

APPROVED



# Making Waves Academy

## Minutes

### May Board Meeting

---

#### Date and Time

Thursday May 6, 2021 at 4:00 PM

#### Location

<https://mwacademy.zoom.us/j/82073001978?pwd=Nk1kUDFPM1ZqRklqdlpqMFFQWEFIUT09>

Passcode: 512190

Or One tap mobile :

US: +16699006833,,82073001978#,,,\*512190# or +12532158782,,82073001978#,,,\*512190#

Or Telephone:

Dial: 1 669 900 6833

Webinar ID: 820 7300 1978

Passcode: 512190

---

[\*\*CLICK HERE to access agenda in Spanish\*\*](#)

[\*\*HAGA CLIC AQUÍ para acceder a la agenda en español\*\*](#)

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 510-227-9856.**

In accordance with Executive Order N-25-20 in the State of California, we will be hosting this board meeting via teleconference.

---

#### 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.
- ***While meetings are held virtually, speakers must submit a request to speak before 9:00 AM on the day of the board meeting.***
  - ***Send your request to speak by email to [emartinez@mwacademy.org](mailto:emartinez@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.

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 510-227-9856.

**Please note that all agenda times are estimates.**

---

#### **Directors Present**

Alicia Malet Klein (remote), Burak Gursel (remote), Carlos-Manuel Chavarria, Esther Hugo (remote), Janis Glover (remote), Jessica Laughlin (remote), Layla Naranjo (remote), Margaret Watson (remote)

---

**Directors Absent**

Maricela Navarro

**Directors who arrived after the meeting opened**

Carlos-Manuel Chavarria

**Guests Present**

Alton B. Nelson Jr. (remote), Ashley Yarbrough (remote), Evangelia Ward-Jackson (remote), Gabe Manion (remote), Mathilde de la Calle (remote)

---

**I. Opening Items**

**A. Call the Meeting to Order**

**B. Record Attendance**

**C. Closed Session**

Closed session adjourned and no action was taken.

Carlos-Manuel Chavarria arrived at 4:20 PM.

**D. Public Comment**

General public comments were made along with comments on the following items:

- Senior School Director Board Report
- Committee Updates
- LCAP Public Hearing
- SPSA
- ELO Grant

**II. Standing Reports**

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

Board President discussed innovation at MWA and introduced the Board Self-Assessment.

**B. Mission Connection: Reflections from the 18th Wave (Seniors)**

Board viewed videos from seniors and engaged in discussion with students on their post-MWA plans.

**C. Deep Dive: Student Progress During Distance Learning**

Board engaged in discussion with Senior Director of Academic Instruction, Caitlin Shelburne, and the Director of Academic Support Services, Micah Stilwell on the data and summary of MWA's approach to assessing student learning during remote instruction, including identifying bright spots and addressing loss/unfinished learning.

**D. ASB Update**

ASB leaders engaged in a discussion with the board on successes, challenges, and priorities as well as end-of-year planning.

**E. Senior School Director Written Report**

Board asked questions regarding the Senior School Director report which highlighted Summer School, State Testing, and Stakeholder Engagement.

**F. CEO Report**

Board asked questions regarding the CEO report which highlighted key initiatives to end the current year and planning for the next year.

**G. Q&A on Written Chief of Staff Report (COS)**

Chief of Staff, Elizabeth Martinez, was not present, board members are to send their questions on the report directly to the Chief of Staff.

**H. Q&A on Written Finance Report (CFO)**

Board members engaged in questions about the CFO report. Specifically, a suggestion was made to explore ways to increase participation in MWA's 403B savings program.

**I. School Site Council (SSC) Update**

SSC President, Latiphony Wells, provided an update on the latest SSC Meeting including stakeholder engagement with the LCAP.

**III. Non-Action Items**

**A. Board Fellows Update, Final Project Presentation**

Berkeley Board Fellows presented their final report on increasing innovation at MWA. Board and staff shared appreciations for the Berkeley Board Fellows and their work with MWA.

**B. Committee and Advisory Committee Updates**

- Curriculum Advisory Committee Meeting update will be provided during the June Board Meeting

- Diversity, Equity and Inclusion: the committee has shifted to model after the Curriculum Advisory Committee. The committee was able to meet and get an update on the work that has taken place this academic year.

#### **C. Standing School Reopening Update**

- Agenda item to be updated to "Return to On-Site Learning"
- Sports activity continues to increase on campus
- Small groups of employees are working from campus during this stage

#### **D. Graduation Planning Update**

Senior School Director provided an update on the drive-through graduation. The plan was formulated with input from the Associated Student Body leaders and the Student Activities Coordinator.

#### **E. LCAP Public Hearing Announcement**

Public notice of a public hearing for MWA's LCAP set to happen on May 13, 2021 at 6:30 PM during a School Site Council meeting.

### **IV. Action Items**

#### **A. Board Minutes: March 11, 2021 Board Meeting**

Burak Gursel made a motion to approve the minutes from March Board Meeting on 03-11-21.

Esther Hugo seconded the motion.

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

##### **Roll Call**

Carlos-Manuel Chavarria	Aye
Layla Naranjo	Aye
Alicia Malet Klein	Aye
Burak Gursel	Aye
Maricela Navarro	Absent
Esther Hugo	Aye
Margaret Watson	Aye
Janis Glover	Aye
Jessica Laughlin	Aye

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

#### **C. Curriculum Review Advisory Committee Minutes**

Alicia Malet Klein made a motion to approve the minutes from Curriculum Review Advisory Committee on 04-29-21.

