

APPROVED



# Making Waves Academy

## Minutes

### Board Meeting

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#### **Date and Time**

Thursday June 13, 2019 at 10:30 AM

#### **Location**

3045 Research Drive Richmond, CA.

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Meeting space is located across the street from the Academy, next to the CAP offices. Spanish translation will be provided. If you are in need of disability-related accommodations, please contact Elizabeth Martinez at [emartinez@mwacademy.org](mailto:emartinez@mwacademy.org) or 510-275-7331.

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#### **Directors Present**

Alicia Malet Klein, Burak Gursel, Daryle Morgan, Esther Hugo, Jessica Laughlin, Margaret Watson, Maricela Navarro

#### **Directors Absent**

Chad Eatinger

#### **Directors who arrived after the meeting opened**

Burak Gursel, Daryle Morgan

#### **Guests Present**

Alton B. Nelson Jr., Elizabeth Martinez, Evangelia Ward-Jackson, Kimberley Carr, Libby Cole

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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 Jun 13, 2019 at 10:40 AM.

**B. Record Attendance and Guests**

**C. Closed Session**

Board adjourned to closed session, no action was taken.

**D. Public Comments**

**Speaker 1:** Speaking on behalf of waves 12-23, parents volunteers, members of ELAC, SSC. Speaker shared critical feedback regarding lack of information and transparency. They are here to ask the board to take action.

**Speaker 2:** Expressed concern regarding teacher retention in the Upper School. The parents requested to learn more about new teachers and their credentialing status.

**Speaker 3:** SSC member shared that she needs more information to be effective in her role with SSC. She would like to be able to answer questions and be an advocate when issues arise from the parents.

**Speaker 4:** Shared that there is a difference in culture of Middle School and Upper School. Commented on the time board meetings are held, asked for board to reconsider hosting board meetings in the evenings.

**Speaker 5:** Shared comments about teacher vacancies and expressed their desire for all classes to have live instruction.

**Speaker 6:** Student speaker shared her thoughts on teacher retention, she shared that is has been a challenge for her in the Upper School. She asked the board to learn more about the teacher turnover.

**Speaker 7:** Parent of SPED student in 6th grade, shared her experience with the enrollment process and IEP meetings.

**Speaker 8:** Member of the public. Shared that many people think charter school are private even though they are public schools. Suggested that board meetings are moved to the evenings and that they be recorded.

Daryle Morgan arrived.

**II. Standing Reports**

**A.**

## **Adjusting for Successful Growth**

Item was moved on the agenda to allow for student presenters to speak first and return to class.

- MWA Pittsburg: Due to political landscape for charter schools and rapidly increasing construction costs MWA Pittsburg is paused.
- Nomination of candidate Layla Naranjo, voting on appointment will occur at the September board meeting.
- Committees & Advisory Committees for 2019-20
  - Committees
    - WASC Review
    - Curriculum Review
    - Discipline
  - Advisory Committee
    - Finance
    - Diversity and Inclusion
    - Audit
    - Climate & Culture
- Parent Concerns: Board president met with parents and heard the concerns shared during public comment.

## **B. Mission Connection/Deep Dive: Student Panel on College Experience & MWA CAP Highlights**

Board Members asked questions to learn about the Academy's preparation of students who are now enrolled in college.

Students shared that they were prepared to manage the workload, pass college-level courses, and they feel very supported by CAP currently.

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

### **Middle School**

- Board engaged the MS Division Director with questions.
- Board asked for a follow up on outcomes of state testing.
- Board acknowledged the cohesive approach to culture, data, and socio-emotional approach.

### **Upper School**

- Board engaged the US Division Director with questions.
- Board requested that the school keeps distinguishing between college ready and college competitive.

- Board acknowledged the graduation rate of 98.7% with one student finishing over the summer.
- CEO asks that the school continues to highlight career readiness and not just 4 year college pathway

#### **D. CEO Presentation and Q & A Written Report**

- CEO shared key milestones, successes, challenges, takeaways, and forecasts met in 2018-19.
- CEO shared the headlines for the year; first college graduates from MWA are graduating this spring and MWA Pittsburg is on pause.
- CEO shared results from the CA Dashboard related to student achievement that demonstrated the positive impact MWA is having on our students.
- CEO shared parent concerns and MWA responses to those concerns.
  - Online learning; it is offered during emergency situations when fully credentialed teachers are not available. Additionally, they are offered as well for acceleration and differentiation.
  - Growth; the aim is to meet the demand for opportunities for students to attend MWA.
  - Teacher retention; when and how we inform students and community has to be intentional to avoid negatively impacting students. Due to HR and privacy laws we cannot disclose teacher departures and exit interview information to ensure equity.
- Board asked for a follow up on the success of the 1:1 Chromebook roll-out.
- Board shared appreciations for the staff and faculty at MWA.
- Board President asked for other board members to attend SSC meetings throughout the year.

