intervention plans, and monitor progress. If interventions are not successful, we may look at other options such as a 504 plan. In cases where a 504 Plan is recommended, I ensure all stakeholders are invited and provide feedback. It is also my role to ensure students, parents, and teachers understand the 504 Plan, monitor for implementation fidelity, review 504 plans, and to ensure all paperwork is up to date.

Now What?

As Deans, the goal is to stay consistent and continue to build relationships with students, faculty, staff, and parents. We see evidence that relationships have allowed us to help students make better decisions and better understand expectations. As a Social Worker, next steps include working with the substitute coordinator to request substitutes so teachers can attend the 504 meetings that are scheduled during the school day. My role is also to create a system to assess 504 Plan implementation and to create surveys to assess levels of satisfaction and understanding for students, parents and teachers.

Coversheet

Q&A on Written Chief Executive Officer Report (CEO)

| | |
|--------------------------|---|
| Section: | II. Standing Reports |
| Item: | E. Q&A on Written Chief Executive Officer Report (CEO) |
| Purpose: | Discuss |
| Submitted by: | |
| Related Material: | MWA CEO Report to the MWA Board_SEP 2024_ABN.docx 2.pdf |



Learn. Graduate. Give Back.

MWA CEO Report to the MWA Board

SEPTEMBER 2024



MWA welcomed its eighteenth 5th grade class and began the 2024-25 school year on **August 8, 2024**. The 2024-25 school year marks the fourth year after the school closure year of 2020-21. With each year we have seen student behavior improve. The general feeling at the school, overall, is a bit more positive. A positive sign was the number of teachers and staff who came out to support arrival during the first couple of weeks of school. In the first two to three years after school resumed many students had a hard time adjusting back to pre-pandemic expectations. So far, students are, generally, more open to feedback and courteous . More importantly, I am seeing more classrooms with engaged students.

Dr. Jackson, is entering her second year. She is onboarding an almost entirely new administrative team. There are 3 unfilled Assistant Principal roles. However, she has three instructional coaches hired. These instructional coaches can support teachers with everything from targeted best practice instruction, as well as classroom management systems. Dr. Jackson's focus continues to be student safety, stronger instruction, and strengthening our Advisory/Homeroom system. Given the various open positions, the onboarding of new admin, and leaning in to address capacity challenges, it's likely she will only make material progress on 2 out of 3 of these areas this year, as she will be ruthlessly prioritizing her time given the capacity and leadership constraints.

With that said, the year is starting much stronger than in recent years. Tameka led three required parent orientations with other leaders, faculty, and staff before the school year started to set expectations for the year. The teacher and staff training leading up to the beginning of the school year focused a lot on community building and recognizing what it will mean when our systems are not able to keep up with the demands of the year (e.g., open positions, people being out on leave, or staff being absent).

In supporting Tameka with the leadership vacancies, I have taken on directly supervising a couple of key areas - athletics (supervising a newly hired Athletic Director) and student support (supervising the three deans, a social worker, and two Student Support Assistants). So far, both of these areas are starting the year very strong. Both teams have skilled, passionate, and competent staff filling these roles. This allows me to focus on their onboarding, general support, and training. Given their skills and competence, I can see that they have more time to play “offense” such as developing relationships with students and staff, being responsive to parent/guardian concerns and questions, and being more present around campus.

Finally, one of my favorite parts of the day is greeting upper school students as they enter the campus at 7:50/8:00 am in the morning. I love checking in with students, complimenting them for being in uniform, and addressing issues I observe. Students greet me with a mix of reactions but lots of smiles and a sense of routine and safety in knowing someone will be there to warmly greet them in the morning. Myself and the deans are acting on Tameka’s vision of wanting admin to greet students as they enter the campus to start their day. I am seeing the positive outcomes of that for students. I have also made time to walk the campus and visit classrooms. On these campus walks I am assessing overall adherence to system norms and overall tone.

Highlights

- Initial analysis of **state test scores** shows overall improvements in achievement across all subjects but with some subgroups not making as much progress as others.
- MWA’s charter renewal petition was submitted in August. Initial indications are favorable. The first of two meetings with the authorizer occurs this month and the meeting with the final vote to occur in October.
- We hired a new fractional CFO, James McLean, who is working with Liz and I and the finance team to provide executive level support and oversight.

WASC/LCAP/“Big Rocks” Glossary

- **WASC** (*Western Association of Schools and Colleges*) – MWA’s school accreditation organization; requires renewal every 6 years and assesses a school’s progress against self-identified goals
- **LCAP** (*Local Control Accountability Plan*) – State’s accountability tool tied to priority funding areas
- **“Big Rocks”** – priorities; tasks, projects, goals, and mission critical objectives (*Forbes*, 1/20/21)

General WASC/LCAP Updates

| WASC Goals/LCAP Priorities | CEO Updates |
|--|---|
| <p>1. Support for All Learners</p> <p><u>LCAP Priority Areas:</u> Goal 1: Basic Conditions Goal 2: Academic Standards Goal 3: Family Partnerships Goal 8: Academic Growth</p> | <ul style="list-style-type: none"> • Goal 1: The <u>annual facilities inspection</u> (state compliance) went well. We scored the equivalent of an “exemplary” rating. We also had our annual Williams Inspection. This inspection is meant to assess if students in every class they visit have access to the textbooks and/or IT equipment they need to learn. Through this inspection we learned that a handful of students did not have Wi-Fi access at home. We were able to provide “Mi-Fi” devices to students the same day. • Goal 2: Our <u>service provider, Instruction Partners</u>, will be on-site this month. They will work with our leaders and coaches on evaluating the conditions in classrooms against a rubric containing high-leverage instructional practices. • Goal 3: Dr. Jackson, her leadership team, and faculty hosted <u>three “back-to-school” nights</u>. Each night focused on specific grade levels (e.g., 5th-6th, 7th-9th, and 10th-12th grades). There’s been lots of communication with parents to reinforce expectations, offer support, and to share positive progress about students. Turnout was not as strong as desired, but for the parents who attended it allowed them to meet faculty, staff, and leaders and learn a little about their student’s teachers. • Goal 8: The first <u>interim assessments</u> occurred this month. The data is used to assess learning growth in English and math. |
| <p>2. College and Career Readiness</p> <p><u>LCAP Priority Areas:</u> Goal 4: College & Career Readiness Goal 7: Course Access</p> | <ul style="list-style-type: none"> • Goal 4: MWEF and MWA leaders collaborated on an approach to a <u>college access education</u>. For staff, Aiyana and Jon (<u>MWEF team</u>) presented to the MWA staff just before school started and will present to staff at other times throughout the year. As planned, they shared the larger vision and approach of the college success program and the role AI will play. For students some of this work will occur in Homeroom (middle school) and Advisory (upper school). For parents information will be shared at parent meetings. We likely will have mixed success this year given our staffing capacity challenges. • Goal 7: Students in the upper school were able to <u>change courses</u> during the first few weeks. A handful of students advocated to add an additional course this year (AP Pre-Calculus) demonstrating agency. |
| <p>3. Diversity, Equity, & Inclusion</p> <p><u>LCAP Priority Areas:</u> Goal 5: Student Engagement Goal 6: School Climate</p> | <ul style="list-style-type: none"> • Goal 5: Within the first 3 weeks, both divisions have hosted <u>all-division meetings</u> (upper & middle school student assemblies). <u>Deans and administrators are present in the morning at entrances</u> to the middle and upper school to greet them as they arrive on campus. I have committed to greeting students at the upper school front gate through August. We say “good morning”, we remind students about their uniforms and student ID lanyards, and do quick check-ins with students. It’s become one of the best parts of my day. • Goal 6: Proactive efforts of the deans is resulting in an, overall, <u>positive climate</u>. Due to open positions and new staff, adjustments are still occurring. While the climate is more positive, there are indications that some things are left to be sorted out. |

Other Responsibilities/Activities

| Role | Entity | Activity | Meeting Frequency |
|--|--|--|---|
| <i>NCS Board Pres.</i> | North Coast Section | High school. athletics – rules, policies, & championships in the northern coastal counties. | 7 Board & Exec. Mtgs. |
| <i>NCS Delegate</i> | CIF Federated Council | Formal board comprised of delegates representing all 10 sections of CIF. | 3 Mtgs. |
| <i>CIF Executive Committee Member</i> | CA Interscholastic Federation (CIF) for state rules, policies, and playoffs. | High school. athletics – rules, policies, & championships for the state of California. | 7 Meetings |
| <i>CIF Federated Council</i> | CIF Governance group | Representatives across all 10 sections in CA to discuss, plan, and vote on statewide initiatives and policies for CIF. | 3 Meetings |
| <i>CIF Special Committee on Officials</i> | CIF | Work with delegates across the state to address talent retention and pipeline concerns for new officials. | TBD - 2-3 this fall, initially |
| <i>5C Board President</i> | Contra Costa County Charter Coalition (5C) | Provide governance for this new parent-organizing non-profit that supports MWA & 5 other area schools. | 1:1 meetings with the Exec. Dir. & 7 Board meetings |

Updates

| | |
|-------------------|--|
| <i>NCS</i> | <ul style="list-style-type: none"> 1st <u>executive committee meeting</u> on September 9th and Board of Managers meeting on October 4th. |
| <i>CIF</i> | <ul style="list-style-type: none"> The first <u>executive committee meeting</u> occurred on August 28th. The next executive committee meeting and Federated Council meetings will take place on October 10th-11th. |
| <i>5C</i> | <ul style="list-style-type: none"> Continue to support our <u>Parent Organizer</u>, Mariela. MWA is hosting a CCCOE and WCCUSD <u>candidate forum</u> on our campus in October. It will be a way for parents and community members to learn more about what the candidates running for the CCCOE and WCCUSD school boards are focused on and to hear what our parents care about. The <u>MWA 5C Parent Leadership Team (PLT)</u> met with <u>CCCBOE board candidate</u> as one of their “research actions”. The PLT requested the meeting with the candidate and led the meeting. This candidate said things about knowing charters have a right to exist, but other comments he made suggested to parents that he seems to want students to go back to traditional public schools. Our parent organizer had a great reflection from this meeting. These board members represent all of their constituents, not just the ones whose children attend traditional public schools. |

Nelson/Whole School “Big Rock” Updates

Big Rock #1:

Renewal of the MWA charter for a 5-year term and preparation for a successful WASC accreditation renewal process next year.

Monitor and support the work of the COO, Principal, Assistant Principals, and other central office and school staff in preparing for a successful WASC accreditation renewal process in 2025-26.

UPDATES:

- The charter renewal petition has been submitted and initially reviewed. Our first hearing with the charter authorizer board (CCCBOE) is in September. The 2nd meeting, in October, will be the one where the vote for renewal takes place.
- There is a plan in place for parent, staff, and student presence at the meeting along with a few public comments in support of MWA's renewal.
- By submitting in the fall, if our charter is denied for some reason, we have time to submit an appeal with a decision on the appeal before the school year ends.

Big Rock #2:

A focus on academic achievement and outcomes

Through classroom observations, data, and discussions, I will assess the efficacy and progress towards more targeted, curricular-aligned, engaging, and effective Tier 1 core instruction, particularly in math and English classes.

UPDATES:

- Tameka hired 3 of 4 instructional coaches focused on math, technology, and one generalist. We were unsuccessful in identifying and hiring an instructional coach for English. The objective for these roles is to provide more consistent and in-depth coaching and support on instructional practices.
- Returning teachers and coaches will be more familiar with the systems Tameka developed last year to assess - instructional pace (math and English), interim assessment data, coaching feedback and evaluation data, and professional responsibilities data. All of this data, combined, begins to tell a story to help us identify what's working well and what needs attention.
- I have observed several classrooms through the first 2.5 weeks. Deans are proactively in classrooms as well. We will be using common classroom evaluation tools to be able to provide feedback to teachers.

Big Rock #3:

Ensure long-term financial viability (“right-sizing”)

Continue to work with James (CFO), Liz (COO), and the MWEF finance team and CEO on “right-sizing” MWA services and support with a focus on compensation models, FTE shifts, and program models.

UPDATES:

- We realized about a \$1.6M reduction in the FY 25 budget. We think there is more to do here in evaluating what is working and where some monies can be re-allocated to new programming over the next couple of years.
- We added a new fractional CFO (James McLean) to fill the vacated position. James has a background of having worked with MWEF in the past, so he is familiar with the organization and some of the key people. Public school finance will be a bit new for James, but myself, the COO, and the Director of Finance will work together to support him in getting up to speed.

PENDING:

Shift of service model for social-emotional support (MTSS)

Monitor and support the work of the COO, Principal, and Assistant Principal for Student Support in creating an infrastructure for a comprehensive and integrated system for implementing MWA’s Multi-Tiered Systems of Support (MTSS).

I have moved this Big Rock to “Pending” status until the AP Student Support is hired.

UPDATES:

- The year is starting with a vacancy in the position designed to lead this area, the Assistant Principal, Student Support. The new social worker (former MWA Dean) is taking on some of the roles associated with parts of the MTSS model - student check-ins to assess the supports needed, referring students to the right next resource (within and outside of MWA), updating and tracking progress on some individualized plans for students.
- The three new deans went through training on restorative practices this summer before school began. They have set up restorative spaces in their respective offices to conduct restorative conferences. We will continue to track restorative conferences and suspensions this school year to monitor progress.
- Dr. Jackson, Dr. Spencer-Brown, and in collaboration with MWEF, have developed a scope and sequence for social-emotional learning (SEL). Lessons are to occur in Homeroom (middle school) and Advisory (upper school). Of all of the new initiatives, this one is likely the most vulnerable to not being implemented as consistently and with as much fidelity as we would like to see this year.

Coversheet

Q&A on Chief Operating Officer Report (COO)

| | |
|--------------------------|--|
| Section: | II. Standing Reports |
| Item: | F. Q&A on Chief Operating Officer Report (COO) |
| Purpose: | Discuss |
| Submitted by: | |
| Related Material: | September 2024_COO Board Report.pdf |



Board Report

Chief Operating Officer

September 2024

Elizabeth Martinez

Chief Operating Officer

While the students and faculty spent the summer away from campus, many of us were on campus preparing for the new school year. Here are some highlights of our work this summer.

- **Submitted our charter petition on August 1st, 2024;** our public hearing is scheduled for September 11th and we anticipate the final vote will take place October 16th.
- Prepared for our annual facilities inspection conducted by the county office who assesses the conditions of the facilities. At the end of the inspection, they issue us a score between 0% and 100%. **We have always historically fallen in the "Good" category (90%-98.99%) but this year we scored "Exemplary"!** Our goal was 97% for both (1-2% increase from last year). Not only were both the middle and upper school rated exemplary but the score for the **middle school campus was the highest rated in the county. Big shout out to the operations team!**
- **Restructured operations** to separate out school-based functions and central office oversight, the transition is going well and hiring in those areas is almost complete.
- **Restructured Special Education** to separate out compliance (Central Office) and instruction (School) to create strong alignment between SPED and General Education classroom practices while maintaining a high-level of adherence to local, state and federal requirements.
- **Updating HR Information System** to further digitize and streamline onboarding and offboarding processes to reduce manual work.

Maintaining momentum on the items above was an important part of our preparation. At the same time, Talent and HR maintained an unrelenting focus on recruitment. **This recruitment cycle was the most informative one I have experienced while overseeing both Talent and HR.** The data gathered this year will be provided to the new Senior Director of People to further refine/strengthen our recruitment approach for next school year.

Hiring Data

Following the peak of the recruiting season, I reviewed the preliminary data and conducted an analysis of the current vacancies. I found a **strong correlation between the current vacancies and when Talent was notified of the vacancy/need.** In most cases, if Talent knew about the vacancy between January and March, the likelihood of filling the position was significantly higher. **After March, filling positions became more challenging but it was particularly challenging to find qualified and high-caliber candidates for leadership positions.** The delay for leadership positions was attributed to a number of factors. One of the most impactful factors was the restructuring that followed the budget shifts we announced in the spring. The primary goal of the restructure was to better align our resources with our intended outcomes; this required that we shifted reporting lines and changed how people were organized. In other cases, there were some late resignations and/or other reasons that delayed notification to talent about upcoming leadership vacancies. **Faculty candidates had some ebbs and flows in the late spring but the halt in recruitment for teachers really occurs in the summer.** Most credentialed teachers have likely committed to their schools by the summer. The data clearly shows that we were unable to find qualified candidates for most faculty positions when we received resignations June-August.

- To date, Talent filled 42 of 68 vacancies this hiring season
 - Fill rate for positions we knew about early was 76% overall
 - Fill rate for faculty positions we knew about early was 90%
 - Fill rate for staff/leadership positions we knew about early was 70%
- **All but 2 General Education teaching positions that are vacant were late resignations/notifications to talent (over summer)**

September 2024

- Current Vacancies
 - 7 are middle school teachers (6 of 7 were late resignations)
 - 2 are upper school teachers (compared to 7 last year, 1 was a late notification to Talent)
 - 6 are SPED aides/teachers (3 of 6 were late resignations)
 - 9 are staff/leadership positions (7 of 9 were late notifications to Talent)

The takeaway for me was clear, the timing of notifications for staffing needs is an accurate indicator of staffing/vacancy projections. A nuance that I uncovered this year is that rather than having one “Intent to Return” window for all staff, perhaps we consider having two windows, one for staff/leadership and one for faculty. This is something that I will be discussing with the new Senior Director of People to get their thoughts on the data and the approach for the new school year.

Every new year brings different challenges and with it, different opportunities. So far, August is off to a good start:

- Average Daily Attendance reached 95.8% for the month of August, surpassing our school-wide goal of 95%
- Race-based incidents amongst students are down significantly, over half of the suspensions last August were due to use of racialized/racist language, this year only 1 student was suspended for this reason in August
- The first diagnostic assessment was administered and it was fairly successful with completion rates of over 90% for both STAR and MAP schoolwide.
- August PD (anecdotally and from my perspective) seemed to have a different, more positive tone. There were a lot of opportunities to build and rebuild community.

There were some bumps of course ***and*** I saw so many more people willing to step in and support each other during those challenges. I also know that there are a lot of new people to our community so I expected challenges would arise. So far, no challenges have come up that haven’t had a solution.

This year, ***my focus will continue to be on creating clarity on the role of the Central Office, the School and defining when/where they intersect.*** Increasingly, I will be pushing my staff to work from a systems perspective vs. an individual contributor perspective. The areas they oversee cannot work in isolation from one another and they cannot work in isolation from the school. ***Our role as a Central Office is to create a stable and malleable structure for the school to flourish.*** I look forward to sharing more with you about this approach in the upcoming months.

Coversheet

Q&A on Written Finance Report

| | |
|--------------------------|---|
| Section: | II. Standing Reports |
| Item: | G. Q&A on Written Finance Report |
| Purpose: | Discuss |
| Submitted by: | James McLean |
| Related Material: | Executive Summary -2023-24 Unaudited Actuals Report.pdf |

BACKGROUND:

Executive summary and financial details presented by "school" and "central office"



Executive Summary for FY 2023-24 Unaudited Actuals Report

September 3rd, 2024

Revenues Summary (Compared with the FY'24 2nd Interim Budget):

- Government revenues came in **over budget** by \$319,355 or 2%.
- Investment Income came in **over budget** by \$48,755 or 12%.
- Donations (Non-JRSF) came in **over budget** by \$2,868 or 0.2%.
- JRSF contributions were **under budget** by \$963,136 or 10%.
 - In anticipation of unspent resources and higher government revenues, we requested less JRSF contribution.

Expenses Summary (Compared with the FY'24 2nd Interim Budget):

- The total expenses were **under budget** by \$2,177,716 or 7%.
 - MWA – “School” expenses were **under budget** by \$1,998,058 or 7%.
 - Central Office expenses were **under budget** by \$179,658 or 5%.

Net Income/Loss

- The **net income** is \$1,635,558

Key Overview for the FY'24 Unaudited Actuals

The following items highlight the **key changes** from the **FY'24 2nd Interim Budget** to the **FY'24 Unaudited Actuals**:

1. **Government Revenues – Came in over budget by \$319,355 (2%)** due to:
 - a. Actual P2 Average Daily Attendance (ADA) came in higher than the projected ADA in the 2nd interim budget (94% vs. 92%).
 - b. Received more child nutrition program.
 - c. Received more state lottery funding due to higher funding rates.
 - d. Pushed one-time categorial funds to out years
2. **Personnel Expense**
 - a. Saved on vacant positions including 11 teachers, three on-site substitute teachers, and 10 staff.
 - b. Saved on statutory and health benefits due to vacant positions.
 - c. Saved on stipends.
3. **Supplies**
 - a. Saved on textbooks and core materials.
 - b. Saved on computers and IT supplies.
 - c. Saved on furniture and supplies
 - d. Saved on contingency

4. **Contracted Services**

- a. Saved on Special Education contract services
- b. Saved on PD, travel, IT, and contract services
- c. But spent more on substitute teachers due to teacher shortage.

Detailed Summary of Changes (FY'24 2nd Interim Budget to the FY'24 Unaudited Actual)

MWA – “SCHOOL” EXPENDITURES: TOTAL CHANGES – Under Budget BY \$1,998,058 (-7%)

I. Salaries and Benefits – Under Budget by \$1,344,170 (-8%)

- Saved on open positions and newly hired salary variances
- Saved on CalSTRS and 403(b) retirement contributions on open positions
- Saved on health insurance and benefits
- Saved on stipends

II. Supplies – Under Budget by \$89,877 (-6%)

- Saved from extra curricula and Spanish textbook
- Saved on equipment not purchased
- Saved on school and custodial supplies
- More students participated in the meal program

III. Contracted Services – Under Budget by \$564,011 (-6%)

- Saved on conference and travel
- Saved on school building maintenance
- Saved on Campus supervisor uniforms
- Saved on study trips
- Saved on Internet and Wifi (received E-rate credit)
- Spent more on Sub teacher contract
- Spent more on student food services
- Spent more on Talent Team contract services
- Spent more on IT contract services
- Spend more on Special Education placement

CENTRAL OFFICE EXPENDITURES: TOTAL CHANGES – Under Budget BY \$179,658 (-5%)

I. Salaries and Benefits – Under Budget by \$73,600 (-3%)

- Saved on vacant positions
- Saved on CalSTRS and 403(b) retirement contributions

II. Supplies – Under Budget by \$32,363 (-85%)

- Saved on office supplies
- Saved on the contingency fund

III. Contracted Services – Under Budget by \$73,695 (-8%)

- Saved on professional development and conference fees
- Saved on IT contract services
- Saved on traveling expenses related to staff recruitment
- Spent more on legal fees
- Spent more on contract services for the Talent team

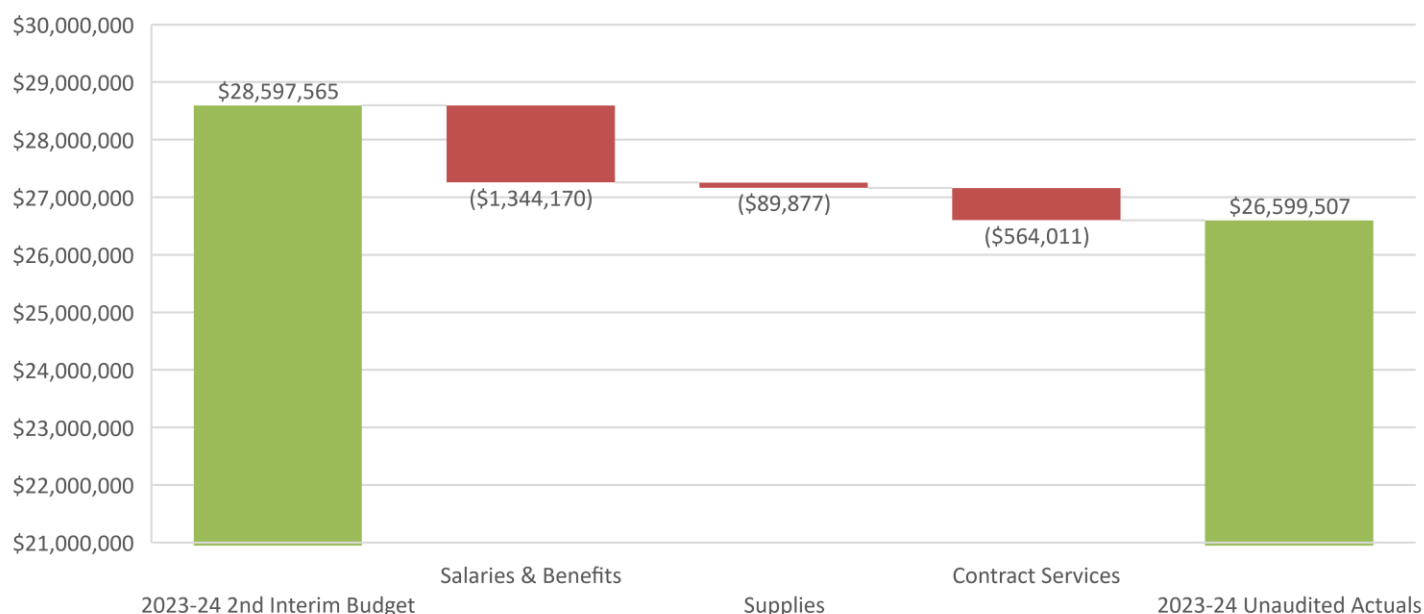
Appendix A – Summary Financials

FY'24 Unaudited Actuals Summary Financials for MWA – “School”

MWA – “School” – Compare FY'24 Unaudited Actuals to FY'24 2nd Interim Budget

| Descriptions | 2023-24 2 nd Interim Budget | 2023-24 Unaudited Actuals | \$ Variance | % Variance |
|--|--|---------------------------------|---------------------|------------|
| Revenues | | | | |
| Government | \$19,323,149 | \$19,642,503 | \$319,355 | 2% |
| Investment | \$372,896 | \$421,652 | \$48,755 | 12% |
| Donation | \$1,175,000 | \$1,177,867 | \$2,868 | 0.2% |
| JRSF | \$7,776,520 | \$6,993,043 | -\$783,478 | -11% |
| Total Revenues | \$28,647,565 | \$28,235,065 | -\$412,500 | -1% |
| Expenses | | | | |
| Salaries/Benefits | \$17,667,537 | \$16,323,367 | -\$1,344,170 | -8% |
| Supplies | \$1,522,524 | \$1,432,647 | -\$89,877 | -6% |
| Contracted Services | \$9,407,504 | \$8,843,493 | -\$564,011 | -6% |
| Total Expenses | \$28,597,565 | \$26,599,507 | -\$1,998,058 | -7% |
| Revenues – Government per ADA | \$19,025 | \$19,376 | \$314 | 2% |
| Expenses – Cost per Student (Exclude CO Fees) | \$24,588 | \$22,778 | -\$1,810 | -7% |

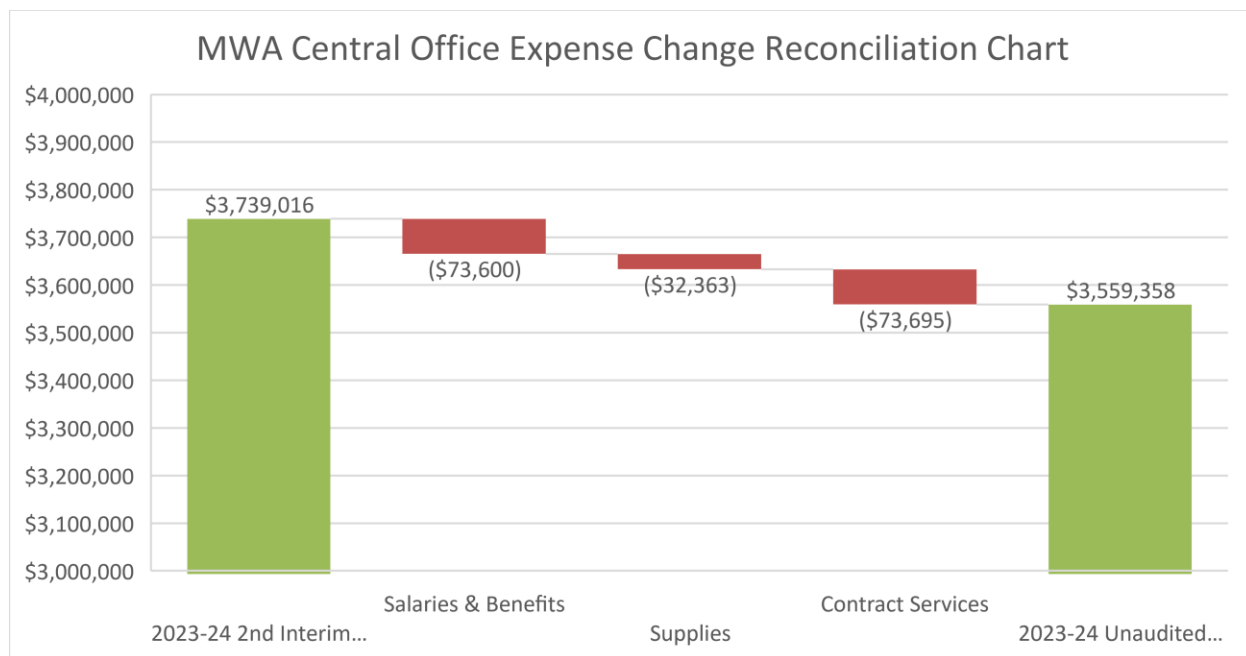
MWA-"School" Expense Change Reconciliation Chart



FY'24 Unaudited Actuals Summary Financials for MWA Central Office

MWA Central Office – Compare FY'24 Unaudited Actuals to FY'24 2nd Interim Budget

| Location | 2023-24 2 nd Interim Budget | 2023-24 Unaudited Actuals | \$ Variance | % Variance |
|---|--|---------------------------------|-------------------|------------|
| Revenues | | | | |
| JRSF | \$2,286,616 | \$2,106,958 | -\$179,658 | -8% |
| Central Office (Shared Services Allocation) | \$1,452,400 | \$1,452,400 | \$0 | 0% |
| Total Revenues | \$3,739,016 | \$3,559,358 | -\$179,658 | -5% |
| Expenses | | | | |
| Salaries/Benefits | \$2,748,015 | \$2,674,415 | -\$73,600 | -3% |
| Supplies | \$38,150 | \$5,787 | -\$32,363 | -85% |
| Contracted Services | \$952,851 | \$879,156 | -\$73,695 | -8% |
| Total Expenses | \$3,739,016 | \$3,559,358 | -\$179,658 | -5% |



