



TRANSFORMATIONAL EDUCATION INC. (TEI)

Board of Trustees Meeting Minutes

Date: March 28, 2016

Start Time: 5:19PM

Trustees in Attendance: John Solis, Tod Hill, Josh Doberneck, Mahala Burns
Trustees Absent: Toni Cecchetti, Candy Vargas
Meeting Facilitator: John Solis, President
Other Attendees: Debbie Eison, Debbie Vallejo, Doug Wacker, Marlesse Cavazos

Adjustment and Amendments to the meeting agenda:

Request was made to table "Action Item 7, Approve Updates to Emergency Preparedness Plan" until the May 2016 meeting.

Motion: Tod Hill
Second: Mahala Burns
PASSED 4-YES (all trustees in attendance)
0-NO
0-Abstain

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

Public Comments: None

ACTION ITEM 1: Elect Board Secretary/Clerk
Discussion: Election to replace outgoing Secretary/Clerk Debbie Vallejo. Chairman Solis asked for nominations from the floor (3 separate request for nomination from the floor in succession). Trustee Mahala Burns was nominated and elected as Board Secretary/Clerk
Motion: Tod Hill
Second: Josh Doberneck
PASSED 4-YES (all trustees in attendance)
0-NO
0-Abstain

ACTION ITEM 2: Approve Minutes from the January 11, 2016 Board Meeting
Discussion: None
Motion: Tod Hill
Second: Josh Doberneck
PASSED 4-YES (all trustees in attendance)
0-NO
0-Abstain

ACTION ITEM 3: Approve 2016-2017 School Calendar – Debbie Vallejo
Discussion: School holidays for 2016-2017 are aligned with SUSD to minimize absences.
Motion: Josh Doberneck
Second: Mahala Burns
PASSED 4-YES (all trustees in attendance)
0-NO
0-Abstain

ACTION ITEM 4: Approve 2016-2017 Bell Schedule – Marlesse Cavazos
Discussion: Question was raised regarding the number of lunch periods in the school day. Principal Cavazos explained the necessity to schedule multiple lunch periods due to the amount of students eating at one time.
Motion: Tod Hill
Second: Josh Doberneck
PASSED 4-YES (all trustees in attendance)
0-NO
0-Abstain

ACTION ITEM 5: Approve 504 Policy, 504 Administrative Regulations, 504 Parents/Student Rights – Debbie Vallejo
Discussion: The need to adopt a 504 policy inclusive of legal requirements and updates was presented and the 504 process was explained to the Board.
Motion: Josh Doberneck
Second: Mahala Burns
PASSED 4-YES (all trustees in attendance)
0-NO
0-Abstain

ACTION ITEM 6: Approve 2016-2017 Student & Parent Handbook – Debbie Vallejo
Discussion: Changes were made to the 2015-2016 Student & Parent Handbook to include legal updates, date changes, facility information, and a complete explanation of the Suspension/Expulsion policy and procedure.
Motion: Tod Hill
Second: Mahala Burns
PASSED 4-YES (all trustees in attendance)
0-NO
0-Abstain

ACTION ITEM 7: Approve Updates to Emergency Preparedness Plan – Debbie Vallejo
Discussion: This Action Item has been tabled and will be presented at the May meeting.
Motion: N/A
Second:
PASSED

ACTION ITEM 8: Approve Parent Teacher Organization (PTO) Checking Account
Discussion: PTO President has requested a separate accounting of PTO funds. This process was also recommended by the auditors. Signers will continue to be the same as the signers on the current TEAM checking account.
Motion: Josh Doberneck
Second: Tod Hill
PASSED 4-YES (all trustees in attendance)
0-NO
0-Abstain

ACTION ITEM 9: Approve Funding for Installation of Portable Buildings on the 615 East Main Street property – Debbie Eison
Discussion: This Action Item was tabled until all costs are identified and presented to trustees along with details of the action to be taken. Chairman Solis requested that Debbie Eison negotiate a multiple year rental contract with vendor to reduce monthly rental cost. Debbie Eison will work to acquire information requested by the Board.
Motion: N/A
Second:
PASSED

INFORMATION ITEM 1: CFO Report - D. Wacker
See documents provided:

- Financial Notes
- Education Protection Account Spending Plan
- Budget to Actual Comparison Summary
- Budget to Actual Comparison
- ASES Budget Expenditure Report

TEAM is in a very good financial position. We are now being paid on the P1 enrollment report. TEAM will be receiving approximately \$400,000 in EPA funding by the end this fiscal year.

INFORMATION ITEM 2: CESO Report – D. Eison
Debbie Eison provided an update on the planned building and renovations.

- 540 East Main Street has 1 year left on the current lease.
- 600 East Main Street will not undergo any renovation for the upcoming school year.
- 615 East Main Street will house portables for TK and K if approved by the Board and our authorizer.
- 634 East Main Street is cosmetic improvements and will be completed by current maintenance staff and contracted maintenance staff. This option will cost approximately half of what was quoted by Haggerty Construction.
- 621 East Market Street will be modified to increase the number of classrooms in the building from 4 to 7.

- 625/633 East Market Street will be demolished due to the cost of securing current building and replaced by a new brick and mortar or pre-fabricated building.

