

**MINUTES**

**REGULAR MEETING**

**BOARD OF DIRECTORS**

**TOMORROW'S LEADERSHIP COLLABORATIVE CHARTER SCHOOL**

**First Christian Church of Orange, 1130 E. Walnut Ave., Orange, CA 92867 (PLC Room)  
February 19, 2019  
6-8PM**

**INSTRUCTIONS FOR PRESENTATIONS TO  
THE BOARD BY PARENTS AND CITIZENS**

Tomorrow's Leadership Collaborative Charter School ("School") welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Trustees ("Board") is to conduct the affairs of the School in public. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communications." "Oral Communications" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda item on your "Request to Speak" form and you will be given an opportunity to speak for up to five (5) minutes when the Board discusses that item.
4. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
5. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 1130 E. Walnut Avenue, Orange, CA 92867.
6. Board documents are available upon request and are located at 1130 E. Walnut Avenue, Orange, CA 92867.

*In compliance with the Americans with Disabilities Act (ADA) and upon request, Tomorrow's Leadership Collaborative Charter School may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order participate in Board meetings are invited to contact the Executive Director's office.*

**I. PRELIMINARY**

**A. CALL TO ORDER**

Meeting was called to order by the Board Chair at \_\_\_\_\_ 6:07 pm

**B. ROLL CALL**

<u>Board Member</u>	<u>Present</u>	<u>Absent</u>	<u>Present via Conference Call</u>
Meghan Cosier	x		
Amy Hanreddy			x
Susan Toma-Berge	x		
Allison Magill	x		
Don Thompson	x		

Dr. Amy Hanreddy attending via conference call:

19444 Lanark St., Reseda, CA 91335

**C. CONSENT AGENDA & APPROVAL OF MINUTES OF BOARD MEETING for January 29, 2018**

**Motion by Magill to approve the minutes. Seconded by Thompson. Motion passes with a vote of 5-0.**

<u>Board Member</u>		
Meghan Cosier	<b>Yes</b>	
Amy Hanreddy	<b>Yes</b>	
Susan Toma- Berge	<b>Yes</b>	
Allison Magill	<b>Yes</b>	
Don Thompson	<b>Yes</b>	

**II. COMMUNICATIONS**

A. ORAL COMMUNICATIONS: Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

B. For Information: Executive Director's Report  
This is a presentation of information which has occurred since the previous Board meeting.

Report by Tunney. Tunney shared the video created by El Dorado SELPA. The video will be shared at the SELPA Symposium, statewide charter school leaders. Tunney has requested the

raw footage. Cosier asked about closed captioning. Thompson asked if there was footage of the materials purchased. Oversight visit with the authorizer on February 8<sup>th</sup>, 2019. Tunney and Magill were interviewed. EL and SPED coordinator were interviewed. Suggested to keep IEP files in order. Chapman student is going through the IRB process. Doctoral student from UCI, may do a digital storytelling study next year. Gardening program has begun with a master gardener. Mid-year assessments. First TLC Community Association to be held in Spanish. Working with Principal’s Panel to review a safety plan.

**III. ITEMS SCHEDULED FOR CONSIDERATION REFERENCE**

**A. GOVERNANCE**

- a. Parent board member recommendation by the committee III A.1.
- b. Community member board recruitment update III A.2.
- c. Board member term clarity: Discuss current terms of board members. III A.3.
- d. Nomination and election of Vice Chair III A.4.
- e. Board retreat update and discussion: Finding a common time. III A.5.

A.a. The committee of Amy, Don, Meghan and Jessica, recommend a parent board member. Cosier recommends Dixon based on her social media expertise. Tunney found both parents to be highly qualified, but declines to make a recommendation. Thompson recommends Dixon because of her tech skills and her support of the model. Hanreddy shares the needs of the schools and the budget report, so marketing is a skill. Dixon has shows strength in this area and recommends her. Magill thanks the committee for their recommendations. In our next meeting, move to elect this person.

A.b. The board now needs to consider the community board member recruitment. Should we post on Idealist, as recommended by Charter Board Partners. Thompson suggests we tap into our network. Hanreddy suggests we do not put a link to the application, but instead, a contact person.

A.c. Cosier would like the board member terms to be updated. Terms are on the 1023 form. Some board members have terms ending 2018 and others have terms ending in 2019. We were officially authorized on March 14, 2018 as a charter school. October 24, 2017 is when the board was formed. Hanreddy has renewed for a 2 year term until 2020. Magill started in 2018, so her term would end in 2020.

A.d. Cosier nominates Allison Magill as the Vice Chair. Seconded by Toma-Berge. Vote passes with a vote of 4-0 with 1 abstention.

<u>Board Member</u>		
Meghan Cosier	<b>yes</b>	
Amy Hanreddy	<b>yes</b>	
Susan Toma- Berge	<b>yes</b>	
Allison Magill	<b>abstain</b>	
Don Thompson	<b>yes</b>	

A.e. Board retreat – the board was not able to find a Saturday for the retreat. Thomson suggests an evening meeting on a weekday. Cosier is proposing a retreat to focus on the budget. Magill suggests adding 30 minutes to each board meeting to tackle one agenda item.

