

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)
January 29, 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 6:10 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 December 11, 2018

Motion by Magill, seconded by Thompson. Motion passes with a vote of 4-0, with 1 abstention.

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

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.

Tunny shares photos and details of the winter performance. The winter performance allowed all students to perform for their families. Thompson shares his thoughts of the event and his experience

speaking to a parent. Has been working on language to describe why these enrichment activities are so beneficial for this school. Spring Jam will include dance, with PT in mind. NWEA benchmark assessments, fall data. Tunney meets with each co-teaching team to discuss data. PBIS: TLC Cares, paraprofessionals give out tokens, on Fridays Tunney pulls out 2 tokens, calls up child and everyone claps. Every child receives a certificate. Let's Share will donate ukuleles and glockenspiels. Oversight visit coming up. Interviews of staff, look through files and review program. WASC initial visit in May and report due in mid March. Walton team is coming February as part of our grant to see how we are using the funds in innovative ways. They are considering creating a video of TLC as a model of an innovative school. They invited TLC to apply again. Possibly 3 videos will be made this year. El Dorado SELPA will feature TLC's inclusive practices. [Hanreddy suggests keeping the raw footage to be used for other purposes.] Tunney will send home video release forms for each video. Thompson Family Foundation has offered to create a film about TLC.

III. ITEMS SCHEDULED FOR CONSIDERATION

REFERENCE

A. FISCAL

- | | |
|--|----------|
| a. Budget Report | III A.1. |
| b. Friends of TLC update | III A.2. |
| c. Auditor Selection: Update on auditor selection
with action to be taken at March board meeting | III A.3. |

A.1. Tamayo gives budget report. Tamayo explains that TK students may not be counted for enrollment. About 7.9 students have not been counted because they have not yet turned 5. If students were in another district before October 3 we do not receive any LCAP unduplicated pupil funding. With the new governor's budget, it is time to start working on next years budget to make sure we have adequate reserves. Tunney suggests a Board retreat topic on the Board's acknowledgement that some services required for this population of students may exceed what we receive from the state. Tamayo reported that SPED funding is based on ADA, and that is not enough to cover expenses. Magill asked about IDEA funds – we are not receiving them this year. Tunney asked about a budget committee. Magill said we can put it on the agenda for next month.

A.2. Friends of TLC report by Susan Mas. The fundraising body is organizing the Spring Jam. Grant from Let's Share for art materials and instruments. Food bank, silent auction, need sponsors at \$2000 each. Art and music teachers are excited about this event. Suggested donation of \$3. Anticipating 200 people attending. 11:00-3:00. Part of enrollment and outreach efforts. A learning showcase for families. Magill asked about an ad book and a lower entry point for sponsorship. Magill asked if help is needed with sponsorship letters. Hanreddy suggested stationary that already has the tax id number and a space for a personal note.

A.3. Tunney and Tamayo will select an external auditor. They will present some of their selections for board approval.

B. RECRUITING AND ENROLLMENT

- | | |
|---|----------|
| a. 2019-2020 enrollment plans and status | III B.1. |
|---|----------|

Tunney shares the enrollment plan. February and March are direct enrollment months. Mas said they are gearing up for the technical details. Mas shared a list of schools and businesses they are going to for recruitment. The numbers are up from last year. Anticipate a lottery and enrollment closes on April 1st and inform families by April 15th. Thompson asked about ideal enrolment numbers. Tunney is reaching for 120 but 110 is more reasonable. Intent to re-enroll forms were sent out last week.

C. PERSONNEL, OPERATIONS, & FACILITIES

- a.** Public record policy: Board to review and consider

- revised policy III C.1.
- b.** Records retention policy: Board to review and consider revised policy for approval III C.2.
- c.** Executive Director Review: Executive Director’s Proposed Goals for evaluation: Board review and consider for approval III C.3.
- d.** WASC Accreditation update III C.4.
- e.** Website update: Update on the newly developed website III C.5.
- f.** Facilities expansion for the upcoming year: Overview and discussion. III C.6.
- g.** Employee Contribution plan approval III. C.7

C.1. Magill reports on our need for a Public Record Policy. Magill suggests TLC modifies and uses the sample policy, which restates the law. Magill motions to adopt with modifications. Seconded by Thompson. Motion passes 5-0, no abstentions.

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

C.2. Magill reports on Records policy. Motion to adopt by Cosier, Seconded by Magil. Motion passes 5-0, no abstentions.

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

C.3. Tunney shares goals and dimensions for evaluation as the TLC director. The categories include enrollment, educational program, school operations and leadership & vision. Magill suggests we also look at renewal standards, when looking at student achievement. Hanreddy appreciates how the list was narrowed down. Hanreddy asks about oversight districts and the required documentation, and selecting those areas as a focus. Cosier believes some things can be narrowed down even further. Magill suggests meeting with the committee again in order to further narrow down the goals. Toma-Berge is fine with the list, but would like to see a commitment to the mission of TLC. Thompson suggests that TLC is a young organization, so the list reflects that.

C.4. Tunney will share at our next meeting the materials needed for WASC.

C.5. Tunney shares the new TLC website (<https://tlccharter.org/>) which has been redesigned. Magill suggests a Board roster and bios for the website. Thompson would like to see more photos. Toma-Berge would like to see the website to include more Spanish translation. Thompson suggests including awards that TLC has already received.

C.6. Thompson shares a plan for future expansion. TLC will rent one more classroom space and combine it with the music room for the 5th grade. Discussion about adding mobile classrooms on the parking lot or the green space. Currently, 2 year lease with an option to renew. Hanreddy recommends getting estimates for the ramp extensions, because they are very expensive.

C.7. Tunney shares the Employee Contribution Plan. Teachers participate in CalStrs. Classified employees (full time) are offered up to 3% matching contribution to the 457 plan. Motion by Cosier to accept this form. Seconded by Thompson. Motion passes with a vote of 5-0.

<u>Board Member</u>	

Meghan Cosier	yes
Amy Hanreddy	yes
Susan Toma- Berge	yes
Allison Magill	yes
Don Thompson	yes

D. GOVERNANCE

- a. Parent board member recruitment update: Update on the process and next steps III D.1.
- b. Community member board recruitment: Establish a committee and established proposed timeline III D.2.

D.1. Cosier updates the board on parent board member recruitment.
D.2. Cosier mentions that we may start thinking about a community board member. How to advertise, put someone before the board for the 30 day consideration. OCDE requires us to show that we are actively and intentionally recruiting for diversity. The committee is: Susan Toma-Berge, Meghan Cosier, Don Thompson, Jessica Tunney. Hanreddy is an alternate.

E. RESEARCH

- a. Research Proposal: Review of Research Proposal submission III E.1.

E.a. Research proposal presentation. Cosier will abstain from the conversation. Magill suggests we approve this research proposal given the minimal disruption. Seconded by Toma-Berge. Motion passes with a vote of 4-0 with 1 abstention.

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

F. CLOSED SESSION

- a. Executive Director Review III. F.1.

Magill said it is still in progress.

IV. ADJOURNMENT

The meeting was adjourned at 8:41 pm_____.