**Making Waves Academy
Budget FY2024**

**MWA - "School"
Unaudited Actuals**

| | A | B | F | H | K | L | M | AS |
|----|--------|--|---------------------------------|-------------------------------------|---|---------------------------|---|----|
| | | | | | Variance FY24 Unaudited Actual vs. FY24 2nd Interim (A-C) | | | |
| 2 | Acct # | Account/Title | Unaudited Actual FY24 (A) | FY2024 2nd Interim Budget (C) | | % Variance (A) vs. (C) | Notes | |
| 3 | | Income | | | | | | |
| 4 | 8011 | State Aid - General Apportionment | 9,053,070 | 7,498,379 | 1,554,691 | 21% | Actual P2 Average Daily Attendance (ADA) came in higher than the projected ADA in the 2nd interim budget (93% vs. 92%). | |
| 5 | 8012 | Education Protection Account Entitlement | 1,677,384 | 3,356,165 | (1,678,781) | -50% | | |
| 6 | 8096 | In Lieu of Property Taxes | 3,843,954 | 3,460,726 | 383,228 | 11% | | |
| 7 | 8181 | Federal - Special Education | 180,694 | 132,038 | 48,656 | 37% | | |
| 8 | 8182 | Federal - Special Education - Mental Health (Lvl 3) | 8,355 | - | 8,355 | | | |
| 9 | 8220 | Federal - Child Nutrition Programs | 210,978 | 160,000 | 50,978 | 32% | | |
| 10 | 8230 | Federal - American Rescue Plan - Homeless Children and Youth II | - | 3,000 | (3,000) | -100% | | |
| 11 | 8263 | Federal - Elementary and Secondary School Relief III (ESSER III) | 269,845 | 262,869 | 6,976 | 3% | Utilized more one-time funds due to the rapidly approaching deadline | |
| 12 | 8290 | Federal Title I - Basic Grant | 372,201 | 362,284 | 9,917 | 3% | | |
| 13 | 8295 | Federal Title II - Teacher and Principal Training | 46,750 | 49,872 | (3,122) | -6% | | |
| 14 | 8296 | Federal Title III - LEP | 44,392 | 45,435 | (1,043) | -2% | | |
| 15 | 8297 | Federal Title IV - Part A - Student Support | 29,519 | 24,000 | 5,519 | 23% | | |
| 16 | 8299 | Federal - Other Revenue | 124,795 | 118,437 | 6,358 | 5% | | |
| 17 | 8311 | State - Special Education | 925,447 | 901,314 | 24,133 | 3% | | |
| 18 | 8312 | State - Special Education - Level 1 Mental Health Funding | 8,772 | - | 8,772 | | | |
| 19 | 8313 | State - Special Education - Level 2 Mental Health Funding | - | 53,300 | (53,300) | -100% | We received Special Ed. Level 1 instead Level 2 and Level 3 | |
| 20 | 8314 | State - Special Education - Level 3 Mental Health Funding | - | 43,008 | (43,008) | -100% | | |
| 21 | 8319 | State - Other Revenue - Prior Years | 113,148 | - | 113,148 | | | |
| 22 | 8520 | State - Child Nutrition Programs | 123,148 | 150,000 | (26,852) | -18% | | |
| 23 | 8521 | State - Kitchen Infrastructure & Training funds | 12,614 | - | 12,614 | | | |
| 25 | 8526 | State - Expanded Learning Opportunities Program | 304,085 | 332,310 | (28,225) | -8% | We do not have expenses to offset the restricted grants | |
| 26 | 8527 | State - Educator Effectiveness | 61,891 | 40,000 | 21,891 | 55% | | |
| 28 | 8530 | State - Teacher Residency Expansion Grant | 146,100 | 150,000 | (3,900) | -3% | | |
| 30 | 8532 | State - Learning Recovery Emergency Block Grant | - | 204,272 | (204,272) | -100% | Pushed one-time categorical to out years | |
| 31 | 8545 | State - School Facilities | 1,380,627 | 1,368,908 | 11,719 | 1% | Funding the full amount. | |
| 32 | 8550 | State - Mandate Block Grant | 36,281 | 36,528 | (247) | -1% | | |
| 33 | 8560 | State Lottery | 340,485 | 252,903 | 87,582 | 35% | Received more Lottery revenue than budgeted | |
| 36 | 8621 | Local - Parcel Taxes | 327,968 | 317,400 | 10,568 | 3% | | |
| 38 | 8810 | Dividend Income | 30 | - | 30 | | | |
| 39 | 8811 | Interest Income | 421,622 | 372,897 | 48,725 | 13% | | |

**Making Waves Academy
Budget FY2024**

**MWA - "School"
Unaudited Actuals**

| | A | B | F | H | K | L | M | AS |
|----|--------|------------------------------|---------------------------------|-------------------------------------|---|---------------------------|--|----|
| | | | | | Variance FY24 Unaudited Actual vs. FY24 2nd Interim (A-C) | | | |
| 2 | Acct # | Account/Title | Unaudited Actual FY24 (A) | FY2024 2nd Interim Budget (C) | | % Variance (A) vs. (C) | Notes | |
| 40 | 8980 | Contributions - Unrestricted | 1,174,046 | 1,160,000 | 14,046 | 1% | No contribution from John Scully's IRA account + Donation from Scully's son \$100K changed from Restricted to Unrestricted | |
| 41 | 8981 | John Regina Scully (JRS) | 6,993,043 | 7,776,520 | (783,477) | -10% | | |
| 42 | 8986 | School Supply Fund Donations | 3,167 | 6,000 | (2,833) | -47% | | |
| 43 | 8988 | In-Kind Donations | 654 | 9,000 | (8,346) | -93% | Previously Frugé In-Kind donation | |
| 46 | | Total Income | 28,235,065 | 28,647,565 | (412,500) | -1% | | |
| 47 | | | | | | | | |

**Making Waves Academy
Budget FY2024**

**MWA - "School"
Unaudited Actuals**

| | A | B | F | H | K | L | M | AS |
|----|--------|--|---------------------------------|-------------------------------------|---|---------------------------|--|----|
| | | | | | Variance FY24 Unaudited Actual vs. FY24 2nd Interim (A-C) | | | |
| 2 | Acct # | Account/Title | Unaudited Actual FY24 (A) | FY2024 2nd Interim Budget (C) | | % Variance (A) vs. (C) | Notes | |
| 52 | | Expenses | | | | | | |
| 53 | 1100 | Teacher Salaries | 4,366,029 | 4,844,910 | (478,881) | -10% | Variance from the following: • 10 Teacher vacancies: -US Performing Arts Teacher: -\$21K -US Spanish Teacher: -\$19K -US Spanish III Teacher: -\$19K -SW SPED Resource Teacher: - \$20K -SW SPED Resource Teacher Intern: -\$20K -2 MS Humanities Teacher: - \$38K -US ELA Teacher: -\$19K -MS Music Teacher: -\$19K -MS English Teacher: -\$19K • Summer Stipends: -\$64K • Club Stipends: -\$5K • Coordinator Stipends: -\$22K • Content Lead Stipends: -\$5K • Extra Work Sub Coverage Stipend: -\$27K • Performing Arts & STEM Responsibilities Stipends: - \$22K • Referral & Sign On Stipends: -\$10K • Savings from staff on medical leave, termination, and resignation with remainina of the year budaged: - Savings from: • On-Site Subs vacancy: -\$16K • Planning & Grading Stipend: -\$11K • Savings from staff termination and resignation: - \$19K | |
| 54 | 1103 | Substitute Teacher Salaries | 470,361 | 516,560 | (46,199) | -9% | | |
| 55 | 1200 | Certificated Pupil Support | 630,738 | 644,005 | (13,267) | -2% | | |
| 56 | 1300 | Certificated Supervisor & Administrator Salaries | 1,277,170 | 1,282,865 | (5,695) | 0% | | |
| 57 | 1409 | Certificated Special Temporary COLA Bonus | 1,654,500 | 1,711,500 | (57,000) | -3% | Variance from vacancies | |
| 58 | 1900 | Certificated Other Salaries | 407,394 | 429,970 | (22,576) | -5% | Savings from: • Staff on medical leave: -\$14.5K • SPED Summer Stipend: -8K | |
| 59 | 2100 | Classified Instructional Aide Salaries | 1,017,939 | 994,848 | 23,091 | 2% | Variance from: • Additional Coverage done by SPED Aides: \$7K • Extra work duties done by Expanded Learning Instructors: \$13K • Overtime & Mealtime Penalty: \$3K | |
| 60 | 2200 | Classified Support Staff Salaries | 904,436 | 916,912 | (12,476) | -1% | | |
| 61 | 2300 | Classified Supervisor & Administrator Salaries | 651,044 | 635,250 | 15,794 | 2% | | |

**Making Waves Academy
Budget FY2024**

**MWA - "School"
Unaudited Actuals**

| | A | B | F | H | K | L | M | AS |
|----|--------|---|---------------------------------|-------------------------------------|---|---------------------------|---|----|
| | | | | | Variance FY24 Unaudited Actual vs. FY24 2nd Interim (A-C) | | | |
| 2 | Acct # | Account/Title | Unaudited Actual FY24 (A) | FY2024 2nd Interim Budget (C) | | % Variance (A) vs. (C) | Notes | |
| 62 | 2400 | Classified Clerical and Office Salaries | 898,230 | 974,914 | (76,684) | -8% | Variance from the following: • Substitute Coordinator vacancy: -\$7K • Assistant Substitute Coordinator vacancy: -\$5K • 2 Student Support Services Coordinator vacancies: -\$36K Spring Acceleration Academy stipend: -\$28.6K | |
| 63 | 2900 | Classified Other Salaries | 252,594 | 263,220 | (10,626) | -4% | | |
| 64 | | Total Salaries | 12,530,435 | 13,214,954 | (684,519) | -5% | | |

**Making Waves Academy
Budget FY2024**

**MWA - "School"
Unaudited Actuals**

| | A | B | F | H | K | L | M | AS |
|----|--------|---|---------------------------------|-------------------------------------|---|---------------------------|---|----|
| | | | | | Variance FY24 Unaudited Actual vs. FY24 2nd Interim (A-C) | | | |
| 2 | Acct # | Account/Title | Unaudited Actual FY24 (A) | FY2024 2nd Interim Budget (C) | | % Variance (A) vs. (C) | Notes | |
| 65 | 3101 | Certificated STRS | 1,326,997 | 1,540,822 | (213,825) | -14% | | |
| 66 | 3301 | Certificated Social Security/Medicare | 420,002 | 468,684 | (48,682) | -10% | Variance from vacancies and stipends | |
| 67 | 3401 | Certificated Health & Welfare Benefits | 1,794,558 | 2,025,505 | (230,947) | -11% | Variance from vacancies | |
| 68 | 3501 | Certificated Unemployment Insurance | 83,470 | 66,073 | 17,397 | 26% | | |
| 69 | 3601 | Certificated Workers Comp Insurance | 132,393 | 171,796 | (39,403) | -23% | Premium refund from the broker | |
| 70 | 3701 | Certificated Retirement Match | 60,067 | 117,612 | (57,545) | -49% | Not all employees taking advantage of 403(B) matching program | |
| 71 | 3999 | Accrued Paid Time Off | (24,555) | 62,091 | (86,646) | -140% | Variance due to employee terminations and employees taking more vacation time during the year | |
| 72 | | Total Benefits | 3,792,932 | 4,452,583 | (659,651) | -15% | | |
| 73 | | Total Salaries & Benefits | 16,323,367 | 17,667,537 | (1,344,170) | -8% | | |
| 74 | | | | | | | | |
| 75 | 4100 | Approved Textbooks and Core Curricula Materials | 214,209 | 254,098 | (39,889) | -16% | Savings from Extra Curricula and Spanish Dept textbooks for US not purchased as budgeted | |
| 76 | 4200 | Books and Other Reference Materials | 5,162 | 18,300 | (13,138) | -72% | | |
| 77 | 4315 | Custodial Supplies | 72,721 | 65,000 | 7,721 | 12% | | |
| 78 | 4325 | Instructional Materials & Supplies | 348,586 | 376,176 | (27,590) | -7% | Less supplies purchased for the school year | |
| 79 | 4330 | Office Supplies | 6,796 | 5,100 | 1,696 | 33% | | |
| 80 | 4410 | Furniture, Equipment & Supplies (non-capitalized) | 40,358 | 83,500 | (43,142) | -52% | Savings from drapes repairs not done for commons area as budgeted | |
| 81 | 4420 | Computers and IT Supplies (non-capitalized) | 434,323 | 450,400 | (16,077) | -4% | | |
| 82 | 4710 | Student Food Services | 303,138 | 257,000 | 46,138 | 18% | Food services for students increased after talks and adjustments with vendor | |
| 83 | 4910 | Emergency Supplies | 7,354 | 5,950 | 1,404 | 24% | | |
| 84 | 4990 | Contingency | - | 7,000 | (7,000) | -100% | | |
| 85 | | Total Supplies | 1,432,647 | 1,522,524 | (89,877) | -6% | | |
| 86 | 5210 | Conference Fees | 134,177 | 144,723 | (10,546) | -7% | | |
| 87 | 5215 | Travel - Mileage, Parking, Tolls | 1,962 | 9,725 | (7,763) | -80% | | |
| 88 | 5220 | Travel - Airfare & Lodging | 21,377 | 39,425 | (18,048) | -46% | Fewer conferences, memberships, and PDs than anticipated | |
| 89 | 5225 | Travel - Meals & Entertainment | 4,063 | 24,950 | (20,887) | -84% | | |
| 90 | 5305 | Professional Dues & Memberships | 7,583 | 29,700 | (22,117) | -74% | | |
| 91 | 5421 | General Liability Insurance | 484,212 | 484,212 | - | 0% | | |
| 92 | 5510 | Utilities - Gas and Electric | 494,250 | 501,500 | (7,250) | -1% | | |
| 93 | 5515 | Janitorial & Gardening Services | 620,296 | 602,862 | 17,434 | 3% | | |
| 94 | 5525 | Utilities - Waste | 62,924 | 60,000 | 2,924 | 5% | | |
| 95 | 5530 | Utilities - Water | 74,299 | 90,000 | (15,701) | -17% | | |
| 96 | 5605 | Equipment Leases and Rentals | 120,293 | 120,000 | 293 | 0% | | |
| 97 | 5610 | Occupancy Rent | 1,840,836 | 1,840,838 | (2) | 0% | | |
| 98 | 5612 | Additional Facilities Use Fees | 12,208 | 21,500 | (9,292) | -43% | | |

**Making Waves Academy
Budget FY2024**

**MWA - "School"
Unaudited Actuals**

| | A | B | F | H | K | L | M | AS |
|-----|---------------|---|---------------------------------|-------------------------------------|---|---------------------------|---|----|
| | | | | | Variance FY24 Unaudited Actual vs. FY24 2nd Interim (A-C) | | | |
| 2 | Acct # | Account/Title | Unaudited Actual FY24 (A) | FY2024 2nd Interim Budget (C) | | % Variance (A) vs. (C) | Notes | |
| 99 | 5615 | Repairs and Maintenance - Building | 79,819 | 100,000 | (20,181) | -20% | Less building maintenance needed than anticipated | |
| 100 | 5617 | Repairs and Maintenance - Non-computer Equipment | - | 5,300 | (5,300) | -100% | | |
| 101 | 5618 | Repairs & Maintenance - Auto | 8,701 | 18,000 | (9,299) | -52% | | |
| 105 | 5806 | County Oversight Fees | 145,744 | 145,240 | 504 | 0% | | |
| 106 | 5810 | Contracted Services | 521,016 | 682,757 | (161,741) | -24% | Savings from: • Cintas uniform fees: -\$20K • ReadyRefresh water contract: -\$10K • Translation services: -\$28.7K • Safety Assessment contract: -\$14K • BEI Maintenance Contract (charge to 5810.008): - \$20K • Sports official fees: -\$8K • Instructional Partners Contract: -\$28K • Other Contract Services: -\$33K | |
| 107 | 5810.001 | Food Service Administration | - | 1,000 | (1,000) | -100% | | |
| 109 | 5810.003 | Student Transportation | 214,595 | 261,500 | (46,905) | -18% | Less bus services needed for SPED students than anticipated | |
| 110 | 5810.004 | Intervention & Consultation | - | - | - | | | |
| 111 | 5810.005 | Psychological Services | 178,102 | 193,152 | (15,050) | -8% | | |
| 112 | 5810.006 | Substitute Teachers | 692,746 | 422,000 | 270,746 | 64% | Contract Services for substitute teachers due to teacher shortages | |
| 114 | 5810.008 | Information Technology | 896,549 | 908,530 | (11,981) | -1% | | |
| 116 | 5811 | Student Exam Fees | 19,798 | 17,000 | 2,798 | 16% | | |
| 119 | 5821 | Printing and Reproduction | 16,787 | 38,500 | (21,713) | -56% | Less signage purchased than anticipated | |
| 120 | 5840 | Entrance, Admission, & Ticket Fees (not staff conference) | 20,267 | 57,800 | (37,533) | -65% | Fewer study trips than anticipated | |
| 122 | 5851 | Continuing Education Support | 36,765 | 82,000 | (45,235) | -55% | Eliminated Teacher Resident program and less staff utilizing tuition reimbursement | |
| 124 | 5897 | Special Ed Contract Services | 451,059 | 801,290 | (350,231) | -44% | Savings from: • SDC placement for SPED students: -190K • PT Behavior Specialist contract: -\$40K • Anchor Counseling & Education Solutions contract: - \$120K | |
| 125 | 5898 | Use Tax | - | 1,000 | (1,000) | -100% | | |
| 126 | 5905 | Company Cell Phones | 50,691 | 43,700 | 6,991 | 16% | | |
| 127 | 5910 | Internet and Wifi | 131,799 | 150,600 | (18,801) | -12% | | |
| 128 | 5915 | Postage and Delivery | 20,250 | 23,500 | (3,250) | -14% | | |
| 129 | 5920 | Landlines and Office Based Phones | 9,725 | 7,800 | 1,925 | 25% | | |
| 131 | 6900 | Depreciation and Amortization | 18,200 | 25,000 | (6,800) | -27% | | |
| 132 | INCO.EXP 5895 | Central Office (Shared Services Allocation) | 1,452,400 | 1,452,400 | - | 0% | | |
| 133 | | Total Contract Services | 8,843,493 | 9,407,504 | (564,011) | -6% | | |
| 134 | | | | | | | | |

**Making Waves Academy
Budget FY2024**

**MWA - "School"
Unaudited Actuals**

| | A | B | F | H | K | L | M | AS |
|-----|--------|---------------------------|---------------------------------|-------------------------------------|---|---------------------------|-------|----|
| | | | | | Variance FY24 Unaudited Actual vs. FY24 2nd Interim (A-C) | | | |
| 2 | Acct # | Account/Title | Unaudited Actual FY24 (A) | FY2024 2nd Interim Budget (C) | | % Variance (A) vs. (C) | Notes | |
| 135 | | Total Salaries & Benefits | 16,323,367 | 17,667,537 | (1,344,170) | -8% | | |
| 136 | | Total Supplies | 1,432,647 | 1,522,524 | (89,877) | -6% | | |
| 137 | | Total Contract Services | 8,843,493 | 9,407,504 | (564,011) | -6% | | |
| 138 | | Total Expenses | 26,599,507 | 28,597,565 | (1,998,058) | -7% | | |
| 139 | | | | | | | | |
| 156 | | | | | | | | |
| 157 | | Net Income | 1,635,558 | 50,000 | | | | |

**Making Waves Academy
Budget FY2024**

**MWA Central Office
Unaudited Actuals**

| | A | B | F | H | K | L | M |
|----|-----------|--|---------------------------------|-------------------------------------|---|------------------------------|---|
| | | | | | Variance FY24 Unaudited Actual vs. FY24 2nd Interim (A-C) | % Variance (A) vs. (C) | |
| 2 | Account # | Account Title | Unaudited Actual FY24 (A) | FY2024 2nd Interim Budget (C) | | | Notes |
| 3 | | Income | | | | | |
| 32 | 8981 | John Regina Scully (JRS) | 2,106,958 | 2,286,616 | (179,658) | -8% | |
| 36 | INCO.INC | Central Office (Revenue from Shared Services Allocation) | 1,452,400 | 1,452,400 | - | 0% | |
| 37 | | Total Income | 3,559,358 | 3,739,016 | (179,658) | -5% | |
| 38 | | | | | | | |
| 42 | | | | | | | |
| 43 | | Expenses | | | | | |
| 48 | 1409 | Certificated Special Temporary COLA Bonus | 157,500 | 166,000 | (8,500) | -5% | |
| 52 | 2300 | Classified Supervisor & Administrator Salaries | 1,775,106 | 1,784,269 | (9,163) | -1% | |
| 53 | 2400 | Classified Clerical and Office Salaries | 149,182 | 152,369 | (3,187) | -2% | |
| 55 | | Total Salaries | 2,081,788 | 2,102,638 | (20,850) | -1% | |
| 56 | 3101 | Certificated STRS | 63,092 | 64,544 | (1,452) | -2% | |
| 57 | 3301 | Certificated Social Security/Medicare | 127,995 | 132,328 | (4,333) | -3% | |
| 58 | 3401 | Certificated Health & Welfare Benefits | 319,101 | 296,786 | 22,315 | 8% | Under-budgeted for staff enrolled in family plans and premium increase due to age increase |
| 59 | 3501 | Certificated Unemployment Insurance | 13,198 | 10,514 | 2,684 | 26% | |
| 60 | 3601 | Certificated Workers Comp Insurance | 21,759 | 27,334 | (5,575) | -20% | |
| 61 | 3701 | Certificated Retirement Match | 67,093 | 63,948 | 3,145 | 5% | |
| 62 | 3999 | Accrued Paid Time Off | (19,611) | 49,923 | (69,534) | -139% | Variance due to employee terminations and employees taking more vacation time during the year |
| 63 | | Total Benefits | 592,627 | 645,377 | (52,750) | -8% | |
| 64 | | Total Salaries & Benefits | 2,674,415 | 2,748,015 | (73,600) | -3% | |
| 65 | | | | | | | |

**Making Waves Academy
Budget FY2024**

**MWA Central Office
Unaudited Actuals**

| | A | B | F | H | K | L | M |
|-----|-----------|---|---------------------------------|-------------------------------------|---|------------------------------|---|
| | | | | | Variance FY24 Unaudited Actual vs. FY24 2nd Interim (A-C) | % Variance (A) vs. (C) | |
| 2 | Account # | Account Title | Unaudited Actual FY24 (A) | FY2024 2nd Interim Budget (C) | | | Notes |
| 67 | 4200 | Books and Other Reference Materials | - | 1,250 | (1,250) | -100% | |
| 70 | 4330 | Office Supplies | 3,329 | 4,700 | (1,371) | -29% | |
| 71 | 4390 | Other Food | - | 1,000 | (1,000) | -100% | |
| 72 | 4410 | Furniture, Equipment & Supplies (non-capitalized) | 47 | 1,000 | (953) | -95% | |
| 73 | 4420 | Computers and IT Supplies (non-capitalized) | 2,411 | 10,200 | (7,789) | -76% | |
| 76 | 4990 | Contingency | - | 20,000 | (20,000) | -100% | |
| 77 | | Total Supplies | 5,787 | 38,150 | (32,363) | -85% | |
| 78 | 5210 | Conference Fees | 6,820 | 24,500 | (17,680) | -72% | |
| 79 | 5215 | Travel - Mileage, Parking, Tolls | 807 | 2,975 | (2,168) | -73% | Fewer conferences, memberships, and PDs than anticipated |
| 80 | 5220 | Travel - Airfare & Lodging | 5,611 | 7,250 | (1,639) | -23% | |
| 81 | 5225 | Travel - Meals & Entertainment | 380 | 3,500 | (3,120) | -89% | |
| 82 | 5305 | Professional Dues & Memberships | 25,898 | 30,000 | (4,102) | -14% | |
| 88 | 5605 | Equipment Leases and Rentals | 4,813 | 5,000 | (187) | -4% | |
| 94 | 5803 | Accounting Fees | 44,560 | 43,390 | 1,170 | 3% | |
| 95 | 5804 | Legal Fees | 53,348 | 60,000 | (6,652) | -11% | |
| 98 | 5810 | Contracted Services | 501,521 | 453,182 | 48,339 | 11% | Contract services for the Talent team |
| 100 | 5810.002 | Student Information & Assessment | 48,813 | 66,800 | (17,987) | -27% | |
| 102 | 5810.004 | Intervention & Consultation | - | 500 | (500) | -100% | |
| 103 | 5810.005 | Psychological Services | - | 500 | (500) | -100% | |
| 106 | 5810.008 | Information Technology | 44,225 | 99,504 | (55,279) | -56% | Savings from: • Website development services: -\$40K • Concur Technologies contract renewal came in at lower rate: -\$5K • Other software subscription was replaced with another software or contact came in at lower rate: -10.2K |
| 110 | 5820 | Recruiting - Students | - | 10,000 | (10,000) | -100% | |
| 111 | 5821 | Printing and Reproduction | 129 | 2,500 | (2,371) | -95% | |
| 113 | 5850 | Staff Recruitment | 49,312 | 52,000 | (2,688) | -5% | |
| 114 | 5851 | Continuing Education Support | - | 5,000 | (5,000) | -100% | |
| 115 | 5853 | Payroll Processing Fees | 62,529 | 62,500 | 29 | 0% | |
| 117 | 5898 | Use Tax | 2,564 | - | 2,564 | | |
| 118 | 5905 | Company Cell Phones | 10,463 | 7,500 | 2,963 | 40% | |
| 120 | 5915 | Postage and Delivery | 3,283 | 4,250 | (967) | -23% | |
| 122 | 5992 | Bank fees | 14,080 | 12,000 | 2,080 | 17% | |
| 125 | | Total Contract Services | 879,156 | 952,851 | (73,695) | -8% | |
| 126 | | | | | | | |

**Making Waves Academy
Budget FY2024**

**MWA Central Office
Unaudited Actuals**

| | A | B | F | H | K | L | M |
|-----|-----------|---------------------------|---------------------------------|-------------------------------------|---|------------------------------|-------|
| | | | | | Variance FY24 Unaudited Actual vs. FY24 2nd Interim (A-C) | % Variance (A) vs. (C) | |
| 2 | Account # | Account Title | Unaudited Actual FY24 (A) | FY2024 2nd Interim Budget (C) | | | Notes |
| 127 | | Total Salaries & Benefits | 2,674,415 | 2,748,015 | (73,600) | -3% | |
| 128 | | Total Supplies | 5,787 | 38,150 | (32,363) | -85% | |
| 129 | | Total Contract Services | 879,156 | 952,851 | (73,695) | -8% | |
| 130 | | Total Expenses | 3,559,358 | 3,739,016 | (179,658) | -5% | |
| 131 | | | | | | | |
| 132 | | Net Income | - | - | | | |

**Making Waves Academy
Budget FY2024**

**MWA-"School" and MWA Central Office
Unaudited Actuals**

| | A | B | F | H | K | L |
|----|------------------|---|--|--|--|---------------------------------------|
| 1 | | Summary | | | | |
| | | | Unaudited Actual FY24 (A) | FY2024 2nd Interim Budget (C) | Variance FY24 Unaudited Actual vs. FY24 2nd Interim (A-C) | % Variance (A) vs. (C) |
| 2 | Account # | Account Title | | | | |
| 3 | | Income | | | | |
| 4 | 8011 | State Aid - General Apportionment | 9,053,070 | 7,498,379 | 1,554,691 | 21% |
| 5 | 8012 | Education Protection Account Entitlement | 1,677,384 | 3,356,165 | (1,678,781) | -50% |
| 6 | 8096 | In Lieu of Property Taxes | 3,843,954 | 3,460,726 | 383,228 | 11% |
| 7 | 8181 | Federal - Special Education | 180,694 | 132,038 | 48,656 | 37% |
| 8 | 8182 | Federal - Special Education - Mental Health (Lvl 3) | 8,355 | - | 8,355 | |
| 9 | 8220 | Federal - Child Nutrition Programs | 210,978 | 160,000 | 50,978 | 32% |
| 10 | 8230 | Federal - American Rescue Plan - Homeless Children and Youth II | - | 3,000 | (3,000) | -100% |
| 13 | 8263 | Federal - Elementary and Secondary School Relief III (ESSER III) | 269,845 | 262,869 | 6,976 | 3% |
| 14 | 8290 | Federal Title I - Basic Grant | 372,201 | 362,284 | 9,917 | 3% |
| 15 | 8295 | Federal Title II - Teacher and Principal Training | 46,750 | 49,872 | (3,122) | -6% |
| 16 | 8296 | Federal Title III - LEP | 44,392 | 45,435 | (1,043) | -2% |
| 17 | 8297 | Federal Title IV - Part A - Student Support | 29,519 | 24,000 | 5,519 | 23% |
| 18 | 8299 | Federal - Other Revenue | 124,795 | 118,437 | 6,358 | 5% |
| 19 | 8311 | State - Special Education | 925,447 | 901,314 | 24,133 | 3% |
| 20 | 8312 | State - Special Education - Level 1 Mental Health Funding | 8,772 | - | 8,772 | |
| 21 | 8313 | State - Special Education - Level 2 Mental Health Funding | - | 53,300 | (53,300) | -100% |
| 22 | 8314 | State - Special Education - Level 3 Mental Health Funding | - | 43,008 | (43,008) | -100% |
| 23 | 8319 | State - Other Revenue - Prior Years | 113,148 | - | 113,148 | |
| 24 | 8520 | State - Child Nutrition Programs | 123,148 | 150,000 | (26,852) | -18% |

**Making Waves Academy
Budget FY2024**

**MWA-"School" and MWA Central Office
Unaudited Actuals**

| | A | B | F | H | K | L |
|----|-----------|--|---------------------------------|-------------------------------------|---|------------------------------|
| | | | Unaudited Actual FY24 (A) | FY2024 2nd Interim Budget (C) | Variance FY24 Unaudited Actual vs. FY24 2nd Interim (A-C) | % Variance (A) vs. (C) |
| 2 | Account # | Account Title | | | | |
| 25 | 8521 | State - Kitchen Infrastructure & Training funds | 12,614 | - | 12,614 | |
| 27 | 8526 | State - Expanded Learning Opportunities Program | 304,085 | 332,310 | (28,225) | -8% |
| 28 | 8527 | State - Educator Effectiveness | 61,891 | 40,000 | 21,891 | 55% |
| 30 | 8530 | State - Teacher Residency Expansion Grant | 146,100 | 150,000 | (3,900) | -3% |
| 31 | 8532 | Learning Recovery Emergency Block Grant | - | 204,272 | (204,272) | -100% |
| 32 | 8545 | State - School Facilities | 1,380,627 | 1,368,908 | 11,719 | 1% |
| 33 | 8550 | State - Mandate Block Grant | 36,281 | 36,528 | (247) | -1% |
| 34 | 8560 | State - Lottery | 340,485 | 252,903 | 87,582 | 35% |
| 38 | 8621 | Local - Parcel Taxes | 327,968 | 317,400 | 10,568 | 3% |
| 40 | 8810 | Dividend Income | 30 | - | 30 | |
| 41 | 8811 | Interest Income | 421,622 | 372,897 | 48,725 | 13% |
| 42 | 8980 | Contribution - Unrestricted | 1,174,046 | 1,160,000 | 14,046 | 1% |
| 43 | 8981 | John Regina Scully (JRS) | 9,100,001 | 10,063,136 | (963,135) | -10% |
| 44 | 8986 | School Supply Fund Donations | 3,167 | 6,000 | (2,833) | -47% |
| 45 | 8988 | In-Kind Donations | 654 | 9,000 | (8,346) | -93% |
| 47 | INCO.INC | Central Office (Revenue from Shared Services Allocation) | 1,452,400 | 1,452,400 | - | 0% |
| 48 | | Total Income | 31,794,423 | 32,386,581 | (592,158) | -2% |