Esther Hugo seconded the motion.

Corrections:

- item 2B
- item 2D

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

**Roll Call**

Layla Naranjo	Aye
Esther Hugo	Aye
Maricela Navarro	Absent
Janis Glover	Aye
Alicia Malet Klein	Aye
Margaret Watson	Aye
Jessica Laughlin	Aye
Carlos-Manuel Chavarria	Aye
Burak Gursel	Aye

**D. Diversity, Equity and Inclusion Advisory Committee Minutes**

Jessica Laughlin made a motion to approve the minutes from Diversity, Equity and Inclusion Advisory Committee on 03-31-21.

Burak Gursel seconded the motion.

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

**Roll Call**

Margaret Watson	Aye
Jessica Laughlin	Aye
Esther Hugo	Aye
Alicia Malet Klein	Aye
Carlos-Manuel Chavarria	Aye
Maricela Navarro	Absent
Layla Naranjo	Aye
Janis Glover	Aye
Burak Gursel	Aye

**E. Single Plan for Student Achievement Adoption (SPSA)**

Due to the number of corrections that need to be made, this item is not ready for it to be voted on; it will be brought back to the board during the June Board Meeting.

**F. Employee Handbook (2021-2022)**

Burak Gursel made a motion to approve the Employee Handbook.

Layla Naranjo seconded the motion.

Correction:

- update table of contents

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

**Roll Call**

Esther Hugo	Aye
Margaret Watson	Aye
Layla Naranjo	Aye
Carlos-Manuel Chavarria	Aye
Burak Gursel	Aye
Janis Glover	Aye
Maricela Navarro	Absent
Alicia Malet Klein	Aye
Jessica Laughlin	Aye

**G. Making Waves Foundation School Rental Agreement 2021-22**

Esther Hugo made a motion to approve Making Waves Foundation School Rental Agreement 2021-22.

Carlos-Manuel Chavarria seconded the motion.

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

**Roll Call**

Alicia Malet Klein	Abstain
Esther Hugo	Aye
Maricela Navarro	Absent
Janis Glover	Aye
Carlos-Manuel Chavarria	Aye
Jessica Laughlin	Aye
Margaret Watson	Aye
Layla Naranjo	Aye
Burak Gursel	Aye

**H. Bank Signer Resolution for Wallace Wei**

Jessica Laughlin made a motion to authorize Wallace Wei as a Bank Signer for MWA. Margaret Watson seconded the motion.

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

**Roll Call**

Alicia Malet Klein	Aye
Burak Gursel	Aye
Margaret Watson	Aye
Esther Hugo	Aye
Layla Naranjo	Aye
Carlos-Manuel Chavarria	Aye
Maricela Navarro	Absent
Jessica Laughlin	Aye
Janis Glover	Aye

**I.**

### **Vendor invoices (January 2021 to March 2021)**

Burak Gursel made a motion to approve Vendor invoices (January 2021 to March 2021). Margaret Watson seconded the motion. The board **VOTED** to approve the motion.

#### **Roll Call**

Esther Hugo	Aye
Janis Glover	Aye
Jessica Laughlin	Aye
Maricela Navarro	Absent
Carlos-Manuel Chavarria	Aye
Burak Gursel	Aye
Margaret Watson	Aye
Layla Naranjo	Aye
Alicia Malet Klein	Aye

### **J. Extended Learning Opportunity Grant**

Esther Hugo made a motion to approve the plan for the Extended Learning Opportunity Grant. Carlos-Manuel Chavarria seconded the motion. The board **VOTED** to approve the motion.

#### **Roll Call**

Esther Hugo	Aye
Burak Gursel	Aye
Carlos-Manuel Chavarria	Aye
Layla Naranjo	Aye
Alicia Malet Klein	Aye
Janis Glover	Aye
Maricela Navarro	Absent
Jessica Laughlin	Aye
Margaret Watson	Aye

## **V. Consent Action Items**

### **A. Vote on Consent Items**

Janis Glover made a motion to approve the consent items. Carlos-Manuel Chavarria seconded the motion. The board **VOTED** to approve the motion.

#### **Roll Call**

Esther Hugo	Aye
Burak Gursel	Aye
Alicia Malet Klein	Aye
Jessica Laughlin	Aye
Carlos-Manuel Chavarria	Aye

**Roll Call**

Layla Naranjo	Aye
Janis Glover	Aye
Maricela Navarro	Absent
Margaret Watson	Aye

**B. BoardOnTrack Renewal**

**C. 2021-22 Catastrophic Student Accident Insurance - Gallagher**

**D. SchoolMint Renewal**

**E. OKTA Renewal**

**F. Altura Renewal**

**G. Kronos Renewal**

**H. SolarWinds Renewal**

**I. Revised Student Acceptable Use Policy**

**VI. Discussion Items**

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

Board shared appreciations for MWA teachers and staff for their efforts to have continuity of learning. Board also shared appreciations for MWA students and their perseverance during a challenging year.

**VII. Closing Items**

**A. Schedule of Board of Directors Meetings 2020-2021**

Upcoming School Events

- Middle School Promotion, Thursday, June 10th, 5:00-7:30 PM
- Upper School Graduation, Friday, June 11th, 6:00-7:30 PM

Remaining Regular Board Meeting Schedule for 2020-2021

- June 17, 2021, 10:30 AM-2:30 PM

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:37 PM.

Respectfully Submitted,  
Ashley Yarbrough