

## **MINUTES**

### **REGULAR MEETING BOARD OF DIRECTORS**

#### **TOMORROW'S LEADERSHIP COLLABORATIVE CHARTER SCHOOL**

**1130 E. Walnut Avenue, Orange, CA 92867**

**PLC Room**

**July 16, 2019**

**11:00AM – 1:00PM**

#### **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 11:04 am

**B. ROLL CALL**

Board Member	Present	Absent	Present via Conference Call
Meghan Cosier (left at 1:00 pm)	x		
Bernie Dickson (arrived 11:43 am)	x		
Amy Hanreddy			x
Allison Magill	x		
Don Thompson	x		
Susan Toma-Berge	x		

Dr. Amy Hanreddy attending via conference call:  
19444 Lanark Street, Reseda, CA 91335

**C. CONSENT AGENDA & APPROVAL OF MINUTES OF BOARD MEETING for June 17, 2019.**

**Motion by Magill to approve the June 17 minutes. Seconded by Hanreddy. Motion passes with a vote of 5-0. No Abstentions. One absent.**

Meghan Cosier	yes
Bernie Dickson	absent
Amy Hanreddy	yes
Allison Magill	yes
Don Thompson	yes
Susan Toma-Berge	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.

Mark Dorfman addressed the board about his participation and excitement toward the fall fundraiser.

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

Tunney reports on summer ESY. Good opportunity for support staff to understand individual student learning profiles. Would like to expand for next year to include English learners but is aware of financial implications. Clementine food truck continues to visit each month. TLC Annual Family picnic on August 17 3:00-6:00 with orientation from 2:00-3:00pm. 123 completed enrollment packets (goal is 125). PD foci: co-teaching, SEL. WASC overview and OCDE reports - both visits went smoothly. WASC accredited until 2022. Tunney and Dickson presented at the Charter Schools Conference in Las Vegas, sponsored by the Walton family foundation. Mas reports on the Tersadia foundation and they have invited parents to attend. They are providing backpacks, haircuts for students at Angels Stadium.

**C. For Information: Parent Liaison Report:** This is a presentation regarding parent communications from parent Board Member.

**D. For Information: Friends of TLC Fall Event:** This is a presentation regarding the Fall fundraising event to be hosted by TLC.

Mas reports on “Fall in love with TLC” on September 20th at 6:00. Dinner and live music. Raise money for after school program.

**E. For Information: Budget Comparison Year 1 and Year 2:** This is a presentation regarding the prior year budget versus proposed current year budget.

Mas reports on the budget comparison. 2019-20 budget calculated on 113 students. Doubled LCFF and revenue stream. Approx \$10,000/student. Expenses are almost the same. SPED revenue does not cover SPED expenses. In CA, services do not follow the student, so we have a major SPED funding gap. Budget is lean, but key numbers to watch: enrollment - keep it at 125, decrease absences, monitor personnel closely, increase fundraising at all levels, identify cost savings in operations.

**III. ITEMS SCHEDULED FOR CONSIDERATION**

**REFERENCE**

**A. FINANCE**

- a. Budget Report: Larry Tamayo (ExED) III.A.a

Tamayo reports on financials. Info through June. Less expenses for supplies this year. Gets school out of a negative balance, but does not include Charter Schools Grant. TLC would need additional grants by October. Cash crunch when full staff returns, late September/early October.

**B. GOVERNANCE**

- a. Strategic Plan: Information and status update on draft strategic plan followed by discussion and feedback III.B.a

Tunney announces the mascot, Tortuga, who was revealed at the end of the year party. Tortuga speaks Spanish. Mas shares TLC strategic plan. Resources: goal to raise \$600,000. Also, find a facility. Thompson is looking in Orange. Mas is looking into Prop 39. Clarification to stakeholders on the role of the Board of Directors. 2 steps? Share strategic plan and explain the role of the Board of Directors. Magill to draft a brief description to go on the TLC website. Tunney suggests inviting a board member to attend parent meetings. Thompson would like to schedule 30/60 minutes for the August board meeting to discuss strategic plan.

- b. 2019 – 2020 Board Member Training Curriculum:
  - i. Review and consider for approval III.B.b

Magill reports on how we can fulfill our requirement for 4 hours of board training. Magill will provide a brief presentation to the board around the Board Act. Will look into additional training into Conflict of Interest.

