

## 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)

October 9, 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.
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 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. APPROVAL OF MINUTES OF BOARD MEETING OF September 25, 2018**

**Motion by Magill to approve meeting minutes from 9/25/18. Seconded by Thompson. Motion passes with a vote of 5-0.**

<u>Board Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Meghan Cosier	x		
Amy Hanreddy	x		
Susan Toma-Berge	x		
Allison Magill	x		
Don Thompson	x		

**D. CONSENT AGENDA: Board reviews and consents to the agenda.**

**Motion by Magill to approve the agenda. Seconded by Thompson. Motion passes with a vote of 5.0.**

<u>Board Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Meghan Cosier	X		
Amy Hanreddy	X		
Susan Toma-Berge	X		
Allison Magill	X		
Don Thompson	x		

**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.

Tunney reported on "mighty small moments" at TLC.

- Establishing routines and helping students adjust
- Diving into assessment and curriculum; work is accommodated, peer support in/out of the classroom
- Feedback from families, "this is my school now"
- Feedback from staff has been positive
- TLC Community Association Meeting has met
  - o Halloween parade with the parent committee
  - o Fieldtrip to Tanaka Farms 9/25
- Winter program with the music teachers and art teachers
- Class parties
- Fundraising plan to be discussed formally next month: 5 TLC Learning Funds/ info on the website

### **III. ITEMS SCHEDULED FOR CONSIDERATION**

### **REFERENCE**

#### **A. FISCAL**

##### **a. Budget Report**

III A.a.

Larry Tamayo from ExEd presents the August financial report and a budget update. School is forecasted to be negative \$200,000. 68% of revenue this year is one-time funds. It is ok to be negative but it can not be an annual trend. Working with Tunney to hone in expenses for the year. Received first state payment based on ADA enrollment. Tamayo will request funds from OUSD (property tax related). Approx \$150,000. October 3<sup>rd</sup> is the official census date.

Tunney explained that more resources were spent on support services at the beginning of the year in order to help with starting a new school year. These services will gradually taper down.

The first year of a new school is the hardest.

#### **B. RECRUITING AND ENROLLMENT**

##### **a. Enrollment plan overview**

III B.a

Tunney reported that 2 new TK students have enrolled. Both are direct references from current TLC families. An enrollment initiative has launched. 4 Paraprofessionals and Leslie Lopez have been working on outreach in the community.

Tunney to speak at the public library, invited by Jessica Martinez.

Looking at grants to support retention of special education teachers.

Emphasis on the full day TK and kindergarten programs.

Cosier asks for board members to work with Tunney directly to support recruitment and enrollment.

**C. PERSONNEL & OPERATIONS**

**D. GOVERNANCE**

- a. Amendment to Bylaws: The Board will consider for action an amendment to its bylaws concerning the process for filling vacancies on the Board. III D.a.
- b. Board Policy on Board Composition and Recruitment: The Board will consider for adoption a policy addressing the composition goals and recruitment process for filling vacancies on the Board. III D.b.

Magill reported on board policy regarding board composition and recruitment. Magill recommends that we remove the wording from the bylaws that calls for a committee. Remove Section 7 from the bylaws.

Motion by Hanreddy to accept the revised bylaws. Seconded by Magill. Motion passes with a vote of 5-0.

<u>Board Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Meghan Cosier	x		
Amy Hanreddy	x		
Susan Toma-Berge	x		
Allison Magill	x		
Don Thompson	x		

Magill shared a revised board composition and recruitment policy. Cosier suggests an addition to #3 that the potential board member is to be interviewed by the executive director and at least one board member.

Motion by Magill to approve the revised board composition and recruitment policy with the suggested addendum by Cosier. Seconded by Hanreddy. Motion passes with a vote of 5-0.

<u>Board Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
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Meghan Cosier	x		
Amy Hanreddy	x		
Susan Toma-Berge	x		
Allison Magill	x		
Don Thompson	x		

Cosier shared a draft board composition matrix that revealed areas of need: accounting, real estate, personnel.

Magill suggests prioritizing our needs. Hanreddy believes community organizing and engagement is a need. Cosier and Thompson believes a finance person is a great need.

Cosier will do an analysis of board diversity with a focus on having a diverse board. Susan Mas has talked to the Community Foundation. Mas has suggested building committees over time will help with board recruitment.

- a. Board Policy on Research Proposals: The Board will consider for adoption a policy outlining protocol for approving research proposals.

III D.c.

Magill reviewed board policy on research. Magill looked at Chime and Wish’s policies on research. A committee would be subject to the Brown Act. If it is a standing committee, even if there is one board member on it, it is subject to the Brown Act. If Tunney or the board establishes a standing ad hoc committee, she may select a board member and others with a knowledge of research. Any research must comply with FERPA.

Change paragraph 2: The board of directors or the executive director may establish a standing or ad hoc research committee. Hanreddy suggests proposals submitted to the board chair and executive director, then either may establish a committee to review the preliminary research proposal.

Motion to approve with changes by Cosier. Seconded by Magill. Motion passes with a vote of 5-0.

<u>Board Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Meghan Cosier	x		
Amy Hanreddy	x		
Susan Toma-Berge	x		
Allison Magill	x		
Don Thompson	x		

**E. CLOSED SESSION**

- a. Executive Director Review and Compensation

III. E.a.

**VIII. ADJOURNMENT**

The meeting was adjourned at 8:56 pm.