Making Waves Academy
Budget FY2024

MWA-"School" and MWA Central Office
Unaudited Actuals

| | A | B | F | H | K | L |
|----|-----------|---|---------------------------------|-------------------------------------|---|------------------------------|
| | | | Unaudited Actual FY24 (A) | FY2024 2nd Interim Budget (C) | Variance FY24 Unaudited Actual vs. FY24 2nd Interim (A-C) | % Variance (A) vs. (C) |
| 2 | Account # | Account Title | | | | |
| 49 | | | | | | |
| 54 | | Expenses | | | | |
| 55 | 1100 | Teacher Salaries | 4,366,029 | 4,844,910 | (478,881) | -10% |
| 56 | 1103 | Substitute Teacher Salaries | 470,361 | 516,560 | (46,199) | -9% |
| 57 | 1200 | Certificated Pupil Support | 630,738 | 644,005 | (13,267) | -2% |
| 58 | 1300 | Certificated Supervisor & Administrator Salaries | 1,277,170 | 1,282,865 | (5,695) | 0% |
| 59 | 1409 | Certificated Special Temporary COLA Bonus | 1,812,000 | 1,877,500 | (65,500) | -3% |
| 60 | 1900 | Certificated Other Salaries | 407,394 | 429,970 | (22,576) | -5% |
| 61 | 2100 | Classified Instructional Aide Salaries | 1,017,939 | 994,848 | 23,091 | 2% |
| 62 | 2200 | Classified Support Staff Salaries | 904,436 | 916,912 | (12,476) | -1% |
| 63 | 2300 | Classified Supervisor & Administrator Salaries | 2,426,150 | 2,419,519 | 6,631 | 0% |
| 64 | 2400 | Classified Clerical and Office Salaries | 1,047,412 | 1,127,283 | (79,871) | -7% |
| 65 | 2900 | Classified Other Salaries | 252,594 | 263,220 | (10,626) | -4% |
| 66 | | Total Salaries | 14,612,223 | 15,317,592 | (705,369) | -5% |
| 67 | 3101 | Certificated STRS | 1,390,089 | 1,605,366 | (215,277) | -13% |
| 68 | 3301 | Certificated Social Security/Medicare | 547,997 | 601,012 | (53,015) | -9% |
| 69 | 3401 | Certificated Health & Welfare Benefits | 2,113,659 | 2,322,291 | (208,632) | -9% |
| 70 | 3501 | Certificated Unemployment Insurance | 96,668 | 76,587 | 20,081 | 26% |
| 71 | 3601 | Certificated Workers Comp Insurance | 154,152 | 199,130 | (44,978) | -23% |
| 72 | 3701 | Certificated Retirement Match | 127,160 | 181,560 | (54,400) | -30% |
| 73 | 3999 | Accrued Paid Time Off | (44,166) | 112,014 | (156,180) | -139% |
| 74 | | Total Benefits | 4,385,559 | 5,097,960 | (712,401) | -14% |
| 75 | | Total Salaries & Benefits | 18,997,782 | 20,415,552 | (1,417,770) | -7% |
| 76 | | | | | | |
| 77 | 4100 | Approved Textbooks and Core Curricula Materials | 214,209 | 254,098 | (39,889) | -16% |
| 78 | 4200 | Books and Other Reference Materials | 5,162 | 19,550 | (14,388) | -74% |
| 79 | 4315 | Custodial Supplies | 72,721 | 65,000 | 7,721 | 12% |
| 80 | 4325 | Instructional Materials & Supplies | 348,586 | 376,176 | (27,590) | -7% |
| 81 | 4330 | Office Supplies | 10,125 | 9,800 | 325 | 3% |
| 82 | 4390 | Other Food | - | 1,000 | (1,000) | -100% |
| 83 | 4410 | Furniture, Equipment & Supplies (non-capitalized) | 40,405 | 84,500 | (44,095) | -52% |
| 84 | 4420 | Computers and IT Supplies (non-capitalized) | 436,734 | 460,600 | (23,866) | -5% |
| 85 | 4710 | Student Food Services | 303,138 | 257,000 | 46,138 | 18% |
| 86 | 4910 | Emergency Supplies | 7,354 | 5,950 | 1,404 | 24% |
| 87 | 4990 | Contingency | - | 27,000 | (27,000) | -100% |
| 88 | | Total Supplies | 1,438,434 | 1,560,674 | (122,240) | -8% |

**Making Waves Academy
Budget FY2024**

**MWA-"School" and MWA Central Office
Unaudited Actuals**

| | A | B | F | H | K | L |
|-----|-----------|--|---------------------------------|-------------------------------------|---|------------------------------|
| | | | Unaudited Actual FY24 (A) | FY2024 2nd Interim Budget (C) | Variance FY24 Unaudited Actual vs. FY24 2nd Interim (A-C) | % Variance (A) vs. (C) |
| 2 | Account # | Account Title | | | | |
| 89 | 5210 | Conference Fees | 140,997 | 169,223 | (28,226) | -17% |
| 90 | 5215 | Travel - Mileage, Parking, Tolls | 2,769 | 12,700 | (9,931) | -78% |
| 91 | 5220 | Travel - Airfare & Lodging | 26,988 | 46,675 | (19,687) | -42% |
| 92 | 5225 | Travel - Meals & Entertainment | 4,443 | 28,450 | (24,007) | -84% |
| 93 | 5305 | Professional Dues & Memberships | 33,481 | 59,700 | (26,219) | -44% |
| 94 | 5421 | General Liability Insurance | 484,212 | 484,212 | - | 0% |
| 95 | 5510 | Utilities - Gas and Electric | 494,250 | 501,500 | (7,250) | -1% |
| 96 | 5515 | Janitorial & Gardening Services | 620,296 | 602,862 | 17,434 | 3% |
| 97 | 5525 | Utilities - Waste | 62,924 | 60,000 | 2,924 | 5% |
| 98 | 5530 | Utilities - Water | 74,299 | 90,000 | (15,701) | -17% |
| 99 | 5605 | Equipment Leases and Rentals | 125,106 | 125,000 | 106 | 0% |
| 100 | 5610 | Occupancy Rent | 1,840,836 | 1,840,838 | (2) | 0% |
| 101 | 5612 | Additional Facilities Use Fees | 12,208 | 21,500 | (9,292) | -43% |
| 102 | 5615 | Repairs and Maintenance - Building | 79,819 | 100,000 | (20,181) | -20% |
| 103 | 5617 | Repairs and Maintenance - Non-computer Equipment | - | 5,300 | (5,300) | -100% |
| 104 | 5618 | Repairs & Maintenance - Auto | 8,701 | 18,000 | (9,299) | -52% |
| 105 | 5803 | Accounting Fees | 44,560 | 43,390 | 1,170 | 3% |
| 106 | 5804 | Legal Fees | 53,348 | 60,000 | (6,652) | -11% |
| 108 | 5806 | County Oversight Fees | 145,744 | 145,240 | 504 | 0% |
| 109 | 5810 | Contracted Services | 1,022,537 | 1,135,939 | (113,402) | -10% |
| 110 | 5810.001 | Food Service Administration | - | 1,000 | (1,000) | -100% |
| 111 | 5810.002 | Student Information & Assessment | 48,813 | 66,800 | (17,987) | -27% |
| 112 | 5810.003 | Student Transportation | 214,595 | 261,500 | (46,905) | -18% |
| 113 | 5810.004 | Intervention & Consultation | - | 500 | (500) | -100% |
| 114 | 5810.005 | Psychological Services | 178,102 | 193,652 | (15,550) | -8% |
| 115 | 5810.006 | Substitute Teachers | 692,746 | 422,000 | 270,746 | 64% |
| 117 | 5810.008 | Information Technology | 940,774 | 1,008,034 | (67,260) | -7% |
| 119 | 5811 | Student Exam Fees | 19,798 | 17,000 | 2,798 | 16% |
| 121 | 5820 | Recruiting - Students | - | 10,000 | (10,000) | -100% |
| 122 | 5821 | Printing and Reproduction | 16,916 | 41,000 | (24,084) | -59% |
| 123 | 5840 | Entrance, Admission, & Ticket Fees (not staff conference) | 20,267 | 57,800 | (37,533) | -65% |

**Making Waves Academy
Budget FY2024**

**MWA-"School" and MWA Central Office
Unaudited Actuals**

| | A | B | F | H | K | L |
|-----|------------------|--|---------------------------------|-------------------------------------|---|------------------------------|
| | | | Unaudited Actual FY24 (A) | FY2024 2nd Interim Budget (C) | Variance FY24 Unaudited Actual vs. FY24 2nd Interim (A-C) | % Variance (A) vs. (C) |
| 2 | Account # | Account Title | | | | |
| 124 | 5850 | Staff Recruitment | 49,312 | 52,000 | (2,688) | -5% |
| 125 | 5851 | Continuing Education Support | 36,765 | 87,000 | (50,235) | -58% |
| 126 | 5853 | Payroll Processing Fees | 62,529 | 62,500 | 29 | 0% |
| 127 | 5897 | Special Ed Encroachment WCCUSD | 451,059 | 801,290 | (350,231) | -44% |
| 128 | 5898 | Use Tax | 2,564 | 1,000 | 1,564 | 156% |
| 129 | 5905 | Company Cell Phones | 61,154 | 51,200 | 9,954 | 19% |
| 130 | 5910 | Internet and Wifi | 131,799 | 150,600 | (18,801) | -12% |
| 131 | 5915 | Postage and Delivery | 23,533 | 27,750 | (4,217) | -15% |
| 132 | 5920 | Landlines and Office Based Phones | 9,725 | 7,800 | 1,925 | 25% |
| 133 | 5992 | Bank fees | 14,080 | 12,000 | 2,080 | 17% |
| 134 | 6900 | Depreciation and Amortization | 18,200 | 25,000 | (6,800) | -27% |
| 135 | INCO.EXP | 5895 Central Office (Shared Services Allocation) | 1,452,400 | 1,452,400 | - | 0% |
| 136 | | Total Contract Services | 9,722,649 | 10,360,355 | (637,706) | -6% |
| 137 | | | | | | |
| 138 | | Total Salaries & Benefits | 18,997,782 | 20,415,552 | (1,417,770) | -7% |
| 139 | | Total Supplies | 1,438,434 | 1,560,674 | (122,240) | -8% |
| 140 | | Total Contract Services | 9,722,649 | 10,360,355 | (637,706) | -6% |
| 141 | | Total Expenses | 30,158,865 | 32,336,581 | (2,177,716) | -7% |
| 142 | | | | | | |
| 143 | | Net Income | 1,635,558 | 50,000 | | |

Coversheet

LCFF Priority 1 Local Indicator

| | |
|--------------------------|--|
| Section: | III. Non-Action Items |
| Item: | A. LCFF Priority 1 Local Indicator |
| Purpose: | FYI |
| Submitted by: | |
| Related Material: | LCFF Priority 1 Board Report_.pdf LCFF Priority 1 TAMO Data.pdf |



LCFF Priority 1: Local Indicator

September 9, 2024

Contents:

- **MWA 2022-23 Teaching Assignment Monitoring Outcomes**
- **Glossary of Terms**

Background Information:

This report provides an overview of the **teacher assignment monitoring outcomes (TAMO) for Making Waves Academy's (MWA) 2022-23 academic year**. The California Department of Education (CDE) released the 2022-23 TAMO data on DataQuest in July 2024, with plans to incorporate these findings into the 2024 California School Dashboard as part of the Priority 1 Local Indicator. In accordance with state requirements, **Local Educational Agencies (LEAs) must present these outcomes to their governing boards at the first available meeting following the data's release**.

In addition to TAMO data, LCFF Priority 1 also monitors student access to instructional materials and facility conditions.

2022-23 Teaching Assignment Monitoring Outcomes

This data presents outcomes of the 2022-23 teacher assignment monitoring process for MWA, as released by the CDE on DataQuest, providing a detailed breakdown of the Full-Time Equivalency (FTE) associated with teaching assignments and their alignment with state credentialing requirements.

This table reflects the most recent data from [Teaching Assignment Monitoring Outcome \(AMO\) by Full-Time Equivalency \(FTE\) Report for MWA](#). Resource provided by CDE in [Priority 1 Self-Reflection Tool](#) found on the [Local Indicators page of the CDE website](#).

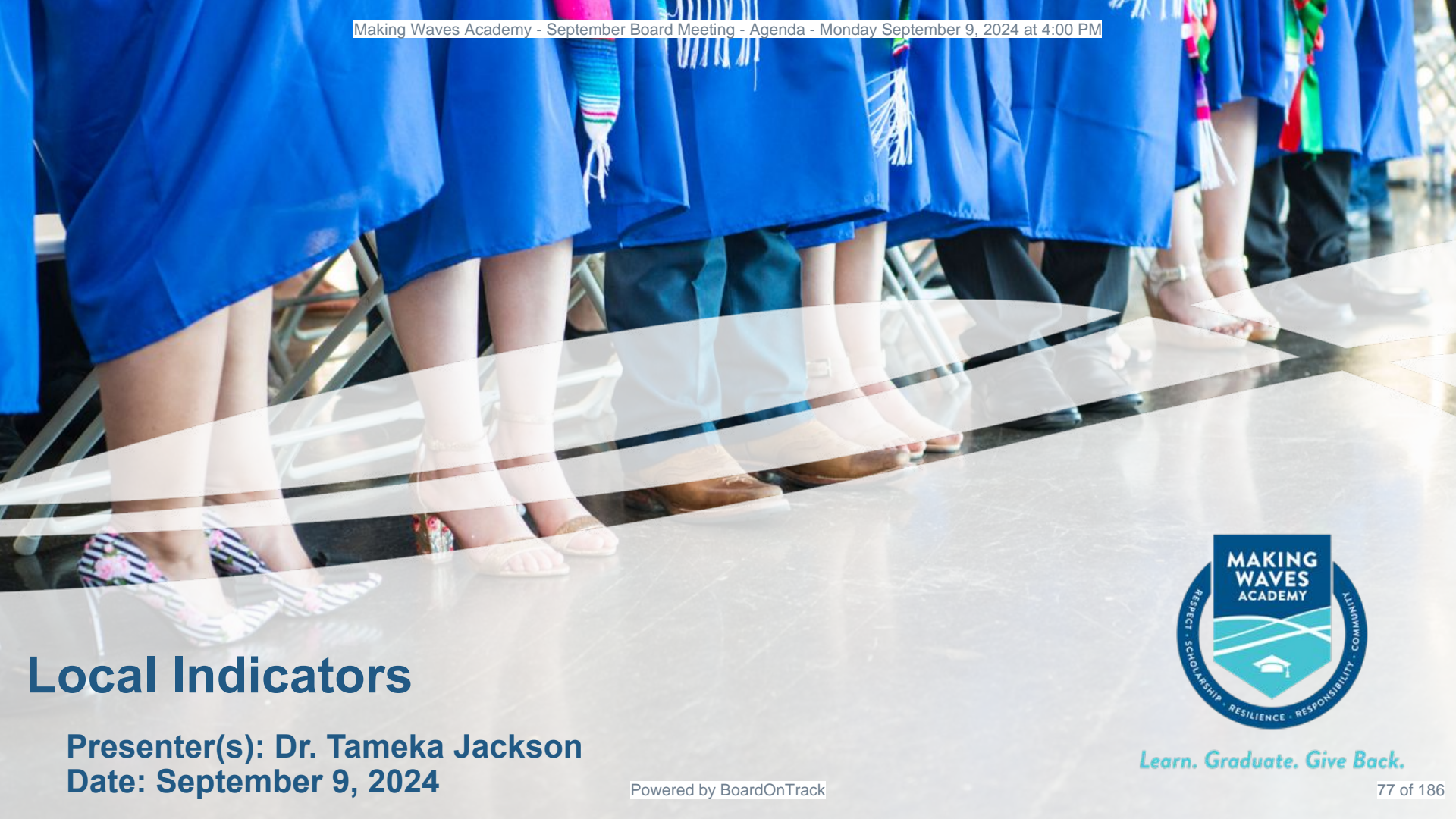
| Name | Total Teaching FTE | Clear | Out-of-Field | Intern | Ineffective | Incomplete | Unknown | N/A |
|---|--------------------|-------|--------------|--------|-------------|------------|---------|------|
| Making Waves Academy | 67.2 | 50.8% | 14.7% | 6.7% | 24.6% | 0.9% | 1.5% | 0.9% |
| Contra Costa County Office of Education | 330.4 | 55.4% | 7.9% | 4.7% | 26.0% | 4.7% | 0.8% | 0.6% |
| Contra Costa | 7,869.1 | 81.9% | 4.2% | 1.9% | 7.0% | 4.5% | 0.4% | 0.1% |
| Statewide | 277,698.0 | 83.2% | 4.2% | 2.0% | 5.4% | 4.7% | 0.3% | 0.2% |

MWA Human Resources continues to monitor progress towards clear credentials for all teachers. Following the pandemic we saw an influx of professionals interested in teaching who were not fully credentialed but they were eligible to obtain the required permits to lawfully be in the classroom. The ultimate goal is to raise the percentage of fully credentialed teachers significantly over the course of the next few years.

Glossary of Terms

To ensure clarity and understanding, this section provides definitions for key terms used throughout the report. These definitions are available in more detail on [DataQuest](#).

| | |
|------------------------------------|--|
| Full-Time Equivalency (FTE) | Percentage of time spent working in a full-time position (Employees who work full-time are generally counted as 1.0 FTE, a half-time position is .50 FTE, a one-third position is .33 FTE, etc.). |
| Clear | All relevant attributes or dimensions were authorized for the indicated teaching assignment. |
| Out-of-Field | One or more attributes of the assignment were authorized by the following limited permits: <ul style="list-style-type: none"> • General Education Limited Assignment Permit (GELAP) • Special Education Limited Assignment Permit (SELAP) • Short-Term Waivers • Emergency English Learner or Bilingual Authorization Permits • Local Assignment Options |
| Intern | Someone who holds an intern credential while they complete coursework requirements to obtain a preliminary credential. |
| Ineffective | One or more relevant attributes of the assignment had no legal authorization from a permit, credential or waiver, or one or more relevant attributes of the assignment were authorized by the following limited permits: <ul style="list-style-type: none"> • Provisional Internship Permits • Short-Term Staff Permits • Variable Term Waivers • Substitute permits or Teaching Permits for Statutory Leave (TSPL) holders serving as the teacher of record |
| Incomplete | Missing or incorrect information about the assignment was reported to California Longitudinal Pupil Achievement Data System (CALPADS). |
| Unknown | Insufficient information about the assignment was reported to CALPADS |
| N/A | The assignment either required no authorization or evaluation of the authorization was not applicable given the state course code or some other attribute of the assignment. |



Local Indicators

Presenter(s): Dr. Tameka Jackson
Date: September 9, 2024

Powered by BoardOnTrack



Learn. Graduate. Give Back.



LCFF Priorities

To hold LEAs accountable for supporting the “whole child.”

- Complete information on LCFF Priority 1: Basic Services for teacher credentialing data was not available until July



Priority 1



Basic Services

Basic Services



2022-23 Teaching Assignment Monitoring Outcomes by FTE

| Name | Total Teaching FTE | Clear | Out-of-Field | Intern | Ineffective | Incomplete | Unknown | N/A |
|---|--------------------|-------|--------------|--------|-------------|------------|---------|------|
| Making Waves Academy | 67.2 | 50.8% | 14.7% | 6.7% | 24.6% | 0.9% | 1.5% | 0.9% |
| Contra Costa County Office of Education | 330.4 | 55.4% | 7.9% | 4.7% | 26.0% | 4.7% | 0.8% | 0.6% |
| Contra Costa | 7,869.1 | 81.9% | 4.2% | 1.9% | 7.0% | 4.5% | 0.4% | 0.1% |
| Statewide | 277,698.0 | 83.2% | 4.2% | 2.0% | 5.4% | 4.7% | 0.3% | 0.2% |

Most recent data from [Teaching Assignment Monitoring Outcome \(AMO\) by Full-Time Equivalency \(FTE\) Report for MWA](#). Resource provided by CDE in [Priority 1 Self-Reflection Tool](#) found on the [Local Indicators page of the CDE website](#).

Coversheet

Safety Manual and Illness and Injury Prevention Program

Section: V. Consent Action Items
Item: A. Safety Manual and Illness and Injury Prevention Program
Purpose: Vote
Submitted by: Elizabeth Martinez
Related Material:
MWA Safety Manual and Illness and Injury Prevention Program 06202024.docx.pdf

BACKGROUND:

The MWA Safety Manual and Illness and Injury Prevention Program is a comprehensive guide that outlines MWA’s safety policies, procedures, and practices. It details our approach to identifying and addressing workplace hazards to prevent injuries and illnesses.

RECOMMENDATION:

Your approval of this safety manual will enable the School to continue developing policies that align with California law and best practices, ensuring a safe environment for students and staff.



SAFETY MANUAL & INJURY AND ILLNESS PREVENTION PROGRAM

4123 Lakeside Drive
Richmond, CA 94806
(510) 262-1511

www.makingwavesacademy.org

ACKNOWLEDGMENT OF RECEIPT OF SAFETY MANUAL & INJURY AND ILLNESS PREVENTION PROGRAM

PLEASE READ THE EMPLOYEE SAFETY MANUAL & INJURY AND ILLNESS PREVENTION PROGRAM AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE HUMAN RESOURCES (HR) DEPARTMENT.

EMPLOYEE NAME: _____

This is to certify that I have received a copy of the Making Waves Academy (“MWA” or “the School”) Safety Manual & Illness and Injury Prevention Program. I have read this document, understand it, and will comply with it while working for the School.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with MWA.

I also understand that I am to report any injury to my Supervisor or Manager immediately and report all safety hazards.

I further understand that I have the following rights.

- I am not required to work in any area I feel is not safe.
- I am entitled to information on any hazardous material or chemical I am exposed to while working.
- I am entitled to see a copy of the School’s Safety Manual & Injury and Illness Prevention Program.
- I will not be discriminated against for reporting safety concerns.

Employee’s Signature: _____ Date: _____

Additional Resource: [MWA Comprehensive School Safety Plan \(CSSP\)](#)

Please sign/date, tear out, and return to the Human Resources Department.

Table of Contents

| | |
|--|----|
| Policy Statement on Safety | 3 |
| Code of Safe Practices | 3 |
| General Duties and Responsibilities for Safety | 7 |
| Office Safety | 9 |
| Hazard Identification and Evaluation | 14 |
| Hazard Correction | 17 |
| Bloodborne Pathogen Exposure Control Plan | 18 |
| Safety Communication | 19 |
| Employee Safety Training | 19 |
| Emergency Medical Services and First Aid | 22 |
| Accident Investigation | 25 |
| Enforcement of Safety Policies | 28 |
| Workplace Violence Prevention Plan | 29 |

Policy Statement on Safety

The safety and health of each Making Waves Academy (“MWA” or “the School”) employee is of primary importance to us. We are committed to maintaining a safe and healthful working environment, and to achieve this goal, we have developed and implemented this comprehensive Safety Manual and Injury and Illness Prevention Program (“Manual”). This Manual is designed to prevent workplace accidents, injuries, and illnesses. A complete copy of the program is maintained at our office at 4123 Lakeside Drive, Richmond, CA 94806. You may ask to review it at any time. You may also contact our Human Resources Department at humanresources@mwacademy.org or 510-262-1511 you have any questions or concerns.

It is the intent of MWA to comply with all laws relating to occupational safety and health. Management will provide all necessary safeguards, programs, and equipment required to reduce the potential for accidents and injuries. To further increase workplace safety, we require the active participation and assistance of all employees. The policies and procedures contained in this Manual are mandatory. You should also be constantly aware of conditions in all work areas that can produce injuries or illness. No employee is required to work at a job that he or she knows is not safe. Never hesitate to inform your supervisor of any potentially hazardous situation or condition that is beyond your ability or authority to correct immediately. No employee will be discriminated against for reporting safety concerns to management.

It is the responsibility of each employee to support the company safety program and to perform in a manner that assures his or her own personal safety and the safety of others, including customers, visitors and other trades. To be successful in our endeavor, all employees on every level must adopt proper attitudes towards injury and illness prevention. We must also cooperate in all safety and health matters, not only between management and employees, but also between each employee and his or her respective coworkers. Only through such an effort can any safety program be successful. Our objective is a safety and health program that will reduce the total number of injuries and illnesses to an absolute minimum. Our ultimate goal is zero accidents.

Elizabeth Martinez, Chief Operating Officer

Code of Safe Practices

General Safety Rules

1. All persons shall follow this Code of Safe Practices and render every possible aid to safe operations.
2. Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination.
3. Employees are to immediately report any unsafe conditions, accidents, injuries or illness to their Supervisor.
4. If you are unsure of the safe method to do your job, STOP and ask your Supervisor. Ignorance is no excuse for a safety violation.
5. No one shall be knowingly permitted to work while the employee's ability or alertness is impaired by fatigue, illness, and prescription or over the counter drugs. Employees who are suspected of being under the influence of illegal or intoxicating substances, or impaired by fatigue or an illness, shall be prohibited from working.
6. Never work while fatigued, ill, or under the influence of an illegal or intoxicating substance.
7. Anyone known to be under the influence of any drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job.
8. Horseplay, scuffling, fighting and other acts that tend to have an adverse influence on workplace safety or employee well-being are prohibited.
9. Work shall be well-planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
10. Keep the work area clean and free of debris, electrical cords and other hazards.
11. Immediately clean up spilled liquids.
12. Always notify all other individuals in your area who might be endangered by the work you are doing.
13. Do not operate equipment that you are not familiar with. Do not attempt to use such equipment until you are fully trained and authorized.
14. You are responsible for ensuring all safety guards are operable and in place. If they are not, STOP working and tell your Supervisor.

15. Never bring firearms, weapons, illegal drugs or alcoholic beverages on school grounds.
16. The MWA Campus Operations Team will appropriately label equipment that is NOT to be operated, energized or used. All such notices and procedures must be observed and obeyed.
17. Do not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.
18. Do not leave tools, materials, or other objects on the floor that might cause others to trip and fall.
19. Do not run on the school site if it would be unsafe to do so.
20. Do not distract others while working. If conversation is necessary, make sure eye contact is made prior to communicating.
21. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
22. Employees shall ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the Supervisor.
23. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
24. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.
25. Gasoline or other flammable liquids shall not be used for cleaning purposes.
26. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the Supervisor.

Campus Safety

1. Be aware of unknown persons loitering in parking areas, walkways, entrances and exits and service areas.
2. Report any suspicious persons or activities to school administration.
3. Employee desk or office should be secured at the end of the day.
4. When an employee is called away from his or her work area for an extended length of time, valuable or personal articles should not be left around a work station that may be accessible.

5. Employees must immediately notify school administration when keys, fobs or RFID gate entrance tags are missing or if security access codes or passes have been breached.

Fire Prevention and Housekeeping

1. Always take precautions to prevent fires which may be started, particularly from oily waste, rags, gasoline, flammable liquids, acetylene torches, improperly installed electrical equipment and trash.
2. Firefighting equipment is to be inspected on a regular basis. All discharged, damaged or missing equipment is to be immediately reported to a Supervisor. Tampering with fire equipment is prohibited.
3. Access to fire extinguishers must be kept clear at all times. Make note of the location of firefighting equipment in your work area.
4. Never use gasoline or flammable solvents for cleaning purposes.
5. Smoking is prohibited within twenty (20) feet of where flammable substances are present.
6. In case of fire, employees shall consider the safety of themselves and other individuals before saving property.
7. Keep your work areas free of debris. Remove useless material from the work area as fast as required to help reduce tripping hazards.
8. Maintain awareness of potential hazards when walking about the work site.
9. Keep tools, materials and equipment out of walkways and stairways at all times.
10. Sharp wires or protruding nails must be made safe.

General Duties and Responsibilities for Safety

A safe working environment can only be achieved and maintained when there is active interest, participation, and accountability at all levels of the organization. To ensure this, MWA delegates the following safety duties by job title. Please keep in mind that this is not an all-inclusive list. In some cases employees will need to perform safety duties outside their regular responsibilities to prevent accidents.

Executive management must plan, organize, and administer the program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. The Director of Campus Operations and Director of People or designees will work in partnership with the School Principal to support and maintain an ongoing IIPP through the following:

1. Providing clear understanding and direction to all management and employees regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.
2. Ensuring that adequate funds are budgeted for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.
3. Overseeing development, implementation, and maintenance of the IIPP and other required safety programs.
4. Maintaining an organizational commitment to accident prevention by expecting safe conduct on the part of all managers, supervisors, and employees.
5. Holding all levels of management and employees accountable for accident prevention and safety.
6. Reviewing all accident investigations to determine corrective action.

Managers and Supervisors play a key role in the prevention of accidents on the job. They have direct contact with the employees and know the safety requirements for various jobs. Safety responsibilities for these individuals include:

1. Enforce all safety rules in this Manual and ensure safe work procedures.
2. Verify corrective action has been taken regarding safety hazards and accident investigations.
3. Conduct periodic documented inspections of the school sites to identify and correct unsafe actions and conditions that could cause accidents. A log of each such inspection conducted pursuant to this IIPP shall be recorded and kept for one year.

4. Act as a leader in school safety policy and setting a good example by following all safety rules.
5. Become familiar with local, state, and federal safety regulations.
6. Correct unsafe acts and conditions that could cause accidents.
7. Communicate with all employees about safety and accident prevention activities.
8. Correct the cause of any accident as soon as possible.
9. Ascertain that proper first aid and firefighting equipment is maintained and used when conditions warrant its use.
10. Maintain good housekeeping conditions at all times.
11. Investigate all injuries and accidents to determine their cause and potential corrective action.
12. Ascertain that all injuries involving our employees that require medical attention are properly treated and promptly reported to the office.

The Safety Coordinator acts as a safety resource for the company and is responsible for maintaining program records. The Manager of Campus Operations and Safety or designee is currently responsible for this role. The Safety Coordinator will also be our primary person to deal with outside agencies regarding the safety program and its contents. Additional duties include:

1. Coordinate all loss prevention activities as a representative of management.
2. Act as a consultant to management in the implementation and administration of the policies set forth in this Manual.
3. Develop and implement loss prevention policies and procedures designed to ensure compliance with the applicable rules and regulations of all federal, state, and local agencies.
4. Review all accident reports to determine cause and preventability.
5. Conduct periodic reviews of the program and job sites to evaluate performance, discuss problems and help solve them.
6. Consult with representatives of our insurance companies in order that their loss control services will support this Manual.

Every employee is responsible for working safely, both for self-protection and for protection of fellow workers. Employees must also support all company safety efforts. Specific employee safety responsibilities include:

1. If you are unsure how to do any task safely, ask your supervisor.

2. Read and abide by all requirements of this Manual.
3. Report all accidents and injuries, no matter how minor, to your supervisor immediately.
4. Report any safety hazards or defective equipment immediately to your supervisor.
5. Never possess, or be under the influence of, alcohol or controlled substances while on the premises.
6. Never engage in horseplay or fighting.
7. Participate in, and actively support, the safety program.

Office Safety

Office accidents can and do happen. To prevent them, MWA has developed the following rules for our office staff. We will also endeavor to include office employees in periodic safety meetings. If at any time you feel there is a safety hazard, or you have any safety concerns, please do not hesitate to notify the Manager of Campus Operations and Safety or designee.

1. Report all accidents and injuries, no matter how minor, to your Supervisor immediately.
2. Correct or report any safety hazards that you observe.
3. Clean up any spilled material that may present a slipping hazard.
4. Do not stretch any cords across aisles that may present a tripping hazard.
5. Do not “daisy-chain” cords and do request support from IT as needed to avoid this.
6. No one is allowed to climb on countertops, shelves or stand on chairs; you must use a step stool or ladder.
7. Keep all legs of the chair on the floor. Do not tilt chairs too far back.
8. No one shall be in the possession of, or under the influence of, alcohol or other intoxicating substances while on the premises.
9. No horseplay will be tolerated.
10. Close file drawers when not in use.
11. Do not open more than one file drawer at a time. This could cause the cabinet to tip.
12. Do not store heavy objects above your head that could fall on you in an earthquake.

13. Do not store flammable or combustible materials near heaters or other heat sources.
14. If you are unsure how to do any task safely, ask your supervisor.
15. Do not have or use prohibited electric items in classrooms or offices including but not limited to mini-fridges, toasters, microwaves, heaters and fans.
16. Do not operate any equipment you are not trained and authorized to use.
17. Always follow safe lifting procedures when lifting any object and get help for heavy loads by doing the following:
 - Bend your knees, not your back.
 - Keep the load close to body.
 - Keep your back straight.
 - Lift with your legs.
 - Do not lift and twist.

Office Ergonomics

Studies have shown over the years that poorly designed and arranged work areas and repetitive motions can lead to a variety of injuries including carpal tunnel syndrome and tendonitis, which are often referred to as repetitive motion injuries (“RMI”). As with cancer, heart disease, and many other ailments, there are risk factors that increase an individual’s likelihood of developing RMI. If the risk factors are reduced, so are the chances of being injured. While some of these risk factors, such as family history, cannot be controlled in the employment setting, many can, including:

- The force used to perform a task;
- Posture while performing tasks;
- The number of repetitions performed in a given time period; and
- Mechanical stresses such as hard surfaces.

Proper Adjustments to Office Equipment

The most significant RMI risk factor in office environments is poor body posture caused by improper workstation design or layout. In many cases employees are required to work in awkward positions for long periods of time. This greatly increases the likelihood of injury. Fortunately, this is often the easiest problem to correct. The goal is to perform work in neutral posture as much as possible. Neutral posture is best described as the most comfortable position and usually involves little or no twisting or deviation of the joints.

Sedentary employees are encouraged to contact Human Resources at humanresources@mwacademy.org for an ergonomic assessment to ensure that their workstations allow for neutral posture, with respect to the position of the employee’s chair, computer keyboard, desk, computer monitor, and work product.

Hazardous Materials and Chemicals Communication Program

It is the policy of MWA that the first consideration of work shall be the protection of the safety and health of all employees. We have developed this Hazard Communication Program to ensure that materials which have been prohibited from use at public schools are not used at our school sites, and to ensure that all employees receive adequate information about the possible hazards that may result from the various materials found in our facility or used in our operations. This Hazard Communication Program will be monitored by the Manager of Campus Operations and Safety or designee, who will be responsible for ensuring that all facets of the program are carried out, and that the program is effective.

