

# **AGENDA**

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

**Date:** August 1, 2018  
**Time:** 6:30pm-8:00pm  
**Location:** 31530 La Serena Way, Temecula, CA 92591

This agenda was posted 72 hours before the meeting at the above location of TIA office.

There is no teleconference location

Website: [temeculainternational.org](http://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 31530 La Serena Way, Temecula, CA 92591 or at meeting location.

*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 TIA Office (951) 816-5506. 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 MINUTES**
  - a. June 6, 2018
  - b. June 6, 2018 Budget Committee
  - c. June 27, 2018

### **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-none
- 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-one

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

**III. COMMUNICATIONS**

- A. TIA AWARDS/ RECOGNITION-none
- B. FALCON STUDENT UPDATES 6:40 PM-6:50 PM -none
- C. ORAL COMMUNICATIONS 6:50 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. Contract approval
  - a. G Wickwire, Principal

**V. COMMITTEE REPORTS**

- A. COMMITTEE UPDATES - none

**VI. PRINCIPAL'S REPORT**

- A. Enrollment/Staffing
- B. Student Assessments/Outcomes
- C. TIA Community - Students/Families/Outreach
- D. Reporting deadlines - RCOE, CDE

## **VII. ITEMS SCHEDULED FOR DISCUSSION, UPDATE AND/OR ACTION**

- A. FOR CONSIDERATION: INFORMATION, DISCUSSION, and/or ACTION** - Enrollment and Staffing updates and projections
- B. FOR CONSIDERATION: INFORMATION, DISCUSSION, and/or ACTION** - CALPADS Reporting, process, submission report
- C. FOR CONSIDERATION: INFORMATION, DISCUSSION, and/or ACTION** - Report on the final PCSGP final purchase orders and expenditures
- D. FOR CONSIDERATION: INFORMATION, DISCUSSION, and/or ACTION** - Development of TIA administrative/staff social media policy, account management, Google listing, archives@ -- Employee handbook

## **VIII. CONCLUSION OF THE MEETING**

### **A. ITEMS TO FUTURE AGENDA**

- a.** IRS/FTB Tax submission
- b.** Student Handbook
- c.** Employee Handbook

### **B. BOARD COMMENTS**

### **C. NEXT MEETING:**

- a.** Wed. August 15, 2018

## **IX. ADJOURNMENT**

**MINUTES**

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

**I. PRELIMINARY**

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:

**Date:** June 6, 2018

**Time:** 6:30pm-8:00pm

**Place:** 31530 La Serena Way, Temecula CA 92591, MPR

**A. CALL TO ORDER    TIME: 6:33 PM**

**B. 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 (GW)<br><i>non voting</i> | X       |        |

**C. PLEDGE OF ALLEGIANCE**

**D. APPROVAL OF AGENDA**

Motion to approve: NH

Second: JM

Motion Passes: 5-0

**E. APPROVAL OF LAST MEETING MINUTES**

May 2, 2018 Board Selection Committee

May 2, 2018 TIA Board of Directors

Motion to approve: JM

Second: NH

## **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-none
- 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 and RECONVENE OPEN SESSION**

## **III. COMMUNICATIONS**

A. **TIA AWARDS/ RECOGNITION** - Jennifer Beggs, Founding Board Member

B. **FALCON STUDENT UPDATES 6:40 PM-6:50 PM** - Logan Wickwire

C. **ORAL COMMUNICATIONS 6:50 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. Approval final contracts - Office/Administrative Assistant: A. Fratzke, R. Kirsch

Motion to approve: JHW

Second: JM

Motion Passes: 5-0

## **V. COMMITTEE REPORTS**

A. none

## **VI. PRINCIPAL'S REPORT**

- A. Enrollment/Staffing
- B. Student Assessments/Outcomes
- C. TIA Community - Students/Families/Outreach
- D. Reporting deadlines - RCOE, CDE

