

APPROVED



## Making Waves Academy

### Minutes

#### March MWA Board Meeting

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##### Date and Time

Thursday March 19, 2020 at 10:00 AM

##### Location

You can join the meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/MWABoard>

You can also dial in using your phone.

United States: +1 (224) 501-3412

Access Code: 967-255-093

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The school is closed through April 3rd out of an abundance of caution and in response to the Coronavirus pandemic.

To make sure that we do not miss important compliance deadlines we are planning to keep the March Board Meeting. **This meeting will be held virtually in lieu of in person**

**attendance.** Our board members will be participating via teleconference to minimize person-to-person contact.

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*La escuela está cerrada hasta el 3 de abril por una abundancia de precaución y en respuesta a la pandemia de Coronavirus.*

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*Para asegurarnos de que no perdamos los plazos de cumplimiento importantes, estamos planeando mantener la reunión de la Junta Directiva en marzo. **La junta se llevara acabo virtualmente en lugar de la asistencia en persona.** Los miembros de la junta participarán por teleconferencia para minimizar el contacto de persona a persona.*

- ***Puede unirse a la reunión desde su computadora, tableta o teléfono inteligente.***  
***<https://www.gotomeet.me/MWABoard>***  
***También puede marcar con su teléfono.***  
***Estados Unidos: +1 (224) 501-3412***  
***Código de acceso: 967-255-093***

To Access the Agenda in Spanish [CLICK HERE](#)

Para ver la agenda en Espanol oprima aqui

### 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.
- 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.

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:*

Elizabeth Martinez at [emartinez@mwacademy.org](mailto:emartinez@mwacademy.org) or 510.262.1511 ext. 1408

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### Directors Present

Alicia Malet Klein (remote), Burak Gursel (remote), Esther Hugo (remote), Jessica Laughlin (remote), Layla Naranjo (remote), Margaret Watson (remote), Maricela Navarro (remote)

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## Directors Absent

Daryle Morgan

## Guests Present

Alton B. Nelson Jr., Elizabeth Martinez

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## I. Opening Items

### A. Call the Meeting to Order

### B. Record Attendance and Guests

### C. Public Comment

No public comment.

## II. Standing Reports

### A. Compliance to Excellence: Remarks by Board President

Esther Hugo made a motion to amend the agenda to add an action item to extend the school closure.

Maricela Navarro seconded the motion.

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

#### Roll Call

Margaret Watson Aye

Alicia Malet Klein Aye

Esther Hugo Aye

Daryle Morgan Absent

Jessica Laughlin Absent

Layla Naranjo Aye

Maricela Navarro Aye

Burak Gursel Aye

#### School Closure

- The decision to close was approved in an emergency board meeting on Friday, March 13th
- Senior School Director shared that robust plans for continuity of learning and meal distribution is in place, the aim is to continue learning at the highest level for both middle and upper school students
- The school sees this as an opportunity to engage with 22nd Century Learning and is looking at ways to create a stable learning environment given the shifting legislative changes
- Board asked questions regarding:

- College admission requirements and how the school is preparing for this, the Director of College and Career Counseling stated that they are tracking new information closely to inform their plans
- Online engagement from students during this time
  - Data is currently being gathered regarding attendance/participation
  - Preliminary data is showing that students who typically struggle with in-person instruction are thriving
  - Board requested an update from the Senior School Director to share data points from online learning
  - Directors of Curriculum and Instruction share responsibility for the overall Continuity of Learning plan and schedule for all students
- The well-being of faculty and how key staff are being deployed (deans, social workers, etc)
- The meal distribution plan
  - Meals are being distributed on Mondays and Wednesdays, 11-1 through a "drive-through" process around the upper school loop
- Compliance items such as the LCAP
  - The school is waiting for guidance from the state and our authorizer
- The contingency plans for vacancies during the closure

#### **B. Q & A on Associated Student Body Report**

ASB President provided an update on key events that have taken place, their successes and challenges.

During the closure, ASB is trying to find ways to support messaging during the closure. Student Activities Coordinator is working with ASB to survey ways that they can continue to create community during this time.

Board asked questions regarding:

- Plans for fundraisers that are planned during this time
  - ASB President stated that all fundraisers scheduled for March are cancelled

#### **C. Deep Dive: Bellwether Engagement Discussion**

Chief Executive Officer, Alton B. Nelson Jr. provided an overview of the engagement with Bellwether Education Partners for the development of the strategic plan.

- Board asked questions regarding the process of arriving at the information that was shared
- Board acknowledged the work that has gone into this plan

#### **D. Q & A on Senior School Director Written Report**

Board asked questions regarding the school report. Senior School Director provided additional information.

- Senior School Director is working on aligning the culture and practices to ensure that there is one core, Wave-Maker identity for students, staff, faculty, and families
- Board President asked questions regarding the Teaching and Learning Cycle, Tier 3, Special Education, and English Learner Development reports

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

Board asked questions regarding the CEO's report and for an update on letters of intent and recruitment efforts.

- The school anticipates a return rate of 93% for the upcoming year for teachers and staff based on the letters of intent returned by employees. As of March 2020, we received notification from five teachers and one administrator stating that they will not be returning for the next academic year. The Talent Team has been made aware and they are targeting their recruitment efforts to these vacancies.

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

No questions were asked.

#### **G. Committee and Advisory Committee Updates**

No updates were shared.