The following are a few of the common materials regulated by the program:¹

- Asbestos-containing materials;
- Lead-containing materials;
- Pesticides, including antimicrobial sanitizers and disinfectants;
- Cleaning products and air purifiers; and
- Art supplies.

Hazardous Material Inventory

The Manager of Campus Operations and Safety or designee maintains a list of all hazardous materials used in our operations or present in our facility. This list contains the name of the product, the type of product (cleaner, disinfectant, solvent, adhesive etc.) and the name and address of the manufacturer. Any toxic chemicals that are prohibited from use at a public school shall be removed from the inventory. Examples of such chemicals are certain pesticides and art supplies.

Material Safety Data Sheets (“MSDS”)

Copies of MSDS for all hazardous substances to which our employees may be exposed are kept in a binder with the Manager of Campus Operations and Safety located at 4123 Lakeside Drive, Richmond, CA 94806. Additionally, copies of MSDS for all chemicals used in the course of academic instruction are kept in a binder in the applicable science preparation rooms on campus.. These MSDS are available to all employees, at any reasonable time, upon request.

The Manager of Campus Operations and Safety or designee, including Science Faculty ordering chemicals for academic instruction, will be responsible for reviewing incoming MSDS for new and significant health/safety information. They will ensure that any new information is passed on to the affected employees.

The Manager of Campus Operations and Safety or designee will also review all incoming MSDS for completeness. If an MSDS is missing or obviously incomplete, a new MSDS will be

¹ Please note that the following items are not included in the program: foods, drugs, cosmetics or tobacco; untreated wood products; hazardous waste; and certain consumer products packaged for sale to and use by the general public, provided that our exposure is not significantly greater than typical consumer exposure.

requested from the manufacturer. The California Occupational Safety and Health Administration (“Cal/OSHA”) will be notified if a complete MSDS is not received and the manufacturer will not supply one.

New materials will not be introduced into the shop or field until a MSDS has been received. The purchasing department will make it an ongoing part of their function to obtain MSDS for all new materials when they are first ordered.

Container Labeling

All containers of hazardous substances must be correctly labeled and the label must be legible.

The label must contain:

- The chemical name of the contents;
- The appropriate hazard warnings; and
- The name and address of the manufacturer.

All secondary containers will be labeled as to their contents with a reference to the original label.

Employee Information and Training

All applicable employees will be provided information and training on Integrated Pest Management in accordance with the Healthy Schools Act of 2000.

Hazardous Non-Routine Tasks

Infrequently, employees may be required to perform hazardous non-routine tasks. Prior to starting this work, each involved employee will be given information by his/her supervisor about hazards to which they may be exposed during such activity.

This information will include:

- The specific hazards;
- Protective/safety measures which must be utilized; and
- The measures the organization has taken to lessen the hazards, including special ventilation, respirators, the presence of another employee, emergency procedures, etc.

Informing Outside Contractors and Vendors

To ensure that outside contractors are not exposed to our hazardous materials, and to ensure the safety of the contractor’s employees, it will be the responsibility of the Supervisor to provide outside contractors the following information:

- The hazardous substances under our control that they may be exposed to while at the work site; and
- The precautions the contractor’s employees must take to lessen the possibility of exposure.

We will obtain from outside contractors and vendors the name of any hazardous substances the contractor's employees may be using at a work site or bringing into our facility. The contractor must also supply a copy of the material safety data sheet relevant to these materials.

Employee Rights Under the Hazard Communication Standard

At any reasonable time, an employee has the right, upon request, to:

- Access the MSDS folder, and the Hazard Communication Program;
- Receive a copy of any environmental sampling data collected in the workplace; and
- See his/her employment medical records.

Hazard Identification and Evaluation

The following procedures are to assist in the identification and correction of hazards. These procedures are representative only and are not exhaustive of all the measures and methods that will be implemented to guard against injury from recognized and potential hazards in the workplace. As new hazards are identified and improved work procedures developed, they will be promptly incorporated into this Safety Manual.

Loss Analysis

Periodic loss analyses will be conducted by the Manager of Campus Operations and Safety or designee. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, supervision, and employees through safety meetings and other appropriate means.

Accident Investigations

All accidents and injuries will be investigated in accordance with the guidelines contained in this program. Accident investigations will focus on all causal factors and corrective action including the identification and correction of hazards that may have contributed to the accident.

Employee Suggestions

Employees are encouraged to report any hazard they observe to their supervisor. No employee of MWA will ever be disciplined or discharged for reporting any workplace hazard or unsafe condition in good faith. However, employees who do NOT report potential hazards or unsafe conditions that they are aware of will be subject to disciplinary action. Employees can submit a report using the [MWA Workplace Hazard Identification Form](#), available anytime through the Human Resources portal, for follow-up by the Human Resources and Campus Operations Departments.

Regulatory Requirements

All industries are subject to government regulations relating to safety. Many of these regulations are specific to our type of business. Copies of pertinent regulations can be obtained from the Manager of Campus Operations and Safety or designee.

Outside Agencies

Several organizations may assist us in identifying hazards in our workplace. These include safety officers from other contractors, insurance carrier safety and health consultants, private industry consultants, the fire department, and Cal/OSHA Consultation.

Periodic Safety Inspections

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by the Manager of Campus Operations and Safety or designee or other designated individual.

Periodic safety inspections will be conducted:

- When new substances, process, procedures or equipment are used;
- When new or previously unrecognized hazards are identified; and
- Periodically by the Safety Coordinator.

Documentation of Inspections

Safety inspections will be documented to include the following:

- Date on which the inspection was performed;
- The name and title of person who performed the inspection;
- Any hazardous conditions noted or discovered and the steps or procedures taken to correct them; and
- Signature of the person who performed the inspection.

All reports shall be kept on file for a minimum of two (2) years.

Hazard Correction

The following procedures will be used to evaluate, prioritize and correct identified safety hazards. Hazards will be corrected in order of priority, with the most serious hazards being corrected first.

Hazard Evaluation

Factors that will be considered when evaluating hazards include:

- Potential severity (the potential for serious injury, illness or fatality);
- Likelihood of exposure (the probability of the employee coming into contact with the hazard);
- Frequency of exposure (how often employees come into contact with the hazard);
- Number of employees exposed;
- Possible corrective actions (what can be done to minimize or eliminate the hazard); and
- Time necessary to correct (the time necessary to minimize or eliminate the hazard).

Techniques for Correcting Hazards

1. **Engineering Controls:** Could include machine guarding, ventilation, noise reduction at the source, and provision of material handling equipment. These are the first and preferred methods of control.
2. **Administrative Controls:** The next most desirable method would include rotation of employees or limiting exposure time.
3. **Personal Protective Equipment:** Includes hard hats, hearing protection, respirators and safety glasses. These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

Documentation of Corrective Action

All corrective action taken to mitigate hazards should be documented. Depending on the circumstances, one of the following forms should be used:

- Safety Contact Report (Appendix B);
- Safety Meeting Report;
- Memorandum or letter; or
- Safety inspection form.

All hazards noted on safety inspections will be rechecked on each subsequent inspection and notations made as to their status.

Bloodborne Pathogen Exposure Control Plan

The Manager of Campus Operations and Safety or designee, shall meet state and federal standards for dealing with bloodborne pathogens and other potentially infectious materials in the workplace. The Manager of Campus Operations and Safety or designee, shall establish a written “Exposure Control Plan” designed to protect employees from possible infection due to contact with bloodborne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV).

The Board shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the Charter School’s “Exposure Control Plan,” employees having occupational exposure shall be trained in accordance with applicable state regulations (8 CCR 5193) and offered hepatitis B vaccination.

The Director of People or designee, may exempt designated first-aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations.

Any employee not identified as having occupational exposure in the Charter School’s exposure determination may petition to be included in the Charter School’s employee in-service training and hepatitis B vaccination program. Any such petition should be submitted to the Director of People or designee, who shall evaluate the request and notify the petitioners of his/her decision. The Director of People or designee, may deny a request when there is no reasonable anticipation of contact with infectious material.

Safety Communication

This section establishes procedures designed to develop and maintain employee involvement and interest in the Safety Manual and IIPP. These activities will also ensure effective communication between management and employees on safety related issues that is of prime importance to Making Waves Academy (“MWA” or “the School”).

The following are some of the safety communication methods that may be used:

1. Periodic safety meetings with employees that encourage participation and open, two-way communication.
2. New employee safety orientation and provision of the Code of Safe Practices.
3. Provision and maintenance of employee bulletin boards discussing safety issues, accidents, and general safety suggestions.
4. Written communications from management or the Safety Coordinator, including memos, postings, payroll stuffers, and newsletters.
5. Anonymous safety suggestion program.

Employees will be kept advised of highlights and changes relating to the safety program. Management shall relay changes and improvements regarding the safety program to employees, as appropriate. Employees will be involved in future developments and safety activities, by requesting their opinions and comments, as necessary.

All employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to the Manager of Campus Operations and Safety or designee.

All employees are encouraged to bring any safety concerns they may have to the attention of management. MWA will not discriminate against any employee for raising safety issues or concerns.

MWA also has a system of anonymous notification whereby employees who wish to inform the company of workplace hazards without identifying themselves may do so by completing the [electronic hazard identification form](#), phoning, sending written notification to the following address:

ATTN: Manager of Campus Operations and Safety
Making Waves Academy
4123 Lakeside Drive, Richmond, CA 94806
Phone: (510) 262-1511
mwainfo@mwacademy.org

Employee Safety Training

MWA is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

Such training provides the following benefits:

- Makes employees aware of job hazards;
- Teaches employees to perform jobs safely;
- Promotes two (2) way communication;
- Encourages safety suggestions;
- Creates interest in the safety program; and
- Fulfills Cal/OSHA requirements.

Every new employee will be given instruction by his/her Supervisor in the general safety requirements of their job. A copy of our Code of Safe Practices shall also be provided to each employee.

Managers, Supervisors, and employees will be trained upon hire and as needed on various accident prevention topics.

Employee training will be provided at the following times:

1. All new employees will receive a safety orientation their first day on the job.
2. All new employees will be given a copy of this Manual (which includes our Code of Safe Practices) and will be required to read and sign for it.
3. All employees given a new job assignment for which training has not been previously provided will be trained before beginning the new assignment.
4. Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.
5. Whenever MWA is made aware of a new or previously unrecognized hazard.
6. Whenever management believes that additional training is necessary.
7. After all serious accidents.
8. When employees are not following safe work rules or procedures.

Training topics will include, but not be limited to:

- Employee's safety responsibility;
- General safety rules;
- Code of Safe Practices;
- Safe job procedures;
- Ergonomics;
- Use of safety equipment;
- Emergency procedures;
- Safe lifting and material handling practices; and
- Contents of safety program
- COVID-19 Prevention procedures

The following training method should be used:

- **Tell them** how to do the job safely;
- **Show them** how to do the job safely;
- **Have them tell you** how to do the job safely;
- **Have them show you** how to do the job safely; and
- **Follow up** to ensure they are still performing the job safely.

Actual demonstrations of the proper way to perform a task are very helpful in most cases.

A participation log will be made and maintained for one year following each training session undertaken pursuant to this IIPP.

Emergency Medical Services and First Aid

MWA will ensure the availability of emergency medical services for its employees at all times. We will also ensure the availability of a suitable number of appropriately trained persons to render first aid. The Manager of Campus Operations and Safety or designee will maintain a list of trained individuals and take steps to provide training for those that desire it.

First-Aid Kits

Every work site shall have access to at least one first-aid kit in a weatherproof container. The first-aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced. The contents of the first-aid kit shall be arranged to be quickly found and remain sanitary. First-aid dressings shall be sterile and in individually sealed packages.

At a minimum, the following first-aid supplies shall be kept:

Type of Supply Required by Number of Employees

| Type of Supplies | Number of Employees | | | |
|---|----------------------------|-------------|---------------|-------------|
| | 1-5 | 6-15 | 16-200 | 200+ |
| Adhesive dressings | X | X | X | X |
| Adhesive tape rolls, 1-inch wide | X | X | X | X |
| Eye dressing packet | X | X | X | X |
| 1-inch gauze bandage roll or compress | | X | X | X |
| 2-inch gauze bandage roll or compress | X | X | X | X |
| 4-inch gauze bandage roll or compress | | X | X | X |
| Sterile gauze pads, 2-inch square | X | X | X | X |
| Sterile gauze pads, 4-inch square | X | X | X | X |
| Sterile surgical pads suitable for pressure dressings | | | X | X |
| Triangular bandages | X | X | X | X |
| Safety pins | X | X | X | X |
| Tweezers and scissors | X | X | X | X |
| Cotton-tipped applicators* | | | X | X |
| Forceps* | | | X | X |
| Emesis basin* | | | X | X |
| Flashlight* | | | X | X |
| Magnifying glass* | | | X | X |
| Portable oxygen and its breathing equipment* | | | | X |
| Tongue depressors* | | | | X |
| Appropriate record forms* | X | X | X | X |
| First-aid textbook, manual or equivalent* | X | X | X | X |

**To be readily available but not necessarily within the first-aid kit.*

Drugs, antiseptics, eye irrigation solutions, inhalants, medicines, or proprietary preparations shall not be included in MWA first-aid kits unless specifically approved, in writing, by an employer-authorized, licensed physician. Other supplies and equipment, if provided, shall be in accordance with the documented recommendations of an employer-authorized licensed physician upon consideration of the extent and type of emergency care to be given based upon the anticipated incidence and nature of injuries and illnesses and availability of transportation to medical care.

First Aid

The designated first aid person on each site will be available at all times to render appropriate first aid for injuries and illnesses. At MWA all faculty, the School Nurse, the Safety Coordinator and Campus Supervisors are trained in first aid and CPR. Proper equipment for the prompt transportation of the injured or ill person to a physician or hospital where emergency care is provided, or an effective communication system for contacting hospitals or other emergency medical facilities, physicians, ambulance and fire services, shall also be furnished. The telephone numbers of the following emergency services in the area shall be made available to the employees in the Emergency Red Folders or posted near phones:

1. A company authorized physician or medical clinic, and at least one alternate if available;
2. Hospitals;
3. Ambulance services; and
4. Fire-protection services.

Prior to the commencement of work at any site, the Supervisor or Manager shall locate the nearest preferred medical facility and establish that transportation or communication methods are available in the event of an employee injury.

Each employee shall be informed of the procedures to follow in case of injury or illness through our new employee orientation program, Code of Safe Practices, and safety meetings.

Where the eyes or body of any person may be exposed to injurious or corrosive materials, suitable facilities for drenching the body or flushing the eyes with clean water shall be conspicuously and readily accessible.

Accident Procedures

These procedures are to be followed in the event of an employee injury in the course of employment.

- 1. For severe accidents call 911 and request the Paramedics.**
- 2. Employees must report all work-related injuries to their Supervisor immediately, even if they do not feel that it requires medical attention.** Failure to do so may delay Workers' Compensation benefits, and the employee may face disciplinary action.

3. The Supervisor, employee, and first aid person should determine whether or not outside medical attention is needed. When uncertainty exists on the part of any individual, the employee should be sent for professional medical care.
4. If medical attention is not desired or the employee refuses treatment, you must still fill out a MWA Accident Report (Appendix D) in case complications arise later.
5. In all cases, if the employee cannot transport himself or herself for any reason, transportation should be provided.
6. In the event of a serious accident involving hospitalization for more than twenty-four (24) hours, amputation, permanent disfigurement, loss of consciousness or death, phone contact should be made with the office at (510) 262-1511. Contact must also be made with the nearest Cal/OSHA office within eight (8) hours.

Accident Investigation

The Supervisor, Manager, or other designated individual will investigate all work-related accidents in a timely manner. This includes minor incidents and “near accidents,” as well as serious injuries. An accident is defined as any unexpected occurrence that results in injury to personnel, damage to equipment, facilities, or material, or interruption of normal operations.

Responsibility for Accident Investigation

Immediately upon being notified of an accident, the Supervisor, Manager, or other designated individual shall conduct an investigation. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future reoccurrence, not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

The Purpose of Accident Investigations

- To prevent or decrease the likelihood of similar accidents.
- To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two factors.
- To identify training needs. This makes training more effective by focusing on factors that are most likely to cause accidents.

What Types of Incidents Do We Investigate?

- Fatalities
- Serious injuries
- Minor injuries
- Property damage
- Near misses

Procedures for Investigation of Accidents

Immediately upon being notified of an accident the Supervisor, Manager, or other designated individual will:

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh and before witnesses forget important details and to make sure hazardous conditions to which other employees or customers could be exposed are corrected or have been removed.
2. Provide for needed first aid or medical services for the injured employee(s).
3. If possible, interview the injured worker at the scene of the accident and verbally “walk” him or her through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who has knowledge of the accident, even if they did not actually witness it.

4. Report the accident to the HR office at: (510) 262-1511. Accidents will be reported by the office to the insurance carrier within twenty-four (24) hours. All serious accidents will be reported to the carrier as soon as possible.
5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
6. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams and photos as needed. Take measurements when appropriate.
7. All accidents involving death, disfigurement, amputation, loss of consciousness or hospitalization for more than twenty-four (24) hours must be reported to Cal/OSHA immediately.
8. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.
9. Every investigation must also include an action plan that includes an assessment of how such accidents be prevented in the future.
10. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.

Accurate & Prompt Investigations

- Ensures information is available
- Causes can be quickly corrected
- Helps identify all contributing factors
- Reflects management concern
- Reduces chance of recurrence

Investigation Tips

- Avoid placing blame
- Document with photos and diagrams, if needed
- Be objective, get the facts
- Reconstruct the event
- Use open-ended questions

Questions to Ask

When investigating accidents, asking open-ended questions beginning with “who,” “what,” “when,” “where,” “why,” and “how” will provide more information than closed-ended questions such as, “Were you wearing gloves?”

Examples include:

- How did it happen?
- Why did it happen?
- How could it have been prevented?
- Who was involved?
- Who witnessed the incident?
- Where were the witnesses at the time of the incident?
- What was the injured worker doing?
- What was the employee working on?
- When did it happen?
- When was the accident reported?
- Where did it happen?
- Why was the employee assigned to do the job?

The single, most important question that must be answered as the result of any investigation is: “What do you recommend be done (or have you done) to prevent this type of incident from recurring?”

Once the Accident Investigation is Completed

- Take or recommend corrective action.
- Document corrective action.
- Management, HR and the Safety Coordinator will review the results of all investigations.
- Consider safety program modifications.
- Information obtained through accident investigations can be used to update and improve our current program.

Enforcement of Safety Policies

The compliance of all employees with MWA Safety Manual and IIPP is mandatory and shall be considered a condition of employment.

Training Programs

The New Employee Safety Orientation and safety meetings will cover the importance of safe work practices and the consequences of failing to abide by safety rules. This will help ensure that all employees understand and abide by MWA safety policies.

Retraining

Employees who are observed performing unsafe acts or not following proper procedures or rules will be retrained by their supervisor. The supervisor may complete a Safety Contact Report (Appendix B) to document the training. If multiple employees are involved, additional safety meetings will be held.

Disciplinary Action

The failure of an employee to adhere to safety policies and procedures established by MWA can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and wellbeing of the employee committing the unsafe act but can also affect the safety of his/her coworkers and customers. Accordingly, any employee who violates any of the organization's safety policies will be subject to disciplinary action.

Note: Failure to promptly report any on-the-job accident or injury, on the same day as its occurrence, is considered a serious violation of the organization's safety policies. Any employee who fails to immediately report a work-related accident or injury, no matter how minor, shall be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. Often, when an injury occurs, the accident investigation will reveal that the injury was caused because the employee violated an established safety rule and/or safe work practice(s). In any disciplinary action, the supervisor should be cautious that discipline is given to the employee for safety violations, and not simply because the employee was injured on the job or filed a Workers' Compensation claim.

Violations of safety rules and the Code of Safe Practices are to be considered equal to violations of other company policy. Discipline for safety violations will be administered in a manner that is consistent with MWA Employee Handbook.

Making Waves Academy **Workplace Violence Prevention Plan**

This document shall outline Making Waves Academy's ("MWA" or "the School") Workplace Violence Prevention Plan ("Plan") as required by Labor Code § 6401.9. The school's policy is to provide its employees with a safe and healthy work environment. To that end, MWA shall take appropriate actions to prevent acts of violence, threats, intimidation, and harassment from occurring on campus and during the performance of employees' job duties.

I. DEFINITIONS

For purposes of this Plan, the following definitions apply:

"Emergency" means unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other persons.

"Engineering controls" mean an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.

"Log" means the violent incident log, required in Part III of this Plan.

"Plan" means this Workplace Violence Prevention Plan.

"Threat of violence" means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

"Workplace Violence" includes but is not limited to the following: (i) the threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma or stress, regardless of whether the employee sustains an injury; (ii) an incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury; (iii) the following four workplace violence types:

- **Type 1:** violence committed by a person with no legitimate business at the worksite;
- **Type 2:** violence directed at employees by students, parents, contractors, volunteers, or visitors;
- **Type 3:** violence against an employee by a present or former employee, supervisor, or manager;
- **Type 4:** violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace Violence does not include lawful acts of self-defense or defense of others.

"Work practice controls" means procedures and rules which are used to effectively reduce workplace violence hazards.

II. WORKPLACE VIOLENCE PLAN PROCEDURES

a. Responsible Parties

The Director of People is responsible for implementing this plan.

b. Employee Involvement in Plan Creation and Updates

Before this Plan was initially approved by the School's Board of Directors, the Director of People circulated a draft to employees and requested feedback and suggestions on improving it. All feedback received was reviewed, and any revisions deemed warranted were implemented into the initial approved version of the Plan.

Every year, the Director of People will circulate the Plan to employees to request suggestions on improving this Plan. Employees will be encouraged to provide input on ways they believe this Plan can be improved, streamlined, or better enforced. Employees will be encouraged to provide input on the adequacy of training received, any perceived workplace violence hazards not adequately addressed by the Plan, and any perceived barriers to reporting and investigating instances of workplace violence incidents that they believe may stand in the way of optimal execution of this Plan.

These suggestions and input may be submitted confidentially to the Director of People. No retaliation to any such input or suggestion shall be permitted. The School commits to reviewing each employee's suggestion and making any changes to this Plan that are found to be necessary and appropriate.

c. Coordinated Implementation

If there are workers who regularly perform job duties at MWA's campus or other workplaces but are not employed by MWA, the Director of People will verify that each such worker's employer has a workplace violence prevention plan in place and that all such employees of that employer who regularly work at any MWA location are receiving adequate training and that those other employers have procedures in place for the reporting, investigation, and recording of workplace violence incidents.

d. Reporting of Workplace Violence

Employees must report any incident of workplace violence that they witness. MWA will not retaliate against any employee for reporting an incident of workplace violence in good faith.

Reports of workplace violence that has already occurred can be made one of the following ways:

- Completing the [electronic hazard identification form](#); or
- Complete the "Workplace Violence Report" form that is attached at the end of this Plan and sending it to the Director of People via humanresources@mwacademy.org or visit the HR Office in Upper School Building 2, Room 105.

The Director of People and/or designee will review every Workplace Violence Report as soon as possible and take the steps outlined in this Plan in response. Copies of the Workplace Hazard Identification form shall be made available to all employees via the Human Resources (HR) Portal and HR Office at all times.

If an incident of workplace violence is occurring or imminent, any employee witness should ensure that the Director of People and/or designee is informed as soon as possible by calling 510-262-1511 or humanresources@mwacademy.org or by using whatever alternative means of

communication would be fastest. The Director of People and/or designee will respond to the ongoing or imminent workplace violence as set forth in section II.G. below.

e. Employee Compliance

All employees are responsible for using safe work practices and for following all directives, policies, and procedures for maintaining a safe, healthy, and secure work environment. This Plan seeks to ensure that employees, including administrators, comply with work practices designed to make the workplace more secure and to ensure that employees do not engage in threats or physical actions which create a security hazard for others in the workplace.

All employees will be trained to understand this Plan when hired and periodically afterward. Employees will be evaluated to ensure compliance with this Plan. Employees who participate in the implementation of this Plan and carry out its provisions in practice will be recognized for their efforts to help ensure a safe and violence-free workplace.

Repeated or willful failure to report incidents of workplace violence, failure to attend and participate in workplace violence training, and to otherwise comply with the requirements of this Plan will result in additional training and may result in disciplinary action.

f. Communication with Employees Regarding Workplace Violence

As part of the annual workplace violence training session required by this Plan, the Director of People shall ensure that each employee understands how to report a violent incident, a threat, or any other incidence of workplace violence and knows that they can do so without fear of reprisal by MWA or retaliation from the individual against whom the report is made.

These points will be communicated to new employees when hired and periodically as set forth in this Plan. The Director of People shall also ensure that each employee understands how MWA will investigate their concerns and how MWA will communicate the results of a workplace violence hazard investigation and any corrective measures taken in response.

Every employee shall sign a certificate attesting that they understand these items as part of the annual workplace violence training, and each certificate shall be retained pursuant to Part V of this Plan ("Recordkeeping").

Depending on the frequency and severity of workplace violence incidents in the workplace, the Director of People and/or designee may implement increasingly more frequent communication sessions with employees as necessary, including quarterly, monthly, or weekly reviews of this Plan and employee compliance with it.

g. Response to Actual or Potential Workplace Violence Emergencies

A workplace violence emergency is any incidence of workplace violence that entails the potential loss of life or significant injury to any person at the workplace.

If a workplace violence emergency is so severe as to trigger a lockdown or evacuation of the workplace according to the School's safety plan, such as when firearms are involved or when an intruder

has entered the campus with violent or criminal intent, MWA will initiate and follow the emergency procedures set forth in its school safety plan.

If a workplace violence emergency does not rise to the level of a school-wide response but is ongoing and entails potential or threatened loss of life or significant injury to any person at the workplace, any other employees witnessing or experiencing the workplace violence incident must report the incident as soon as possible to the Director of People and/or other responsible administrator or security personnel, by calling them on the phone directly, dialing “0” from any campus phone to reach the front office and stating the emergency and location, by calling for assistance on a radio/walkie if available or by whichever alternative means would reach them fastest. Security personnel will respond immediately to the location to assess and address the incident.

h. Training Procedures

MWA will provide annual workplace violence prevention training in accordance with the requirements of California Labor Code section 6401.9, subdivision (e), including but not limited to the following:

1. The Plan, how to obtain a copy of the Plan at no cost, and how to participate in the development and implementation of the Plan.
2. The Plan’s definitions and the General Workplace Violence Plan Procedures.
3. How employees can search for and recognize workplace violence hazards and risk factors associated with the three types of workplace violence.
4. How to report workplace violence incidents, threats, or concerns to the school or two law enforcement without fear of reprisal from the school or the individual against whom the report is filed.
5. Ways to defuse hostile or threatening situations.
6. Routes and methods of escaping from workplace violence incidents.
7. How this Plan integrates with the school’s safety plan.
8. How and when to notify law enforcement authorities when a criminal act may have occurred or is potentially about to occur.
9. Emergency medical care to be provided to a victim of any violent act.
10. Any workplace violence hazards specific to the school environment, the corrective measures the school has implemented, and how to seek assistance to prevent or respond to violence and to avoid physical harm.
11. The workplace violence incident log, and how to obtain records the school is required to keep pursuant to the Recordkeeping part of this Plan, below.
12. An opportunity for live questions and answers on the Plan with the Director of People and/or designee.

In addition to an annual training session on these topics, the school will conduct training every time a new or previously unrecognized workplace violence hazard is identified and whenever changes are made to the Plan. This additional training may be limited only to the new workplace violence hazards identified or to the new changes to the Plan.

The Director of People and/or designee will ensure that this training is completed and that records of employee participation are kept and filed in accordance with Part V of this Plan (“Recordkeeping”).

i. Identification and Evaluation of Workplace Violence Hazards

Workplace violence hazards are working conditions or environmental factors that increase employee exposure to workplace violence. Workplace violence hazards may arise from, for example, a school's failure to consistently require campus visitors to check in at the front desk, failure to monitor entry and exit points for unauthorized entry, failure to consistently enforce employee behavioral conduct rules, failure to consistently enforce student disciplinary rules that could expose employees to violence, and other similar policy or environmental factors that would tend to increase the incidence of workplace violence.

The Director of People and/or designee shall ensure that a review of potential workplace violence hazards is conducted at least annually. The Director of People and/or designee shall also review any workplace violence hazards reported by any employee. In addition, the Director of People and/or designee shall also conduct a workplace violence hazard review (1) when this Plan is first established, (2) after each workplace violence incident has occurred, and (3) whenever the employer otherwise is made aware of a new or previously unrecognized workplace violence hazard.

Each time a workplace violence hazard review is undertaken, the Director of People and/or designee shall prepare a report describing the review process, stating the date the review was completed, stating the determination of whether a workplace hazard was found to exist, and describing whether any corrective actions are recommended. All workplace hazard evaluation reports shall be kept as records pursuant to Part V of this Plan.

j. Correction of Workplace Violence Hazards

Each time a workplace violence hazard review is conducted and results in a recommendation that corrective action should be implemented to mitigate an existing workplace violence hazard, the Director of People and/or designee shall prepare a recommendation for corrective action and present it to the Chief Operating Officer who shall approve, deny, or approve with modification, the recommendation for corrective action and provide a justification for any denial or modification. The recommendation for corrective action and the Chief Operating Officer's response shall be kept as a record pursuant to Part V of this Plan.

Following the Chief Operating Officer's action on a recommendation for corrective action, the Director of People and/or designee shall be responsible for ensuring that the corrective action is implemented as workplace policy and, if relevant, that all employees are alerted to and trained on any necessary changes in workplace policies to implement the approved corrective action. If any corrective actions require revisions to an employee handbook, those changes shall be implemented within a reasonable time.

k. Post-Incident Response and Investigation

After every reported or otherwise known incident of workplace violence, the Director of People and/or designee shall conduct a workplace violence evaluation of any and all workplace conditions, policies, or practices that may have contributed to the occurrence of the incidence of workplace violence and shall record a record of the evaluation, as required by Section II.i., above.

Post-incident reviews shall include, at minimum, an interview with the victim of workplace violence, any witnesses, and the impressions of the Director of People and/or designee and/or designees assisting in the post-incident response. The interview and investigation shall seek to establish all facts required to be included in a Violent Incident Log, as set forth in Part III of this Plan.

Employees will be encouraged to provide feedback and information as part of the post-incident response. Employees who refuse to participate may be subject to discipline. Employees should be alerted that they are not subject to retaliation or reprisal from MWA as a consequence of their participation in any post-incident response. Employees will be provided EAP resources, as applicable.

I. Review of Plan Effectiveness

The Director of People and/or designee shall review the general effectiveness of this Plan annually at the time the Plan is circulated to employees for suggestions, whenever a deficiency in the Plan is noted, and after any workplace violence incident occurs.

III. VIOLENT INCIDENT LOG

MWA will maintain a Violent Incident Log. The Director of People and/or designee shall ensure that the details of every violent incident reported or otherwise known to have occurred at the school are recorded in the Violent Incident Log. The log shall contain information solicited from the person experiencing the workplace violence incident, any witnesses, and investigation findings. All personal identifying information shall be omitted from the log, with the exception of the details of the person making the entry. The log shall be reviewed during any periodic reviews of this Plan for effectiveness.

The Violent Incident Log for every incident shall include the following:

1. The **date, time, and location** of the incident.
2. The **type or types of workplace violence** involved.
3. A **detailed description** of the incident.
4. **Who committed the violence**, including whether the perpetrator was a School stakeholder, family or friend of a School stakeholder, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or another perpetrator.
5. The **general circumstances** at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low-staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
6. **Where the incident occurred**, such as in the workplace, parking lot, or other area outside the workplace, or other area.
7. The **type of attack**: physical attack without a weapon; attack with a weapon or object; a threat of physical force or threat of use of a weapon or other object; sexual assault or threat of sexual assault; animal attack; other.
8. The consequences of the incident, including whether security or law enforcement was contacted; actions taken to protect employees from continuing threat, etc.
9. **Information on the person entering the log entry**, including their name, job title, and date entered.

