

# Transformational Education Inc.

## Governing Board Meeting Notice

Notice is hereby given that Transformational Education Inc., will hold a board meeting as listed below.

Date: Monday, May 13, 2013

Time: 5:30 p.m.

Location: TEAM Charter School, 921 North El Dorado Street, Stockton

Public input on specific agenda items: Any person of the public desiring to speak shall be allowed to speak during public comment time and has the option of speaking once on any agenda item when it is being discussed. Speaking time shall generally be limited to three minutes, unless a longer period is permitted by the Board President. Agenda speakers will be limited five minutes.

Special needs: If you have special needs because of a disability which makes it difficult for you to participate in the meeting or you require assistance or auxiliary aids to participate in the meeting, please contact Debbie Eison at (209) 918-6000. Transformational Education Inc., will attempt to accommodate your disability.

## **Agenda**

Open Session

Call to Order

Roll Call

Adjustment and Amendments to the Agenda

Approve Minutes of the TEI BOD Board Meeting of March 18, 2013

Oral/Written communications from the public

Opportunity for members of the public to address the board regarding items not on this agenda

ACTION ITEM 1: Approve Handbook Revision for School Year 13'-14'

ACTION ITEM 2: Approve Bell Schedule for School Year 13'-14'

ACTION ITEM 3: Approve BBVA 'Compass for your Cause' Board Resolution

ACTION ITEM 4: Implement Board Term of Office Structure

ACTION ITEM 5: Approve Proposed Budget 13'-14'

ACTION ITEM 6: Approve Finance and Audit Committee Charter

INFORMATION ITEM1: Enrollment for 13'-14' Debbie Vallejo

INFORMATION ITEM 2: School Director's Report

- Faculty Evaluations
- Student Achievement
- Orientation 13'-14'
- School Events/End of the Year Events
- Special Education
- Parent Organizations

INFORMATION ITEM 3: CFO's Report

- Financial Reports
- P2 Report
- End of the Year Reports
- Audit 12'-13'

INFORMATION ITEM 4: Executive Director's Report

- Facilities
- Foundation
- SART Report
- STAR Testing April 22-May 3
- Fund Development
- Board Committee Development

Board Discussion

Agenda Setting

Adjournment

TRANSFORMATIONAL EDUCATION INC.  
BOARD MEETING MINUTES  
MARCH 18, 2013

Start Time: 5:45PM

**In Attendance:**

Transformational Education Inc. Board of Directors: John Solis, Debbie Eison, Dillon Delvo,  
Barbara Coulibaly, Debbie Vallejo

Also in Attendance: Doug Wacker

**Absent:** Amelia Adams, La Juana Bivens, Tony Sajor, Toni Cecchetti

**Meeting Facilitator:** John Solis, President

**Approval of Minutes from February 11, 2013 Meeting:** Approved

**Adjustment and Amendments to the meeting agenda:** None

**Oral/Written Communications from the Public and/or Public to Address BOD:** None

**Public Comments:** None

**ACTION ITEM 1:** Authorize a Board Resolution approving a Revolving Loan from the California Department of Education – Application will be submitted. Funds will help bridge deferrals.

**PASSED**

**INFORMATION ITEM 1:** Director Terms – Review of terms for Board of Directors

**INFORMATION ITEM 2:** School Director's Report

- E-Rate Technology Program – substantial savings on internet and phone service for qualifying schools based on free and reduced.
- Kiwanis and Rotary Club – Both clubs read to students on Dr. Susess' Birthday. Both also made mention of our well behaved and attentive students.
- BBVA (Formerly Guaranty Bank) – Opportunity to receive \$50 for each personal account opened by TEAM families, faculty, staff, and friends. Certain restrictions apply (defined in paperwork).

**INFORMATION ITEM 3:** CFOs Report

- Budget Update
- SB740 Funding Update - Funds not released as of yet and no definite release date.
- Appropriations and State Deferrals – State continues to defer some of the funding that would have already been released to California schools.

**INFORMATION ITEM 4:** Executive Director's Report

- Enrollment Flyer for new school year
- National School Lunch Program Audit – All went well, no negative findings.
- Kindergarten 101 – May 8, 2013 at TEAM Charter for parents and students starting Kindergarten in August.
- Parenting Skill and Nutrition Workshops – Discussed for upcoming parent events.
- PTO and ELAC participation – Want to encourage more parents to attend meetings and become involved with these organizations and the school.
- California Charter School Association Conference provided updated information applicable to the current and future school funding, operations, curriculum, etc.

**AGENDA ITEMS FOR UPCOMING BOARD MEETING:** None noted.

**Meeting was adjourned at 7:00PM.**

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**Board Secretary**

DATE: May 13, 2013

ACTION ITEM: 1  
ATTACHMENT

TO: Transformational Education Inc., Board of Directors

FROM: Debra Eison, Executive Director

SUBJECT: Approve Handbook for School Year 13'-14'

**IT IS RECOMMENDED:**

That the Transformational Education, Inc., Board of Directors (Board) adopt the Handbook for School Year 13'-14'.

