

AGENDA

MEETING OF THE BOARD OF DIRECTORS TEMECULA INTERNATIONAL ACADEMY

Date: September 5, 2017
Time: 6:30pm-8:00pm
Location: 43460 Ridge Park Drive
Suite 200, Board Room
Temecula, CA 92590

This agenda was posted 72 hours before the meeting at the above-listed meeting location Suite 220-H and Glen Oaks Community Board, North Entrance, Via De Oro, Temecula, CA 92592. There is no teleconference location. website: temeculainternational.org

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

Temecula International Academy ("School") welcomes your participation at the meetings of the School's Board of Directors ("Board"). The purpose of a public meeting of the 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 agenda 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 43460 Ridge Park Drive, Suite 200-H, Temecula, CA 92590.

In compliance with the Americans with Disabilities Act (ADA) and upon request, Temecula International Academy ("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 Debra Zickafoose at 951-219-8426. Please contact the office as early as possible to provide time for the School to arrange for such reasonable auxiliary aids and/or services.

- I. PRELIMINARY
 - A. CALL TO ORDER
 - B. ROLL CALL & ESTABLISHMENT OF QUORUM
 - C. PLEDGE OF ALLEGIANCE
 - D. APPROVAL OF AGENDA
 - E. APPROVAL OF LAST MEETING MINUTES

August 1, 2017
August 16, 2017

- II. RECESS TO EXECUTIVE (CLOSED) SESSION 6:40PM

With respect to every item of business to be discussed in closed session pursuant to Sections 54956.8: The Board shall publicly report any action taken in closed session and the vote or abstention on that action of every member present.

- A. STUDENT DISCIPLINARY ACTIONS (1)
- B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT -none
- C. PUBLIC EMPLOYEE EMPLOYMENT/APPOINTMENT-none
- D. CONFERENCE WITH LEGAL COUNSEL-none
- E. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PROCESS-none

**REPORT OF ACTION(S) TAKEN IN CLOSED SESSION
RECONVENE OPEN SESSION**

III. COMMUNICATIONS

A. ORAL COMMUNICATIONS 7:00 PM

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 due to California's public meeting laws. However, the Board may give direction to staff following a presentation

IV. CONSENT ITEMS

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member or a member of the public to be removed from the Consent Agenda for discussion, there will be limited or no discussion of these items prior to the Board votes on them. The President recommends approval of all items on the consent agenda.

- A. Classified/Certified Final Board Contract Approval for 2017-2018 School Year

V. ITEMS SCHEDULED FOR DISCUSSION, UPDATE AND/OR ACTION

- A. **DISCUSSION and ACTION on JPA - JOINT EDUCATIONAL TRANSIT (JET) CONTRACT** - mail, payroll deliver to 31530 La Serena school contract with RCOE entity, cost.
- B. **PRESENTATION BY SAVANTCO, John Arndt CFO** - back office service contractors, Galaxy interface, internal control
- C. **DISCUSSION AND UPDATE on FINANCE REPORT** - CDE LOAN update and status, CAM advances, payroll flow, Galaxy workflow and AP transition.
- D. **DISCUSSION AND APPROVAL** - Adding Principal to GALAXY Signature To File.
- E. **DISCUSSION and UPDATE of ANNUAL Riverside County Office of Education (RCOE), MEMORANDUM OF UNDERSTANDING (MOU)** - Update to board on MOU review, filings met and