IV. RECORDKEEPING

This Plan requires that various records pertaining to workplace violence be maintained as follows:

1. Records of workplace violence hazard identification, evaluation, and correction shall be created and maintained for at least five (5) years.
2. Training records shall be created and maintained for a minimum of one (1) year and shall include dates training was conducted, the contents or a summary of the training sessions conducted, the

names and qualifications of persons conducting the training, and the names and job titles of all persons attending the training sessions.

3. Violent Incident Logs shall be maintained for at least five (5) years.
4. Records of workplace violence incident investigations shall be maintained for at least five (5) years.
5. All records required to be maintained per this Part of the Plan are to be made available to the Department of Industrial Relations upon request for examination and copying.
6. All records required pursuant to items (1) through (3) of this Part shall be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.

APPENDIX A

Vaccination Declination Form

EMPLOYEE NAME: _____

By signing below, I acknowledge the following:

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (“HBV”) infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

SIGNATURE: _____

DATE: _____

HEPATITIS B VACCINATION PROGRAM

Instructions for Obtaining a Hepatitis B Vaccination

To ensure your health and safety, it is important to complete the hepatitis B vaccination series. Follow the steps below to obtain your vaccination through your healthcare provider:

Step 1: Contact Your Primary Care Doctor

1. **Locate Contact Information:** Find the contact details of your primary care doctor. This information is usually available on your insurance card, the healthcare provider's website, or previous visit summaries.
2. **Schedule an Appointment:** Call your primary care doctor's office to schedule an appointment for the hepatitis B vaccination. Inform them that you need the hepatitis B vaccine and discuss any previous doses you may have received.
3. **Verify Coverage:** Ask the office to verify if the vaccination is covered under your health insurance plan to avoid any unexpected costs.

Step 2: Prepare for Your Appointment

1. **Gather Necessary Information:** Bring your identification, insurance card, and any vaccination records you have.
2. **Discuss Your Health History:** Be prepared to discuss your health history, including any allergies or previous reactions to vaccines, with the healthcare provider.
3. **Follow-Up:** If this is your first dose, ask about the schedule for the remaining doses in the series and schedule follow-up appointments as needed.

Additional Information

For more detailed information about the hepatitis B vaccine, visit the Centers for Disease Control and Prevention (CDC) website or consult your healthcare provider.

APPENDIX B

Employee Safety Contact Report

Work site: _____ Manager / Supervisor: _____

Employee name _____ Date _____

Job title

Safety concern:

Corrective action:

Signed _____
Employee

Signed _____
Manager / Supervisor

APPENDIX C

MAKING WAVES ACADEMY WORKPLACE VIOLENCE REPORTING FORM

This form should be used to report any incidence of workplace violence that any employee of Making Waves Academy witnesses at the workplace or any work-related event. Employees are required to report any workplace violence they witness and will not be subject to any retaliation for reporting workplace violence. **The employee may also opt to use the [electronic hazard identification form](#) available via the Human Resources Portal and/or HR Office.**

“Workplace Violence” includes but is not limited to the following: (i) the threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma or stress, regardless of whether the employee sustains an injury; (ii) an incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury; (iii) the following four workplace violence types:

- *Type 1: violence committed by a person with no legitimate business at the worksite;*
- *Type 2: violence directed at employees by students, parents, contractors, volunteers, or visitors;*
- *Type 3: violence against an employee by a present or former employee, supervisor, or manager;*
- *Type 4: violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.*

“Workplace Violence” does not include lawful acts of self-defense or defense of others.

If you have witnessed a workplace violence incident, please enter as much of the following information as you can:

Date of Report: _____ **Date(s) of Incident:** _____

Reporter’s Name: _____

Reporter’s Job Title: _____

Reporter’s email address or telephone number: _____

Victim Name(s) (if other than Reporter): _____

Victim’s Job Title (If other than Reporter): _____

Victim’s email address or telephone number: _____

Approximate Place of Incident: _____

Approximate Time of Incident: _____

Narrative Description of Workplace Violence Incident: _____

Type of Workplace Violence (see definitions above): _____

Name, Description, or other information about Perpetrator(s): _____

Thank you for submitting this information. You may be contacted by the administration to provide further information. Please sign below to verify the accuracy of the information provided on this form.

Reporter’s Signature

APPENDIX D

MAKING WAVES ACADEMY ACCIDENT INCIDENT FORM

Note: This form must be completed within 24-hours of a workplace incident. If an employee needs medical treatment from a doctor or hospital, additional forms will need to be filled out with the HR Department along with the incident report, and a workers' compensation claim must be filed.

Person completing this form: _____ Date: _____

Email: _____ Phone: _____

Name and job title of the employee involved in the incident:

Witness(es): _____

Date of incident/near miss: _____ Time of incident/near miss: _____ a.m./p.m.

Department and location where the incident/near miss occurred:

Did an injury occur? ____ Yes ____ No

Nature of the injury (strain, cut, bruise, etc.): _____

Body part(s) affected: _____

Medical treatment required? ____ Yes ____ No

If yes, what type? ____ First aid on-site ____ Urgent care ____ Doctor ____ Hospital

Name of the facility, hospital or physician: _____

Describe the incident fully: (use back page if necessary or sketch on back if needed to clarify):

List all equipment, machinery, materials or chemicals the employee was using when the incident occurred:

Identify the factors that you believe contributed to or caused the incident:

Complete this section if an injury occurred or there was damage to equipment.

Were proper procedures being followed when the incident occurred? ____ Yes ____ No

If no explain: _____

Was the employee wearing proper personal protective equipment? ____ Yes ____ No ____ N/A

If no explain: _____

Do you have any recommendations for equipment or processes to avoid this incident in the future? ____
Yes ____ No

If yes explain: _____

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Forward this form to the Human Resources Department within 24 hours following the incident.

Coversheet

Bloodborne Pathogen Exposure Control Plan

Section: V. Consent Action Items
Item: B. Bloodborne Pathogen Exposure Control Plan
Purpose: Vote
Submitted by: Elizabeth Martinez
Related Material: MWA Exposure Control Plan for Bloodborne Pathogens 07252024.pdf

BACKGROUND:

The **MWA Bloodborne Pathogen Exposure Control Plan** details the procedures and precautions to protect students and staff from exposure to bloodborne pathogens, ensure compliance with California law, and promote a safe and healthy school environment. *This policy also reinforces the mandatory annual training required for all staff.*

RECOMMENDATION:

Your approval of this policy will help safeguard the health of our school community by ensuring that we adhere to legal standards and implement best practices for preventing exposure to bloodborne pathogens.

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

The Making Waves Academy (“MWA” or “the School”) shall meet state and federal standards for dealing with bloodborne pathogens and other potentially infectious materials in the workplace. The Making Waves Academy Board of Directors has established this written “Exposure Control Plan” (“ECP”) designed to protect employees and students from possible infection due to contact with bloodborne viruses, including human immunodeficiency virus (“HIV”) and hepatitis B virus (“HBV”).

I. INTRODUCTION

A. Purpose

The purpose of this Bloodborne Pathogen Exposure Control Plan is to:

1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids;
2. Comply with the Cal/OSHA’s Bloodborne Pathogens Standard.

B. Background

Blood and body fluids may contain pathogens, which are small organisms that can cause serious disease. Some of the most common bloodborne diseases are:

1. Hepatitis B virus (“HBV”) and Hepatitis C virus (“HCV”), which causes hepatitis, a potentially fatal liver disease; and
2. Human Immunodeficiency Virus (“HIV”), the cause of Acquired Immunodeficiency Syndrome (“AIDS”).

HBV, HCV, and HIV are usually passed on when disease organisms enter the body through mucous membranes or through breaks in the skin.

In the school setting, the most common way exposure can occur is when an employee has an open sore or injury and is in contact with blood or other infectious material or when an employee is not wearing the proper personal protective equipment to protect against contact with infectious material such as blood, human tissue or other body fluids that contain blood.

C. Management Commitment/Responsibility

The development and implementation of an exposure control plan requires the commitment of management and the participation of all employees at every level within the organization.

1. Policy Statement

It is the policy of MWA to provide a safe and healthy work environment for all of its employees by minimizing exposure to bloodborne pathogens.

2. Responsibility

- a. It shall be the responsibility of the Executive Leadership, Human Resources, and Safety Coordinator to review the organization's bloodborne pathogen exposure control program annually. Whenever necessary, the Exposure Control Plan will be amended to reflect new or modified tasks and procedures which affect occupational exposure.
- b. It shall be the responsibility of the Safety Coordinator to conduct facility audits to assess exposure control compliance, including examination of engineering controls on a regular basis to ensure their effectiveness.
- c. Human Resources or designee shall coordinate, implement and monitor the training, vaccinations, post-exposure evaluation and follow-up, post-exposure prophylaxis, and record keeping required annually to ensure compliance in accordance with bloodborne pathogens exposure control standards.
- d. The Principal or designee is responsible for overseeing the implementation of the work practice controls at the school site.
- e. The Safety Coordinator is responsible for assessing and selecting appropriate personal protective equipment.
- f. The Safety Coordinator is responsible for ensuring that appropriate personal protective equipment is available to employees at the school site. Employees are responsible for wearing the designated personal protective equipment.
- g. Human Resources or designee is responsible for maintaining the training records.

II. EXPOSURE DETERMINATION

A. Definition of Occupational Exposure

Any employee with occupational exposure to blood or other potentially infectious materials is covered by the Exposure Control Plan. Potentially infectious materials include the following human body fluids: blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid,

saliva, any bodily fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

Occupational exposure is defined by Cal/OSHA as “reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.” (Parenteral means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts and abrasions). Further, to be considered “occupational exposure,” the contact must result from the performance of an employee’s duties.

B. Determination of Occupational Exposure

The Cal/OSHA regulations provide for the Hepatitis B vaccination of certain employees who may reasonably anticipate occupational exposure. Accordingly, it is the organization’s responsibility to identify and list the following:

1. Each job classification in which all the employees have reasonably anticipated occupational exposure.
2. Each job classification in which some of the employees have occupational exposure.

In identifying the job classification, MWA must specify the job tasks and procedures in which occupational exposure is reasonably anticipated to occur. These job classifications and related job tasks and procedures are identified in the list that follows, entitled “Job Classifications in Which Employees Have Occupational Exposure to Bloodborne Pathogens.”

Consequently, Hepatitis B vaccinations shall be provided to those employees determined by Human Resources or designee to have occupational exposure to blood and other potentially infectious materials and to be eligible for vaccination.

Job Classifications in Which Employees Have Occupational Exposure to Bloodborne Pathogens

Below are listed the job classifications at MWA where some or all employees may handle human blood or other potentially infectious materials and the tasks/procedures that may result in possible exposure to bloodborne pathogens:

JOB CLASSIFICATION

Employees with Occupational Exposure:

- School Nurse
- Health Assistants
- Custodians
- Campus Supervisors
- Food Service Staff

Employees with Potential Occupational Exposure:

- Teachers
- Instructional Aides/Support Staff
- Office Administrators
- Front OffSchool Support Assistants
- Athletic Coaches

TASKS/PROCEDURES

- Provision of physical care in which blood or blood-tinged body fluids are present.
- Provision of physical care or conduct activities with exposure to blood for the developmentally disabled.
- OSHA does not generally consider maintenance personnel, janitorial, or housekeeping staff in non-healthcare facilities to have occupational exposure. However, a custodian who cleans the school first-aid room is more likely to have occupational exposure than a custodian who cleans offices.
- Provision of first aid.
- Provision of contact with bio-hazardous materials.

III. HEPATITIS B VACCINATION PROGRAM

MWA recognizes that even with good adherence to all exposure prevention practices, exposure incidents can occur. As a result, the organization has implemented a Hepatitis B vaccination program and set up procedures for post-exposure evaluation and follow-up should exposure to bloodborne pathogens occur.

This program is available, at no cost, to all eligible employees who have occupational exposure to bloodborne pathogens.

Any employee not identified as having occupational exposure in MWA's exposure determination may petition to be included in MWA's employee in-service training and HBV vaccination program. Any such petition should be submitted to Human Resources or designee, who shall evaluate the request and notify the petitioners of their decision. Human Resources or designee, may deny a request when there is no reasonable anticipation of contact with infectious material.

See Section II, Exposure Determination, to identify employees who will be offered the vaccination. The vaccination is a series of two or three injections. Field trials of the vaccines have shown eighty to ninety percent (80%—90%) efficacy in preventing infections.

Vaccination for employees with occupational exposure will be made available following the required Bloodborne Pathogens training and within ten (10) working days of initial assignment.

Vaccinations are performed under the supervision of a healthcare professional. Employees participating in the vaccination program are listed under Section II.B, Determination of Occupational Exposure.

The Human Resources or designee may exempt designated first-aid providers from pre-exposure HBV vaccination under the conditions specified by state regulations. Employees who are eligible but have declined to take part in the program must sign the "Vaccination Declination Form." (See **Appendix A**). The completed "Vaccination Declination Forms" shall be maintained by MWA. If any employee signs the "Vaccination Declination Form" but at a later date chooses to receive the vaccination, the organization will make it available at that time.

Employees who are designated first-aid providers are not mandatorily eligible for pre-exposure vaccination but may be eligible for vaccination in the event the employee renders assistance during a first-aid incident involving the presence of blood or infectious material. See discussion regarding such vaccination under Section VI Post Exposure Evaluation and Follow-up.

Designated first aid providers are defined as employees who may run a risk of occupational exposure; however, this risk arises in the context of the performance of a “collateral” duty that is not performed on a regular basis.

IV. METHODS OF COMPLIANCE

There are a number of areas that must be addressed in order to effectively minimize exposure to bloodborne pathogens in our school. These include:

A. Universal Precautions

Universal precautions are an approach to infection control. According to the concept of universal precautions, all human blood and body fluids are treated as if known to be infectious.

In the school setting, precautions shall include: hand washing, using gloves and other appropriate protective equipment, careful trash disposal, and using an Environmental Protection Agency (“EPA”) approved disinfectant known to kill HBV, HCV and HIV. If injectables are given, use of safety syringes is recommended.

Universal precautions shall be used within the school setting at all times to prevent contact with blood or other potentially infectious materials.

All procedures involving blood or other body fluids shall be performed in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances.

B. Engineering and Work Practice Controls

Engineering controls means controls that isolate or remove the bloodborne pathogens hazard from the workplace (e.g., sharps disposal containers). See procedures in Section IV.D, Contaminated Needles and Sharps.

Work practice controls are controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

Hand washing: Thorough hand washing is the single most effective means in preventing the spread of infectious diseases and should be practiced routinely by all school personnel and taught to students as routine hygienic practices.

All employees shall wash hands and any other skin with soap and water and flush exposed mucous membranes with water immediately, or as soon as practicable, following contact of such body areas with blood or other potentially infectious materials.

Employees shall wash their hands immediately, or as soon as possible after removal of gloves or other personal protective equipment.

How to wash hands: Wet hands with running water and apply soap from a dispenser. Lather well. You may wish to remove all jewelry from hands and place in a safe location at this time. Wash vigorously for fifteen (15) to twenty (20) seconds. Soap suspends easily-removable soil and microorganisms, allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse well under running water with water draining from wrist to fingertips. Leave water running. Dry hands well with a paper towel and then turn off the faucet with paper towel. Discard the towel in appropriate container. Apply hand cream after frequent hand washing. Use lotion to prevent skin irritation, breakdown and subsequent infection. Running water may not be available in some situations, in which case liquid disinfectant and/or towelettes should be substituted temporarily. (Employees with frequent exposure to body fluids should not wear hand jewelry in the workplace.)

Hand washing facilities: Hand washing facilities or antiseptic solutions and/or towelettes (to be used as an immediate but temporary measure in places where hand washing facilities are not available) will be readily accessible. Hand washing facility means a facility providing an adequate supply of running potable water, soap and single-use towels or hot air drying machines.

C. Personal Protective Equipment

Personal protective equipment is specialized clothing or equipment worn or used by an employee for protection against a hazard (e.g., gloves, eye protection, etc.).

All personal protective equipment used at MWA to provide a barrier against bloodborne pathogens will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes.

All personal protective equipment will be inspected periodically and repaired or replaced as needed to maintain its effectiveness. Employees shall be responsible for notifying his or her Supervisor of the need for repair or replacement of such materials.

Reusable personal protective equipment will be cleaned, laundered and decontaminated as needed at no cost to the employees. Personal protective equipment that cannot, for whatever reason, be decontaminated will be disposed of in accordance with biohazard

rules and regulations. See Section IV.E, Waste Disposal. Any garments penetrated by blood or other infectious materials will be removed immediately, or as soon as practicable. All potentially contaminated personal protective equipment will be removed prior to leaving a work area. Glasses, reusable gloves and barrier masks shall be decontaminated by the user by soaking in an EPA registered germicide or a fresh solution of one (1) part bleach to ten (10) parts water for at least five (5) minutes (if bleach is used, it must be mixed fresh daily).

Disposable (single-use) latex gloves should be used when contact with blood or body fluids is anticipated (such as a bloody nose). Gloves will be standard components of first-aid supplies in the schools so that they are readily accessible for emergencies and regular care given in school health offices, cafeterias, and athletic training rooms. Gloves shall also be used during decontamination procedures. In some instances, use of latex free gloves may be appropriate. (See Housekeeping for more information on decontamination.)

- Disposable (single-use) gloves shall be replaced as soon as practical when contaminated, torn, punctured or unable to function as a barrier. They shall not be washed or decontaminated for re-use.
- Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. Utility gloves must be discarded if they are cracked, peeling, torn, punctured, deteriorated or when their ability to function as a barrier is compromised.

D. Contaminated Needles and Sharps

Broken glassware or other sharps, which may be contaminated shall not be picked up directly with the hands but shall be picked up by utilizing any mechanical means, such as a broom, dustpan or tongs. Gloves should be worn during this procedure.

Contaminated sharps shall NOT be recapped, broken or bent and should be discarded immediately into easily accessible containers that are closable, puncture resistant, leak proof on sides and bottom and properly labeled.

Containers should be located as close as possible to the immediate area where sharps are used (e.g., health room, science classroom, etc.), replaced immediately when full and shall not be allowed to overfill. Full sharps containers may not be stored more than seven (7) days.

When moving containers of contaminated sharps from the area of use, the containers will be closed immediately prior to removal or replacement to prevent spilling or protrusion of contents. The primary container must be placed in a secondary container if leakage is possible. The secondary container must be a container, which is closable, leak-proof, red and appropriately labeled (e.g., a red, labeled plastic bag).

E. Waste Disposal

Disposal of contaminated sharps and other “regulated waste” must be in accordance with the Medical Waste Management Act (“Act”). (Health & Safety Code § 117600 *et al.*) Cal/OSHA defines “regulated waste” as liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Medical waste under the Act consists of biohazardous waste and sharps waste.

Biohazardous waste is not normally found in the school setting. Biohazardous waste includes waste, which contains recognizable fluid blood. In the event of unusual circumstances, the regulated waste must be double bagged in leakproof, appropriately labeled, color coded red, plastic bags tied and transported in accordance with all applicable state and local regulations.

Sharps waste includes any device having acute rigid corners, edges, or protuberances capable of cutting or piercing, including:

- Hypodermic needles, syringes, blades, and needles with attached tubing; and
- Broken glass items contaminated with medical waste.

Non-regulated waste may be disposed of as regular trash and includes waste such as disposables containing non-fluid blood (dressing, gauze cotton rolls, towels, rags, etc., with small amounts of dried blood or other body fluids). Please note that feminine hygiene products and Band-Aids or dressings with small amounts of dried blood are NOT considered to be medical wastes.

All waste baskets should be lined with disposable plastic bags. It is important to note that if a contaminated item such as a Band-Aid or a small dressing contains dried blood, it may be disposed of as regular trash.

F. Work Area Restrictions

Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in areas where occupational exposure may be expected.

Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on countertops or benchtops where blood or other body fluids are present.

G. Housekeeping Practices

Decontamination: Gloves shall be worn during decontamination procedures. All contaminated work surfaces will be decontaminated after completion of associated

tasks/procedures, immediately or as soon as feasible after any spill of blood or other potentially infectious materials, and at the end of the work shift if the surface may have become contaminated since the last cleaning. Contaminated furniture and educational materials/equipment shall be decontaminated with an EPA registered germicide or a solution of one (1) part bleach to ten (10) parts water.

Equipment/tools which have become contaminated with blood or other potentially infectious materials shall be decontaminated by using an EPA registered germicide or a 1:10 bleach/water solution prepared daily. Equipment which becomes contaminated will be examined prior to reuse, servicing or shipping, and decontaminated as necessary.

MWA shall assure that the work site is maintained in a clean and sanitary condition and shall determine and implement an appropriate cleaning schedule for rooms where body fluids are present. Schedules shall be as frequent as necessary depending on the area of the school, the type of surface to be cleaned, and the amount and type of soil present.

Custodial and maintenance staff shall wear appropriate personal protective equipment, including general-purpose utility gloves during cleanup of blood or other potentially infectious materials.

All blood and body fluid spills shall be immediately contained and as soon as practicable cleaned up by appropriately trained staff who are equipped to work with potentially infectious materials.

Initial clean-up of blood or other potentially infectious materials from all surfaces including sinks, work areas, equipment, floors, car/bus seats, etc., should be followed with the use of an appropriate disinfectant.

All waste baskets should be lined with a disposable plastic bag. In areas where blood is present, physical care is provided or personal care occurs (e.g., health office, restrooms, locker rooms, science classrooms, etc.), disposable plastic bags should be replaced daily.

H. Laundry Procedures

Laundry contaminated with blood or other potentially infectious materials (e.g., athletic uniforms and towels) should be handled as little as possible and with a minimum of agitation. Contaminated laundry should be bagged at the location of use in a biohazard labeled or color coded red, leak-proof bag. Contaminated laundry should not be sorted or rinsed in the location of use.

If laundry facilities are available and the contaminated laundry is to be laundered at school, the bag will be transported to the site where laundry is done. Universal precautions will be used at all times.

Each of these areas will be reviewed with employees during bloodborne pathogens related training (see Section VII, Information and Training, in this plan for additional information).

I. Labels and Signs

One of the most obvious warnings of possible exposure to bloodborne pathogens are biohazard labels. Because of this, MWA will implement a biohazard warning labeling program or when appropriate, using red “color-coded” containers.

The following items shall be properly labeled:

- Containers of regulated waste (see Section IV.G on Waste Disposal).
- Sharps disposal containers.
- Contaminated laundry bags and containers.
- Contaminated equipment (e.g., athletic equipment, shop equipment).

V. FIRST AID INCIDENTS INVOLVING THE PRESENCE OF BLOOD OR INFECTIOUS MATERIALS

Designated first aid providers who have rendered assistance in any situation involving the presence of blood or other potentially infectious material, regardless of whether an actual exposure incident has occurred, have a duty to report such an incident before the end of the work shift during which the first aid incident occurred. The report must contain the information required of employees involved in occupational exposure incidents, as provided below. The report is used in determining whether the employee has been involved in an occupational exposure incident, and the types of prophylaxis and follow-up treatment required in light of the incident. The report shall be recorded on a list of such first aid incidents, which shall be made available to all employees upon request.

Following a first aid incident involving the presence of blood or infectious material, the Hepatitis B vaccination will be made available to the first aid providers who rendered assistance during the incident within twenty-four (24) hours, regardless of whether an exposure incident occurred. See Section III regarding Hepatitis B Vaccination Program.

In the event that it is determined that the first aid incident also constituted an exposure incident, the procedures for post-exposure evaluation and follow-up, discussed below, shall be followed.

VI. POST-EXPOSURE EVALUATION AND FOLLOW-UP

Whenever exposed to blood or other bodily fluids through injury or accident, staff and students shall follow the latest medical protocol for disinfecting procedures.

It is the employee’s responsibility to report the occurrence of an occupational exposure incident, before the end of the work day during which the incident occurred. An occupational exposure incident is defined as a specific eye, mouth, other mucous membrane, non-intact skin or

parenteral contact with blood or infectious material, resulting from the performance of an employee's duties.

The employee's report must contain the following information:

1. Name of the first aid provider who rendered assistance, or employee who suffered an occupational exposure incident.
2. Date and time of the incident.
3. A description of the first aid incident, including:
 - a. Whether potentially infectious materials were involved;
 - b. Source of the blood or infectious material;
 - c. Circumstances under which the incident occurred, i.e., accidental, unusual circumstances;
 - d. Description of where the incident occurred;
 - e. Description of the personal protective equipment used.
4. Explanation as to whether, in the opinion of the employee, an "occupational exposure" incident occurred.
5. The Hepatitis B vaccine was offered to the employee within 24 hours of the incident, whether an exposure occurred or not.

Safety concerns may be reported using the "Employee Safety Contact Report." (See **Appendix B**). In response to a report of an occupational exposure incident, MWA will:

1. Investigate the circumstances surrounding the exposure incident; and
2. Make immediately available to the employee involved in the occupational exposure incident, a confidential medical evaluation and follow-up, including at least the following elements:
 - a. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred; and
 - b. Identification and documentation of the source individual, if feasible and not prohibited by state or local law.

Following such action, Human Resources, the Principal, or the designee will seek the consent of the identified source individual to test that individual's blood to determine the presence of antibodies to HIV, HBV, or HCV. Once consent is obtained, the testing shall be done as soon as feasible.

Human Resources, Principal, or designee will also seek to obtain the consent of the source individual for subsequent disclosure of the results of the above test by the health care provider and the employer, unless the source individual is already known to be infected. If such consent

is obtained, the results of the test will be made available to the exposed employee accordingly. MWA will document the refusal of the source individual to provide such consent in order to establish that consent cannot legally be obtained.

If the employee with occupational exposure consents, MWA will also arrange to collect and test his or her blood for HBV, HCV, and HIV status. In addition, an appointment will be arranged for the exposed employee with a qualified healthcare professional to discuss the employee's medical status.

Finally, the employee will be evaluated for any subsequent reported illnesses related to the occupational exposure incident. The employee will also be provided with appropriate post-exposure prophylaxis and counseling.

VII. INFORMATION AND TRAINING

Employees having occupational exposure shall be trained in accordance with applicable state regulations (8 CCR § 5193).

All employees who have the potential for exposure to bloodborne pathogens will be trained and furnished with as much information as possible on this issue. Employees will be retrained at least annually to keep their knowledge current. Additionally, all new employees, as well as employees changing jobs or job functions, will be given initial or additional training, which their new position requires at the time of their new job assignment.

A. Topics

The topics covered in our training program will include but not be limited to:

- An explanation of the symptoms and modes of transmission of bloodborne pathogens.
- An explanation of the use and limitations of methods of control that may prevent or reduce exposure, including universal precautions, engineering controls, work practices, and personal protective equipment.
- An explanation of the basis for the selection of personal protective equipment. Information on the HBV vaccine, including its efficacy, safety and the benefits of being vaccinated.
- An explanation of the procedure to follow if a first aid incident involving the presence of blood, or an exposure incident occurs, method of reporting the incident, and the medical follow-up that will be made available.
- An explanation of the signs, labels, tags and/or color coding used to denote biohazards (e.g., contaminated sharps containers).
- An accessible copy of the Cal/OSHA standard and an explanation of its contents.
- An explanation of the organization's exposure control plan and the means by which the employee can obtain a copy of the written plan.
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.

- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.

APPENDIX A

Vaccination Declination Form

EMPLOYEE NAME: _____

By signing below, I acknowledge the following:

I understand that due to my occupational exposure to blood or other potential infectious materials I may be at risk of acquiring Hepatitis B Virus (“HBV”) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

SIGNATURE: _____

DATE: _____

HEPATITIS B VACCINATION PROGRAM

Instructions for Obtaining a Hepatitis B Vaccination

To ensure your health and safety, it is important to complete the hepatitis B vaccination series. Follow the steps below to obtain your vaccination through your healthcare provider:

Step 1: Contact Your Primary Care Doctor

1. **Locate Contact Information:** Find the contact details of your primary care doctor. This information is usually available on your insurance card, the healthcare provider's website, or previous visit summaries.
2. **Schedule an Appointment:** Call your primary care doctor's office to schedule an appointment for the hepatitis B vaccination. Inform them that you need the hepatitis B vaccine and discuss any previous doses you may have received.
3. **Verify Coverage:** Ask the office to verify if the vaccination is covered under your health insurance plan to avoid any unexpected costs.

Step 2: Prepare for Your Appointment

1. **Gather Necessary Information:** Bring your identification, insurance card, and any vaccination records you have.
2. **Discuss Your Health History:** Be prepared to discuss your health history, including any allergies or previous reactions to vaccines, with the healthcare provider.
3. **Follow-Up:** If this is your first dose, ask about the schedule for the remaining doses in the series and schedule follow-up appointments as needed.

Additional Information

For more detailed information about the hepatitis B vaccine, visit the Centers for Disease Control and Prevention (CDC) website or consult your healthcare provider.

APPENDIX B

Employee Safety Contact Report

Work site: _____ Manager / Supervisor: _____

Employee name _____ Date _____

Job title _____

Safety concern:

Corrective action:

Signed _____
Employee

Signed _____
Manager / Supervisor

Adopted: July 1, 2024

Amended:

Coversheet

2024-2025 Instructional Minutes Revision

Section: V. Consent Action Items
Item: C. 2024-2025 Instructional Minutes Revision
Purpose: Vote
Submitted by: Katharine Mason
Related Material: Instructional Minutes_All Grades_2024-2025 revised 0701024.pdf

BACKGROUND:

The MWA Board of Directors approved the revised Academic Calendar on June 10, 2024 to change one regular school day (June 6, 2025) to a 1pm early dismissal day. This change results in a change to the Instructional Minutes. The change for middle school is a reduction in the minutes overage (or "buffer") from 6000 minutes to 5895, and for the upper school the reduction is from 735 minutes to 595.