**REASONS FOR RECOMMENDATION**

Each year it is required that the Handbook be adopted by the School Board before it is submitted to the Authorizing District and the Department of Education. The changes in the Handbook are as follows:

Class Schedules, 1/2 Day Transitional Kindergarten, 1/2 Day Kindergarten in addition to Full Day Kindergarten, Contact Phone Numbers for Before and After School Program and Nutrition Program, Parent Conferences at least twice annually, the website address changed, and additional options for the uniform bottoms (navy), and the Parent Participation Page. Other changes did not affect content.

**FISCAL IMPACT**

None

**ACTION TO BE TAKEN FOLLOWING APPROVAL**

Handbook and Registration Packets will be finalized.

ACTION TAKEN: APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_ OTHER: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

MOTIONED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

ACTION ITEM: 2  
ATTACHMENT

DATE: May 13, 2013

TO: Transformational Education Inc., Board of Directors

FROM: Debra Eison, Executive Director

SUBJECT: Approve Bell Schedule for School Year 13'-14'

**IT IS RECOMMENDED:**

That the Transformational Education, Inc., Board of Directors (Board) adopt the Bell Schedule for School Year 13'-14'.

**REASONS FOR RECOMMENDATION**

Each year it is required that the Bell Schedule be adopted by the School Board before it is submitted to the Authorizing District and the Department of Education

**FISCAL IMPACT**

Failure to approve the Bell Schedule could result in withholding of apportionments from CA Department of Education.

**ACTION TO BE TAKEN FOLLOWING APPROVAL**

Bell Schedule will be submitted to the appropriate agencies as required.

ACTION TAKEN: APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_ OTHER: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

MOTIONED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

YES: \_\_

NO: \_\_\_\_\_

ACTION ITEM: 3  
ATTACHMENT

DATE: May 13, 2013

TO: Transformational Education Inc., Board of Directors

FROM: Debra Eison, Executive Director  
SUBJECT: Approve BBVA 'Compass for your Cause' Board Resolution

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**IT IS RECOMMENDED:**

That the Transformational Education, Inc., Board of Directors (Board) approve the attached Resolution

**REASONS FOR RECOMMENDATION**

TEAM Charter School Director, D Delvo, was approached by BBVA Bank regarding their ongoing fundraising for 501c-3 organizations. For every account opened with BBVA Bank associated with TEAM Charter School, TEAM will receive \$50.00 deposited into an established savings account. This is an ongoing promotion, often associated with additional promotions. For instance, in April anyone opening the account, establishing a direct deposit, and paying 3 online bills will also receive a Kindle Fire. The presentation to teachers and the PTO resulted in 6 accounts tentatively set up. They can be finalized with adoption of the attached Resolution.

**FISCAL IMPACT**

TEAM can earn \$50.00 for each account opened by an associated individual.

**ACTION TO BE TAKEN FOLLOWING APPROVAL**

The Resolution will be submitted to the BBVA representative and the accounts finalized, resulting in \$300.00 immediately deposited in the TEAM account.

ACTION TAKEN: APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_ OTHER: \_\_\_\_\_  
BY: \_\_\_\_\_ DATE: \_\_\_\_\_

MOTIONED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

YES: \_\_\_\_\_ NO: \_\_\_\_\_

**Transformational Education, Inc.  
Board Resolution  
2012-13**

**Debra Eison, acting in her capacity as Executive Director of Transformational Education, Inc. has the authority of the Board of Directors of Transformational Education, Inc. to sign any and all legal documentation as relates to fulfilling the mission of Transformational Education, Inc. This Resolution in specific, authorizes the opening of an account through BBVA Bank that will allow TEAM Charter School to participate in an ongoing fund development program entitled “Compass For Your Cause”. Any and all decisions and agreements entered into through this authority must fit within the mission of the agency.**

**Transformational Education, Inc. Board of Directors hereby authorizes Debbie Eison, Debbie Vallejo, Dillon Delvo, and Doug Wacker as signers on Transformational Education, Inc. bank accounts.**

**These resolutions are in effect until it is rescinded by this Board.**

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**Board of Director**

**May 13. 2013**

**ACTION ITEM: 4  
ATTACHMENT**



DATE: May 13, 2013  
TO: Transformational Education Inc., Board of Directors  
FROM: Debra Eison, Executive Director  
SUBJECT: Implement Board Term of Office Structure

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**IT IS RECOMMENDED:**

That the Transformational Education, Inc., Board of Directors (Board) implement the Appointment and Term of Office structure as it appears in the TEI ByLaws, Section 3 (ii).

**REASONS FOR RECOMMENDATION**

It is imperative to have a full Board participation and a quorum for each Board Meeting. T

**FISCAL IMPACT**

There is no direct fiscal impact; there is a potential fiscal impact in the event that business actions cannot be taken due to lack of a quorum.

**ACTION TO BE TAKEN FOLLOWING APPROVAL**

Board Members will be selected for specific terms based on their availability to commit to active participation.

