

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: **May 8, 2017**

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

B. ROLL CALL & ESTABLISHMENT OF QUORUM – 6:35pm

<u>Board Member</u>	<u>Present</u>	<u>Absent</u>
July Hill-Wilkinson	<u>X</u>	_____
Jennifer Beggs Mozeleski	<u>X</u>	_____
Christophe Bach	_____	<u>X</u>
Nadia Hajsaid	<u>X</u>	_____
Evelyn (Lyn) Murphy	<u>X</u>	_____
	<u>arrived at 7:00pm during discussion item B</u>	
Debra Zickafoose, MD	<u>X</u>	_____
Bryan (Jeff) McKendricks	_____	<u>X</u>

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF AGENDA

Motion to approve: NH

Second: JHW

Motion Passes: 4-0

E. APPROVAL OF APRIL 11, 2017 MINUTES

Motion to approve: JHW

Second: NH

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:

A. NONE

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

III. COMMUNICATIONS

A. **ORAL COMMUNICATIONS 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

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, UPDATE and ACTION on Riverside County Office of Education (RCOE) MEMORANDUM OF UNDERSTANDING (MOU) and GALAXY SOFTWARE-** review and discussion of April 27, 2017 meeting

Cost for software alone is \$2600. RCOE can provide back office services for a higher cost. Prop 39- RCOE wants to see that final contract for facilities. Insurance policy is needed – standard – closure clause for contracts.

Motion approve purchase/use of Galaxy software

Motion to approve: NH

Second: JHW

Motion Passes: 4-0

B. **DISCUSSION and UPDATE on FACILITIES USE AGREEMENT (FUA) and SERVICE AGREEMENT FROM TVUSD -** Review of negotiations of Facilities Use Agreement received March 31, 2017, final points and service agreement.

District indicated that they would not follow Prop 39 for anything that happened throughout year that was not explicit in the signed contract – this has been corrected.

Utilities are pro-rated at approximately 16.3% of district cost for the site.

\$3mill general liability – this will continue to be negotiated through legal

16.3% shared space at \$0.75/sq. ft. and shared services

Added clause regarding one-time site modifications for \$250,000 – removed by legal and our stance is that this must be removed as it was not part of the original contract

Library services are being negotiated

Utilities need to be itemized for costs as they were presented to us as bundled at a per student cost

CCSA call scheduled for 5/9/17 to request additional legal services for facilities negotiation
No action – updated contract to be brought to next board meeting
(EM arrived during this discussion item at 7:00pm)

C. DISCUSSION and UPDATE on BACK OFFICE SERVICE PROVIDERS for 2017-2018 SCHOOL YEAR - review of Savantco first meeting, next steps, status of the contract.

NH met with the CEO and COO to discuss concerns raised through a FCMAT report provided to TIA board. All concerns addressed and counterpoint information provided. NH also spoke with other customers of Savantco and was assured that the reported items were not a concern.

Negotiated an additional \$11,000 discount for 1st year services and deferred Galaxy payment for one year.

No action – contract will be brought to next board meeting

D. DISCUSSION and UPDATE on CHARTER ASSET MANAGEMENT LOAN - update and discussion of current status of the loan.

Money will not be requested until the beginning of June. Contract will be issued and signed.

No action – update provided

E. DISCUSSION and UPDATE on INSURANCE QUOTES AND CONTRACT - information, review, discussion regarding necessary insurance coverage for 2017-2018 school year.

NH has call with Keenan 5/9/17 at 5:00

NH has initially reviewed agreement, but board will review, as well.

No action – additional review of agreement and discussion at next board meeting

F. DISCUSSION and UPDATE on SELPA APPEAL - EL DORADO CHARTER SELPA and RIVERSIDE COUNTY SELPA- capacity hearing updates and MOU revisions with RCOE

Capacity hearing 5/12/17 with Riverside County SELPA – DZ, Savantco, and a special education representative (outreach to be conducted to identify a representative)

No action – update to be provided at next board meeting

G. DISCUSSION and UPDATE on PCSGP - final budget revisions and submission

Final budget revision submitted. Review requirements with Savantco to determine timeline and items that can be spent under planning and implementation.

No action – additional discussion at next board meeting after review by Savantco

H. DISCUSSION, UPDATE, and ACTION on RECRUITING, CONTRACTS and BACKGROUND HIRESAFE, DOJ APPLICATION- Principal position, teachers, admin staff positions, base contracts and hiring timeline

Selected 2 possible principal candidates – offers are commensurate with experience:

Plan A: Offer to First candidate- has charter experience – requested salary \$100,000, and negotiating full benefits (including dependents)

Offer options: \$100,000 salary, plus full-coverage for individual and spouse

or

\$97,000 salary, plus full-coverage for individual and spouse, \$200 total dependent monthly stipend

Plan B: if offer declined, second candidate with less experience charter leadership

Offer option: \$83,000 salary, plus 60% benefit coverage

Motion to approve: LM

Second: NH

Motion Passes: 5-0

I. DISCUSSION, UPDATE and ACTION on CURRENT and MAY ENROLLMENT PERIOD- Enrollment updates, discussion, revisions and approval of enrollment packets for March - April applications.

Action to approve timeline/activities: Enrollment packets to be mailed by 5/13/17 – family meeting on 5/15/17 - enrollment packets are due back postmarked by 5/26/17 – lottery to be held on 5/30/17.

Motion to approve: JHW

Second: NH

Motion Passes: 5-0

J. DISCUSSION and ACTION on KINDERGARTEN BIRTHDAY VARIANCES-

discussion of policy adoption as put forth April 11, 2017 meeting. Review language.

Board adopts language only as “recommendation to principal” that no more than 1% of the class can be accepted and the child must have 5th birthday by 15th school day

Motion to approve: JHW

Second: LM

Motion Passes: 5-0

K. DISCUSSION and OVERVIEW OF LCAP with ACTION to ESTABLISH ADVISORY GROUP FOR LCAP -group comprised of 2 members to work and focus on

LCAP due July 1, 2017 to the County, report back to Board first meeting in June.

Recommended members are DZ and JHW

Motion to approve: LM

Second: JB

Motion Passes: 5-0

L. DISCUSSION and ACTION on FINANCE COMMITTEE MEETING DATES MAY -SEPT 2017 - confirm committee members, chair, adopt Brown Act, open meeting dates

Committee members are DZ and NH - first meeting held on June 6 at 6:00-6:30pm

Motion to approve: JHW

Second: LM

Motion Passes: 5-0

M. DISCUSSION and ACTION on BOARD SELECTION COMMITTEE

2 vacancies – DZ and JB are recommended as board selection committee – Committee meeting held May 30 at 6:00

Motion to approve: JHW

Second: LM

Motion Passes: 5-0

N. DISCUSSION and ACTION using LOGO for CURRENT MARKETING - 99designs for marketing in the community, initial school banners.

Logo selected – enrollment packet being put together

Approve use of initial logo to develop start-up materials

Motion to approve: LM
Second: JHW
Motion Passes: 5-0

VI. CONCLUSION OF THE MEETING

A. ADDITION OF ITEMS TO FUTURE AGENDA

- a. Final budget review for submission by July 1, 2017 to RCOE
- b. Staffing updates
- c. Uniforms
- d. Enrollment updates

B. BOARD COMMENTS

- a. comments

A. NEXT MEETING:

- a. June 6, 2017 and June 27, 2017

VII. ADJOURNMENT 8:32pm

Motion to approve: LM
Second: NH
Motion Passes: 5-0

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 May 8, 2017.


Jennifer Beggs, Secretary