

## **TRANSFORMATIONAL EDUCATION INC. (TEI)**

### Board of Directors Meeting Minutes

Date: January 26, 2015

Start Time: 5:40PM

Directors in Attendance: John Solis, Candy Vargas, Debbie Eison, Debbie Vallejo  
Directors Absent: Tod Hill, Toni Cecchetti  
Also in Attendance: Doug Wacker, Marlesse Cavazos  
Meeting Facilitator: John Solis, President

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:** Approve Minutes from the October 27, 2014 Board Meeting

Discussion: None

Motion: Candy Vargas

Second: Debbie Vallejo

**PASSED** 4-YES (All Board Members in Attendance)

0-NO

0-Abstain

**ACTION ITEM 2:** Approve Final Audit – D. Wacker

Discussion: Audit was clear. No findings for the 3<sup>rd</sup> year in a row. Doug Wacker to email Board PDF file of final audit.

Motion: Candy Vargas

Second: Debbie Eison

**PASSED** 4-YES (All Board Members in Attendance)

0-NO

0-Abstain

**ACTION ITEM 3:** Approve School Wellness Plan Policy – D. Vallejo

Discussion: School Wellness was approved as written. Debbie Vallejo to check with Nutrition Program auditors to clarify perimeters of items offered during after school fundraising events and programs.

Motion: Candy Vargas

Second: Debbie Eison

**PASSED** 4-YES (All Board Members in Attendance)

0-NO

0-Abstain

**ACTION ITEM 4:** Approve Copier Purchase – D. Wacker  
**Discussion:** Two to be purchased. One for 540 and another, higher volume machine for 600. Bids were received. The copier for 540 is being purchased from Ray Morgan Company and the copier for 600 is from Risso. Risso is also donating a used duplicator, case of paper, and teacher aps which is in total a donation of \$3,850.  
**Motion:** Debbie Vallejo  
**Second:** Candy Vargas  
**PASSED** 4-YES (All Board Members in Attendance)  
0-NO  
0-Abstain

**ACTION ITEM 4:** Appoint Board Member to School Attendance Review Team (SART) – D. Vallejo  
**Discussion:** Former Director Captain Antonio Sajor served on the SART committee. Due to Captain Sajor’s departure it is necessary to appoint a Director to take the position on the current SART. Candy Vargas was appointed to SART and will represent the Board on the committee.  
**Motion:** Debbie Vallejo  
**Second:** Debbie Eison  
**PASSED** 4-YES (All Board Members in Attendance)  
0-NO  
0-Abstain

**INFORMATION ITEM 1:** E-Rate - CFO  
TEAM is submitting an application for the current round of E-Rate Funding. In the past, the program has offset the cost of telecommunication and internet by 90%. The current upcoming funding is reduced by 20% but will still provide a savings of 70% for the school in those 2 areas.

**INFORMATION ITEM 2:** Facilities – D. Eison  
ACRE Investments is moving forward with the due diligence for 600 East Main Street. They have determined that the 625 East Market Street building which they also have under contract, can be renovated.

ACRE recently toured the Lakeview Assembly K-12 School Site whose lease was not renewed. The church who owns the site is looking to relocate to a location large enough to house their growing congregation. With that in mind they chose not to renew the school’s lease. The church leadership wants to sell the property. If feasible, this may be a good site for the future

expansion of TEAM. It would also provide a location for the CCCI Before & After School Program in addition to Pre-K classrooms.

- INFORMATION ITEM 3: Annual Crab Feed Fundraiser – D. Vallejo  
The Annual Crab Feed Fundraiser is scheduled for Saturday, February 28, 2015. Information was provided to the Board.
- INFORMATION ITEM 4: Charter School Capitol Termination Letter – D. Vallejo  
As required by the contract approved by the Board on August 12, 2014, a letter was drafted with the direction of the Law Office of Young, Minney, and Core, giving Charter School Capitol a 10 day notice of the termination of the contract as Charter School Capitol did not purchase the 600 East Main Street building as planned.
- INFORMATION ITEM 5: Epinephrine Pen Administration – D. Vallejo  
New regulations state that all schools must train key personnel on campus in the technique of administering epinephrine via an Epinephrine Pen and the procedures regarding the summoning of emergency services in the event of an anaphylaxis emergency. Additional information regarding training is in the Principal's report.
- INFORMATION ITEM 6: Mayor Silva's Letter to 3<sup>rd</sup> Grade – D. Vallejo  
Mayor Silva responded to letters from Mr. Sabac's 3<sup>rd</sup> grade class regarding issues currently in the news.
- INFORMATION ITEM 7: CFO Report – D. Wacker
- CFO provided a review of monthly budget reports. See reports for specific information.
  - ASES Program has approximately \$7,000 available to spend on materials and supplies.
  - YTD TEAM has received 39% of its revenue.
  - TEAM has repaid over \$1,000,000 of the start-up funding money owed.
- INFORMATION ITEM 8: Deputy Executive Director Report – D. Vallejo
- Current enrollment 450
  - Attendance
    - December - 93%
    - January to date – 93%
  - Truancy
    - 26 Truancy letters mailed or to be mailed in January
  - Universal Security

- Seeing more activity on the street
- Change in personnel requested

**INFORMATION ITEM 9:**

Principal Report – M. Cavazos

- 12 TEAM Charter School families were recipients of the toy and food drive in December
- Professional Development
  - Epi-Pen Training
  - Salad In A Wheelbarrow Curriculum
- Tutoring – 5 or more students per teacher
- Action Walks in classrooms for alignment to begin
- Evaluation Process to begin
- Grade Level Planning continuing
- Dr. Suess Day planned for March 2<sup>nd</sup>
- Literacy Night planned for all students and parents
- Student behavior is improving
- Team building activity
- Accelerated Reader Program is up and running
- 2 Computer Labs currently available for student use
- Computers placed in the classrooms
- 3 week school-wide fundraiser to fund fieldtrips for each class
- Instructional Coach started January 5, 2015
- Upcoming school-wide activities
  - Snow Day – January 30, 2015
  - Spirit Day – Snow Gear Garb
- Black History Month – February
  - Artist in Residence

**INFORMATION ITEM 10:**

Executive Director Report – D. Eison

Information ED would have presented was covered in Information Items.

**Board Discussion:**

- Director Candy Vargas notified the Board of her need to leave meeting early due to education commitment.

Agenda Items for next Board meeting: None noted.

Motion to adjourn at 6:46PM

Motion: Debbie Vallejo

Second: Candy Vargas

PASSED          4-YES          0-NO          0-Abstain

Meeting Adjourned at 7:52PM