- c. Board Roster with Term Limits:
  - i. Review and consider for approval III.B.c

Tunney asks members to specify their board terms.

**Motion by Thompson to approve the Board Roster Terms. Seconded by Dickson. Motion passes with a vote of 6-0. No abstentions.**

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

- d. Nomination of Chief Financial Officer III.B.d

Board nominates Susan Toma-Berge to serve as the Chief Financial Officer.

**Motion by Magill to nominate Susan Toma-Berge as the Chief Financial Officer. Seconded by Thompson. Motion passes with a vote of 6-0. No abstentions.**

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

### C. PERSONNEL & OPERATIONS

- a. Parent-Student Handbook:  
 i. Review and consider for approval III.C.a

Tunney reports on changes to the handbook: partners, scheduling, communication w/teachers, attendance procedures, new classroom observation protocol, board committees. Magill suggests a clarification on wording about excessive absence. There are certain due process requirements before they are disenrolled. "In according with the law".

Motion to approve the handbook with suggestions by Dickson. Seconded by Magill. Motion passes with a vote of 6-0. No Abstentions.

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

- b. Employee Handbook:  
 i. Review and consider for approval III.C.b

Tunney describes changes to Employee Handbook. Clarification of staff who accrue vacation days.

Motion to approve the revised handbook by Toma-Berge. Seconded by Magill. Motion passes with a vote of 6-0. No Abstentions.

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

- c. 2019 – 2020 Academic Calendar:  
 i. Review and consider for approval III.C.c

Tunney shares the final academic calendar for the 19-20 school year.

**Motion to approve the revised 19-20 Academic Calendar by Dickson. Seconded by Toma-Berge. Motion passes with a vote of 5-0. No Abstentions. One absent.**

Meghan Cosier	absent
Bernie Dickson	Yes
Amy Hanreddy	yes
Allison Magill	Yes
Don Thompson	Yes
Susan Toma-Berge	yes

- d. 2019 – 2020 Daily Schedule:  
 i. Review and consider for approval III.C.d

**Motion to approve the 19-20 Daily Schedule. Seconded by Thompson. Motion passes with a vote of 5-0. No Abstentions. One absent.**

Meghan Cosier	absent
Bernie Dickson	Yes
Amy Hanreddy	yes
Allison Magill	Yes
Don Thompson	Yes
Susan Toma-Berge	yes

- e. 2019 – 2020 Emergency Drill Calendar
  - i. Review and consider for approval III.C.e

**Motion to approve the 19-20 Emergency Drill Calendar by Thompson. Seconded by Dickson. Motion passes with a vote of 5-0. No Abstentions. One absent.**

Meghan Cosier	absent
Bernie Dickson	Yes
Amy Hanreddy	yes
Allison Magill	Yes
Don Thompson	Yes
Susan Toma-Berge	yes

- f. 2019 – 2020 Instructional Minutes
  - i. Review and consider for approval III.C.f

**Motion by Magill to approve the Instructional Minutes. Seconded by Dickson. Motion passes with a vote of 5-0. No Abstentions. One absent.**

Meghan Cosier	absent
Bernie Dickson	Yes
Amy Hanreddy	yes
Allison Magill	Yes
Don Thompson	Yes
Susan Toma-Berge	yes

**D. PURCHASING**

- a. Chromebook Purchase:
  - i. Review and consider for approval III.D.a

Tunney reports on the funds needed to purchase Chromebooks.  
**Motion to approve the purchase of Chromebooks by Magill. Seconded by Thompson. Motion passes with a vote of 5-0. No Abstentions. One absent.**

Meghan Cosier	Absent.
Bernie Dickson	Yes
Amy Hanreddy	yes
Allison Magill	Yes
Don Thompson	Yes
Susan Toma-Berge	yes

- b. Illuminate Information Systems Purchase:  
i. Review and consider for approval III.D.b

Tunney reports on the allotted money for a student information system. Attendance and student tracking, MTSS progress monitoring. Sub-groups of students.

**Motion to approve the purchase of Illuminate Information Systems by Magill. Seconded by Toma-Berge. Motion passes with a vote of 5-0. No Abstentions. One absent.**

Meghan Cosier	Absent
Bernie Dickson	Yes
Amy Hanreddy	yes
Allison Magill	Yes
Don Thompson	Yes
Susan Toma-Berge	yes

#### **IV. ADJOURNMENT**

A. The meeting was adjourned at 1:16 pm.