outstanding, closure bond

- F. DISCUSSION and APPROVAL of FINAL INTERNAL FISCAL CONTROL POLICY-** action on final review and addendums and audit firm review for adoption at next
- G. DISCUSSION and UPDATE on PCSGP** - apportionment schedule, purchases and purchase orders for curriculum, supplies, office, apportionment schedule. SAM account, Grant expenditures and submission.
- H. DISCUSSION and UPDATE of CAMPUS TECHNOLOGY** - chromebooks, Google Ed, functionality.
- I. DISCUSSION and UPDATE on CURRICULUM - LIBRARY PURCHASES** - Update on current curriculum, outstanding orders, library carts
- J. DISCUSSION, UPDATE and ACTION on EMERGENCY DISASTER PREPAREDNESS PLAN** - Rancho site plan, posted
- K. DISCUSSION, UPDATE and ACTION on RANCHO SITE/FACILITIES - FUA** - On site student needs, district allocation of resources, contract addendums, District meetings, Ingress /Egress pick up flow, School Schedule to reduce parking lot pick up access, Walking home pass.
- L. DISCUSSION, UPDATE on CURRENT ENROLLMENT and OUTREACH PLAN for Fall 2017-2018- Sept 30th Temecula Health Fair, Intent to Enroll**
- M. DISCUSSION and ACTION on BOARD MEETING AGENDA DATES-** Remainder of 2017 and for calendar year 2018 to avoid scheduling conflicts with TVUSD and RCBE Meetings.
- N. DISCUSSION, SCHEDULING BOARD MEMBER PHOTOGRAPHS FOR OFFICE**

VI. CONCLUSION OF THE MEETING

A. ANTICIPATED ITEMS TO FUTURE AGENDA

- a.** Audit Firm Selection for NON PROFIT 2016-2017
- b.** TIACC Before and After school program
- c.** Prop 39

B. BOARD COMMENTS

C. NEXT MEETING:

- a.** October 3, 2017

VII. ADJOURNMENT

MINUTES

**MEETING OF THE
BOARD OF DIRECTORS
TEMECULA INTERNATIONAL ACADEMY**

I. PRELIMINARY

A. CALL TO ORDER

The directors named by the incorporator of the corporation, constituting the Board of Directors of this corporation, held their meeting at the time, on the day, and at the place set forth as follows:

Time: 6:30 pm-8:00pm

Date: **August 1, 2017**

Place: 43460 Ridge Park Drive, Suite 200 Boardroom, Temecula, CA 92590

Called to order:

B. ROLL CALL & ESTABLISHMENT OF QUORUM

BOARD MEMBER	PRESENT or ABSENT
July Hill-Wilkinson	Present <input checked="" type="checkbox"/> Absent _____
Jennifer Beggs	Present _____ Absent <input checked="" type="checkbox"/>
Jeff McKendricks	Present <input checked="" type="checkbox"/> Absent _____
Nadia Hajsaid	Present <input checked="" type="checkbox"/> Absent _____
Lyn Murphy	Present _____ Absent <input checked="" type="checkbox"/>
Ed Resnick	Present _____ Absent <input checked="" type="checkbox"/>
Debra Zickafoose, MD	Present <input checked="" type="checkbox"/> Absent _____
Gina Wickwire, Principal non voting	Present _____ Absent <input checked="" type="checkbox"/>

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF AGENDA

Motion to approve: JM

Second: NH

Motion Passes: 4-0

E. APPROVAL OF LAST MEETING MINUTES

July 12, 2017

Motion to approve: JH

Second: JM
Motion Passes: 4-0

II. EXECUTIVE (CLOSED) SESSION

With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:

The Board shall publicly report any action taken in closed session and the vote or abstention on that action of every member present.

A. NONE

III. COMMUNICATIONS

A. ORAL COMMUNICATIONS 6:40 PM

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 due to California's public meeting laws. However, the Board may give direction to staff following a presentation

IV. CONSENT ITEMS

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member or a member of the public to be removed from the Consent Agenda for discussion, there will be no discussion of these items prior to the Board votes on them. The President recommends approval of all items on the consent agenda.

A. NONE

V. ITEMS SCHEDULED FOR DISCUSSION, UPDATE AND/OR ACTION

A. DISCUSSION and UPDATE on CDS CODE and PENSEC SUBMISSION - final charter registration and subsequent items tied to CDS code

We received our code on July 21st, registered 28th, to RCOE on July 31st. Met the PENSEC deadline.