RECOMMENDATION:

The recommendation is to approve this change to align with the approved Academic Calendar.

| Instructional Minute Calculations | | | | | |
|-----------------------------------|---------------|--------------------------|-----------------------------|----------------------------|------------|
| Grades 5-8 | | | | | |
| Type of Day | M, Tu, Th, Fr | Early Wed 5-day weeks | Full-Day Wed 4-day weeks | Early Dismissal 1:00 PM | Total Days |
| # of Days | 138 | 25 | 12 | 7 | 182 |
| Daily Minutes | 340 | 290 | 340 | 235 | 59,895 |
| Total Minutes | 46,920 | 7,250 | 4,080 | 1,645 | 54,000 |
| | | | | | 5,895 |
| Times (Military): | | | | | |
| Start | 8:30 | 8:30 | 8:30 | 8:30 | |
| End | 15:00 | 14:00 | 15:00 | 13:00 | |
| Lunch | 35 | 30 | 35 | 30 | |
| Recess | 0 | 0 | | 0 | |
| Other Breaks: | | | | | |
| Break 1 | 15 | 10 | 15 | 5 | |
| Break 2 | 0 | 0 | | 0 | |
| Passing Period 0 | 0 | 0 | | 0 | |

| Grades 9-12 | | | | | |
|-------------------|---------------|--------------------------|-----------------------------|----------------------------|------------|
| Type of Day | M, Tu, Th, Fr | Early Wed 5-day weeks | Full-Day Wed 4-day weeks | Early Dismissal 1:00 PM | Total Days |
| # of Days | 138 | 25 | 12 | 7 | 182 |
| Daily Minutes | 375 | 300 | 375 | 235 | 65,395 |
| Total Minutes | 51,750 | 7,500 | 4,500 | 1,645 | 64,800 |
| | | | | | 595 |
| Times (Military): | | | | | |
| Start | 8:30 | 8:30 | 8:30 | 8:30 | |
| End | 15:30 | 14:00 | 15:30 | 13:00 | |
| Lunch | 35 | 30 | 35 | 30 | |
| Recess | 0 | 0 | 0 | 0 | |
| Other Breaks: | | | | | |
| Break 1 | 10 | 0 | 10 | 5 | |
| Break 2 | 0 | 0 | 0 | | |
| Passing Period 0 | 0 | 0 | 0 | | |

| | Mon, Tu, Th, Fri | Early Wed 5-day Weeks | FULL DAY Wed 4 day weeks | Early 1pm Dismissal | Total per month |
|------------|------------------|--------------------------|-----------------------------|---------------------|-----------------|
| August | 13 | 2 | 1 | | 16 |
| September | 16 | 3 | 1 | | 20 |
| October | 16 | 2 | 3 | | 21 |
| November | 11 | 2 | 1 | | 14 |
| December | 9 | 2 | 0 | 3 | 14 |
| January | 14 | 2 | 2 | | 18 |
| February | 12 | 3 | 0 | | 15 |
| March | 15 | 3 | 1 | | 19 |
| April | 13 | 3 | 1 | | 17 |
| May | 16 | 2 | 2 | | 20 |
| June | 3 | 1 | 0 | 4 | 8 |
| Total Days | 138 | 25 | 12 | 7 | 182 |

[Instructional Minutes FAQ - CDE](#)

[In compliance w/ SB 291: recess must be 30 min total daily and **15 total on early release days](#)

Increased Break to meet new legal requirement for recess allotment

**These breaks can be reduced if needed

Approved by MWA Board 5/6/2024

Coversheet

May to July 2024 Bill Payment

Section: V. Consent Action Items
Item: D. May to July 2024 Bill Payment
Purpose: Vote
Submitted by: Hung Mai
Related Material: Bill Payment List - May - July 2024.pdf

BACKGROUND:

Vendor Invoices from May to July 2024

Fiscal Impact: \$3,144,501.64

RECOMMENDATION:

Review and approve May to July 2024 vendor invoices.

| Making Waves Academy | | | | |
|----------------------|-------|---|--------------|-------------------------|
| Bill Payment List | | | | |
| May to July 2024 | | | | |
| Date | Num | Vendor | Amount | Descriptions |
| 6/24/2024 | 19120 | 15Five Inc. | \$ 10,061.95 | Contracted Services |
| 7/15/2024 | 19184 | 4Imprint | \$ 5,423.23 | Marketing Materials |
| 7/15/2024 | 19185 | 501(c) Agencies Trust | \$ 22,422.84 | Unemployment Insurance |
| 6/17/2024 | 19091 | AAA Business Supplies & Interiors | \$ 2,361.82 | Supplies |
| 6/3/2024 | 19043 | AAA Business Supplies & Interiors | \$ 2,069.89 | Supplies |
| 7/28/2024 | 19226 | Acme Fire Extinguisher Co., Inc. | \$ 446.59 | Building |
| 7/8/2024 | 19144 | Acme Fire Extinguisher Co., Inc. | \$ 4,356.92 | Building |
| 5/20/2024 | 19004 | Alert Services, Inc | \$ 1,133.33 | Sport Medical Supplies |
| 6/17/2024 | 19092 | Golf | \$ 354.57 | Building |
| 6/17/2024 | | Altura Communication Solutions, LLC | \$ 3,460.00 | IT Contracted Services |
| 6/3/2024 | | Altura Communication Solutions, LLC | \$ 7,092.24 | IT Contracted Services |
| 5/28/2024 | 19025 | Alvarez, Arturo | \$ 78.75 | Contracted Services |
| 7/8/2024 | 19145 | Ameriflex LLC | \$ 332.00 | FSA Administrative Fee |
| 6/17/2024 | 19093 | Ameriflex LLC | \$ 996.00 | FSA Administrative Fee |
| 7/15/2024 | 19186 | Anchor Counseling & Education Solutions | \$ 8,107.50 | SPED Service |
| 6/17/2024 | 19094 | Anchor Counseling & Education Solutions | \$ 14,270.00 | SPED Service |
| 5/20/2024 | 19005 | Anchor Counseling & Education Solutions | \$ 11,632.50 | SPED Service |
| 7/22/2024 | 19210 | AT&T CALNET | \$ 834.28 | Utility |
| 6/24/2024 | 19121 | AT&T CALNET | \$ 828.03 | Utility |
| 5/20/2024 | 19006 | AT&T CALNET | \$ 828.43 | Utility |
| 7/15/2024 | 19187 | Avela, Inc. | \$ 5,093.00 | Contracted Services |
| 7/22/2024 | 19211 | Bay Area Charters | \$ 330.00 | and Sport |
| 7/15/2024 | 19188 | Bay Area Charters | \$ 2,888.75 | and Sport |
| 6/24/2024 | 19122 | Bay Area Charters | \$ 3,442.50 | and Sport |
| 6/10/2024 | 19062 | Bay Area Charters | \$ 5,321.25 | and Sport |
| 5/28/2024 | 19026 | Bay Area Charters | \$ 9,747.50 | and Sport |
| 5/13/2024 | 18984 | Bay Area Charters | \$ 14,865.00 | and Sport |
| 7/28/2024 | 19227 | Bay Area Conference | \$ 75.00 | Conference Fees |
| 6/24/2024 | 19123 | Bay Area Conference | \$ 4,190.00 | Conference Fees |
| 6/3/2024 | 19044 | Bay Area Conference | \$ 378.00 | Conference Fees |
| 6/17/2024 | 19095 | LLC | \$ 260.00 | Translation Services |
| 6/3/2024 | 19045 | LLC | \$ 710.00 | Translation Services |
| 5/28/2024 | 19027 | LLC | \$ 300.00 | Translation Services |
| 5/13/2024 | 18985 | LLC | \$ 2,330.00 | Translation Services |
| 5/6/2024 | 18959 | LLC | \$ 1,835.00 | Translation Services |
| 7/28/2024 | 19228 | Bayside Press | \$ 4,208.50 | Printing and Production |
| 7/22/2024 | 19212 | BEI Construction Inc. | \$ 93,385.00 | Contracted Services |
| 7/29/2024 | 19229 | Bigbreak, LLC | \$ 6,651.52 | Student Food |
| 7/8/2024 | 19146 | Bigbreak, LLC | \$ 32,113.51 | Student Food |
| 6/3/2024 | 19046 | Bigbreak, LLC | \$ 24,955.29 | Student Food |
| 6/24/2024 | 19124 | BoardOnTrack, Inc | \$ 11,995.00 | IT Contracted Services |

| Making Waves Academy | | | | |
|----------------------|-------|--|---------------|---------------------------|
| Bill Payment List | | | | |
| May to July 2024 | | | | |
| Date | Num | Vendor | Amount | Descriptions |
| 6/17/2024 | 19096 | BSNSports | \$ 5,038.04 | Sport Supplies |
| 7/8/2024 | 19147 | California Choice Benefit Administrators | \$ 131,292.40 | Health Insurance |
| 6/10/2024 | 19063 | California Choice Benefit Administrators | \$ 174,469.07 | Health Insurance |
| 5/6/2024 | 18960 | California Choice Benefit Administrators | \$ 173,535.58 | Health Insurance |
| 6/10/2024 | 19064 | CDW Government | \$ 6,189.15 | IT Supplies |
| 7/8/2024 | 19148 | Charter Safe | \$ 3,500.00 | Insurance |
| 6/17/2024 | 19097 | Charter Safe | \$ 43,312.00 | Insurance |
| 7/25/2024 | | Chase | \$ 56,531.15 | Credit Card Payment |
| 6/27/2024 | | Chase | \$ 20,941.56 | Credit Card Payment |
| 5/29/2024 | | Chase | \$ 22,879.03 | Credit Card Payment |
| 6/24/2024 | 19125 | ChildCare Careers, LLC | \$ 2,992.76 | Substitutes Fee |
| 6/17/2024 | 19098 | ChildCare Careers, LLC | \$ 2,465.16 | Substitutes Fee |
| 6/10/2024 | 19065 | ChildCare Careers, LLC | \$ 4,585.94 | Substitutes Fee |
| 6/3/2024 | 19047 | ChildCare Careers, LLC | \$ 8,202.55 | Substitutes Fee |
| 5/20/2024 | 19007 | ChildCare Careers, LLC | \$ 4,813.72 | Substitutes Fee |
| 5/13/2024 | 18986 | ChildCare Careers, LLC | \$ 4,635.03 | Substitutes Fee |
| 5/6/2024 | 18961 | ChildCare Careers, LLC | \$ 4,882.60 | Substitutes Fee |
| 7/28/2024 | 19231 | Cintas | \$ 1,324.97 | Custodial Supplies |
| 7/8/2024 | 19149 | Cintas | \$ 6,768.58 | Custodial Supplies |
| 6/17/2024 | 19099 | Cintas | \$ 3,887.35 | Custodial Supplies |
| 6/3/2024 | 19048 | Cintas | \$ 3,230.80 | Custodial Supplies |
| 5/20/2024 | 19008 | Cintas | \$ 2,566.68 | Custodial Supplies |
| 6/17/2024 | | CircleUp Education | \$ 2,970.00 | Professional Development |
| 6/3/2024 | | CircleUp Education | \$ 990.00 | Professional Development |
| 5/6/2024 | 18962 | City of Pinole | \$ 96.00 | Facility Rental Fee |
| 7/17/2024 | | Click & Pledge | \$ 25.00 | Contracted Services |
| 6/17/2024 | | Click & Pledge | \$ 25.00 | Contracted Services |
| 5/17/2024 | | Click & Pledge | \$ 25.00 | Contracted Services |
| 7/22/2024 | 19213 | CliftonLarsonAllen LLP | \$ 13,300.35 | Legal Fees |
| 7/8/2024 | 19150 | Coda Technology Group | \$ 1,862.50 | Contracted Services |
| 6/17/2024 | 19100 | Coda Technology Group | \$ 2,290.00 | Contracted Services |
| 5/20/2024 | 19009 | Coda Technology Group | \$ 6,810.76 | Contracted Services |
| 7/15/2024 | 19189 | College Board | \$ 16,865.70 | AP Exam and Book Supplies |
| 6/3/2024 | 19049 | College Board | \$ 18,075.00 | AP Exam and Book Supplies |
| 7/22/2024 | 19214 | Colonial Life | \$ 311.10 | Health Insurance |
| 6/17/2024 | 19101 | Colonial Life | \$ 311.10 | Health Insurance |
| 5/13/2024 | 18987 | Colonial Life | \$ 311.10 | Health Insurance |
| 7/22/2024 | 19225 | Comcast | \$ 3,749.86 | Internet Provider |
| 7/22/2024 | | Comcast | \$ (3,749.86) | Internet Provider |
| 7/22/2024 | | Comcast | \$ 3,749.86 | Internet Provider |
| 6/10/2024 | | Comcast | \$ 3,300.93 | Internet Provider |

| Making Waves Academy | | | | |
|----------------------|-------|---------------------------------------|---------------|---------------------------|
| Bill Payment List | | | | |
| May to July 2024 | | | | |
| Date | Num | Vendor | Amount | Descriptions |
| 5/13/2024 | | Comcast | \$ 2,850.19 | Internet Provider |
| 5/13/2024 | | Comcast | \$ (3,748.93) | Internet Provider |
| 5/13/2024 | | Comcast | \$ 3,748.93 | Internet Provider |
| 5/13/2024 | 18988 | Comprehensive Security Services, Inc. | \$ 283.28 | Contracted Services |
| 7/29/2024 | 19232 | Concord Locksmith | \$ 503.10 | Contracted Services |
| 7/8/2024 | 19151 | Concur Technologies, Inc. | \$ 423.60 | IT Contracted Services |
| 6/10/2024 | 19066 | Concur Technologies, Inc. | \$ 423.60 | IT Contracted Services |
| 5/6/2024 | 18963 | Concur Technologies, Inc. | \$ 423.60 | IT Contracted Services |
| 7/8/2024 | 19153 | Contra Costa Co Office of Ed | \$ 10.90 | Teacher Induction |
| 7/8/2024 | 19152 | Contra Costa Co Office of Ed | \$ 2,000.00 | Teacher Induction |
| 5/28/2024 | 19028 | Contra Costa Health Services | \$ 589.00 | Contracted Services |
| 6/10/2024 | 19067 | Cornerstone Educational Solutions | \$ 3,777.68 | Contracted Services |
| 5/13/2024 | 18989 | Cornerstone Educational Solutions | \$ 13,563.37 | Contracted Services |
| 7/8/2024 | 19154 | Corodata | \$ 70.01 | Storage Fee |
| 6/10/2024 | 19068 | Corodata | \$ 72.18 | Storage Fee |
| 5/6/2024 | 18964 | Corodata | \$ 70.01 | Storage Fee |
| 5/20/2024 | 19010 | Costco Membership | \$ 240.00 | Membership Dues |
| 7/15/2024 | 19190 | Cross Country Education | \$ 1,687.66 | SPED Service |
| 7/8/2024 | 19155 | Cruz-Reiber, Jeannette | \$ 700.00 | Contracted Services |
| 6/17/2024 | 19102 | Cruz-Reiber, Jeannette | \$ 700.00 | Contracted Services |
| 5/6/2024 | 18965 | Cruz-Reiber, Jeannette | \$ 700.00 | Contracted Services |
| 6/10/2024 | 19069 | De Anda, Carolina | \$ 875.00 | Contracted Services |
| 6/24/2024 | 19126 | Dell Marketing L.P. | \$ 21,758.81 | IT Supplies |
| 7/15/2024 | 19191 | Department of Justice | \$ 119.00 | Staff Recruitment |
| 6/24/2024 | 19127 | Department of Justice | \$ 85.00 | Staff Recruitment |
| 5/13/2024 | 18990 | Department of Justice | \$ 17.00 | Staff Recruitment |
| 7/8/2024 | 19156 | Dialink Corporation | \$ 2,232.24 | IT Contracted Services |
| 6/10/2024 | 19070 | Dialink Corporation | \$ 2,232.24 | IT Contracted Services |
| 5/6/2024 | 18966 | Dialink Corporation | \$ 2,232.24 | IT Contracted Services |
| 5/20/2024 | 19011 | DocuSign Inc. | \$ 19,676.50 | Contracted Services |
| 7/8/2024 | 19157 | EBMUD | \$ 14,077.96 | Utility |
| 7/8/2024 | 19158 | Edmentum | \$ 1,120.00 | IT Contracted Services |
| 5/20/2024 | 19012 | Edmentum | \$ 16,500.00 | IT Contracted Services |
| 7/15/2024 | 19192 | EdTec Inc | \$ 1,401.75 | School Attendance Service |
| 6/10/2024 | 19071 | EdTec Inc | \$ 1,251.67 | School Attendance Service |
| 5/6/2024 | 18967 | EdTec Inc | \$ 1,251.67 | School Attendance Service |
| 7/22/2024 | | Equitable Talent Strategies | \$ 12,100.00 | Contracted Services |
| 5/20/2024 | | Equitable Talent Strategies | \$ 3,100.00 | Contracted Services |
| 7/15/2024 | 19193 | Fastrak | \$ 14.00 | Toll |
| 5/13/2024 | 18991 | Fastrak | \$ 7.00 | Toll |
| 5/6/2024 | 18968 | Filmtwist Productions LLC | \$ 6,475.00 | Contracted Services |

| Making Waves Academy | | | | |
|-----------------------------|------------|--|---------------|--------------------------|
| Bill Payment List | | | | |
| May to July 2024 | | | | |
| Date | Num | Vendor | Amount | Descriptions |
| 7/8/2024 | 19183 | Fishtank Learning, Inc. | \$ 1,750.00 | Professional Development |
| 7/8/2024 | | Fishtank Learning, Inc. | \$ (1,750.00) | Professional Development |
| 7/8/2024 | | Fishtank Learning, Inc. | \$ 1,750.00 | Professional Development |
| 6/17/2024 | 19103 | G & C Refrigeration Inc | \$ 1,423.13 | Building |
| 6/24/2024 | 19128 | Gaggle | \$ 9,375.00 | IT Contracted Services |
| 6/17/2024 | 19104 | Gardiner, Victoria | \$ 51.96 | Reimbursement |
| 7/28/2024 | 19233 | Global Office Inc | \$ 660.77 | Copier Lease |
| 7/22/2024 | 19215 | Global Office Inc | \$ 922.68 | Copier Lease |
| 7/8/2024 | 19159 | Global Office Inc | \$ 3,561.93 | Copier Lease |
| 6/24/2024 | 19129 | Global Office Inc | \$ 4,856.84 | Copier Lease |
| 5/28/2024 | 19029 | Global Office Inc | \$ 660.77 | Copier Lease |
| 5/20/2024 | 19013 | Global Office Inc | \$ 922.68 | Copier Lease |
| 7/8/2024 | 19160 | Hanna Interpreting Services LLC | \$ 17,117.49 | Contracted Services |
| 5/20/2024 | 19014 | Hanna Interpreting Services LLC | \$ 9,768.87 | Contracted Services |
| 7/15/2024 | 19194 | Hapara Inc. | \$ 5,940.00 | IT Contracted Services |
| 7/8/2024 | 19161 | Health Education Services | \$ 1,581.88 | Contracted Services |
| 7/15/2024 | 19195 | Heartland School Solutions | \$ 1,154.00 | IT Contracted Services |
| 6/24/2024 | 19130 | Instructure, Inc. | \$ 23,751.00 | Professional Development |
| 7/8/2024 | 19162 | IPO Tech Solutions LLC | \$ 2,100.00 | IT Contracted Services |
| 7/8/2024 | | Iron Mountain | \$ 846.92 | Contracted Services |
| 6/10/2024 | | Iron Mountain | \$ 534.16 | Contracted Services |
| 5/13/2024 | 18992 | Joffe Emergency Services | \$ 9,337.50 | Contracted Services |
| 7/15/2024 | 19196 | Jostens | \$ 35.67 | Graduation Supplies |
| 6/17/2024 | 19105 | Jostens | \$ 1,527.61 | Graduation Supplies |
| 6/10/2024 | 19072 | Jostens | \$ 1,050.25 | Graduation Supplies |
| 6/3/2024 | 19050 | Jostens | \$ 23.54 | Graduation Supplies |
| 5/28/2024 | 19030 | Jostens | \$ 439.09 | Graduation Supplies |
| 7/8/2024 | 19163 | Justifacts Credential Verification, Inc | \$ 1,839.50 | Background Check |
| 5/13/2024 | 18993 | Justifacts Credential Verification, Inc | \$ 691.94 | Background Check |
| 6/24/2024 | 19131 | Kr8 Ventures LLC | \$ 3,000.00 | Contracted Services |
| 7/15/2024 | 19197 | Kronos | \$ 4,650.05 | Payroll system |
| 6/17/2024 | 19106 | Kronos | \$ 4,504.40 | Payroll system |
| 5/13/2024 | 18994 | Kronos | \$ 4,488.13 | Payroll system |
| 7/8/2024 | 19164 | Law Offices of Young, Minney & Corr, LLP | \$ 6,842.50 | Legal Fees |
| 6/10/2024 | 19073 | Law Offices of Young, Minney & Corr, LLP | \$ 6,167.50 | Legal Fees |
| 5/13/2024 | 18995 | Law Offices of Young, Minney & Corr, LLP | \$ 6,147.50 | Legal Fees |
| 7/1/2024 | | Layered Education | \$ 17,035.75 | Contracted Services |
| 5/28/2024 | | Layered Education | \$ 17,035.75 | Contracted Services |
| 6/1/2024 | 19031 | LBM, Business Services Inc. | \$ 1,500.00 | E-Rate |
| 5/1/2024 | 18952 | LBM, Business Services Inc. | \$ 1,500.00 | E-Rate |
| 5/28/2024 | 19032 | Lick-Wilmerding High School | \$ 750.00 | Contracted Services |

| Making Waves Academy | | | | |
|-----------------------------|------------|------------------------------------|---------------|-----------------------------|
| Bill Payment List | | | | |
| May to July 2024 | | | | |
| Date | Num | Vendor | Amount | Descriptions |
| 7/8/2024 | 19165 | Linde Group | \$ 83,496.40 | IT Support |
| 6/10/2024 | 19074 | Linde Group | \$ 29,314.80 | IT Support |
| 5/6/2024 | 18969 | Linde Group | \$ 27,030.20 | IT Support |
| 7/22/2024 | 19216 | Macmillan Holdings LLC | \$ 4,355.50 | Book Supplies |
| 7/8/2024 | 19166 | Making Waves Education Foundation | \$ 171,126.28 | School Lease |
| 6/3/2024 | 19051 | Making Waves Education Foundation | \$ 153,403.00 | School Lease |
| 5/13/2024 | 18996 | Making Waves Education Foundation | \$ 1,422.00 | School Lease |
| 5/6/2024 | 18970 | Making Waves Education Foundation | \$ 153,403.00 | School Lease |
| 7/8/2024 | 19167 | Marin Benefits Administrators | \$ 350.00 | Contracted Services |
| 6/10/2024 | 19075 | Marin Benefits Administrators | \$ 350.00 | Contracted Services |
| 5/6/2024 | 18971 | Marin Benefits Administrators | \$ 350.00 | Contracted Services |
| 5/6/2024 | 18972 | Mid-County Officials Network | \$ 9,447.00 | Sport Game Fees |
| 7/15/2024 | 19198 | MobyMax Education, LLC | \$ 935.00 | IT Contracted Services |
| 7/15/2024 | | Monsalve, Manuela | \$ 591.00 | Contracted Services |
| 6/10/2024 | | Monsalve, Manuela | \$ 2,317.00 | Contracted Services |
| 5/6/2024 | | Monsalve, Manuela | \$ 3,603.00 | Contracted Services |
| 7/29/2024 | 19234 | Myers-Stevens & Toohey & Co., Inc. | \$ 20,261.94 | General Liability Insurance |
| 5/13/2024 | 18997 | Nearpod, LLC | \$ 13,150.00 | IT Contracted Services |
| 7/28/2024 | 19235 | Nelson Connects | \$ 1,104.95 | Staff Recruitment |
| 7/22/2024 | 19217 | Nelson Connects | \$ 1,163.10 | Staff Recruitment |
| 7/15/2024 | 19199 | Nelson Connects | \$ 697.86 | Staff Recruitment |
| 7/8/2024 | 19168 | Nelson Connects | \$ 1,395.72 | Staff Recruitment |
| 6/24/2024 | 19132 | Nelson Connects | \$ 1,163.10 | Staff Recruitment |
| 5/6/2024 | 18973 | Nelson Connects | \$ 213.24 | Staff Recruitment |
| 6/3/2024 | 19052 | North Coast Section CIF | \$ 982.00 | School Supplies |
| 7/8/2024 | | Northwest 84th Consulting, LLC | \$ 24,760.95 | Contracted Services |
| 6/17/2024 | | Northwest 84th Consulting, LLC | \$ 17,953.75 | Contracted Services |
| 5/6/2024 | | Northwest 84th Consulting, LLC | \$ 14,463.10 | Contracted Services |
| 7/15/2024 | 19200 | NWEA | \$ 11,500.00 | IT Contracted Services |
| 7/28/2024 | 19236 | Office Depot | \$ 2,047.90 | Office Supplies |
| 7/22/2024 | 19218 | Office Depot | \$ 10,814.42 | Office Supplies |
| 7/15/2024 | 19201 | Office Depot | \$ 13,907.08 | Office Supplies |
| 6/17/2024 | 19107 | Office Depot | \$ 3,450.59 | Office Supplies |
| 5/28/2024 | 19033 | Office Depot | \$ 1,933.05 | Office Supplies |
| 5/20/2024 | 19015 | Office Depot | \$ 1,212.81 | Office Supplies |
| 5/6/2024 | 18974 | Office Depot | \$ 2,690.60 | Office Supplies |
| 7/8/2024 | | Okta Inc. | \$ 14,633.52 | IT Contracted Services |
| 7/15/2024 | 19202 | Open Up Resources | \$ 25,355.41 | Professional Development |
| 7/22/2024 | 19219 | Orkin Pest Control | \$ 433.99 | Repairs/Maintenance |
| 7/8/2024 | 19169 | Orkin Pest Control | \$ 437.98 | Repairs/Maintenance |
| 6/24/2024 | 19133 | Orkin Pest Control | \$ 871.97 | Repairs/Maintenance |

| Making Waves Academy | | | | |
|----------------------|-------|-----------------------------------|---------------|-------------------------|
| Bill Payment List | | | | |
| May to July 2024 | | | | |
| Date | Num | Vendor | Amount | Descriptions |
| 5/6/2024 | 18975 | Orkin Pest Control | \$ 871.97 | Repairs/Maintenance |
| 7/8/2024 | | Pacheco's Cleaning Service | \$ 51,750.00 | Janitorial Services |
| 6/3/2024 | | Pacheco's Cleaning Service | \$ 51,750.00 | Janitorial Services |
| 7/8/2024 | 19170 | ParentSquare Inc. | \$ 8,385.90 | Contracted Services |
| 7/8/2024 | | PG & E - 0911653377-0 | \$ 2,705.73 | Utility |
| 6/3/2024 | | PG & E - 0911653377-0 | \$ 2,839.64 | Utility |
| 7/8/2024 | | PG & E - 1229161920-8 | \$ 8,322.63 | Utility |
| 6/3/2024 | | PG & E - 1229161920-8 | \$ 8,626.22 | Utility |
| 7/8/2024 | | PG & E - 2052957541-5 | \$ 2,396.47 | Utility |
| 6/3/2024 | | PG & E - 2052957541-5 | \$ 2,482.05 | Utility |
| 7/8/2024 | | PG & E - 2538827590-8 | \$ 7,065.18 | Utility |
| 6/3/2024 | | PG & E - 2538827590-8 | \$ 7,192.67 | Utility |
| 7/8/2024 | | PG & E - 5344744823-3 | \$ 1,602.59 | Utility |
| 6/3/2024 | | PG & E - 5344744823-3 | \$ 1,903.78 | Utility |
| 7/8/2024 | | PG & E - 6293019192-9 | \$ 5,080.96 | Utility |
| 6/3/2024 | | PG & E - 6293019192-9 | \$ 5,178.20 | Utility |
| 7/1/2024 | 19134 | PLIC - SBD GRAND ISLAND | \$ 21,674.03 | Health Insurance |
| 6/1/2024 | 19034 | PLIC - SBD GRAND ISLAND | \$ 22,539.04 | Health Insurance |
| 5/1/2024 | 18954 | PLIC - SBD GRAND ISLAND | \$ 22,908.49 | Health Insurance |
| 7/15/2024 | 19203 | Point One Electrical Systems, Inc | \$ 401.85 | IT Contracted Services |
| 7/8/2024 | 19171 | Point One Electrical Systems, Inc | \$ (1,106.85) | IT Contracted Services |
| 7/8/2024 | 19171 | Point One Electrical Systems, Inc | \$ 1,106.85 | IT Contracted Services |
| 6/24/2024 | 19135 | Point One Electrical Systems, Inc | \$ 705.00 | IT Contracted Services |
| 7/29/2024 | 19238 | PowerSchool Group LLC | \$ 5,964.00 | Assessment |
| 7/22/2024 | 19220 | PowerSchool Group LLC | \$ 21,959.97 | Assessment |
| 6/24/2024 | 19136 | Precision Parking | \$ 2,500.00 | Contracted Services |
| 7/8/2024 | | Quadient Finance USA, Inc | \$ 5,010.00 | Postage |
| 5/28/2024 | | Quadient Leasing USA, Inc | \$ 1,197.16 | Copier Lease |
| 7/8/2024 | 19172 | Quest Media & Supplies, Inc | \$ 3,314.56 | IT Supplies |
| 5/20/2024 | 19016 | Raptor Technologies, LLC | \$ 1,227.50 | IT Contracted Services |
| 7/28/2024 | 19239 | RAS Technology Consultants, Inc. | \$ 270.00 | Contracted Services |
| 7/15/2024 | | ReadyRefresh by Nestle | \$ 1,062.61 | Drinking Water Supplies |
| 7/15/2024 | | ReadyRefresh by Nestle | \$ 331.92 | Drinking Water Supplies |
| 6/17/2024 | | ReadyRefresh by Nestle | \$ 328.41 | Drinking Water Supplies |
| 6/17/2024 | | ReadyRefresh by Nestle | \$ 346.95 | Drinking Water Supplies |
| 5/13/2024 | | ReadyRefresh by Nestle | \$ 616.75 | Drinking Water Supplies |
| 5/13/2024 | | ReadyRefresh by Nestle | \$ 328.41 | Drinking Water Supplies |
| 6/24/2024 | 19137 | Renaissance Learning, Inc. | \$ 18,991.20 | IT Contracted Services |
| 7/8/2024 | | Republic Services #851 | \$ 5,865.42 | Waste Management |
| 6/10/2024 | | Republic Services #851 | \$ 6,254.76 | Waste Management |
| 5/13/2024 | | Republic Services #851 | \$ 5,559.51 | Waste Management |

| Making Waves Academy | | | | |
|-----------------------------|------------|---------------------------------|---------------|-----------------------------|
| Bill Payment List | | | | |
| May to July 2024 | | | | |
| Date | Num | Vendor | Amount | Descriptions |
| 7/29/2024 | 19240 | Richmond Park Florist | \$ 628.19 | Graduation Supplies |
| 7/29/2024 | | Rids Brother Company Inc | \$ 2,472.00 | SPED Transportation Service |
| 6/24/2024 | 19138 | Rids Brother Company Inc | \$ 9,504.00 | SPED Transportation Service |
| 5/6/2024 | | Rids Brother Company Inc | \$ 7,074.00 | SPED Transportation Service |
| 6/10/2024 | 19076 | Sandhu, Simren | \$ 149.10 | Reimbursement |
| 7/15/2024 | 19204 | Savvas Learning Company LLC | \$ 6,567.55 | Book Supplies |
| 7/15/2024 | 19205 | School Datebooks | \$ 10,795.72 | Printing and Production |
| 6/17/2024 | 19108 | SchoolMint Inc | \$ 5,748.65 | IT Contracted Services |
| 6/17/2024 | 19109 | Scoot Education Inc | \$ 2,904.76 | Substitutes Fee |
| 6/10/2024 | 19077 | Scoot Education Inc | \$ 3,818.77 | Substitutes Fee |
| 6/3/2024 | 19053 | Scoot Education Inc | \$ 5,150.40 | Substitutes Fee |
| 5/28/2024 | 19035 | Scoot Education Inc | \$ 5,212.59 | Substitutes Fee |
| 5/20/2024 | 19017 | Scoot Education Inc | \$ 5,229.65 | Substitutes Fee |
| 5/13/2024 | 18998 | Scoot Education Inc | \$ 5,787.59 | Substitutes Fee |
| 5/6/2024 | 18976 | Scoot Education Inc | \$ 7,595.59 | Substitutes Fee |
| 7/15/2024 | 19206 | Securly, Inc. | \$ 10,991.00 | IT Contracted Services |
| 7/22/2024 | 19221 | Seneca Family of Agencies | \$ 8,824.00 | SPED Service |
| 7/8/2024 | 19173 | Seneca Family of Agencies | \$ 8,358.63 | SPED Service |
| 6/24/2024 | 19139 | Seneca Family of Agencies | \$ 100.00 | SPED Service |
| 6/17/2024 | 19110 | Seneca Family of Agencies | \$ 14,256.00 | SPED Service |
| 6/10/2024 | 19078 | Seneca Family of Agencies | \$ 8,358.63 | SPED Service |
| 5/20/2024 | 19018 | Seneca Family of Agencies | \$ 11,866.00 | SPED Service |
| 5/13/2024 | 18999 | Seneca Family of Agencies | \$ 8,358.63 | SPED Service |
| 7/8/2024 | 19174 | Sexucation | \$ 17,100.00 | Contracted Services |
| 6/17/2024 | 19111 | Shutterfly Lifetouch, LLC | \$ 1,672.18 | Design Fee |
| 6/10/2024 | 19079 | Shutterfly Lifetouch, LLC | \$ 6,026.84 | Design Fee |
| 7/8/2024 | 19175 | Slack Technologies, Inc. | \$ 3,786.76 | IT Contracted Services |
| 5/20/2024 | 19019 | SolarWinds | \$ 35,958.00 | IT Contracted Services |
| 5/28/2024 | 19036 | St. Vincent de Paul High School | \$ 800.00 | Contracted Services |
| 5/6/2024 | 18977 | Star Ice Cream | \$ 1,226.00 | Food Supplies |
| 7/15/2024 | | Stericycle, Inc. | \$ 695.91 | Contracted Services |
| 7/8/2024 | | Stericycle, Inc. | \$ 155.20 | Contracted Services |
| 5/13/2024 | | Stericycle, Inc. | \$ 77.60 | Contracted Services |
| 6/17/2024 | 19112 | Sterling | \$ 46.85 | Background Check |
| 5/13/2024 | 19000 | Sterling | \$ 27.00 | Background Check |
| 7/28/2024 | 19241 | STS Education | \$ 5,697.25 | IT Supplies |
| 7/22/2024 | 19222 | STS Education | \$ 17,553.00 | IT Supplies |
| 7/8/2024 | 19176 | STS Education | \$ 136,469.38 | IT Supplies |
| 6/17/2024 | 19113 | STS Education | \$ 4,497.00 | IT Supplies |
| 5/28/2024 | 19037 | Susan Tamayo-Toler | \$ 1,786.18 | Office Supplies |
| 6/17/2024 | 19114 | Swing Education, Inc | \$ 20,300.00 | Substitutes Fee |

| Making Waves Academy | | | | |
|-----------------------------|------------|--|------------------------|--------------------------|
| Bill Payment List | | | | |
| May to July 2024 | | | | |
| Date | Num | Vendor | Amount | Descriptions |
| 6/10/2024 | 19080 | Swing Education, Inc | \$ 1,812.50 | Substitutes Fee |
| 6/3/2024 | 19054 | Swing Education, Inc | \$ 12,868.75 | Substitutes Fee |
| 5/28/2024 | 19038 | Swing Education, Inc | \$ 14,318.75 | Substitutes Fee |
| 5/20/2024 | 19020 | Swing Education, Inc | \$ 15,043.75 | Substitutes Fee |
| 5/13/2024 | 19001 | Swing Education, Inc | \$ 15,043.75 | Substitutes Fee |
| 5/6/2024 | 18978 | Swing Education, Inc | \$ 17,218.75 | Substitutes Fee |
| 7/22/2024 | | Talkspace Provider Network, PA | \$ 5,000.00 | Psychologist |
| 7/8/2024 | | Talkspace Provider Network, PA | \$ 5,000.00 | Psychologist |
| 5/20/2024 | | Talkspace Provider Network, PA | \$ 5,000.00 | Psychologist |
| 7/28/2024 | 19242 | TCI | \$ 34,046.67 | Book Supplies |
| 5/13/2024 | 19002 | The HR Manager LLC | \$ 590.00 | Contracted Services |
| 7/22/2024 | 19223 | The Speech Pathology Group | \$ 250.26 | SPED Service |
| 7/8/2024 | 19178 | The Speech Pathology Group | \$ 333.68 | SPED Service |
| 5/20/2024 | 19021 | The Speech Pathology Group | \$ 500.52 | SPED Service |
| 7/8/2024 | 19179 | The UPS Store | \$ 2,000.00 | Fees for Returning Items |
| 7/8/2024 | 19177 | T-Mobile | \$ 5,586.17 | Telephone |
| 6/3/2024 | 19055 | T-Mobile | \$ 5,920.00 | Telephone |
| 5/6/2024 | 18979 | T-Mobile | \$ 5,920.00 | Telephone |
| 5/20/2024 | 19022 | Turnitin, LLC | \$ 2,839.80 | IT Contracted Services |
| 6/3/2024 | 19056 | Ung, Madilynn | \$ 20.20 | Reimbursement |
| 7/15/2024 | | Verizon Wireless | \$ 4,869.30 | Telephone |
| 6/17/2024 | | Verizon Wireless | \$ 4,950.82 | Telephone |
| 5/13/2024 | | Verizon Wireless | \$ 5,351.97 | Telephone |
| 7/8/2024 | 19180 | Vision Service Plan | \$ 1,738.45 | Health Insurance |
| 6/1/2024 | 19039 | Vision Service Plan | \$ 2,551.81 | Health Insurance |
| 5/1/2024 | 18957 | Vision Service Plan | \$ 1,645.75 | Health Insurance |
| 7/22/2024 | 19224 | Vista Higher Learning | \$ 14,572.25 | Contracted Services |
| 7/15/2024 | 19207 | Wells Fargo Vendor Financial Services, LLC | \$ 5,986.79 | Copier Lease |
| 6/10/2024 | 19081 | Wells Fargo Vendor Financial Services, LLC | \$ 7,858.10 | Copier Lease |
| 5/13/2024 | 19003 | Wells Fargo Vendor Financial Services, LLC | \$ 3,740.28 | Copier Lease |
| | | May to July 2024 | \$ 3,144,501.64 | |
| | | | | |
| | | May to July 2023 | \$ 3,675,250.88 | |