#### **H. School Site Council Update**

SSC President provided a summary of the last SSC meeting and shared tentative plan for continuing scheduled SSC meetings through the closure.

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

#### **A. WASC Visit Debrief**

Chief of Staff provided materials that summarized the WASC accreditation visit and board members asked questions.

#### **B. Lottery Update**

Student Recruiter provided materials that summarized the lottery cycle and board members asked questions.

#### **C. Board Commitment Form & Form 700 for 2019**

Chief of Staff will send forms to board members to be returned by April 1st.

### **IV. Action Items**

#### **A. Extension of School Closure**

Burak Gursel made a motion to extend the school closure to April 13th.

Jessica Laughlin seconded the motion.

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

##### **Roll Call**

Daryle Morgan Absent

Jessica Laughlin Aye

Esther Hugo Aye

Burak Gursel Aye

Alicia Malet Klein Aye

Maricela Navarro Aye

Margaret Watson Aye

Layla Naranjo Aye

The school closure is a fluid situation that we will continue to re-assess.

#### **B. Board Minutes: February 6, 2020 Board Meeting**

Esther Hugo made a motion to approve the minutes with amendment of votes from February MWA Board Meeting on 02-06-20.

Margaret Watson seconded the motion.

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

##### **Roll Call**

Daryle Morgan Absent

Alicia Malet Klein Aye

Maricela Navarro Aye

Jessica Laughlin Aye

Margaret Watson Aye

Layla Naranjo Aye

Burak Gursel Aye

Esther Hugo Aye

#### **C. Accept Minutes for Committees and Advisory Committees**

Burak Gursel made a motion to approve.

Layla Naranjo seconded the motion.

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

##### **Roll Call**

Daryle Morgan Absent

Burak Gursel Aye

Margaret Watson Aye

Layla Naranjo Aye

Maricela Navarro Aye

Esther Hugo Aye

Jessica Laughlin Aye

**Roll Call**

Alicia Malet Klein Aye

**D. Second Interim Budget (2019-2020)**

Maricela Navarro made a motion to approve.

Layla Naranjo seconded the motion.

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

**Roll Call**

Daryle Morgan Absent

Jessica Laughlin Aye

Burak Gursel Aye

Layla Naranjo Aye

Alicia Malet Klein Aye

Margaret Watson Aye

Maricela Navarro Aye

Esther Hugo Aye

**E. Tax Returns**

Esther Hugo made a motion to approve.

Burak Gursel seconded the motion.

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

**Roll Call**

Esther Hugo Aye

Layla Naranjo Aye

Alicia Malet Klein Aye

Burak Gursel Aye

Daryle Morgan Absent

Maricela Navarro Aye

Jessica Laughlin Aye

Margaret Watson Aye

**F. MWA Lease Renewal for 2020-2021**

Jessica Laughlin made a motion to approve.

Maricela Navarro seconded the motion.

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

**Roll Call**

Jessica Laughlin Aye

Margaret Watson Aye

Esther Hugo Aye

Maricela Navarro Aye

Daryle Morgan Absent

Alicia Malet Klein Abstain

Burak Gursel Aye

**Roll Call**

Layla Naranjo     Aye

**G. e-Rate Contract**

Esther Hugo made a motion to approve.

Margaret Watson seconded the motion.

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

**Roll Call**

Maricela Navarro   Aye

Burak Gursel       Aye

Daryle Morgan     Absent

Margaret Watson   Aye

Jessica Laughlin   Aye

Esther Hugo       Aye

Layla Naranjo      Aye

Alicia Malet Klein   Aye

**H. 2019-20 Audit and Tax Engagement**

Burak Gursel made a motion to approve.

Maricela Navarro seconded the motion.

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

**Roll Call**

Margaret Watson   Aye

Alicia Malet Klein   Aye

Burak Gursel       Aye

Esther Hugo       Aye

Jessica Laughlin   Aye

Maricela Navarro   Aye

Daryle Morgan     Absent

Layla Naranjo      Aye

**I. Emergency Board Meeting Minutes**

Esther Hugo made a motion to approve the minutes from Emergency Board Meeting on 03-13-20.

Margaret Watson seconded the motion.

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

**Roll Call**

Daryle Morgan     Absent

Burak Gursel       Aye

Alicia Malet Klein   Aye

Jessica Laughlin   Aye

Layla Naranjo      Aye

Esther Hugo       Aye



**Roll Call**

Maricela Navarro Aye

Margaret Watson Aye

**V. Consent Action Items**

**A. Intacct Contract Renewal**

Jessica Laughlin made a motion to approve.

Layla Naranjo seconded the motion.

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

**Roll Call**

Jessica Laughlin Aye

Burak Gursel Aye

Maricela Navarro Aye

Daryle Morgan Absent

Layla Naranjo Aye

Alicia Malet Klein Aye

Esther Hugo Aye

Margaret Watson Aye

**VI. Discussion Items**

**A. Appreciations by the Board of Directors**

Board President thanked everyone for their participation in the virtual meeting given the circumstances.

Board acknowledged the efforts of the faculty and staff through the closure.

**VII. Closing Items**

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

- May 21st, 4:00-8:00 pm [Board Discussion]
  - The time is subject to change depending on the circumstances surrounding the COVID-19 pandemic.

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:53 PM.

Respectfully Submitted,  
Elizabeth Martinez