

APPROVED



# Making Waves Academy

## Minutes

### Board Meeting

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#### Date and Time

Thursday December 13, 2018 at 11:00 AM

#### Location

4123 Lakeside Drive, Richmond, CA.

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- To dial in for audio: [+1 \(872\) 240-3311](tel:+18722403311) , Access Code: **666-077-949**
- If you would like to see the Board Meeting live in addition to dialing in, go to the meeting link: <https://global.gotomeeting.com/join/666077949>
  - *MUTE your computer's microphone and sound*
- Sharing your webcam is OPTIONAL, if you want to view the live meeting but not share your camera/screen DO NOT CLICK "SHARE WEBCAM"
- The virtual meeting will be live starting at 10:30 so you can dial/tune in any time after that but preferably before 11 am

You can test your system by visiting : <https://link.gotomeeting.com/system-check>

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#### Directors Present

Alicia Klein, Burak Gursel, Chad Eatinger, Daryle Morgan, Esther Hugo, Jessica Laughlin (remote)

#### Directors Absent

Maricela Navarro

#### Guests Present

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Alton B. Nelson Jr., Angela Garay, Athena Draper, Caitlin Shelburne, Carey Hawkins Ash, Darcy Heppenstall, Eleanor Boli, Elizabeth Martinez, Eva Yabar, Evangelia Ward-Jackson, Gabriela Conrique, Hung Mai, Jennifer Pellegrine, Jonathan Wright, Juanita Barrera, Kimberley Carr, LaMario Sales, Lal Jones-Bey, Libby Cole, Marisol Navarro, Micah Stillwell, Michael Delphin, Monica White, Priscilla Mendez, Ray Carbaugh, Raynell Crews-Gamez, Sierra Gomez, Tori Mansfield, Tracey Mansfield, Vanessa Caigoy, Yolanda Lopez

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## **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 Thursday Dec 13, 2018 at 11:12 AM.

### **B. Board Member Appointments**

A. Klein announced that per the sole statutory member structure, the MWF board renewed the 3-year term of E. Hugo and reappointed A. Klein as president.

### **C. Record Attendance and Guests**

### **D. Closed Session**

No closed session.

### **E. Public Comments**

No public comments.

### **F. Senior Varsity Soccer Acknowledgement**

CEO and Board Members acknowledged the varsity soccer seniors for taking MWA to the NCS championships for the 5th consecutive year.

## **II. Opening Remarks from Board President**

### **A. Adjusting for Successful Growth: Transitions**

A. Klein shared updates about transitions at MWF and in the life of the founder. The remaining meetings of this academic year will occur across the street at the foundation offices since the US campus will be under construction and the MS campus, where all students will be housed for Semester 2, will have insufficient space. A. Klein also introduced a reading selection for the board, *How Children Succeed* by Paul Tough. Board and staff will discuss at the March meeting.

## **III. Standing Reports**

### **A.**

### **Mission Connection: ELAC - Perspectives and Experiences**

C. Shelburne introduced the English Language Advisory Committee panel of parents. J. Barrera and G. Conrique shared perspectives on the work of the committee, reclassification and parent education about it. Board and parents engaged in Q & A.

#### **B. Q&A on Division Director Reports**

E. Ward-Jackson and K. Carr and various members of their teams answered questions related to their written reports. Several questions related to subgroup performance. US Report, SPED Section: A. Klein noted the dip in GPA for SPED students and asked if we are getting adequate support from WCCUSD. K. Carr explained the US team response to the data.

MS Report, ANet Data Section: E. Hugo acknowledged the notable growth for Black/ African American students in their ANet scores in comparison from last year.

#### **C. Q&A on CEO Report**

A. Nelson answered questions related to the written CEO report.

#### **D. Q&A on Finance Report**

A. Klein acknowledged overview and key takeaways section as a highlight.

### **IV. Non-Action Items**

#### **A. Curriculum Committee Update**

E. Hugo provided a recapitulation of the fall Curriculum Review Committee meeting, highlighting the importance of the relationship between curriculum and college acceptance.