B. DISCUSSION and APPROVAL of EDD Documents - Election of State Disability Coverage TIA Board approval to approve. Confirmed with SavantCo questions about the form as far as the school is going to have a school employee fund to have the lower rate that applies to schools. They will follow up with EDD on the question regarding board member coverage.

Approval of document: 1st JM, 2nd NH, Motioned passed: 4-0

C. DISCUSSION and UPDATE Riverside County Office of Education (RCOE), MEMORANDUM OF UNDERSTANDING (MOU) and GALAXY OPERATIONS-Summer report, MOU requirements, Galaxy July report and August operations

Gave summary report to the board on July 19th. We continue to review all needed aspects of the MOU. We did not make the July deadline for payroll processing through Galaxy due to CDS number delay. TIA advanced through Wells Fargo under direction of SavantCo, reconciliation at end of 2017.

- D. DISCUSSION and UPDATE on FINANCE REPORT** - update and discussion of current status of the CAM loan advances, payments, payroll, payments through Galaxy system.

A meeting of all stakeholders is needed at this time to tie up loose ends that need to be addressed. Additional processes need to be created and implemented to ensure transparency and tracking funds including statement of cash flow, full final budget, and timeline and planning for all grant funds. Additional updates will be presented at the next board meeting.

- E. DISCUSSION and UPDATE on PCSGP** -GAN award, extension, purchases and purchase orders for curriculum, supplies, office, apportionment schedule

Grant extension was given for both planning and implementation funding. Funds to be spent by July 31, 2018. The board looked over preliminary spending spreadsheet

- F. DISCUSSION, UPDATE and APPROVAL of TECHNOLOGY IT CONTRACT** - consultant for facility, internet implementation, maximizing Aeries interface, Google ED

Board will approve the contract with an addendum to negotiate, if possible, to \$50 per FTE, and an addendum to include set up of Chromebooks.

Motion 1st JM, 2nd NH, motion passed 4-0

- G. DISCUSSION and UPDATE on CURRICULUM PURCHASES** - Update on current curriculum

Tabled

- H. DISCUSSION and FINAL APPROVAL of EMPLOYEES HANDBOOK**

Final draft approved - Motioned 1st NH, 2nd JM, motion passed 4-0

- I. DISCUSSION and UPDATE on AERIES SIS** - entry, training and implementation

R Cruz has had several days of training with AERIES and it is going well. G Wickwire has also had some training. So far the response has been positive, effective.

- J. DISCUSSION, UPDATE and Approval on KEENAN INSURANCE**-review of final insurance coverage Minimum requirements : contractors, Liability, Workmans Comp, Indemnification

We worked with Keenan to ensure that all coverage requirements for RCOE and TVUSD

have been filled.

Approval: Motioned 1st JH, 2nd NH, motion passed

K. DISCUSSION and UPDATE on EL DORADO SELPA MEMBERSHIP and SPECIAL EDUCATION PROGRAM - current status of program support, interim IEP plan, contracting, SEIS access, record migration and parent meetings. Non public contracts

We have hired a part time SPED coordinator who started this week. She and the principal have already started meeting with parents and setting up IEP meetings. The coordinator will be able to work with the teachers during professional development days as well. We have established a relationship with our area El Dorado program specialist.

L. DISCUSSION, UPDATE, and ACTION on FACULTY RECRUITING, CONTRACTS, LIVESCAN, DOJ APPLICATION- Principal, teachers, admin staff positions, base contracts and completion of hiring timeline. Contract Approval. Professional Development

All teachers have signed contracts except for French, for which an offer was made today. We need to establish a procedure for paying teachers for the PD days. DOJ application has been completed and waiting for an OCR number. Staff has been fingerprinted through RCOE except for our out of state teacher. A volunteer meeting will be held after Labor day to inform them on protocol for all requirements.