ACTION TAKEN: APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_ OTHER: \_\_\_\_\_  
BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
MOTIONED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

YES: \_\_\_ NO: \_\_\_\_\_

**BACKGROUND**

This is a section from the bylaw's regarding the Appointment and Terms of Office for School Board Members. As a Board, we made a decision not to implement the structured terms. During this two year period, we have tracked attendance of the members (tracking sheet attached). It is in the best interest of the school that we have full school board participation at every meeting. The founding board was chosen because of its varied skills, knowledge and abilities, plus your connection and standing in our community.

As a Board we must decide how to proceed with the terms of the By Laws. It is the suggestion of the ED that we initiate terms as follows:

1 Year Term

Dillon Delvo

Eison

La Juana Biving

Sajor

Toni Cecchetti

2 Year Term

Debbie Vallejo

Amelia Adams

Barbara Coulibaly

3 Year Term

Debbie

Tony

John Solis

DATE: May 13, 2013  
TO: Transformational Education Inc., Board of Directors  
FROM: Debra Eison, Executive Director  
SUBJECT: Approve Budget for School Year 13'-14'

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**IT IS RECOMMENDED:**

That the Transformational Education, Inc., Board of Directors (Board) adopt the proposed budget for School Year 13'-14'.

**REASONS FOR RECOMMENDATION**

Each year it is required that the budget be adopted by the School Board before it is submitted to the Authorizing District and the Department of Education

**FISCAL IMPACT**

Yes. Please see the attached budget and the budget narrative and be prepared to ask any specific questions.

**ACTION TO BE TAKEN FOLLOWING APPROVAL**

Budget will be approved as required.

ACTION TAKEN: APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_ OTHER: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

MOTIONED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

YES: \_\_\_\_\_

DATE: May 13. 2013  
TO: Transformational Education Inc., Board of Directors  
FROM: Debra Eison, Executive Director  
SUBJECT: Approve the Finance and Audit Committee Charter

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**IT IS RECOMMENDED:**

That the Transformational Education, Inc., Board of Directors (Board) adopt the proposed Finance and Audit Committee Charter

**REASONS FOR RECOMMENDATION**

The purpose of a Finance and Audit Committee is to ensure that the organization has the financial stability to achieve its mission AND that the funds entrusted to the organization by the public and by its private donors are properly handled AND the organization fulfills its financial commitments to employees and service providers.

**FISCAL IMPACT**

By ensuring that the funds are managed appropriately, TEAM will maintain fiscal integrity and clean organizational-wide audits.

**ACTION TO BE TAKEN FOLLOWING APPROVAL**

Finance and Audit Committee will be appointed by the President of the Board..

ACTION TAKEN: APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_ OTHER: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

MOTIONED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

YES: \_\_\_\_\_

## DRAFT FINANCE AND AUDIT COMMITTEE CHARTER

### PURPOSE

The primary purpose of the Finance and Audit Committee is to ensure that:

- The organization has the financial ability to achieve its mission;
- The funds entrusted to the organization by public monies and private donations are properly handled;
- The organization fulfills its financial commitments to employees and service providers.

### Responsibilities

- Review the annual budget and make recommendations to the Board on its adoption, including comments on expense levels, revenue sources, capital asset investments, financing activities, contractual obligations, and adequacy of provision for reserves.
- Advise Board regarding major spending, borrowing, lending, and other major financial actions.
- Assist the executive staff and/or designated staff with respect to preparation and presentation of annual budget to Board, including monthly cash flow projections and proposed financial commitments.
- Undertake a review, at least annually, of the long range financial objectives of the organization and their ability to sustain the organization and the accomplishment of its stated mission and programs. Report to Board annually on such objectives, including recommendations for revision as appropriate.
- Develop, main, and oversee financial policies and controls.
- Establish such periodic budget tracking and reporting standards as are appropriate to the needs of the Committee and the Board.
- Appoint the independent auditors to be engaged by the organization and establish the fees of the independent auditors.
- Review with the independent auditors the adequacy of the organization's internal controls and any related significant findings and recommendations of the independent auditors, together with management's responses thereto
- Acquire financial policy compliance monitoring data by:
  - Internal report, in which the Executive Director discloses compliance information to the Board;
  - External report, in which an external disinterested third party auditor selected by the Board assesses compliance with board policies;
  - Direct inspection, in which a designated member or members of the Board assess compliance with the appropriate policy criteria.

### Governance

- The Board Chair will select the members of the Finance and Audit Committees, each of whom will serve at the pleasure of the Board. Committee members should have a strong background in accounting, finance, or business.
- The Board Treasurer will serve as the Finance and Audit Committee Chair.
- Members of the Committee shall be free from any relationships that, in the opinion of the Board, would interfere with the exercise of his or her independent judgment as a member of the Committee.

- In addition, the Chair of the Finance and Audit Committee may designate other individuals not serving as School Board members who can contribute their time and expertise to the betterment of the organization as (non-voting) Finance and Audit Committee Members.