## **VI. ITEMS SCHEDULED FOR DISCUSSION, UPDATE AND/OR ACTION**

- A. FOR CONSIDERATION: INFORMATION, DISCUSSION, and/or ACTION** - 2018-2019 Yearly Calendar Final calendar will reflect a minimum of 182 days with 55,315 instructional minutes, 11 Staff Development Days, Starting on August 20, 2018 and ending on June 14, 2019 Teacher Days- 184 days with 3-5 days for paid SD before school begins. Final numbers will be confirmed later this month.  
[Motion to approve: JM](#)  
[Second: NH](#)  
[Motion Passes: 5-0](#)
- B. FOR CONSIDERATION: INFORMATION, DISCUSSION, and/or ACTION** - Loan, promissory note for a short term loan for PCSG expenditures Funding for the last quarter of the PCSGP expenditures, through July 31, 2018, Meetings and schedule for final grant purchases. We need to create guidelines about who will be part of decisions for grant money spending. There are estimates coming in for additional curriculum for ELA, and furniture for flexible seating. It was proposed to first get feedback from current staff, then second research to find best prices for the various items on the wish list, and finally orders are put in. The purchase submissions should done by July 18th.  
[Motion to approve: JM](#)  
[Second: JH](#)  
[Motion Passes: 5-0](#)
- C. FOR CONSIDERATION: INFORMATION, DISCUSSION, and/or ACTION** - RCOE MOU changes, final MOU approval scheduled for June 27, 2018. We have a preliminary MOU, there has been a change for all charter schools. The closure bond has been removed, and the reserves are being increased from 3% to 5%. We have asked for a interim of 4% for one year. [No action item](#)
- D. FOR CONSIDERATION: INFORMATION, DISCUSSION** - Final Budget review and approval scheduled June 27, 2018 with report to RCOE by July 1, 2018. Current updates. Preliminary will be ready for June 15th, final will be in June 28th. The budget is almost completed at this point. [No action item](#)
- E. FOR CONSIDERATION: INFORMATION, DISCUSSION** - Facilities update - Proposition 39 status of negotiations, Split facility updates, contract timeline, Final board approval of contract scheduled June 27, 2018. Final copy signed by July 1st. Total contract is \$68,000 at this point. Minor adjustments to additional rooms may be looked at this month with new principal contact at RES and MMS. [No action item](#)
- F. FOR CONSIDERATION: INFORMATION, DISCUSSION** - 2016-2017, 2017-2018 Audit Updates, Schedule of Final Audit week of November 13th. [No action item](#)
- G. FOR CONSIDERATION: INFORMATION, DISCUSSION, and/or ACTION** - Board of Director Officer Nominations and Vote for 2018-2020 terms. Update of current board members terms and status. Nominations are for July Hill-Wilkinson as Secretary, Nadia

Hajsaid continuing as CFO, and Debra Zickafoose as Board President, from July 1, 2018 to June 30th, 2020. All nominations were accepted and approved.

Motion to approve: JM

Second: JHW

Motion Passes: 5-0

## **VII. CONCLUSION OF THE MEETING**

### **A. ITEMS TO FUTURE AGENDA**

- a. IRS/FTB Tax submission
- b. Keenan, Insurance renewal
- c. Final Approval RCOE MOU, TVUSD FUA
- d. Final Annual Budget, LCAP Approval

### **B. BOARD COMMENTS**

### **C. NEXT MEETING:**

- a. Wednesday, June 27, 2018

## **VIII. ADJOURNMENT 8:35PM**

Motion to approve: NH

Second: JHW

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 four (4) pages are the minutes of the meeting of the Board of Directors held on June 6, 2018, 2018.

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Jennifer Beggs, Secretary

## MINUTES

### **MEETING OF THE BUDGET COMMITTEE TEMECULA INTERNATIONAL ACADEMY**

#### **I. PRELIMINARY**

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:

**Date:** June 6, 2018

**Time:** 6:00pm-6:30pm

**Place:** 31530 La Serena Way, Temecula CA 92591, MPR

#### **A. CALL TO ORDER    TIME: 6:05 PM**

#### **B. ROLL CALL & ESTABLISHMENT OF QUORUM**

| BOARD MEMBER              | PRESENT | ABSENT |
|---------------------------|---------|--------|
| Nadia Hajsaid (NH)        | X       |        |
| Debra Zickafoose, MD (DZ) | X       |        |

#### **C. PLEDGE OF ALLEGIANCE**

#### **D. APPROVAL OF AGENDA**

Motion to approve: DZ

Second: NH

Motion Passes: 2-0

#### **II. COMMUNICATIONS**

#### **A. ORAL COMMUNICATIONS    6:10 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

#### **III. 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. none

#### **IV. ITEMS SCHEDULED FOR DISCUSSION, UPDATE AND/OR ACTION**

**A. FOR CONSIDERATION: INFORMATION, DISCUSSION, and/or ACTION** - 2018-2019 annual and interim budget deadlines. Planned final approval at June 27, 2018 meeting. RCOE Deadline July 1, 2018. Preliminary deadline is June 15th, second follow up meeting to be held with ICON prior to June 27th. No action item.

**B. FOR CONSIDERATION: INFORMATION, DISCUSSION, and/or ACTION** - Audit preparations, planned Audit resolution after meeting with Icon and prelim audit completed May 8, 2018. Final audit will begin the week of November 13th. Board Member Nadia Hajsaid, CFO will oversee. Firm: Vavrinek, Trine, Day and Co., LLP. Contract in place. TIA Audit Procedure Resolution will be coming to the board. No action item

#### **V. CONCLUSION OF THE MEETING**

##### **A. ITEMS TO FUTURE AGENDA**

- a. consider recommendation to board for biannual /triannual set committee meetings prior to interim and final budgets. For example: October, January and May to include: Budget Committee, ICON, Principal

##### **B. BOARD MEMBER COMMENTS**

##### **C. NEXT MEETING:**

- a. TBD

#### **VI. ADJOURNMENT TIME: 6:19 PM**

Motion to approve: NH

Second: DZ

Motion Passes: 2-0

#### **CERTIFICATE OF SECRETARY**

I certify that I am the duly elected President of Temecula International Academy, a California nonprofit public benefit corporation; that these minutes, consisting of two (2) pages are the minutes of the meeting of the Budget Committee held on June 6, 2018, 2018.

