

AGENDA/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)

August 28, 2018

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.

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. APPROVAL OF MINUTES OF BOARD MEETING OF July 23, 2018 (Regular Meeting), July 23, 2018 (Special Meeting)

Cosier clarifies that there was no “special meeting” in July, only the regular meeting on July 23, 2018.

Motion by Hanreddy to approve the July 23, 2018 minutes with any needed amendments or deletions. Seconded by Thompson. Motion passes with a vote of 5-0.

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.

Cosier lets the audience know of the forms for oral communications.

Magill suggests adding “approving the order of the agenda” as an agenda item.

Audrey will talk to Item 3.a.

B. For Information: Executive Director’s Report

This is a presentation of information which has occurred since the previous Board meeting.

Tunney gives a report on school opening last Monday.

- 4 classrooms operating. Procedures have been established for school routines, use of equipment. From 10 districts and homeschooled.
- Educators are new to co-teaching. Children play together. Daily debrief in the afternoon “collab” where team comes together to discuss challenge, success and action item for tomorrow.
- Back to School Night – September 6th. LCAP requirements, parent opportunities, TLC Community Association.
- 25 students with IEPs and by law, obligated to have IEP meetings within 30 days. Develop an Interim Intake Form. Embedded supports, co-teaching, all classrooms are differentiated, UDL, opportunities for sensory support, speech/language support. Parents seemed pleased with the offerings. Many kids from different school settings so need paraprofessional support. Budgeted for 5 paraprofessionals but now have 6 full time and 10 part time. Intend to pull back on paraprofessional support in the coming months.
- Speech pathologist is here 4 days a week, but will not continue to be here 4 days/week. Helps with IEPs and classroom support.
- Physical therapist has observed students during PE and play. Will rewrite the IEP as needed.
- Staffing increases directly related to special education provision.
- Enrollment has fluctuated. Currently 58 students even though there was an enrollment lottery for over 100 students. Waiting list in 1st grade. Marketing efforts, shirts, looking for additional outreach workers, involvement with families. Facebook updating, website.
- Susan Mas reported on work toward an enrollment plan. Grocery stores, soccer games, banners, target mapping of community.
- Most paraprofessional staff is local and they are spreading the word about the school in the community.
- Cosier speaks to the assets of TLC beyond inclusion, music, art, PBL. Work on consistent messaging around TLC strengths.
- Susan Mas reported on our communication specialist and her contract ending this week, so will work on efforts with Chamber of Commerce and Mayor.
- Amy Hanreddy agrees with Cosier about promoting the music and art. Use of photos and videos doing instruction for Facebook or adding to the 1-pager.
- Toma-Berge suggested having a short video on the website to promote the virtues of the school.
- SUMS grant through OCDE, training starts in September
- Teachers want curriculum
- Thompson wants a list of funding priorities, and wants Tunney to list teacher recognition opportunities. What programs are important to teachers? Outside funders want to know what those programs are. Hoag offers a family portrait.

Public Comment

- Diana and Noel, has 2 sons attending the school. “We are lucky to have Jessica as our director”. HR for Target, welder. Target volunteers in the community. Will be active parents. Recognizes Jessica and the whole staff.
[Cosier mentions recruiting a parent board member]

III ITEMS SCHEDULED FOR CONSIDERATION

A. RESEARCH PROPOSAL OVERVIEW

REFERENCE

- Cosier reports on efforts to study and collect data on TLC. Tunny has submitted a letter of support. Asks Audrey Gomez (Chapman) for clarification – case study as opposed to evaluation. Audrey explained the origin of this study.
- Hanreddy asked about opportunities for a “member check” to validate findings. Audrey explained that it was written into the IRB.
- Tunny requested that the proposal be shared.
- Cosier restates the importance of establishing a timeline, careful with teachers’ time. Need for a structure for scheduling interviews and focus groups. Detailed calendar of what needs to happen. Teachers need to understand why this is happening.
- Thompson stressed the need for a document to show how this school began.
- Hanreddy clarifies that this is our first research proposal – so what is our process for research done at TLC. Defining our process for considering research proposals in the future. CHIME has a process. Moving forward, we can have efficient process.
- Audrey Gomez to provide the IRB with a tentative schedule.

B. FISCAL

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a. Budget Report by Executive Director & Larry Tamayo from EXED

III B.a.