**B. FISCAL**

- a. Budget Report III B.1.
- b. Resolutions to join School Employees Fund for state unemployment insurance: Review and consider for approval III B.2.
- c. Friends of TLC update III B.3.
- d. Auditor Selection: Consider auditor recommendation for approval III B.4.

B.a. Tamayo presents the budget report. TK students who turned 5 have increased our ADA. Cosier asked about money to pay for board training with Charter Board Partners. Tamayo said we can set some money aside from one of the grant funding sources. It was written into the grant. School is still in debt and relies on CDE loans and other loans. Magill asked about Form 990 and Tamayo said you will select your auditor (April 1<sup>st</sup>). Mas asked about putting together legislation with CCSA. For students with moderate-severe needs, currently, districts are able to find money for their support, but not individual charter schools.

B.b. Tamayo explains the School Employees Fund. Currently we are contributing through a non-profit. The SEF is a specific fund in CA where unemployment insurance is 0.5% of the payroll. Tamayo thinks this would be less costly. We were not able to participate fully at the beginning, but we can now and it will help the budget next year. Goal to have this in place by July 1<sup>st</sup>. Toma-Berge to organize the resolution numbers.

Magill moves to approve this resolution. Seconded by Thompson. Vote passes with 5-0.

<u>Board Member</u>		
Meghan Cosier	<b>yes</b>	
Amy Hanreddy	<b>yes</b>	
Susan Toma- Berge	<b>yes</b>	
Allison Magill	<b>yes</b>	
Don Thompson	<b>yes</b>	

B.c. Some sponsors have joined. A sponsorship form with 4 levels. The board will donate a basket for the silent auction.

B.d. Tamayo explains the auditor selection. Different proposals will vary in price. Magill asked about the need for a proposal by the next board meeting, and approve the letter of engagement. Tamayo suggests that one board member review the proposal prior to the meeting. Thompson volunteers to review the proposals before the meeting. ExEd will recommend some auditors.

**C. RECRUITING AND ENROLLMENT**

- a. 2019-2020 enrollment plans and status III C.1.

C.a. Tunney updates the board on enrollment. Staff has shared the Spring Jam flyers with the community. Leslie Lopez has been leading this effort. 60 enrollment applications on the website. Enrollment window closes April 1<sup>st</sup>. Thompson asked about reenrollment numbers. All but 2 TKs intend to return, and most of the other grades.

**D. PERSONNEL, OPERATIONS, & FACILITIES**

- a. Extended School Year: Update on extended school year plans III D.1.
- b. PCSGP oversight visit: Update on PCSGP oversight III D.2.
- c. WASC visit: Update on progress and visit logistics III D.3.
- d. Walton Family Foundation oversight visit: Information on visit III D.4.
- e. Executive Director Review: Executive Director’s Proposed Goals for evaluation: Board review and consider for approval III D.5.

D.a. Tunney will prepare a presentation on her research on an extended school year (ESY) program. Some ADA funding but not the full amount. Will place more on the budget. An option is to pay the district to provide this service. May need 1 class or 2.

D.b. Selected for federal oversight for the PCSGP grant. Federal money, awarded by the state to our school. Looking to see how TLC uses the money and how the state monitors. Cosier will attend this visit as the board rep.

D.c. WASC visit is scheduled for May16. Initial report will be submitted by March.

D.d. Walton Family Foundation, Melissa Reynolds, visit on 2/20/19. They will be able to see the early out collaboration. They also want to make a video.

D.e. Tunney describes the Executive Director Review document. Hanreddy explains that the objectives are very specific and to have a discussion about each item. Cosier asked about how this document will be executed and the timeline. Hanreddy said the timeline is part of the 1<sup>st</sup> draft, which is the end of the school year. Work on documenting accomplishments as they happen. Cosier asked for a report at the June or July meeting. Magill suggested a report in May for a final vote in June.

Motion by Magill to approve the Executive Director Review bullet points and the process. Seconded by Toma-Berge. Motion passes with a vote of 5-0.

<u>Board Member</u>		
Meghan Cosier	<b>yes</b>	
Amy Hanreddy	<b>Yes</b>	
Susan Toma- Berge	<b>Yes</b>	
Allison Magill	<b>Yes</b>	
Don Thompson	<b>yes</b>	

**E. FACILITIES**

- a. Facilities expansion update: Update on proposed expansion, renovations, and lease

III E.5.

Thompson gives an updated on the proposed expansion into the church facilities. Take occupancy July 1<sup>st</sup>. Rent is an additional \$400 a month. Improvements on April 1<sup>st</sup>-15<sup>th</sup>. Asbestos in the flooring, which must be removed. Thompson Family Foundation will pay for the construction and asked the church to abate the rent for the asbestos removal of over \$8,000. They are resisting. Thompson to work with Tamayo and a John (from his office) to change the CUP. (estimated \$30,000-\$50,000 to get the CUP changed). Cosier asked about district space. Magill explains Prop 39. Start the Intent to Enroll process now (for facilities planning). Need 80 in district.

#### **F. CLOSED SESSION**

- a. Executive Director Review

III. F.1.

#### **IV. ADJOURNMENT**

The meeting was adjourned at 8:47 pm.