Coversheet

FY24 Unaudited Actuals Report

| | |
|--------------------------|---|
| Section: | V. Consent Action Items |
| Item: | E. FY24 Unaudited Actuals Report |
| Purpose: | |
| Submitted by: | Hung Mai |
| Related Material: | 2023-24 Unaudited Actuals-Making Waves Academy School.pdf 2023-24 Unaudited Actuals-Central Office.pdf |

BACKGROUND:

Each year, Making Waves Academy must file an Unaudited Actuals Financial Report with the Contra Costa County Office of Education and the California Department of Education. This report reflects the financial activities of Making Waves Academy in FY24 by major object codes for revenues and expenses.

RECOMMENDATION:

Board to review and approve 2023-24 Unaudited Actuals

Making Waves Academy
Contra Costa County Office of Education
Contra Costa County

2023-24 Unaudited Actuals
Charter School Alternative Form
Certification

07 10074 0114470
Form ALT
E8AHMBTX3B(2023-24)

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2023 to June 30, 2024**

CHARTER SCHOOL CERTIFICATION

Charter School Name: Making Waves Academy
CDS #: 07-10074-0114470
Charter Approving Entity: Contra Costa County Office of Education
County: 0868
Charter #: 2023-24

NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:

For information regarding this report, please contact:

For County Fiscal Contact:

Daniela Parasidis
Name
Deputy Superintendent
Title
925-942-3418
Telephone
dparasidis@cccocoe.k12.us
Email address

For Approving Entity:

Daniela Parasidis
Name
Deputy Superintendent
Title
925-942-3418
Telephone
dparasidis@cccocoe.k12.us
Email address

For Charter School:

Alton B. Nelson, Jr.
Name
Chief Executive Officer
Title
510-262-1511
Telephone
anelson@mwacademy.org
Email address

To the entity that approved the charter school:

2023-24 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to Education Code Section 42100(b).

Signed: _____
Charter School Official
(Original signature required)

Date: 09/09/2024

Printed Name: Alton B. Nelson, Jr.

Title: Chief Executive Officer

To the County Superintendent of Schools:

2023-24 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to Education Code Section 42100(a).

Signed: _____
Authorized Representative of
Charter Approving Entity
(Original signature required)

Date: _____

Printed Name: _____

Title: _____

To the Superintendent of Public Instruction:

2023-24 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed: _____
County Superintendent/Designee
(Original signature required)

Date: _____

Making Waves Academy
Contra Costa County Office of Education
Contra Costa County

2023-24 Unaudited Actuals
Charter School Alternative Form

07 10074 0114470
Form ALT
E8AHMBTX3B(2023-24)

CHARTER SCHOOL UNAUDITED ACTUALS

FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2023 to June 30, 2024

Charter School Name: Making Waves Academy

CDS #: 07-10074-0114470

Charter Approving Entity: Contra Costa County Office of Education

County: 0868

Charter #: 2023-24

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

X **Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)**

Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)

| Description | Object Code | Unrestricted | Restricted | Total |
|---|-----------------|---------------|--------------|---------------|
| A. REVENUES | | | | |
| 1. LCFF Sources | | | | |
| State Aid - Current Year | 8011 | 9,053,070.00 | | 9,053,070.00 |
| Education Protection Account State Aid - Current Year | 8012 | 1,677,384.00 | | 1,677,384.00 |
| State Aid - Prior Years | 8019 | | | 0.00 |
| Transfers to Charter Schools in Lieu of Property Taxes | 8096 | 3,843,954.00 | | 3,843,954.00 |
| Other LCFF Transfers | 8091, 8097 | | | 0.00 |
| Total, LCFF Sources | | 14,574,408.00 | 0.00 | 14,574,408.00 |
| 2. Federal Revenues (see NOTE in Section L) | | | | |
| Every Student Succeeds Act | 8290 | | 372,201.00 | 372,201.00 |
| Special Education - Federal | 8181, 8182 | | 180,694.00 | 180,694.00 |
| Child Nutrition - Federal | 8220 | | 210,978.00 | 210,978.00 |
| Donated Food Commodities | 8221 | | | 0.00 |
| Other Federal Revenues | 8110, 8260-8299 | | 523,656.00 | 523,656.00 |
| Total, Federal Revenues | | 0.00 | 1,287,529.00 | 1,287,529.00 |
| 3. Other State Revenues | | | | |
| Special Education - State | StateRev SE | | 934,219.00 | 934,219.00 |
| All Other State Revenues | StateRev AO | 455,866.00 | 2,062,514.00 | 2,518,380.00 |
| Total, Other State Revenues | | 455,866.00 | 2,996,733.00 | 3,452,599.00 |
| 4. Other Local Revenues | | | | |
| All Other Local Revenues | LocalRev AO | 8,592,562.00 | 327,968.00 | 8,920,530.00 |
| Total, Local Revenues | | 8,592,562.00 | 327,968.00 | 8,920,530.00 |
| 5. TOTAL REVENUES | | 23,622,836.00 | 4,612,230.00 | 28,235,066.00 |
| B. EXPENDITURES (see NOTE in Section L) | | | | |
| 1. Certificated Salaries | | | | |
| Certificated Teachers' Salaries | 1100 | 2,933,331.00 | 1,903,059.00 | 4,836,390.00 |
| Certificated Pupil Support Salaries | 1200 | 630,738.00 | | 630,738.00 |
| Certificated Supervisors' and Administrators' Salaries | 1300 | 1,277,170.00 | | 1,277,170.00 |
| Other Certificated Salaries | 1900 | 363,002.00 | 44,392.00 | 407,394.00 |
| Total, Certificated Salaries | | 5,204,241.00 | 1,947,451.00 | 7,151,692.00 |
| 2. Noncertificated Salaries | | | | |
| Noncertificated Instructional Salaries | 2100 | 713,854.00 | 304,085.00 | 1,017,939.00 |
| Noncertificated Support Salaries | 2200 | 854,436.00 | 50,000.00 | 904,436.00 |
| Noncertificated Supervisors' and Administrators' Salaries | 2300 | 323,076.00 | 327,968.00 | 651,044.00 |
| Clerical, Technical and Office Salaries | 2400 | 898,230.00 | | 898,230.00 |
| Other Noncertificated Salaries | 2900 | 252,594.00 | | 252,594.00 |
| Total, Noncertificated Salaries | | 3,042,190.00 | 682,053.00 | 3,724,243.00 |
| 3. Employee Benefits | | | | |
| STRS | 3101-3102 | 1,326,997.00 | | 1,326,997.00 |
| PERS | 3201-3202 | | | 0.00 |
| OASDI / Medicare / Alternative | 3301-3302 | 420,002.00 | | 420,002.00 |

Making Waves Academy
Contra Costa County Office of Education
Contra Costa County

2023-24 Unaudited Actuals
Charter School Alternative Form

07 10074 0114470
Form ALT
E8AHMBTX3B(2023-24)

| | | | | |
|---|--------------------|---------------------|-------------------|---------------|
| Health and Welfare Benefits | 3401-3402 | 1,794,558.00 | | 1,794,558.00 |
| Unemployment Insurance | 3501-3502 | 83,470.00 | | 83,470.00 |
| Workers' Compensation Insurance | 3601-3602 | 132,393.00 | | 132,393.00 |
| OPEB, Allocated | 3701-3702 | | | 0.00 |
| OPEB, Active Employees | 3751-3752 | | | 0.00 |
| Other Employee Benefits | 3901-3902 | 1,690,012.00 | | 1,690,012.00 |
| Total, Employee Benefits | | 5,447,432.00 | 0.00 | 5,447,432.00 |
| 4. Books and Supplies | | | | |
| Approved Textbooks and Core Curricula Materials | 4100 | 214,209.00 | | 214,209.00 |
| Books and Other Reference Materials | 4200 | 5,162.00 | | 5,162.00 |
| Materials and Supplies | 4300 | 394,055.00 | 34,049.00 | 428,104.00 |
| Noncapitalized Equipment | 4400 | 349,886.00 | 124,795.00 | 474,681.00 |
| Food | 4700 | 26,366.00 | 284,126.00 | 310,492.00 |
| Total, Books and Supplies | | 989,678.00 | 442,970.00 | 1,432,648.00 |
| 5. Services and Other Operating Expenditures | | | | |
| Subagreements for Services | 5100 | | | 0.00 |
| Travel and Conferences | 5200 | 52,938.00 | 108,641.00 | 161,579.00 |
| Dues and Memberships | 5300 | 7,583.00 | | 7,583.00 |
| Insurance | 5400 | 484,212.00 | | 484,212.00 |
| Operations and Housekeeping Services | 5500 | 1,251,769.00 | | 1,251,769.00 |
| Rentals, Leases, Repairs, and Noncap. Improvements | 5600 | 672,529.00 | 1,380,627.00 | 2,053,156.00 |
| Transfers of Direct Costs | 5700-5799 | | | 0.00 |
| Professional/Consulting Services and Operating Expend. | 5800 | 4,604,043.00 | 50,488.00 | 4,654,531.00 |
| Communications | 5900 | 212,465.00 | | 212,465.00 |
| Total, Services and Other Operating Expenditures | | 7,285,539.00 | 1,539,756.00 | 8,825,295.00 |
| 6. Capital Outlay | | | | |
| (Objects 6100-6170, 6200-6500 modified accrual basis only) | | | | |
| Land and Land Improvements | 6100-6170 | | | 0.00 |
| Buildings and Improvements of Buildings | 6200 | | | 0.00 |
| Books and Media for New School Libraries or Major | | | | |
| Expansion of School Libraries | 6300 | | | 0.00 |
| Equipment | 6400 | | | 0.00 |
| Equipment Replacement | 6500 | | | 0.00 |
| Lease Assets | 6600 | | | 0.00 |
| Subscription Assets | 6700 | | | 0.00 |
| Depreciation Expense (accrual basis only) | 6900 | 18,200.00 | | 18,200.00 |
| Amortization Expense - Lease Assets | 6910 | | | 0.00 |
| Amortization Expense - Subscription Assets | 6920 | | | 0.00 |
| Total, Capital Outlay | | 18,200.00 | 0.00 | 18,200.00 |
| 7. Other Outgo | | | | |
| Tuition to Other Schools | 7110-7143 | | | 0.00 |
| Transfers of Pass-Through Revenues to Other LEAs | 7211-7213 | | | 0.00 |
| Transfers of Apportionments to Other LEAs - Spec. Ed. | 7221-7223SE | | | 0.00 |
| Transfers of Apportionments to Other LEAs - All Other | 7221-7223AO | | | 0.00 |
| All Other Transfers | 7281-7299 | | | 0.00 |
| Transfers of Indirect Costs | 7300-7399 | | | 0.00 |
| Debt Service: | | | | |
| Interest | 7438 | | | 0.00 |
| Principal (for modified accrual basis only) | 7439 | | | 0.00 |
| Total Debt Service | | 0.00 | 0.00 | 0.00 |
| Total, Other Outgo | | 0.00 | 0.00 | 0.00 |
| 8. TOTAL EXPENDITURES | | 21,987,280.00 | 4,612,230.00 | 26,599,510.00 |
| Description | Object Code | Unrestricted | Restricted | Total |
| C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8) | | 1,635,556.00 | 0.00 | 1,635,556.00 |
| D. OTHER FINANCING SOURCES / USES | | | | |

Making Waves Academy
Contra Costa County Office of Education
Contra Costa County

2023-24 Unaudited Actuals
Charter School Alternative Form

07 10074 0114470
Form ALT
E8AHMBTX3B(2023-24)

| 1. | Other Sources | 8930-8979 | | | 0.00 |
|--|---|-------------|---------------|--------------|---------------|
| | Less: | | | | |
| 2. | Other Uses | 7630-7699 | | | 0.00 |
| 3. | Contributions Between Unrestricted and Restricted Accounts (must net to zero) | 8980-8999 | | | 0.00 |
| 4. | TOTAL OTHER FINANCING SOURCES / USES | | 0.00 | 0.00 | 0.00 |
| E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4) | | | 1,635,556.00 | 0.00 | 1,635,556.00 |
| F. FUND BALANCE / NET POSITION | | | | | |
| 1. | Beginning Fund Balance/Net Position | | | | |
| a. | As of July 1 | 9791 | 8,120,744.00 | | 8,120,744.00 |
| b. | Adjustments/Restatements | 9793, 9795 | | | 0.00 |
| c. | Adjusted Beginning Fund Balance /Net Position | | 8,120,744.00 | 0.00 | 8,120,744.00 |
| 2. | Ending Fund Balance /Net Position, June 30 (E+F1c) | | 9,756,300.00 | 0.00 | 9,756,300.00 |
| Components of Ending Fund Balance (Modified Accrual Basis only) | | | | | |
| a. | Nonspendable | | | | |
| 1. | Revolving Cash (equals Object 9130) | 9711 | | | 0.00 |
| 2. | Stores (equals Object 9320) | 9712 | | | 0.00 |
| 3. | Prepaid Expenditures (equals Object 9330) | 9713 | | | 0.00 |
| 4. | All Others | 9719 | | | 0.00 |
| b. | Restricted | 9740 | | | 0.00 |
| c. | Committed | | | | |
| 1. | Stabilization Arrangements | 9750 | | | 0.00 |
| 2. | Other Commitments | 9760 | | | 0.00 |
| d. | Assigned | 9780 | | | 0.00 |
| e. | Unassigned/Unappropriated | | | | |
| 1. | Reserve for Economic Uncertainties | 9789 | | | 0.00 |
| 2. | Unassigned/Unappropriated Amount | 9790M | | | 0.00 |
| 3. | Components of Ending Net Position (Accrual Basis only) | | | | |
| a. | Net Investment in Capital Assets | 9796 | 0.00 | | 0.00 |
| b. | Restricted Net Position | 9797 | | | 0.00 |
| c. | Unrestricted Net Position | 9790A | 9,756,300.00 | 0.00 | 9,756,300.00 |
| Description | | Object Code | Unrestricted | Restricted | Total |
| G. ASSETS | | | | | |
| 1. | Cash | | | | |
| | In County Treasury | 9110 | | | 0.00 |
| | Fair Value Adjustment to Cash in County Treasury | 9111 | | | 0.00 |
| | In Banks | 9120 | 7,976,301.00 | 4,432,499.00 | 12,408,800.00 |
| | In Revolving Fund | 9130 | | | 0.00 |
| | With Fiscal Agent/Trustee | 9135 | | | 0.00 |
| | Collections Awaiting Deposit | 9140 | | | 0.00 |
| 2. | Investments | 9150 | | | 0.00 |
| 3. | Accounts Receivable | 9200 | 3,841,290.00 | | 3,841,290.00 |
| 4. | Due from Grantor Governments | 9290 | | | 0.00 |
| 5. | Stores | 9320 | | | 0.00 |
| 6. | Prepaid Expenditures (Expenses) | 9330 | 455,153.00 | | 455,153.00 |
| 7. | Other Current Assets | 9340 | 346,091.00 | | 346,091.00 |
| 8. | Lease Receivable | 9380 | | | 0.00 |
| 9. | Capital Assets (accrual basis only) | 9400-9489 | | | 0.00 |
| 10. | TOTAL ASSETS | | 12,618,835.00 | 4,432,499.00 | 17,051,334.00 |
| H. DEFERRED OUTFLOWS OF RESOURCES | | | | | |
| 1. | Deferred Outflows of Resources | 9490 | | | 0.00 |
| 2. | TOTAL DEFERRED OUTFLOWS | | 0.00 | 0.00 | 0.00 |
| I. LIABILITIES | | | | | |
| 1. | Accounts Payable | 9500 | 1,728,405.00 | | 1,728,405.00 |
| 2. | Due to Grantor Governments | 9590 | | | 0.00 |
| 3. | Current Loans | 9640 | | | 0.00 |

Making Waves Academy
Contra Costa County Office of Education
Contra Costa County**2023-24 Unaudited Actuals**
Charter School Alternative Form**07 10074 0114470**
Form ALT
E8AHMBTX3B(2023-24)

| | | | | | |
|---|---|-----------|--------------|--------------|--------------|
| 4. | Unearned Revenue | 9650 | | 4,432,499.00 | 4,432,499.00 |
| 5. | Long-Term Liabilities (accrual basis only) | 9660-9669 | 1,134,130.00 | | 1,134,130.00 |
| 6. | TOTAL LIABILITIES | | 2,862,535.00 | 4,432,499.00 | 7,295,034.00 |
| J. DEFERRED INFLOWS OF RESOURCES | | | | | |
| 1. | Deferred Inflows of Resources | 9690 | | | 0.00 |
| 2. | TOTAL DEFERRED INFLOWS | | 0.00 | 0.00 | 0.00 |
| K. FUND BALANCE /NET POSITION | | | | | |
| | Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2) | | | | |
| | (must agree with Line F2) | | 9,756,300.00 | 0.00 | 9,756,300.00 |

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT**NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:****1. Federal Revenue Used for Capital Outlay and Debt Service**

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

| Federal Program Name (If no amounts, indicate "NONE") | Capital Outlay | Debt Service | Total |
|---|----------------|--------------|-------|
| a. NONE | \$ | | 0.00 |
| b. NONE | | | 0.00 |
| c. NONE | | | 0.00 |
| d. NONE | | | 0.00 |
| e. NONE | | | 0.00 |
| f. NONE | | | 0.00 |
| g. NONE | | | 0.00 |
| h. NONE | | | 0.00 |
| i. NONE | | | 0.00 |
| j. NONE | | | 0.00 |
| TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE | 0.00 | 0.00 | 0.00 |

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

| Objects of Expenditures | Amount (Enter "0.00" if none) |
|--|----------------------------------|
| a. Certificated Salaries 1000-1999 | 0.00 |
| b. Noncertificated Salaries 2000-2999 | 0.00 |
| c. Employee Benefits 3000-3999 | 0.00 |
| d. Books and Supplies 4000-4999 | 0.00 |
| e. Services and Other Operating Expenditures 5000-5999 | 0.00 |
| TOTAL COMMUNITY SERVICES EXPENDITURES | 0.00 |

3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster

| Date of Presidential Disaster Declaration | Brief Description (If no amounts, indicate "None") | Amount |
|--|--|--------|
| a. | NONE | |
| b. | NONE | |
| c. | NONE | |
| d. | NONE | |
| TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative) | | 0.00 |

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2022-23 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2025-26.

| | | |
|----|---|---------------|
| a. | Total Expenditures (B8) | 26,599,510.00 |
| b. | Less Federal Expenditures (Total A2) | |
| | [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred] | 1,287,529.00 |
| c. | Subtotal of State & Local Expenditures | 25,311,981.00 |
| | [a minus b] | |
| d. | Less Community Services | 0.00 |
| | [L2 Total] | |
| e. | Less Capital Outlay & Debt Service | 18,200.00 |
| | [Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910] | |
| f. | Less Supplemental Expenditures made as the result of a Presidentially | 0.00 |

Making Waves Academy
Contra Costa County Office of Education
Contra Costa County

2023-24 Unaudited Actuals
Charter School Alternative Form

07 10074 0114470
Form ALT
E8AHMBTX3B(2023-24)

Declared Disaster

TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE

[c minus d minus e minus f]

| | |
|----|---------------|
| \$ | 25,293,781.00 |
|----|---------------|

Making Waves Academy
Budget FY2024

MWA Central Office
Unaudited Actuals

Printed on: 8/30/2024
 3:26 PM

| | A | B | F | H | K | L | M |
|----|-----------|--|---------------------------------|-------------------------------------|---|---------------------------------|---|
| | | | | | Variance FY24 Unaudited Actual vs. FY24 2nd Interim (A-C) | % Variance (A) vs. (C) | |
| 2 | Account # | Account Title | Unaudited Actual FY24 (A) | FY2024 2nd Interim Budget (C) | | | Notes |
| 3 | | Income | | | | | |
| 32 | 8981 | John Regina Scully (JRS) | 2,106,958 | 2,286,616 | (179,658) | -8% | |
| 36 | INCO.INC | Central Office (Revenue from Shared Services Allocation) | 1,452,400 | 1,452,400 | - | 0% | |
| 37 | | Total Income | 3,559,358 | 3,739,016 | (179,658) | -5% | |
| 38 | | | | | | | |
| 42 | | | | | | | |
| 43 | | Expenses | | | | | |
| 48 | 1409 | Certificated Special Temporary COLA Bonus | 157,500 | 166,000 | (8,500) | -5% | |
| 52 | 2300 | Classified Supervisor & Administrator Salaries | 1,775,106 | 1,784,269 | (9,163) | -1% | |
| 53 | 2400 | Classified Clerical and Office Salaries | 149,182 | 152,369 | (3,187) | -2% | |
| 55 | | Total Salaries | 2,081,788 | 2,102,638 | (20,850) | -1% | |
| 56 | 3101 | Certificated STRS | 63,092 | 64,544 | (1,452) | -2% | |
| 57 | 3301 | Certificated Social Security/Medicare | 127,995 | 132,328 | (4,333) | -3% | |
| 58 | 3401 | Certificated Health & Welfare Benefits | 319,101 | 296,786 | 22,315 | 8% | Under-budgeted for staff enrolled in family plans and premium increase due to age increase |
| 59 | 3501 | Certificated Unemployment Insurance | 13,198 | 10,514 | 2,684 | 26% | |
| 60 | 3601 | Certificated Workers Comp Insurance | 21,759 | 27,334 | (5,575) | -20% | |
| 61 | 3701 | Certificated Retirement Match | 67,093 | 63,948 | 3,145 | 5% | |
| 62 | 3999 | Accrued Paid Time Off | (19,611) | 49,923 | (69,534) | -139% | Variance due to employee terminations and employees taking more vacation time during the year |
| 63 | | Total Benefits | 592,627 | 645,377 | (52,750) | -8% | |
| 64 | | Total Salaries & Benefits | 2,674,415 | 2,748,015 | (73,600) | -3% | |
| 65 | | | | | | | |

Making Waves Academy
Budget FY2024

MWA Central Office
Unaudited Actuals

Printed on: 8/30/2024
 3:26 PM

| | A | B | F | H | K | L | M |
|-----|-----------|---|---------------------------------|-------------------------------------|---|---------------------------------|---|
| | | | | | Variance FY24 Unaudited Actual vs. FY24 2nd Interim (A-C) | % Variance (A) vs. (C) | |
| 2 | Account # | Account Title | Unaudited Actual FY24 (A) | FY2024 2nd Interim Budget (C) | | | Notes |
| 67 | 4200 | Books and Other Reference Materials | - | 1,250 | (1,250) | -100% | |
| 70 | 4330 | Office Supplies | 3,329 | 4,700 | (1,371) | -29% | |
| 71 | 4390 | Other Food | - | 1,000 | (1,000) | -100% | |
| 72 | 4410 | Furniture, Equipment & Supplies (non-capitalized) | 47 | 1,000 | (953) | -95% | |
| 73 | 4420 | Computers and IT Supplies (non-capitalized) | 2,411 | 10,200 | (7,789) | -76% | |
| 76 | 4990 | Contingency | - | 20,000 | (20,000) | -100% | |
| 77 | | Total Supplies | 5,787 | 38,150 | (32,363) | -85% | |
| 78 | 5210 | Conference Fees | 6,820 | 24,500 | (17,680) | -72% | Fewer conferences, memberships, and PDs than anticipated |
| 79 | 5215 | Travel - Mileage, Parking, Tolls | 807 | 2,975 | (2,168) | -73% | |
| 80 | 5220 | Travel - Airfare & Lodging | 5,611 | 7,250 | (1,639) | -23% | |
| 81 | 5225 | Travel - Meals & Entertainment | 380 | 3,500 | (3,120) | -89% | |
| 82 | 5305 | Professional Dues & Memberships | 25,898 | 30,000 | (4,102) | -14% | |
| 88 | 5605 | Equipment Leases and Rentals | 4,813 | 5,000 | (187) | -4% | |
| 94 | 5803 | Accounting Fees | 44,560 | 43,390 | 1,170 | 3% | |
| 95 | 5804 | Legal Fees | 53,348 | 60,000 | (6,652) | -11% | |
| 98 | 5810 | Contracted Services | 501,521 | 453,182 | 48,339 | 11% | Contract services for the Talent team |
| 100 | 5810.002 | Student Information & Assessment | 48,813 | 66,800 | (17,987) | -27% | |
| 102 | 5810.004 | Intervention & Consultation | - | 500 | (500) | -100% | |
| 103 | 5810.005 | Psychological Services | - | 500 | (500) | -100% | |
| 106 | 5810.008 | Information Technology | 44,225 | 99,504 | (55,279) | -56% | Savings from: • Website development services: -\$40K • Concur Technologies contract renewal came in at lower rate: -\$5K • Other software subscription was replaced with another software or contact came in at lower rate: -10.2K |
| 110 | 5820 | Recruiting - Students | - | 10,000 | (10,000) | -100% | |
| 111 | 5821 | Printing and Reproduction | 129 | 2,500 | (2,371) | -95% | |
| 113 | 5850 | Staff Recruitment | 49,312 | 52,000 | (2,688) | -5% | |
| 114 | 5851 | Continuing Education Support | - | 5,000 | (5,000) | -100% | |
| 115 | 5853 | Payroll Processing Fees | 62,529 | 62,500 | 29 | 0% | |
| 117 | 5898 | Use Tax | 2,564 | - | 2,564 | | |
| 118 | 5905 | Company Cell Phones | 10,463 | 7,500 | 2,963 | 40% | |
| 120 | 5915 | Postage and Delivery | 3,283 | 4,250 | (967) | -23% | |
| 122 | 5992 | Bank fees | 14,080 | 12,000 | 2,080 | 17% | |
| 125 | | Total Contract Services | 879,156 | 952,851 | (73,695) | -8% | |
| 126 | | | | | | | |

Making Waves Academy
Budget FY2024

MWA Central Office
Unaudited Actuals

Printed on: 8/30/2024
3:26 PM

| | A | B | F | H | K | L | M |
|-----|-----------|---------------------------|---------------------------------|-------------------------------------|---|---------------------------------|-------|
| | | | Unaudited Actual FY24 (A) | FY2024 2nd Interim Budget (C) | Variance FY24 Unaudited Actual vs. FY24 2nd Interim (A-C) | % Variance (A) vs. (C) | |
| 2 | Account # | Account Title | | | | | Notes |
| 127 | | Total Salaries & Benefits | 2,674,415 | 2,748,015 | (73,600) | -3% | |
| 128 | | Total Supplies | 5,787 | 38,150 | (32,363) | -85% | |
| 129 | | Total Contract Services | 879,156 | 952,851 | (73,695) | -8% | |
| 130 | | Total Expenses | 3,559,358 | 3,739,016 | (179,658) | -5% | |
| 131 | | | | | | | |
| 132 | | Net Income | - | - | | | |

Coversheet

Approve Minutes: June Board Meeting

| | |
|--------------------------|---|
| Section: | V. Consent Action Items |
| Item: | F. Approve Minutes: June Board Meeting |
| Purpose: | Approve Minutes |
| Submitted by: | |
| Related Material: | Minutes for June Board Meeting on June 10, 2024 2024_07_22_board_meeting_minutes.pdf |

APPROVED



Making Waves Academy

Minutes

June Board Meeting

Date and Time

Monday June 10, 2024 at 11:00 AM

Location

In-person at:

Making Waves Academy
4123 Lakeside Dr.
Richmond, CA 94806

And streaming on zoom:

[https://mwacademy.zoom.us/j/87855022048?](https://mwacademy.zoom.us/j/87855022048?pwd=SVFZNGITbVVHb1NFYUd2WWNTaW8wQT09)

[pwd=SVFZNGITbVVHb1NFYUd2WWNTaW8wQT09](https://mwacademy.zoom.us/j/87855022048?pwd=SVFZNGITbVVHb1NFYUd2WWNTaW8wQT09)

Passcode: 073032

Or One tap mobile :

+16694449171,,87855022048#,,, *073032# US

+16699006833,,87855022048#,,, *073032# US (San Jose)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 689 278 1000 US

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 931 3860 US

Webinar ID: 878 5502 2048

Passcode: 073032

International numbers available: <https://mwacademy.zoom.us/j/87855022048>

Other remote location:

- Doylestown Public Library, 150 S. Pine Street, Doylestown, PA 18901

COMING SOON

- HAGA CLIC AQUÍ para acceder a la agenda y portadas en español/CLICK HERE to access agenda and cover sheets in Spanish: <https://bit.ly/4ec9Hpq>
- HAGA CLIC AQUÍ para acceder el reporte escolar/CLICK HERE to access the school board report in Spanish: <https://bit.ly/3x7M0xJ>

If you have questions about the board agenda and materials or you are in need of disability-related accommodations, please contact:

Si tiene preguntas sobre la agenda y materiales de la junta o necesita adaptaciones relacionadas con la discapacidad, comuníquese con:

Edeson Beredo at eberedo@mwacademy.org or 510-410-0518.