#### **B. Deep Dive: Upper School Online Learning Experience**

J. Siapno, T. Mansfield, and P. Mendez presented analysis of various platforms the US used when a suitable instructor cannot be found and spoke to the student learning experience with APEX and Laurel Springs.

Board and staff engaged in Q&A.

#### **C. Committee Updates**

J. Wind provided an update on the kick-off meeting for the Diversity and Inclusion Committee. The committee is going to meet at least once in between each board meeting. Next step is to put together draft goals for feedback.

#### **D. Lottery Update**

L. Sales, MWA student recruiter, provided updates on the open application process. Board engaged with questions about target areas for recruitment. A. Klein noted that the applicant pool is much more diverse than in years past.

**E. Disenrollment Reporting Procedures Update**

V. Caigoy, director of compliance, made statement regarding Disenrollment Reporting Procedure.

**F. MWF Donation of Financial Planning Tool**

Board acknowledged the 3-year donation.

**G. New Building Art Installations**

A. Klein presented on the art installations that will be placed on the new Middle School campus. The pieces were created in a collaborative process between artists and MWA students. Next phase will take place with Upper School students.

**V. Action Items**

**A. Approve Minutes: October 25, 2018**

Burak Gursel made a motion to approve minutes from the October MWA Board Meeting on 10-25-18 October MWA Board Meeting on 10-25-18.

Daryle Morgan seconded the motion.

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

**B. Sufficiency of Textbooks & Instructional Materials Resolution**

E. Martinez provided a summary of discussion that took place at the November School Site Council meeting.

Esther Hugo made a motion to approve.

Burak Gursel seconded the motion.

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

**C. Audit Report (2017-2018)**

C. Eatinger provided an update about the audit process; there were no negative findings. MWA is now entering the RFP process for a new audit contract.

Chad Eatinger made a motion to approve.

Jessica Laughlin seconded the motion.

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

**D. First Interim Budget (2018-2019)**

H. Mai reviewed the annual cycle, significant changes in revenue and expenses on the first interim and what comes next.

Daryle Morgan made a motion to approve.

Esther Hugo seconded the motion.

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

**E. 990 Federal Tax Return & 199 California Tax Return (2017-2018)**

Burak Gursel made a motion to approve.

Jessica Laughlin seconded the motion.

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

**F. Intacct Accounting Platform**

Chad Eatinger made a motion to approve.

Esther Hugo seconded the motion.

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

**G. School Closure Waiver**

Esther Hugo made a motion to approve.

Jessica Laughlin seconded the motion.

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

**H. Laurel Springs Contract: Algebra 1, Semester 2**

Daryle Morgan made a motion to approve.

Esther Hugo seconded the motion.

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

**I. Laptop Purchase**

Esther Hugo made a motion to approve.

Daryle Morgan seconded the motion.

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

**J. E3 Contract**

Board asked questions about intersections between Diversity and Inclusion Committee and E3 contract.

Chad Eatinger made a motion to approve.

Burak Gursel seconded the motion.

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

**VI. Consent Action Items**

**A. Vendor Invoices (August - October 2018)**

Daryle Morgan made a motion to approve.

Esther Hugo seconded the motion.

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

**B.**

### **Finalsite Contract**

Daryle Morgan made a motion to approve.

Esther Hugo seconded the motion.

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

## **VII. Closing Items**

### **A. Schedule of Board of Directors Meetings 2018-2019**

- January 31, 2019 11:00 a.m. - 2:00 p.m.
- March 14, 2019 11:00 a.m. - 2:00 p.m.
- May 2, 2019 11:00 a.m. - 2:00 p.m.
- June 13, 2019 11:00 a.m. - 2:00 p.m.

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:11 PM.

Respectfully Submitted,  
Elizabeth Martinez