- INFORMATION ITEM 3:** Charter Renewal Summary – Debbie Vallejo
 A review of changes to June 2015 Charter Material Revision was presented to the Board in their entirety. Changes were necessary to ensure Charter Renewal Petition was up-to-date and included all legally required language as well as evidence TEAM’s academic performance meets or exceeds mandates. The review was a condition of the approval of Action Item 3 on the January 11, 2016 agenda, providing permission to submit a finalized Charter Renewal Petition to SUSD with recommended changes on February 16, 2016 with the stipulation a complete summary would be presented at the next Board meeting.
- INFORMATION ITEM 4:** SUSD Public Hearing – Debbie Eison
 Debbie Eison reported on the March 8, 2016 SUSD Public Hearing where TEAM Charter School was allowed a 20 minute presentation to the SUSD Board of Trustees providing evidence of the importance of TEAM’s charter being renewed for an additional 5 years. Chairman Solis and Trustee Burns spoke on behalf of TEAM as did TEAM teachers. Attorney Jerry Simmons (Young, Minney, & Corr, LLC), Laura Kerr (CCSA Regional Manager), parents, students, administration, faculty, and staff also attended the hearing to support the renewal petition. Trustees received a copy of the PPT.
- INFORMATION ITEM 5:** California Charter School Conference (CCSA) – Marlesse Cavazos & Debbie Vallejo
 TEAM sent 8 representatives to the State CCSA Conference in Long Beach. Those attending from TEAM included teachers, administrators, coach, human resource, and finance. The conference is attended by approximately 5,000 educators and has workshops addressing a number of strands. Information learned is shared with other TEAM employees through meetings, written, and verbal communication.
- INFORMATION ITEM 6:** Campus Security – Debbie Eison
 Debbie Eison discussed campus security and presented a letter to the Board that TEAM will be using to curtail campus disruptions and potential issues of altercations.
- INFORMATION ITEM 7:** Deputy Executive Director Report – D. Vallejo
 See document provided covering the following areas:
- 2015-2016 Enrollment: 532
 - TK – 38
 - K – 94
 - 1st – 93
 - 2nd – 93
 - 3rd – 90
 - 4th – 82

- 5th - 42
- Attendance
 - NOVEMBER 2015: 94%
 - NOVEMBER 2014: 96%
 - DECEMBER 2015: 94%
 - DECEMBER 2014: 92%
 - JANUARY 2016: 94%
 - JANUARY 2015: 94%
 - FEBRUARY 2016: 93% (February 8 attendance was 77%)
 - FEBRUARY 2015: 94%
- ASES Enrollment – 16% of Student Body
- CCCI Enrollment – 33% of Student Body
- 2016-2017 Enrollment to Date: 565
- Recruitment is continuing
- Disclosure to Board: Debbie Eison’s son was very recently hired by Lakeshore Learning Materials which is one of the school supply vendors we do business with
- DSA Board Member as of March 2016

INFORMATION ITEM 8:

Principal Report – M. Cavazos

See document provided covering the following areas:

- Celebrations & Events
 - MAP Scores Growth in ELA & Math
 - February Attendance Awards
 - 1st Place, Ms. Gutierrez at 96.63%
 - 2nd Place, Ms. Aguilin at 96.49%
 - 3rd Place, Mr. Madison at 96.24%
 - Student’s Black History Skit
 - Rotary Read In
 - Parent & Teacher Conferences
 - Book Fair March 7-11, theme “Feeling Groovy”
- Professional Development - Administration
 - CAASPP Test Results for the SBAC – Mrs. Cavazos & Mrs. Valentin
 - Overall changes in SBAC
 - Information on SBAC website
- Professional Development Focus – Teachers
 - Alignment of goals with charter renewal document moving forward
 - PLCs, group collaboration effective
 - Development writing assessments
 - Development of State Standards Common Core (SSCC)
 - Preparations for May Project Based Learning “PBL Showcase”
 - Teacher Workshops – NGSS at SJCOE
 - Teachers at CCSA Conference
- Student Assistance Program
 - SST Initial Meetings – 51

- Follow up #1 – 34
 - Follow up #2 - 7
- Grades K, 1, 2, 3, and 4 attended a field trip in March with additional fieldtrips scheduled for April.
- 4th and 5th grade students began the Reading Buddies Program which allows time for the older students to read with 1st and 2nd grade students.
- Upcoming Events
 - School Site Council Meeting – April 7th at 3:30PM
 - PTO Meeting – April 14th at 4:00PM
 - Mother & Son Dance in May. Day TBD.
 - Parent Empowerment Hour

INFORMATION ITEM 9:

Executive Director Report – D. Eison

See document provided:

- Early Education and Support Division (EESD)
 - The EESD accepting the TEAM RFP for preschool funding. TEAM will be notified if awarded funds.
- 403b
 - TEAM employees have requested we investigate the possibility of offering a 403b Retirement Package. We are currently speaking to providers to identify options available.
- Benefits Package
 - Debbie Eison suggested TEAM investigate the possibility of increasing the insurance coverage amount provided by TEAM to employees to help with health coverage costs for the 2017-2018 school year.
- Crab Feed Fundraising Dinner
 - The event was a success, doubling the profits over the previous year.
 - Corporate donations totaled \$8,896.85
 - Auction netted over \$10,000
 - Raffle netted over \$2,000
 - Bake Sale netted over \$1,400
 - Science Camp Student Tips totaled \$1,399
- “Supercircular”
 - Changes to TEAM’s 501(c)3
 - CDE is to notify TEAM of rule changes and effective dates
- CFO is working with auditors to evaluate and modify TEAM’s accounting guidelines. Will be presented to Board upon completion.

Board Discussion: Trustee Burns presented the opportunity for TEAM to participate in the “Great Big Read” on April 30th from 11:00AM to 2:00PM at the Janet Leigh Plaza.

Motion to Adjourn

Motion: Tod Hill

Second: Josh Doberneck

Meeting Adjourned at 7:13PM