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Debra Zickafoose, President  
Board of Directors

## MINUTES

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

#### I. PRELIMINARY

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:

**Date:** June 27, 2018

**Time:** 6:30pm-8:00pm

**Place:** 31530 La Serena Way, Temecula CA 92591, MPR

#### A. **CALL TO ORDER** TIME: 6:41 PM

#### B. **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 (GW)<br><i>non voting</i> | X       |        |

#### C. **PLEDGE OF ALLEGIANCE**

#### D. **APPROVAL OF AGENDA**

Motion to approve: ER

Second: NH

Motion Passes:4 -0

#### E. **APPROVAL OF LAST MEETING MINUTES**

none

## **II. RECESS TO EXECUTIVE (CLOSED) SESSION 6:35PM**

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-none
- 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-**one (1)**

### **REPORT OF ACTION(S) TAKEN IN CLOSED SESSION**

#### **RECONVENE OPEN SESSION 7:23pm**

Reported to extend closed session discussions on August 1st meeting

- a) Reviewed and confirmed Principal self assessment
- b) Assessed goals
- c) Confirming final document for Principal assessment
- d) Established foundation for Board of Directors expectations

## **III. COMMUNICATIONS**

### **C. ORAL COMMUNICATIONS 7:00 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

## **IV. CONSENT ITEMS**

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- A. none

## **V. COMMITTEE REPORTS**

- A. **BOARD SELECTION COMMITTEE UPDATES - None**

## **VI. PRINCIPAL'S REPORT**

- A. Enrollment/Staffing - updates [G. Wickwire](#)
- B. Student Assessments/Outcomes - August
- C. TIA Community - Students/Families/Outreach - August - [Family Picnic Aug 17th](#)
- D. Reporting deadlines - RCOE, CDE - see agenda- [working with ICON for LCAP](#)

**VI. ITEMS SCHEDULED FOR DISCUSSION, UPDATE AND/OR ACTION**

**A. FOR CONSIDERATION: INFORMATION, DISCUSSION, and/or ACTION -**  
2018-2019 Budget - Presentation John Arndt, ICON management services

- a. 2018-2019 Form 62 (Budget)
- b. 2018-2019 Form A (Attendance)
- c. Multi-Year Projection
- d. TIA Assumptions
- e. 2018-2019 Cash FLOW

Approved TIA 2018-2019 Budget with a POSITIVE CERTIFICATION. ICON Submission to RCOE by June 28, 2018 5:00pm

Motion to approve: ER

Second: NH

Motion Passes: 4-0

**B. FOR CONSIDERATION: INFORMATION, DISCUSSION, and/or ACTION - LCAP**

Approved November 28, 2017 with the following revisions in goal # 2 - submission prior to July 1, 2018 to RCOE - *Confirm format for submission and website posting*

- a. To design and implement a comprehensive language program that will meet the needs of all learners.
- b. To provide staff development that will train and support students in teaching the state aligned Common Core Curriculum.
- c. To train teachers on how to utilize i Ready in the areas of ELA and Math to plan and drive instruction for all learners. [G. Wickwire taking responsibility for submission.](#)

Motion to approve: NH

Second: ER

Motion Passes: 4-0

**C. FOR CONSIDERATION: INFORMATION, DISCUSSION, and/or ACTION -RCOE**  
MOU FINAL CONTRACT APPROVAL REVISIONS

- a. removal of closure bond
- b. 5% or \$55,00 reserves starting 2018-2019 in line with RCOE standardized MOU
- c. STRS reserve fund (in lieu of closure bond)

Motion to approve: NH

Second: ER

Motion Passes: 4-0

**D. FOR CONSIDERATION: INFORMATION, DISCUSSION, and/or ACTION -**  
CALPADS Update, ICON contract, completion schedule, submission. [No action item](#)

**E. FOR CONSIDERATION: INFORMATION, DISCUSSION, and/or ACTION -**  
FINAL BOARD APPROVAL TVUSD 2018-2019 Facilities Use Agreement. [D Zickafoose will sign and submit to TVUSD by June 29, 2018](#)

Motion to approve: NH

Second: ER

Motion Passes: 4-0

**VII. CONCLUSION OF THE MEETING**

**A. ITEMS TO FUTURE AGENDA**

- a. IRS/FTB Tax submission
- b. Keenan, Insurance renewal
- c. Board Vote - Elections of Officers

**B. BOARD COMMENTS**

NH suggesting joint Operational Meeting early August, checking employee files, compliance, prelim preparing for audit - time TBD

**C. NEXT MEETING**

- a. August 1, 2018

**VIII. ADJOURNMENT TIME: 8:57 PM**

Motion to approve: NH

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 four (4) pages are the minutes of the meeting of the Board of Directors held on June 27, 2018, 2018.

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D Zickafoose, President  
Board of Directors for J. Beggs  
Secretary