M. DISCUSSION and UPDATE on RANCHO SITE - Facilities payment, access, set up

First payment for rent has been sent. Master Keys are in our possession. Visit on 7/31 went well.

N. DISCUSSION, UPDATE on CURRENT ENROLLMENT and COMPLETED JULY OPEN ENROLLMENT PERIOD- Updates, outreach campaign. August enrollment.

We currently have 120 students enrolled. There an advertisement in the Valley news for just Kindergarten. Most classes have a waitlist, there are a few more spaces available in 6th as well.

VI. CONCLUSION OF THE MEETING

A. ADDITION OF ITEMS TO FUTURE AGENDA

- a. 2018 Meeting schedule
- b. change dates to allow TVUSD board meeting attendance
- c. Contract approvals
- d. Policy approvals

B. BOARD COMMENTS

A. NEXT MEETING:

- a. Addition: August 16th meeting at 6:30pm
- b. September 5, 2017

VII. ADJOURNMENT

Motion to approve: JM

Second: NH

Motion Passes: 4-0

CERTIFICATE OF SECRETARY

I certify that I am the duly elected Secretary of Temecula International Academy, a California nonprofit public benefit corporation; that these minutes, consisting of five (5) pages are the minutes of the meeting of the Board of Directors held on August 1, 2017.

Jennifer Beggs, Secretary

MINUTES

**MEETING OF THE
BOARD OF DIRECTORS
TEMECULA INTERNATIONAL ACADEMY**

I. PRELIMINARY

A. CALL TO ORDER

The directors named by the incorporator of the corporation, constituting the Board of Directors of this corporation, held their meeting at the time, on the day, and at the place set forth as follows:

Time: 6:30pm-8:00pm

Date: August 16, 2017

Place: 43460 Ridge Park Drive, Suite 200 Temecula, CA 92590

B. ROLL CALL & ESTABLISHMENT OF QUORUM

BOARD MEMBER	PRESENT or ABSENT
July Hill-Wilkinson	Present <input checked="" type="checkbox"/> Absent _____
Jennifer Beggs	Present _____ Absent <input checked="" type="checkbox"/>
Jeff McKendricks	Present <input checked="" type="checkbox"/> Absent _____
Nadia Hajsaid	Present _____ Absent <input checked="" type="checkbox"/>
Lyn Murphy	Present _____ Absent <input checked="" type="checkbox"/>
Ed Resnick	Present <input checked="" type="checkbox"/> Absent _____
Debra Zickafoose, MD	Present <input checked="" type="checkbox"/> Absent _____
Gina Wickwire, Principal	Present _____ Absent <input checked="" type="checkbox"/>

I. PRELIMINARY

A. CALL TO ORDER 6:52 PM

B. ROLL CALL & ESTABLISHMENT OF QUORUM

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF AGENDA 1st - JM 2nd - ER, passed 4-0

E. APPROVAL OF LAST MEETING MINUTES - Tabled

II. EXECUTIVE (CLOSED) SESSION

With respect to every item of business to be discussed in closed session pursuant to Section

54956.8:

The Board shall publicly report any action taken in closed session and the vote or abstention on that action of every member present.

A. NONE

III. COMMUNICATIONS

A. ORAL COMMUNICATIONS 6:40 PM NONE

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 due to California's public meeting laws. However, the Board may give direction to staff following a presentation

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A. Medical Authorization Form- spell out TB

B. Volunteer Screening Policy - change verbiage about direct supervision to "under supervision

C. Weekly extra duty Sign in Sheet - Will confirm with SavantCo about adding space for budget line item information for payroll

1st JHW, 2nd, JM, Motion passed

V. ITEMS SCHEDULED FOR DISCUSSION, UPDATE AND/OR ACTION

A. DISCUSSION and UPDATE on CDS CODE and PENSEC SUBMISSION - final charter registration and subsequent items tied to CDS code.

Active as of 8/16/17

B. DISCUSSION and APPROVAL of PARENT STUDENT HANDBOOK

Discussion of updates since last draft.

