

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: **July 12, 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 <u> X </u> Absent <u> </u>
Jennifer Beggs	Present <u> </u> Absent <u> X </u>
Jeff McKendricks	Present <u> X </u> Absent <u> </u>
Nadia Hajsaid	Present <u> X </u> Absent <u> </u>
Lyn Murphy	Present <u> </u> Absent <u> X </u>
Ed Resnick	Present <u> X </u> Absent <u> </u>
Debra Zickafoose, MD	Present <u> X </u> Absent <u> </u>

Date: July 12 , 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 Glen Oaks Community Board, North Entrance, Via De Oro, Temecula, CA 92592 and **Suite 200-H** There is no teleconference location. website: **temeculainternational.org**

I. PRELIMINARY

A. CALL TO ORDER

- B. **ROLL CALL & ESTABLISHMENT OF QUORUM**
- C. **PLEDGE OF ALLEGIANCE**
- D. **APPROVAL OF AGENDA**
 - a. **1st JM 2nd NH**
- E. **APPROVAL OF LAST MEETING MINUTES**
 - June 27, 2017**
 - June 30, 2017**
 - 1st JH 2nd NH**

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 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/

No oral communications presented

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. INTRODUCTION OF LEADERSHIP AND ADMINISTRATIVE ASSISTANT - Mrs. Gina Wickware, Principal and Mrs. Ruth Cruz, Administrative Assistant**

7:06 Lynn Murphy arrival

B. DISCUSSION and APPROVAL of BOARD COMMITTEE RECOMMENDATIONS

- Current board members and terms.

- a. Christoph bach has completed his term as of 6/30/17. 700 form will be filed. Board committee recommendation of Ed Resnick who has accepted starting 7/12/17

Board member terms ending:

July Hill-Wilkinson 6/30/18

Jennifer Beggs 6/30/19

Jeff McKendricks 6/30/19

Nadia Hajsaid 6/30/18

Lynn Murphy 6/30/18

Ed Resnick 6/30/19

Debra Zickafoose 6/30/18

Approval 1st NH, 2nd JM, motion passed 6-0

C. DISCUSSION and UPDATE Riverside County Office of Education (RCOE) MEMORANDUM OF UNDERSTANDING (MOU) and GALAXY SOFTWARE- RCOE LCAP submission, July 19, 2017 meeting, contract fulfillment, implementation, integration with Galaxy software

Met the guidelines for Galaxy, first employees will be inputted on 7/13/17. All funds will come through and be dispersed through the Galaxy account. There will be an ongoing relationship/checks and balances between RCOE, TIA and SavantCo. Board CFO will have view only access to the financial activities.

LCAP submitted on June 30th to RCOE

Still working through closure bond, looking for standard practice guidelines

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

Received a second installment and are ready to begin orders and payroll. Internal control processes are being developed and will be brought to the August meeting. We are qualified for additional funds after the second installment, but are looking to conservative budget spending to avoid further loans.

TIA still has a second account currently that includes the CAM loan, the goal is to move towards only one account through Galaxy.

E. DISCUSSION and UPDATE on PCSGP - planning and implementation phase, grant budget

The grant is ready to be awarded upon getting our school code. Final amount has not been established. Discussion on various grant procedures based on initial demographics for enrollment, as we are working with SavantCo to analyze amount qualifications.

Will work towards future grant writing for school needs.

F. DISCUSSION, UPDATE and APPROVAL of TECHNOLOGY - office needs VoIP, Internet, classroom, review of purchase spreadsheet, Google Education administration, IT consultant for Facility site.

Discussion of school needs and situations with regard to servers and wiring. Meeting with the site and district on 7/31

1st JM, 2nd LM, motion passed 6-0

G. DISCUSSION, UPDATE and APPROVAL of CURRICULUM PURCHASES - Update on current curriculum, advances purchases needed, review of budgeted and PCSGP funding for curriculum, library options.

Additional information on consumable and match to grant budget amounts being done.

Curriculum purchases already approved through the charter and the grant budget can move forward without further board approval but with involvement of Savantco and CFO oversight regarding outstanding purchase orders .

1st LM, 2nd, JM, motion passed 6-0

H. DISCUSSION and APPROVAL of EMPLOYEES HANDBOOK

Given a general handbook from YMC that only needs some minor language changes. July will do final revisions. After revisions final approval will be brought to the Board's next meeting.

1st JH, 2nd, LM, motion passed 6-0

I. DISCUSSION and UPDATE on AERIES SIS - training and implementation

Administrative assistant has begun and will continue training with the student data program along with the principal. Board CFO will be the only board member with access to student data for reporting purposes.

Discussion on grading software and if AERIES has that capability including printing report cards. Nadia will research with AERIES.

J. DISCUSSION and UPDATE on KEENAN INSURANCE-review of insurance coverage

Reviewing contracts with Keenan and RCOE.

K. DISCUSSION and UPDATE on EL DORADO SELPA MEMBERSHIP and SPECIAL EDUCATION PROGRAM - current status of membership, program support, interim IEP plan, contracting, SEIS access and data entry, DLU, SLU.

We have membership and an advisor at this point. DZ and JW are board back up for El Dorado membership meetings and responsibilities. We are looking at independent contractors and part time support for the site. First special education review will be 7/13/17 with additional meetings next week and invitations to El Dorado.

L. DISCUSSION, UPDATE, and ACTION on FACULTY RECRUITING, CONTRACTS and BACKGROUND HIRESAFE, DOJ APPLICATION- Principal, teachers, admin staff positions, base contracts and completion of hiring timeline

Approve the contracts

Ruth Cruz, Administrative Assistant salary \$40,000

Gina Wickwire, Principal \$97,000

1st, NH, 2nd JM, motion passed 6-0

Working on Livescan information for school staff and the board. Several plans being researched to get our teachers fingerprinted. Updates to follow.

M. DISCUSSION, UPDATE on CURRENT ENROLLMENT and JULY OPEN ENROLLMENT PERIOD- Enrollment updates, uniform site

Current enrollment is 107. Openings at K, 3 and 6th grades. Targeted advertising to begin. NH and JM will research and begin a spreadsheet on advertising strategies and plans for Kindergarten. Discussion to close the current enrollment on 7/13. Lottery within 30 days if needed, and then re-open for a Kindergarten enrollment.

1st LM, 2nd JH, motion passed 6-0

VI. CONCLUSION OF THE MEETING

A. ADDITION OF ITEMS TO FUTURE AGENDA

B. BOARD COMMENTS

A. NEXT MEETING:

- a. Addition July Meeting(s)
- b. August 1, 2017

VII. ADJOURNMENT

Motion to approve: JM

Second: NH

Motion Passes: All 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 six(6) pages are the minutes of the meeting of the Board of Directors held on July 12, 2017.

Jennifer Beggs, Secretary

B. McLeish
acting secretary 8/1/2017