- Tamayo gives the latest budget update based on 80 students, so not accurate. 20 day ADA report at the end of the month will give us a better idea. Drop in revenue based on lower enrollment. 60 students = \$400,000 in lost revenue. Foundation donations have supported the school. Walton Foundation has arrived to the school bank account (with specific uses for special education services).
- Thompson suggests the board prepare an ongoing written report to stay in touch with the Walton Foundation and constantly talk about what is meaningful.
- Tamayo reported that lower enrollment may cause school to have a negative cash flow, even with the grants
- Tamayo suggested that funders may support the extra costs for special education services and support
- CDE revolving loan was awarded
- Payroll and STRS
- OCDE reports for attendance and budget
- Thompson asked about a fundraising option to provide enhancements to the school. Tamayo shared that some other schools have a foundation, not related to the board. A separate non-profit with the sole purpose of supporting TLC. Thompson asked about using the OC Community Foundation.
- Magill asked if a Paypal link on the school website would go to the OCCF – or would it come to TLC directly.
- If a donation is made to TLC, can it be added to the general fund? It depends on the donor’s criteria.
- Tunny requests that the PayPal button be added to the website

b. Final construction bill: addition to the construction to exceed the \$140,000 approved by the board at the May 25 meeting: Board will consider for approval

III. B.b.

Tunney reports on the final construction bill. Work is completed but the final cost exceeds the original estimate. Owes \$28,096.25 which is above board approval.

Motion by Thompson to approve the expenditure. Seconded by Magill. Vote passes 5-0.

- c. Covering costs of after school care for students who qualify for free or reduced price lunch: Consider for approval III B.c. a

Tunney reported on Boys and Girls club after school care. The cost is reasonable but Tunney requests that the cost is covered for students who qualify for free/reduced lunch. (\$195 x 6 students)

Motion by Hanreddy pending external funding, TLC cover the cost of after school care for SS who qualify for free/reduced lunch to be revisited during the summer so we know if we have adequate funding for the school year. Seconded by Thompson. Vote passes 5-0.

- d. Electronic Funds Transfer Resolution 2018-2019: Review and consider for approval III B.d.

Tamayo reported on this OCDE form that was recently revised when it was approved.

Motion by Thompson to approve the revised OCDE document. Seconded by Magill. Vote passes 5-0.

- e. Cash back compensation option for employees who decline health coverage: Review and consider for approval III B.e.

Tunney reported on an option to receive cash back for not opting into the offered health insurance.

Motion by Thomson for an opt out provision for the current school year to be evaluated yearly with clear language on the form. Seconded by Magill. Vote passes 5-0.

C. PERSONNEL & OPERATIONS

- a. Employee Handbook: Board will review suggested edits to the employee handbook and consider for approval III C.a.

Tunney suggested revisions to the handbook regarding sick leave which does not roll over for staff. Vacation accrual was not specified in the handbook.

Motion by Cosier to approve the amendments to the employee handbook. Seconded by Magill. Vote passes 5-0.

D. GOVERNANCE

- a. Discussion of development of annual goals III D.a.

Cosier reported on developing annual goals. Suggested a retreat (held like a board meeting). Find a ½ day for all of us to get together. Cosier will send out a Doodle poll for September/October. Magill shared that this meeting doesn't need to be a retreat, it does not have

to be a retreat. Cosier is open to using the job description to be used for the administrator evaluation.

b. Review and discuss process for recruiting parent board member III D.b.

Cosier reported that parents are nominated by other parents. The board considers the parent just like they consider another board member. Cosier suggests holding an information meeting. Open this up to as many people as possible. Cosier suggests sending out a letter or email for parents to nominate or self-nominate. Support by Thompson, Toma-Berge and Magill. Cosier requests feedback for this process.

Hanreddy refers back to the charter, the mission of the school, to focus on that. Mas shared that ElSol utilized the parent group. Magill suggests holding the info meetings at the parent group.

c. Review and discuss qualities for next board member III D.c.

Cosier discusses future board members and to consider specific strengths in recruiting future board members. Different ways to round out the board in terms of expertise. Make sure it is an equitable process. CHIME board uses a board composition matrix with categories for expertise. Thompson said the board function will soon be fundraising. Cosier would like to get the board up to 7 + parent member. Community member with financial knowledge?

E. CLOSED SESSION

a. Executive Director Review and Compensation III. E.a.

Board discusses compensation for the executive director.

VIII. ADJOURNMENT

The meeting was adjourned at 9:14 pm.