

MINUTES

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

I. CALL TO ORDER 6:37PM 9/5/2017

A. ROLL CALL & ESTABLISHMENT OF QUORUM

BOARD MEMBER	PRESENT	ABSENT
Jennifer Beggs (JB)		X
Nadia Hajsaid (NH)	X	
July Hill-Wilkinson, Ed.D (JHW)	X	
Jeff McKendricks (JM)	X	
Lyn Murphy (LM)		X
Ed Resnick (ER)	X	
Debra Zickafoose, MD (DZ)	X	
Gina Wickwire, Principal (JW) <i>non voting</i>		X

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

Motion to approve: JM

Second: NH

Motion Passes: 5-0

D. APPROVAL OF LAST MEETING MINUTES

i. August 1, 2017

ii. August 16, 2017

Motion to approve: ER

Second: NH

Motion Passes: 5-0

Lynn Murphy arrival 6:43

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) Case not formally presented to the board. Process for suspension and expulsion reviewed for board education and policy compliance.
- 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: TIME 7:08 1st JM, 2nd ER, Motion passed 6-0

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
1st: JHW 2nd: NH Motion Passes: 6-0

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 approx \$500. Will meet about a backup plan in case we can not be included in this year. 1st NH: 2nd: ER Motion Passes: 6-0
- B. **PRESENTATION BY SAVANTCO, John Arndt CFO** - back office service contractors, Galaxy interface, internal control. Overview of GALAXY, payroll, Accounts Payable, and how SavantCo, TIA and RCOE work together to keep all fiscal transactions transparent. He will return in December for an update.
- C. **DISCUSSION AND UPDATE on FINANCE REPORT** - CDE LOAN update and status, CAM advances, payroll flow, Galaxy workflow and AP transition. Start up costs, payroll, and rent have been paid thus far. Waiting for funds from grant and loan to cover accounts payable.
- D. **DISCUSSION AND APPROVAL** - Adding Principal to GALAXY Signature To File..1st:NH 2nd:JM Motion Passes: 6-0
- 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. Adding internal controls, then complete.
- F. **DISCUSSION and APPROVAL of FINAL INTERNAL FISCAL CONTROL POLICY**- action on final review and addendums and audit firm review for adoption at next meeting in October. Will include final GALAXY interface policy . .1st:NH 2nd: JHW Motion Passes: 6-0
- G. **DISCUSSION and UPDATE on PCSGP** - apportionment schedule, purchases and purchase orders for curriculum, supplies, office, apportionment schedule. SAM account, Grant expenditures and submission. First installment to come in October, installments after that through July of 2018.

H. DISCUSSION and UPDATE of CAMPUS TECHNOLOGY - chromebooks, Google Ed, functionality. All delivered. Students are logged in and using chromebooks on campus.

I. DISCUSSION and UPDATE on CURRICULUM - LIBRARY PURCHASES - Update on current curriculum, outstanding orders, library carts. Curriculum done for the most part. Library books need carts. Working to finalize which ones.

J. DISCUSSION, UPDATE and ACTION on EMERGENCY DISASTER PREPAREDNESS PLAN - Rancho site plan, posted. Rancho Elementary plan is posted with our area and designations highlighted **1st:JM 2nd: NH Motion Passes: 6-0**

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.

Actions discussed:

No change to bell schedule. Continue monitoring, negotiating and educating parents and staff to make a safer release situation

Amend contract to remove covered lunch area from shared space cost.
Purchase additional tables to use for students within our area

1st:JHW 2nd:JM Motion Passes: 6-0

L. DISCUSSION, UPDATE on CURRENT ENROLLMENT and OUTREACH PLAN for Fall 2017-2018- Sept 30th Temecula Health Fair available for outreach. Only space in Kindergarten as of now. Need to begin intent to enroll forms by October 31st to prepare for Prop 39 agreement. Will include in information for current parents as well.

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.

Agreed to adjust our calendar to Wednesday meetings starting next month (October 2017) **1st LM 2nd JHW Motion Passes 6-0**

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 4, 2017**

VII. ADJOURNMENT 8:37PM 1st JM 2nd ER Motion Passed 6-0

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 **three (3) pages** are the minutes of the meeting of the Board of Directors held on **September 5, 2017**.


Jennifer Beggs, Secretary