Public Comment

- The public may address the MWA Board regarding any item within the subject-matter jurisdiction of the MWA governing board.
- Under Public Comment, members of the public may
 - Comment on items on the agenda
 - Comment on items not on the agenda
 - **Presentations are limited to two minutes each**, or a total of twenty minutes for all speakers, or the two-minute limit may be shortened.
- In accordance to the Brown Act, the MWA Board may listen to comments, but can neither discuss nor take action on the topics presented. Members of the board are very limited in their response to statements or questions by persons commenting on items not on the agenda.

- **Speakers may submit a request to speak before 9:00 AM on the day of the board meeting, fill out a comment card at the meeting, or raise their hand/use the raise hand function during the public comment sections of the meeting.**
 - **If you would like to send your request to speak prior to the meeting, please email your request to eberedo@mwacademy.org in English or Spanish.**
 - **Your submission should:**
 - **indicate if it is a general public comment for the beginning of the meeting or a comment for a specific agenda item (please include the item number).**
 - **include your name so that you can be called when it is your turn to speak.**
 - **During the meeting, we will call your name and you should use the "raise hand" feature to identify yourself.**
- Under SB1036 the minutes from this meeting will omit student and parent names and other directory information, except as required by judicial order or federal law. If a parent/legal guardian wishes a name be included, one must inform the board prior to their public comment.

Comentarios públicos

- **El público puede dirigirse a la Junta Directiva de la MWA con respecto a cualquier asunto dentro de la jurisdicción del tema materia por la Junta Directiva de la MWA.**
- **Bajo comentario público, los miembros del público pueden:**
 - **Hacer comentarios sobre los puntos del orden del día**
 - **Hacer comentarios sobre puntos no incluidos en el orden del día**
 - **Las presentaciones están limitadas a dos minutos cada una, o un total de veinte minutos para todos los oradores, o se puede acortar el límite de dos minutos.**
- **De acuerdo con la Ley Brown, la Junta Directiva de la MWA puede escuchar los comentarios, pero no discutirán ni tomarán medidas sobre los temas presentados. La respuesta de los miembros de la Junta Directiva a las declaraciones o preguntas de las personas que comentan temas que no figuran en el orden del día es muy limitada.**
- **Mientras las reuniones se llevan a cabo virtualmente, los miembros del público que desean hablar durante la junta pueden presentar una solicitud para hablar antes de las 9:00 a.m. del día de la reunión de la junta o usar la función de levantar la mano durante las secciones de comentarios públicos de la reunión.**
 - **Si desea enviar su solicitud de uso de la palabra antes de la reunión, envíe su solicitud por correo electrónico a eberedo@mwacademy.org en inglés o español.**
 - **En su solicitud:**
 - **Incluya su nombre para que pueda ser llamado cuando sea su turno de hablar.**
 - **indicar si es un comentario público general para el comienzo de la reunión o si es comentario público sobre un artículo específico del programa (incluya el número del artículo).**

- *Durante la reunión, le llamaremos por su nombre y deberá utilizar la función de "levantar la mano" para identificarse.*
- *En virtud de la SB1036, las actas de esta reunión omitirán los nombres de los estudiantes y padres y otra información del directorio, excepto cuando lo requiera la orden judicial o por la ley federal. Si un padre/tutor legal desea que se incluya un nombre, se debe informar a la junta antes de su comentario público.*

If you have questions about the board agenda and materials or you are in need of disability-related

accommodations, please contact:

Si tiene preguntas sobre la agenda y materiales de la junta o necesita adaptaciones relacionadas con la discapacidad, comuníquese con:

Edeson Beredo at eberedo@mwacademy.org or 510-410-0518.

Please note that all agenda times are estimates.

Tenga en cuenta que todos los horarios de la agenda son estimaciones.

Directors Present

Alicia Klein, Amy Obinyan, Esther Hugo, Jessica Laughlin (remote), Layla Naranjo, Margaret Watson

Directors Absent

Janis Glover

Guests Present

Alton B. Nelson Jr., Bryann Fitzpatrick, Edeson Beredo, Tameka Jackson

I. Opening Items

A. Call the Meeting to Order

Alicia Klein called a meeting of the board of directors of Making Waves Academy to order on Monday Jun 10, 2024 at 11:02 AM.

B. Record Attendance

C. Remarks by Board President

Board president made remarks regarding the amount of work done since the school year started, and how exciting it has been to see the progress by the end. The board president also noted that today's meeting will focus on college and career readiness.

D.

Public Comment

An employee read his farewell letter to the community.

II. Closed Session

A. Public Employee Discipline/Dismissal/Release

The board met in closed session to discuss personnel issues. No action was taken.

III. Standing Reports

A. Mission Connection: CCC Year in Review

The board received and update on the impressive college admission and acceptance data from the CCC director and watched a video featuring CCC highlight activities this year: Submission Day, Sonoma State Visit, Harvard Presentation, Allen Matkins Law Firm Field trip, and Decision Day.

B. ASB Update -- No presentation at June board meeting

There is no ASB presentation at this board meeting, because the students are on summer vacation.

C. Deep Dive: College & Career Success Program Update

MWEF CEO Patrick O'Donnell and MWEF VP of Student Success Dr. Kristina Wright provided a deep dive into the College & Career Success Program framework, benefits, and outcomes data. Board members asked questions and made comments about the types of support students receive from the foundation, how students plan their courses, how they are accepted into the program, how parents can support the foundation in the college admission process and what the early career support is like. Board members suggested proactive information for parents, especially first generation students as well as creating a stable of video statements from Wave-Makers in their first year of college, which could be shared each year with seniors.

D. Q&A on Written School Report

Board members had questions and comments about the written report related to SBAC testing results, faculty collaboration, mental health skill building for 5th and 6th graders, Teacher of the Year awards, ASB election results and other student leadership opportunities, and goals/focus areas for next year.

E. Q&A on Written Chief Executive Officer Report (CEO)

Board members had questions and comments about the CEO's report regarding the communication of progress/new systems to students and parents, the intersection of the DEI and Culture and Climate committees, measuring the effectiveness of MTSS adoption, and the date of the CCCOE candidate forum.

F. Chief Operating Officer Report (COO)

Board members will note any comments or questions that they would like sent to the COO for follow-up, since the COO was absent.

G. Q&A on Written Finance Report

Board President noted that the Finance Advisory Committee recommends that the board approve the FY 24-25 budget.

H. Break

The board took a 5 minute break.

IV. Non-Action Items

A. Board Work and Advisory Committee Updates

Board Member Esther Hugo provided an update on the Curriculum Review and Instruction Advisory Committee spring meeting, as well as progress to WASC goals (now part of the LCAP).

B. Local Indicators

MWA CEO Alton Nelson and Principal Dr. Tameka Jackson led the review of data for the local indicators. Board members had questions and comments about the presentation related to the LCFF Priorities 2 (State Standards), 3 (Parent Involvement), and 6 (School Climate). Praise was shared over LCFF priority 7 (Course Access) and the AP enrollment rate.

V. Action Items

A. Charter Petition 2025-2030

The action item was pulled from the agenda and will be voted on during the next board meeting, once final legal review has occurred.

Board members did express support for the key changes proposed in the charter renewal petition, including removal of the sibling preference, based in part on data analysis of mock lottery runs and a desire for all local low income students to have the same chance to receive the opportunities MWA provides. The data showed increased racial diversity and a higher percentage of FRPM students would be achieved.

B. Local Control and Accountability Plan (LCAP) 2024-2027

Esther Hugo made a motion to approve.

Layla Naranjo seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Alicia Klein | Aye |
| Layla Naranjo | Aye |
| Amy Obinyan | Aye |
| Margaret Watson | Aye |
| Janis Glover | Absent |
| Jessica Laughlin | Aye |
| Esther Hugo | Aye |

C. Student Chromebook Replacements

Margaret Watson made a motion to approve.

Jessica Laughlin seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Layla Naranjo | Aye |
| Alicia Klein | Aye |
| Jessica Laughlin | Aye |
| Margaret Watson | Aye |
| Esther Hugo | Aye |
| Janis Glover | Absent |
| Amy Obinyan | Aye |

D. Addendum and renewal quotes for the PowerSchool SIS and Unified Classroom Behavior products

Margaret Watson made a motion to approve.

Layla Naranjo seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Amy Obinyan | Aye |
| Layla Naranjo | Aye |
| Esther Hugo | Aye |
| Jessica Laughlin | Aye |
| Margaret Watson | Aye |
| Alicia Klein | Aye |
| Janis Glover | Absent |

E. TalkSpace

Esther Hugo made a motion to approve.

Margaret Watson seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Amy Obinyan | Aye |
| Alicia Klein | Aye |
| Jessica Laughlin | Aye |
| Layla Naranjo | Aye |
| Janis Glover | Absent |
| Esther Hugo | Aye |
| Margaret Watson | Aye |

F. Cisco Smartnet Annual Renewal Agreement

Margaret Watson made a motion to approve.

Layla Naranjo seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Alicia Klein | Aye |
| Amy Obinyan | Aye |
| Margaret Watson | Aye |
| Esther Hugo | Aye |
| Janis Glover | Absent |
| Jessica Laughlin | Aye |
| Layla Naranjo | Aye |

G. MWA 2024-25 Budget

Esther Hugo made a motion to approve.

Jessica Laughlin seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Margaret Watson | Aye |
| Esther Hugo | Aye |
| Amy Obinyan | Aye |
| Jessica Laughlin | Aye |
| Layla Naranjo | Aye |
| Janis Glover | Absent |
| Alicia Klein | Aye |

H. Pacheco's Cleaning Service

Layla Naranjo made a motion to approve.

Margaret Watson seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Margaret Watson | Aye |
| Jessica Laughlin | Aye |
| Janis Glover | Absent |

Roll Call

| | |
|---------------|-----|
| Alicia Klein | Aye |
| Esther Hugo | Aye |
| Amy Obinyan | Aye |
| Layla Naranjo | Aye |

I. Seneca

Esther Hugo made a motion to approve.

Jessica Laughlin seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Layla Naranjo | Aye |
| Esther Hugo | Aye |
| Janis Glover | Absent |
| Margaret Watson | Aye |
| Amy Obinyan | Aye |
| Alicia Klein | Aye |
| Jessica Laughlin | Aye |

J. Cross Country Education

Amy Obinyan made a motion to approve.

Layla Naranjo seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Alicia Klein | Aye |
| Janis Glover | Absent |
| Layla Naranjo | Aye |
| Margaret Watson | Aye |
| Esther Hugo | Aye |
| Amy Obinyan | Aye |
| Jessica Laughlin | Aye |

K. Cornerstone Solutions

Layla Naranjo made a motion to approve.

Margaret Watson seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Layla Naranjo | Aye |
| Janis Glover | Absent |
| Alicia Klein | Aye |
| Esther Hugo | Aye |
| Amy Obinyan | Aye |
| Jessica Laughlin | Aye |

Roll Call

Margaret Watson Aye

L. SPG Therapy & Education

Esther Hugo made a motion to approve.

Amy Obinyan seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Alicia Klein Aye

Margaret Watson Aye

Layla Naranjo Aye

Esther Hugo Aye

Jessica Laughlin Aye

Janis Glover Absent

Amy Obinyan Aye

M. Anchor Counseling

Esther Hugo made a motion to approve.

Layla Naranjo seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Alicia Klein Aye

Esther Hugo Aye

Jessica Laughlin Aye

Amy Obinyan Aye

Layla Naranjo Aye

Janis Glover Absent

Margaret Watson Aye

N. Instruction Partners

Amy Obinyan made a motion to approve.

Esther Hugo seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Jessica Laughlin Aye

Amy Obinyan Aye

Margaret Watson Aye

Esther Hugo Aye

Janis Glover Absent

Layla Naranjo Aye

Alicia Klein Aye

O. Master Contract for NPA/S

Margaret Watson made a motion to approve.

Amy Obinyan seconded the motion.

Interim Director of SPED clarified the difference between this item and item I - Seneca.

Item I is approving a service that will benefit the wider school population. Item O is approving a service for specific students.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Alicia Klein | Aye |
| Margaret Watson | Aye |
| Layla Naranjo | Aye |
| Janis Glover | Absent |
| Esther Hugo | Aye |
| Jessica Laughlin | Aye |
| Amy Obinyan | Aye |

P. 2024-25 Education Protection Account (EPA)

Esther Hugo made a motion to approve.

Jessica Laughlin seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Amy Obinyan | Aye |
| Margaret Watson | Aye |
| Esther Hugo | Aye |
| Janis Glover | Absent |
| Alicia Klein | Aye |
| Jessica Laughlin | Aye |
| Layla Naranjo | Aye |

Q. 2024-25 CharterSafe Workers Compensation Insurance

Margaret Watson made a motion to approve.

Layla Naranjo seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Esther Hugo | Aye |
| Janis Glover | Absent |
| Amy Obinyan | Aye |
| Layla Naranjo | Aye |
| Alicia Klein | Aye |
| Jessica Laughlin | Aye |
| Margaret Watson | Aye |

R. Approve Gallagher insurance coverages for 2024-25

Layla Naranjo made a motion to approve.
Amy Obinyan seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Margaret Watson | Aye |
| Jessica Laughlin | Aye |
| Esther Hugo | Aye |
| Alicia Klein | Aye |
| Layla Naranjo | Aye |
| Amy Obinyan | Aye |
| Janis Glover | Absent |

S. Bank Signers Resolution

Esther Hugo made a motion to approve.
Layla Naranjo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Esther Hugo | Aye |
| Jessica Laughlin | Aye |
| Alicia Klein | Aye |
| Amy Obinyan | Aye |
| Margaret Watson | Aye |
| Layla Naranjo | Aye |
| Janis Glover | Absent |

VI. Consent Action Items

A. Academic Calendar 2023-2024 Revised for Emergency School Closure

Esther Hugo made a motion to approve.
Margaret Watson seconded the motion.
All items in section VI. Consent Action Items were voted on together.
The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Janis Glover | Absent |
| Jessica Laughlin | Aye |
| Layla Naranjo | Aye |
| Alicia Klein | Aye |
| Amy Obinyan | Aye |
| Margaret Watson | Aye |
| Esther Hugo | Aye |

B. Academic Calendar 2024-2025 Revised

Esther Hugo made a motion to approve.

Margaret Watson seconded the motion.

All items in section VI. Consent Action Items were voted on together.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Alicia Klein | Aye |
| Layla Naranjo | Aye |
| Margaret Watson | Aye |
| Amy Obinyan | Aye |
| Jessica Laughlin | Aye |
| Esther Hugo | Aye |
| Janis Glover | Absent |

C. Academic Calendar 2025-2026 School Year

Esther Hugo made a motion to approve.

Margaret Watson seconded the motion.

All items in section VI. Consent Action Items were voted on together.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Alicia Klein | Aye |
| Margaret Watson | Aye |
| Amy Obinyan | Aye |
| Layla Naranjo | Aye |
| Esther Hugo | Aye |
| Janis Glover | Absent |
| Jessica Laughlin | Aye |

D. Vendor invoices for April 2024

Esther Hugo made a motion to approve.

Margaret Watson seconded the motion.

Combined number for fiscal impact and was struck from the record.

All items in section VI. Consent Action Items were voted on together.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Janis Glover | Absent |
| Layla Naranjo | Aye |
| Esther Hugo | Aye |
| Jessica Laughlin | Aye |
| Alicia Klein | Aye |
| Amy Obinyan | Aye |
| Margaret Watson | Aye |

E. 2024-25 Consolidated Application and Reporting System (CARS) for Funding

Esther Hugo made a motion to approve.

Margaret Watson seconded the motion.

All items in section VI. Consent Action Items were voted on together.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Esther Hugo | Aye |
| Amy Obinyan | Aye |
| Layla Naranjo | Aye |
| Janis Glover | Absent |
| Margaret Watson | Aye |
| Jessica Laughlin | Aye |
| Alicia Klein | Aye |

F. 5C MOU

Esther Hugo made a motion to approve.

Margaret Watson seconded the motion.

All items in section VI. Consent Action Items were voted on together.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Layla Naranjo | Aye |
| Janis Glover | Absent |
| Amy Obinyan | Aye |
| Jessica Laughlin | Aye |
| Esther Hugo | Aye |
| Alicia Klein | Aye |
| Margaret Watson | Aye |

G. CIF Representative to League

Esther Hugo made a motion to approve.

Margaret Watson seconded the motion.

All items in section VI. Consent Action Items were voted on together.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Margaret Watson | Aye |
| Janis Glover | Absent |
| Alicia Klein | Aye |
| Layla Naranjo | Aye |
| Amy Obinyan | Aye |
| Esther Hugo | Aye |
| Jessica Laughlin | Aye |

H. Approve Minutes: May 6, 2024 Board Meeting

Esther Hugo made a motion to approve the minutes from May Board Meeting on 05-06-24.

Margaret Watson seconded the motion.

All items in section VI. Consent Action Items were voted on together.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Amy Obinyan | Aye |
| Jessica Laughlin | Aye |
| Layla Naranjo | Aye |
| Esther Hugo | Aye |
| Margaret Watson | Aye |
| Alicia Klein | Aye |
| Janis Glover | Absent |

I. Approve Minutes: May 20, 2024 WASC Meeting

Esther Hugo made a motion to approve the minutes from WASC Committee Meeting on 05-20-24.

Margaret Watson seconded the motion.

All items in section VI. Consent Action Items were voted on together.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Alicia Klein | Aye |
| Esther Hugo | Aye |
| Jessica Laughlin | Aye |
| Janis Glover | Absent |
| Layla Naranjo | Aye |
| Amy Obinyan | Aye |
| Margaret Watson | Aye |

VII. Discussion Items

A. Appreciations by the Board of Directors

Board members and school leaders expressed appreciations, including recognizing Dr. Hugo's 10 years of board service.

B. Board of Directors Meetings Overview for 2024-2025

September 9 (4 - 7 pm)

October 21 (4 - 7 pm)

December 9 (11 am - 2pm)

January 27 (11 am - 2pm)

March 10 (4 - 7 pm)

May 5 (4 - 7 pm)

June 16 (11 am - 2pm)

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:56 PM.

Respectfully Submitted,
Edeson Beredo

DRAFT



Making Waves Academy

Minutes

Special Board Meeting

Date and Time

Monday July 22, 2024 at 9:30 AM

Location

In-person at:

Building Upper School 1, US1-108
Making Waves Academy
4123 Lakeside Dr., Richmond, CA 94806

And streaming on zoom:

[https://mwacademy.zoom.us/j/87855022048?
pwd=SVFZNGITbVVHb1NFYUd2WWNTaW8wQT09](https://mwacademy.zoom.us/j/87855022048?pwd=SVFZNGITbVVHb1NFYUd2WWNTaW8wQT09)

Passcode: 073032

Or One tap mobile :

+16694449171,,87855022048#,,,*073032# US
+16699006833,,87855022048#,,,*073032# US (San Jose)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):
+1 669 444 9171 US
+1 669 900 6833 US (San Jose)
+1 253 205 0468 US
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)

+1 719 359 4580 US
+1 689 278 1000 US
+1 929 436 2866 US (New York)
+1 301 715 8592 US (Washington DC)
+1 305 224 1968 US
+1 309 205 3325 US
+1 312 626 6799 US (Chicago)
+1 360 209 5623 US
+1 386 347 5053 US
+1 507 473 4847 US
+1 564 217 2000 US
+1 646 931 3860 US

Webinar ID: 878 5502 2048

Passcode: 073032

International numbers available: <https://mwacademy.zoom.us/j/87855022048>

If you have questions about the board agenda and materials or you are in need of disability-related accommodations, please contact:

Si tiene preguntas sobre la agenda y materiales de la junta o necesita adaptaciones relacionadas con la discapacidad, comuníquese con:

Bryann Fitzpatrick at bfitzpatrick@mwacademy.org or 510-779-1428.

Public Comment

- **For special board meetings, the public may address the Board only concerning the items on the agenda.**
- Under Public Comment, members of the public may
 - ***May address the Board only concerning the items on the agenda***
 - ***Presentations are limited to two minutes each***, or a total of ten minutes for all speakers, or the two-minute limit may be shortened.
- In accordance to the Brown Act, the MWA Board may listen to comments, but can neither discuss nor take action on the topics presented. Members of the board are very limited in their response to statements or questions by persons commenting on items not on the agenda.
- Under SB1036 the minutes from this meeting will omit student and parent names and other directory information, except as required by judicial order or federal law. If a parent/legal guardian wishes a name be included, one must inform the board prior to their public comment.

Comentarios públicos

- ***Para las reuniones especiales de la junta directiva, el público puede dirigirse a la mesa directiva solo en relación con los puntos de la agenda.***
 - ***Bajo comentario público, los miembros del público pueden:***
 - ***Dirigirse a la mesa directiva solo en relación con los puntos de la agenda.***
-

- **Las presentaciones están limitadas a dos minutos cada una, o un total de diez minutos para todos los oradores, o se puede acortar el límite de dos minutos.**
- *De acuerdo con la Ley Brown, la Junta Directiva de la MWA puede escuchar los comentarios, pero no discutirán ni tomarán medidas sobre los temas presentados. La respuesta de los miembros de la Junta Directiva a las declaraciones o preguntas de las personas que comentan temas que no figuran en el orden del día es muy limitada.*
- *En virtud de la SB1036, las actas de esta reunión omitirán los nombres de los estudiantes y padres y otra información del directorio, excepto cuando lo requiera la orden judicial o por la ley federal. Si un padre/tutor legal desea que se incluya un nombre, se debe informar a la junta antes de su comentario público.*

If you have questions about the board agenda and materials or you are in need of disability-related

accommodations, please contact:

Si tiene preguntas sobre la agenda y materiales de la junta o necesita adaptaciones relacionadas con la

discapacidad, comuníquese con:

Bryann Fitzpatrick at bfitzpatrick@mwacademy.org.

Directors Present

Alicia Klein, Amy Obinyan (remote), Janis Glover, Jessica Laughlin (remote), Layla Naranjo (remote), Margaret Watson (remote)

Directors Absent

Esther Hugo

Guests Present

Alton B. Nelson Jr., Edeson Beredo, Elizabeth Martinez, Tameka Jackson

I. Opening Items

A. Call the Meeting to Order

Alicia Klein called a meeting of the board of directors of Making Waves Academy to order on Monday Jul 22, 2024 at 9:34 AM.

B. Record Attendance and Guests

C. Public Comment

No public comment was made.

II. Action Items

A. Board Policy 16: Title IX Policy Prohibiting Discrimination on the Basis of Sex

Janis Glover made a motion to approve.

Margaret Watson seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Amy Obinyan | Aye |
| Esther Hugo | Absent |
| Jessica Laughlin | Aye |
| Layla Naranjo | Aye |
| Margaret Watson | Aye |
| Alicia Klein | Aye |
| Janis Glover | Aye |

B. Board Policy 17: Anti-Bullying, Harassment, Intimidation, and Discrimination Policy

Amy Obinyan made a motion to approve.

Jessica Laughlin seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Esther Hugo | Absent |
| Jessica Laughlin | Aye |
| Layla Naranjo | Aye |
| Alicia Klein | Aye |
| Amy Obinyan | Aye |
| Margaret Watson | Aye |
| Janis Glover | Aye |

C. Approval to Hire Licensed Vocational Nurse

Janis Glover made a motion to approve.

Jessica Laughlin seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Jessica Laughlin | Aye |
| Alicia Klein | Aye |
| Margaret Watson | Aye |
| Janis Glover | Aye |
| Layla Naranjo | Aye |
| Esther Hugo | Absent |
| Amy Obinyan | Aye |

D. Approval of Charter Renewal Petition

Janis Glover made a motion to approve.

Amy Obinyan seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Alicia Klein | Aye |
| Margaret Watson | Aye |
| Janis Glover | Aye |
| Jessica Laughlin | Aye |
| Amy Obinyan | Aye |
| Esther Hugo | Absent |
| Layla Naranjo | Aye |

E. Closed Session

The board met in closed session to discuss a personnel issue. No action was taken.

III. Closing Items

A. Schedule of Regular Board Meetings 2024-25

The board president noted that this is the last board meeting for the 2023-24 school year.

The board meeting dates for SY 2024-25 are:

- September 9 (4 - 7 pm)
- October 21 (4 - 7 pm)
- December 9 (11 am - 2pm)
- January 27 (11 am - 2pm)
- March 10 (4 - 7 pm)
- May 5 (4 - 7 pm)
- June 16 (11 am - 2pm)

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:24 AM.

Respectfully Submitted,
Edeson Beredo

Coversheet

Approve Minutes: Special Board Meeting

| | |
|--------------------------|---|
| Section: | V. Consent Action Items |
| Item: | G. Approve Minutes: Special Board Meeting |
| Purpose: | Vote |
| Submitted by: | |
| Related Material: | 2024_07_22_board_meeting_minutes.pdf |

DRAFT



Making Waves Academy

Minutes

Special Board Meeting

Date and Time

Monday July 22, 2024 at 9:30 AM

Location

In-person at:

Building Upper School 1, US1-108
Making Waves Academy
4123 Lakeside Dr., Richmond, CA 94806

And streaming on zoom:

[https://mwacademy.zoom.us/j/87855022048?
pwd=SVFZNGITbVVHb1NFYUd2WWNTaW8wQT09](https://mwacademy.zoom.us/j/87855022048?pwd=SVFZNGITbVVHb1NFYUd2WWNTaW8wQT09)

Passcode: 073032

Or One tap mobile :

+16694449171,,87855022048#,,,*073032# US
+16699006833,,87855022048#,,,*073032# US (San Jose)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):
+1 669 444 9171 US
+1 669 900 6833 US (San Jose)
+1 253 205 0468 US
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)

+1 719 359 4580 US
+1 689 278 1000 US
+1 929 436 2866 US (New York)
+1 301 715 8592 US (Washington DC)
+1 305 224 1968 US
+1 309 205 3325 US
+1 312 626 6799 US (Chicago)
+1 360 209 5623 US
+1 386 347 5053 US
+1 507 473 4847 US
+1 564 217 2000 US
+1 646 931 3860 US

Webinar ID: 878 5502 2048

Passcode: 073032

International numbers available: <https://mwacademy.zoom.us/j/87855022048>

If you have questions about the board agenda and materials or you are in need of disability-related accommodations, please contact:

Si tiene preguntas sobre la agenda y materiales de la junta o necesita adaptaciones relacionadas con la discapacidad, comuníquese con:

Bryann Fitzpatrick at bfitzpatrick@mwacademy.org or 510-779-1428.

Public Comment

- **For special board meetings, the public may address the Board only concerning the items on the agenda.**
- Under Public Comment, members of the public may
 - ***May address the Board only concerning the items on the agenda***
 - ***Presentations are limited to two minutes each***, or a total of ten minutes for all speakers, or the two-minute limit may be shortened.
- In accordance to the Brown Act, the MWA Board may listen to comments, but can neither discuss nor take action on the topics presented. Members of the board are very limited in their response to statements or questions by persons commenting on items not on the agenda.
- Under SB1036 the minutes from this meeting will omit student and parent names and other directory information, except as required by judicial order or federal law. If a parent/legal guardian wishes a name be included, one must inform the board prior to their public comment.

Comentarios públicos

- ***Para las reuniones especiales de la junta directiva, el público puede dirigirse a la mesa directiva solo en relación con los puntos de la agenda.***
 - ***Bajo comentario público, los miembros del público pueden:***
 - ***Dirigirse a la mesa directiva solo en relación con los puntos de la agenda.***
-

- **Las presentaciones están limitadas a dos minutos cada una, o un total de diez minutos para todos los oradores, o se puede acortar el límite de dos minutos.**
- *De acuerdo con la Ley Brown, la Junta Directiva de la MWA puede escuchar los comentarios, pero no discutirán ni tomarán medidas sobre los temas presentados. La respuesta de los miembros de la Junta Directiva a las declaraciones o preguntas de las personas que comentan temas que no figuran en el orden del día es muy limitada.*
- *En virtud de la SB1036, las actas de esta reunión omitirán los nombres de los estudiantes y padres y otra información del directorio, excepto cuando lo requiera la orden judicial o por la ley federal. Si un padre/tutor legal desea que se incluya un nombre, se debe informar a la junta antes de su comentario público.*

If you have questions about the board agenda and materials or you are in need of disability-related

accommodations, please contact:

Si tiene preguntas sobre la agenda y materiales de la junta o necesita adaptaciones relacionadas con la

discapacidad, comuníquese con:

Bryann Fitzpatrick at bfitzpatrick@mwacademy.org.

Directors Present

Alicia Klein, Amy Obinyan (remote), Janis Glover, Jessica Laughlin (remote), Layla Naranjo (remote), Margaret Watson (remote)

Directors Absent

Esther Hugo

Guests Present

Alton B. Nelson Jr., Edeson Beredo, Elizabeth Martinez, Tameka Jackson

I. Opening Items

A. Call the Meeting to Order

Alicia Klein called a meeting of the board of directors of Making Waves Academy to order on Monday Jul 22, 2024 at 9:34 AM.

B. Record Attendance and Guests

C. Public Comment

No public comment was made.

II. Action Items

A. Board Policy 16: Title IX Policy Prohibiting Discrimination on the Basis of Sex

Janis Glover made a motion to approve.

Margaret Watson seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Amy Obinyan | Aye |
| Esther Hugo | Absent |
| Jessica Laughlin | Aye |
| Layla Naranjo | Aye |
| Margaret Watson | Aye |
| Alicia Klein | Aye |
| Janis Glover | Aye |

B. Board Policy 17: Anti-Bullying, Harassment, Intimidation, and Discrimination Policy

Amy Obinyan made a motion to approve.

Jessica Laughlin seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Esther Hugo | Absent |
| Jessica Laughlin | Aye |
| Layla Naranjo | Aye |
| Alicia Klein | Aye |
| Amy Obinyan | Aye |
| Margaret Watson | Aye |
| Janis Glover | Aye |

C. Approval to Hire Licensed Vocational Nurse

Janis Glover made a motion to approve.

Jessica Laughlin seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Jessica Laughlin | Aye |
| Alicia Klein | Aye |
| Margaret Watson | Aye |
| Janis Glover | Aye |
| Layla Naranjo | Aye |
| Esther Hugo | Absent |
| Amy Obinyan | Aye |

D. Approval of Charter Renewal Petition

Janis Glover made a motion to approve.

Amy Obinyan seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| Alicia Klein | Aye |
| Margaret Watson | Aye |
| Janis Glover | Aye |
| Jessica Laughlin | Aye |
| Amy Obinyan | Aye |
| Esther Hugo | Absent |
| Layla Naranjo | Aye |

E. Closed Session

The board met in closed session to discuss a personnel issue. No action was taken.

III. Closing Items

A. Schedule of Regular Board Meetings 2024-25

The board president noted that this is the last board meeting for the 2023-24 school year.

The board meeting dates for SY 2024-25 are:

- September 9 (4 - 7 pm)
- October 21 (4 - 7 pm)
- December 9 (11 am - 2pm)
- January 27 (11 am - 2pm)
- March 10 (4 - 7 pm)
- May 5 (4 - 7 pm)
- June 16 (11 am - 2pm)

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:24 AM.

Respectfully Submitted,
Edeson Beredo