#### **E. Q&A on Written Finance Report**

Board acknowledged the format of the finance report.

#### **F. School Site Council Report**

Board Secretary and Parent Representative shared highlights from last SSC meeting.

- CA Dashboard data was shared and discussed
- The LCAP Annual Update was reviewed

M. Navarro shared highlights from last SSC meeting.

- CA Dashboard data was shared and discussed
- Reviewed the LCAP Annual Update

Burak Gursel arrived.

#### **G.**

### **Committee & Advisory Committee Reports**

The Diversity and Inclusion Committee are looking at proposals for a service provider and will come back in the fall with recommendations.

### **III. Non-Action Items**

#### **A. WASC Committee Presentation**

E. Hugo presented overview summary of the WASC Committee.

- WASC Accreditation Visit is happening in March 2020
- WASC is embedded in our daily work
- Shared successes and challenges of the three goals.

#### **B. Curriculum Review Committee Presentation**

E. Hugo presented overview summary of the Curriculum Review Committee. Key points included:

- Curriculum is the most important factor in college admission
- Upper School:
  - Has a focus on intervention in the 2019-20 school year
  - CTE Pathway completion occurred this year
  - Summits being offered in professional development in the upcoming year
- Middle School:
  - Addition of Latino Literature
  - Focus on project-based learning
  - 8th grade math is a challenge
- The goal of curriculum is to help student connect the dots

E. Hugo shared highlights from the College Success Institute hosted by CAP. Board acknowledged E. Hugo's summary of the committee meetings in a way that is effective and accurate.

#### **C. Recognition of Service**

Board formally recognized former staff member, E. Boli for her dedication and commitment.

### **IV. Action Items**

#### **A. Approve Minutes: May 2, 2019 Board Meeting**

Daryle Morgan made a motion to approve minutes from the Board Meeting on 05-02-19 Board Meeting on 05-02-19.

Maricela Navarro seconded the motion.

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

**B. Approve Minutes for Curriculum Review Committee**

Esther Hugo made a motion to approve minutes from the Curriculum Committee Meeting on 03-28-19 Curriculum Committee Meeting on 03-28-19.

Daryle Morgan seconded the motion.

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

**C. Approve Minutes: WASC Committee Meeting - May 22, 2018**

Burak Gursel made a motion to approve minutes from the WASC Executive Review Committee Annual Meeting on 05-07-19 WASC Executive Review Committee Annual Meeting on 05-07-19.

Esther Hugo seconded the motion.

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

**D. School Plan for Student Achievement (2018-19) Annual Evaluation**

A. Klein asked how are the challenges being addressed and how are they incorporating into planning for the upcoming year.

A. Klein asked for the document to be updated with whether the goal was met or not and the outcomes section has to be updated to reflect "desired outcomes".

Maricela Navarro made a motion to conditionally approve the SPSA with revisions reflected in the minutes.

Daryle Morgan seconded the motion.

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

**E. 2018-19 Local Control Accountability Plan (LCAP) Annual Update and 2019-20 LCAP**

Esther Hugo made a motion to conditionally approve the LCAP.

Burak Gursel seconded the motion.

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

**F. LCAP Federal Addendum**

Jessica Laughlin made a motion to approve.

Margaret Watson seconded the motion.

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

**G. Budget FY2019-2020 to FY2021-22**

Maricela Navarro made a motion to approve.

Burak Gursel seconded the motion.

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

**H. Form 990-T Exempt Organization Business Income Tax Return**

Esther Hugo made a motion to approve.  
Jessica Laughlin seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**I. Consolidated Application and Report System (CARS) for Funding**

Daryle Morgan made a motion to approve.  
Burak Gursel seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**J. Instructional Minutes (2019-2020)**

Margaret Watson made a motion to approve.  
Daryle Morgan seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**K. 2019-2020 Academic Calendar**

Esther Hugo made a motion to approve.  
Maricela Navarro seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**L. MWA Lease Amendment**

Amendment to the current lease to better reflect the changes in the bylaws and governing structure. It now includes provisions that delineate the difference between the Foundation and MWA.

