

APPROVED



# Making Waves Academy

## Minutes

### Board Meeting

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#### Date and Time

Thursday December 14, 2017 at 11:00 AM

#### Location

Middle School Library

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To dial in remotely:

US/Canada Toll-Free Number 866-740-1260

7-Digit Access Code 9362794

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#### Directors Present

Alicia Malet Klein, Chad Eater, Daryle Morgan, Esther Hugo, Jessica Laughlin, Maricela Navarro

#### Directors Absent

Burak Gursel, Eric Abrams

#### Guests Present

Abigail Tieck, Ahjia Moore, Amanda Medress, Angela Garay, Angelina Molina, Aubrey Brown, Caitlin Shelburne, Chrissy Godfrey, Damon Edwards, Debora Basso, Eleanor Boli, Elizabeth Martinez, Eric Mingo, Evangelia Ward-Jackson, Gemma DiMatteo, Hung Mai, Libby Cole, Micah Stilwell, Raynell Crews-Gamez, Steve Roth, Thomas Yoon, Wendy Quezada

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#### I. Opening Items

**A. Call the Meeting to Order**

Alicia Malet Klein called a meeting of the board of directors of Making Waves Academy to order on Thursday Dec 14, 2017 at 11:12 AM.

**B. Board Member Appointments**

Alicia Malet Klein confirmed the Making Waves Foundation board make the following appointments and reappointments:

- appointed Jessica Wind, Chat Eatinger, and Burak Gursel to three-year member terms.
- renewed Maricela Navarro's two-year parent representative term.
- renewed Officers Alicia Malet Klein, President and Eric Abrams, Secretary.

**C. Record Attendance and Guests**

**D. Closed Session**

Discussion of personnel and litigation issues.

**E. Public Comments**

No public comments.

**II. Standing Reports**

**A. Mission Connection: Upper School Restorative Justice**

Ms. Martinez and Ms. Moore presented to the board and facilitated the group through a restorative justice activity.

**B. School-wide Focus: Data Driven Differentiated Intervention**

Ms. Stilwell and Ms. Molina facilitated a discussion on how SBAC and other assessment data informs differentiated intervention.

**C. Q&A on Finance Report**

Mr. Roth answered questions related to the Finance Report.

**D. School Site Council Report**

Ms. Navarro provided a report on priorities and activities of the School Site Council.

**III. Non-Action Items**

**A. Curriculum Committee Update**

Esther Hugo presented updates of the Curriculum Committee.

**B. Framework on Board Cultural Competency Sub-committee**

This item was postponed to the February 1, 2018 meeting.

**C. Federal Program Monitoring (FPM) Audit Overview**

Ms. Cole provided an overview the Federal Program Monitoring (FPM) audit and preparations for a planned visit campus scheduled for March 20 - 22, 2018.

**D. Single Plan for Student Achievement (SPSA) - Overview and New Template**

Dr. Ward-Jackson provided the board an overview of the SPSA including the new template and informed the board they will review MWA's SPSA at the February 1, 2018 board meeting.

**E. Lottery Update**

Dr. Ward-Jackson shared the most up-to-date lottery data including applications received to date.

**F. Conflict of Interest Code**

Alicia Malet Klein informed the board that the county office board of supervisors recently approved the Form 700 Conflict of Interest Code documents will be filled here at Making Waves Academy.

**IV. Action Items**

**A. Approve Minutes: October 26, 2017**

Daryle Morgan made a motion to approve minutes from the Monthly Making Waves Academy Board Meeting on 10-26-17 Monthly Making Waves Academy Board Meeting on 10-26-17.

Esther Hugo seconded the motion.

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

**B. Independent Auditor's Report (2016-2017)**

Maricela Navarro made a motion to approve the Independent Auditor's Report (2016-2017).

Jessica Laughlin seconded the motion.

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

**C. 900 Federal Tax Return & 199 California Tax Return (2016-2017)**

Daryle Morgan made a motion to approve the 900 Federal Tax Return & 199 California Tax Return (2016-2017).

Chad Eatinger seconded the motion.

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

**D. First Interim Budget (2017-2018)**

Maricela Navarro made a motion to approve the First Interim Budget (2017-2018).

Daryle Morgan seconded the motion.

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

**E. Williams Complaint Policies & Procedures**

Esther Hugo made a motion to approve the Williams Complaint Policies & Procedures.

Jessica Laughlin seconded the motion.

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

**F. Chromebook Pilot**

Maricela Navarro made a motion to approve the Chromebook Pilot.

Chad Eatinger seconded the motion.

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

**G. Children in the Workplace Policy**

The board provided input on this item and asked that feedback be incorporated before reviewing again at the February 1, 2018 meeting.

**H. Flexible or Reduced Schedule Policy**

The board provided input on this item and asked that feedback be incorporated before reviewing again at the February 1, 2018 meeting.

**I. Medication Administration to Students Policy**

The board provided input on this item and asked that feedback be incorporated before reviewing again at the February 1, 2018 meeting.

**J. Travel and Expense Policy**

Daryle Morgan made a motion to approve the Travel and Expense Policy.

Maricela Navarro seconded the motion.

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

**K. English Language Reclassification Policy**

Daryle Morgan made a motion to approve the English Language Reclassification Policy.

Maricela Navarro seconded the motion.

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

**L. Updated School Site Council ByLaws**

Maricela Navarro made a motion to approve the Updated School Site Council ByLaws.  
Jessica Laughlin seconded the motion.  
The board **VOTED** unanimously to approve the motion.

## **V. Consent Agenda Items**

### **A. Vendor Invoices (Sept 2017 - Nov 2017)**

Daryle Morgan made a motion to approve the Vendor Invoices (Sept 2017 - Nov 2017).  
Chad Eatinger seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **B. Uniform Complaint Procedure (UCP)**

Daryle Morgan made a motion to approve the Uniform Complaint Procedure (UCP).  
Chad Eatinger seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **C. Sufficiency of Textbooks & Instructional Materials Resolution**

Daryle Morgan made a motion to approve the Sufficiency of Textbooks & Instructional Materials Resolution.  
Chad Eatinger seconded the motion.  
The board **VOTED** unanimously to approve the motion.

## **VI. Discussion Items**

### **A. Save the Date: Board & Alumni Engagement Day - March 6, 2018**

### **B. Debrief Expansion Meeting with Parents - December 5, 2017**

### **C. Debrief 10th Anniversary Celebration - December 12, 2017**

### **D. Comments of the Board of Directors**

Alicia Malet Klein thanked board members for their service and thanked Ms. Boli, Dr. Ward-Jackson, and Ms. Cole for their leadership while Mr. Nelson has been out on sabbatical. Daryle Morgan seconded the comments.

## **VII. Closing Items**

### **A. Schedule of Board of Directors Meetings (2017-2018)**

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:03 PM.

Respectfully Submitted,  
Libby Cole