1st JHW, 2nd JM, Motion passed: 4-0

C. DISCUSSION and APPROVAL of ANNUAL Riverside County Office of Education (RCOE), MEMORANDUM OF UNDERSTANDING (MOU), TVUSD FUA and Contract review- Board to adopt annual board meeting for contract review, approval, expectation and liability expectation met. Confirm responsible party for communicating updates. Review current RCOE MOU expectations

Discussion and decision that the principal and board president will review and reconcile contract requirements by July 31st of each year to ensure compliance with MOU.

1st JM, 2nd, ER, Motion passed: 4-0

- D. DISCUSSION and UPDATE on FINANCE REPORT** - update and discussion of current status of the CAM loan advances, payments, payroll, workflow with payments through Galaxy system.

Third installment of loan on 8/17. Grant money to be received in about three weeks.

- E. DISCUSSION and UPDATE on INTERNAL FISCAL CONTROL POLICY**- action on final review and addendums
CFO has a working document as the proposed final iteration.
Will present at the next board meeting

- F. DISCUSSION, UPDATE and APPROVAL of CDE LOAN - Execution of Loan Agreement with CSFA** - Governing Board Resolution

CDE error created delayed response for CDE loan.

Board approved a 3 year loan of 250,000.

1st JHW, 2nd JM, Motion passed: 4-0

- G. DISCUSSION and UPDATE on PCSGP** -GAN award, extension, purchases and purchase orders for curriculum, supplies, office, apportionment schedule

Received the \$575,00 for planning and implementation along with a one year extension for fund spending through July of 2018

- H. DISCUSSION and UPDATE of FINAL TECHNOLOGY IT CONTRACT** - consultant for facility, internet implementation, maximizing Aeries interface, Google ED

Contract for set up and monthly services was negotiated to a lower rate and signed

- I. DISCUSSION, UPDATE and APPROVAL of CUSTODIAL SERVICES contract**

Current vendor at \$0.12 a square foot, \$1100 a month with a lower rate for summer months through J & B Custodial.

1st JM 2nd JHW Motion passed: 4-0

- J. DISCUSSION and UPDATE on CURRICULUM PURCHASES** - Purchase Orders and update on current curriculum

Reviewed grant spreadsheet and curriculum purchase acquisitions and plans

- K. DISCUSSION, UPDATE and ACTION on EMERGENCY DISASTER PREPAREDNESS PLAN**

Principal of TIA to contact Principal of Rancho Elementary to access, discuss and adjust the safety and disaster plan for the site. Report to the board 9/5

- L. DISCUSSION, UPDATE, and APPROVAL UNIFORM COMPLAINT POLICY approved in Charter** - Action to resequence document

1st JHW, 2nd JM Motion passed: 4-0

M. DISCUSSION and UPDATE on RANCHO SITE - Facilities payment, access, set up

Two payments made so far to TVUSD Business office -\$10, 081.00/month

N. DISCUSSION, UPDATE on CURRENT ENROLLMENT

127 students as of 8/16

VI. CONCLUSION OF THE MEETING

A. ADDITION OF ITEMS TO FUTURE AGENDA

- a. **2018 Meeting schedule -change dates to allow TVUSD attendance**
- b. **change dates to allow TVUSD attendance**

B. BOARD COMMENTS

A. NEXT MEETING:

- a. **September 5, 2017**
 - i. **Disaster plan**
 - ii. **Internal control policy**
 - iii. **RCOE MOU**
 - iv. **Mandated reporter training requirement check**

VII. ADJOURNMENT 8:15pm

Motion to approve: JM

Second: ER

Motion Passes: 4-0

CERTIFICATE OF SECRETARY

I certify that I am the duly elected Secretary of Temecula International Academy, a California nonprofit public benefit corporation; that these minutes, consisting of five (5) pages are the minutes of the meeting of the Board of Directors held on August 16, 2017.

Jennifer Beggs, Secretary