Daryle Morgan made a motion to approve.  
Jessica Laughlin seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

Maricela Navarro Aye  
Alicia Malet Klein Abstain  
Jessica Laughlin Aye  
Burak Gursel Aye  
Esther Hugo Aye  
Daryle Morgan Aye  
Margaret Watson Aye  
Chad Eatinger Absent

**M. Revised MWA Bylaws**

This is to reflect the changes that are now effective based on the changes to the governing structure which is no longer a sole statutory membership.

Esther Hugo made a motion to approve.  
Daryle Morgan seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**N. CEO 2019-20 Contract**

Board conducted and reviewed a compensation study for the CEO contract. For FY 2019-20 the compensation of the CEO \$288,000, \$12,000 cost of living stipend, and benefits package.

Burak Gursel made a motion to approve.

Esther Hugo seconded the motion.

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

**O. MWA Pittsburg Memorandum of Understanding (MOU)**

Jessica Laughlin made a motion to approve.

Burak Gursel seconded the motion.

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

**P. DialLink Contract**

Esther Hugo made a motion to approve.

Maricela Navarro seconded the motion.

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

**Q. CDW Building 3 & 4 - Battery Back-Up Equipment**

Margaret Watson made a motion to approve.

Daryle Morgan seconded the motion.

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

**R. STS Document Cameras for Middle & Upper School Classrooms**

Esther Hugo made a motion to approve.

Jessica Laughlin seconded the motion.

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

**S. STS Chromebooks for Incoming 5th Graders**

Daryle Morgan made a motion to approve.

Jessica Laughlin seconded the motion.

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

**T. Joffe Emergency Services Contract**

Esther Hugo made a motion to approve.

Maricela Navarro seconded the motion.

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

**U. Special Education Program Improvement Plan - Indicator IV**

Daryle Morgan made a motion to approve.  
Jessica Laughlin seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**V. Master Contract 2019-20 for SPED Services**

Burak Gursel made a motion to approve.  
Daryle Morgan seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**W. SPED Memorandum of Understandings for Services**

Esther Hugo made a motion to approve.  
Jessica Laughlin seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
E. Hugo requested a mid-year report on work with new SELPA provider.

**X. SPED-Related Policies**

Maricela Navarro made a motion to approve.  
Daryle Morgan seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**V. Consent Action Items**

**A. Vote**

Maricela Navarro made a motion to approve.  
Burak Gursel seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**B. RT Fisher Renewal Agreement**

**C. 15Five Contract Renewal**

**D. Pacheco Janitorial Services Renewal**

**E. Lunchmaster Renewal**

Net Fiscal Impact post-reimbursement will be \$50,000-\$55,000. \$535,000 is the gross cost before reimbursement. We get about 90% reimbursement from the gross cost. Estimate reimbursement:  $\$535,000 \times 90\% = \$481,500$ .

**F. Michael's Transportation Renewal**

**G. Securely Renewal**

**H.**

## **PowerSchool Renewal**

- I. Ray Morgan Renewal**
- J. BoardOnTrack Renewal**
- K. CharterSafe Insurance Renewal**
- L. Insurance Renewal**
- M. Fruge Psychological Associates Renewal**
- N. LBMS (eRate) Renewal**
- O. Gaggle Contract Renewal**
- P. Altura Contract Renewal**
- Q. STMath Renewal**
- R. APEX Contract Renewal**
- S. Athletic Trainer Contract Renewal**

## **VI. Discussion Items**

### **A. Debrief: Middle School & Upper School Graduations**

Upper School:

- graduation was inspirational
- most board members were present at the graduation

Middle School:

- student speakers were great

### **B. Appreciations by the Board of Directors**

- Board President shared feedback received from Radio Free Richmond regarding accommodations for filming in the upcoming year.
- Board shared appreciation for the Upper School Director who will be departing in the upcoming year to relocate and support her growing family.
- CEO acknowledged Ms. Carr for her service and willingness to support us through the transition.

## **VII. Closing Items**

### **A. Schedule of Board of Directors Meetings 2019-2020**

Time: 10:30 am-2:00 pm

- September 5th, 2019
- October 17th, 2019
- December 12th, 2019
- February 6th, 2020
- March 19th, 2020
- May 7th, 2020
- June 18th, 2020

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:46 PM.

Respectfully Submitted,  
Elizabeth Martinez