

MBTA BOARD MEETING MINUTES
(revised 8/2007)

Date: Dec. 20, 2010
Start time: 2:03
Absent: K. Honbo

Recorded by: Marga Genova

<i>The meeting was called to order by Board Chair Malia Chow at via conference call. Ten of eleven members in attendance. Quorum established.</i>	
Approval of Minutes	Minutes approved
OLD BUSINESS	
Topics Discussed	Comments/Decisions Made
NEW BUSINESS	
Phone tree for Board Members	<p>Discussion:</p> <p>Board member Malia Chow requested that an emergency phone tree be created and distributed to all board members</p>
Financial Audit Draft Review and Approval	<p>Discussion:</p> <p>Financial Audit done by Carbonaro CPA & Assoc. requires that related persons hired by MBTA either as employees or independent contractors disclose the following information:</p> <ol style="list-style-type: none"> 1. The nature of relationship(s) 2. A description of the transactions other than compensation arrangements 3. Dollar amounts of transactions 4. Any amounts due from or to related parties <p>To obtain assurance that the LSB is aware of the employment arrangements of the following individuals and approves of the compensation of each, directors are asked to sign the document emailed earlier and either fax, email or snail mail in to the main office.</p> <ul style="list-style-type: none"> - Check / Bank Statement review by board designee. - Compensation for designee must be formal submitted in the bylaws

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	<ul style="list-style-type: none">- Designee must not be in management or related to an Administrator, but on the board.- Proposed Designee is to be compensated at a rate of \$300 monthly- Proposed Designee should be appointed as Treasurer- Board must select board officers <p>Decision:</p> <ul style="list-style-type: none">- Timeline for review and approval by 2nd week of January. Wednesday 12/22 (7:00 AM) for board meeting to discuss and approve letter to auditor
Public Relations for School	<p>Discussion:</p> <ul style="list-style-type: none">- Myron shared points from his conversation with Kitty Lagareta from Communications Pacific.- CommPac recommended not to address the media- Suggested advisement from Prominent members of the Education community (DJ Mailer, Wendy Lagareta)- Board will use the recommendations to formulate a response to the Charter office.- Board member Joanne Leong request that we start a Public Relations campaign on positive activities- Board member Myron K. Thompson shared definition of Public Relations - "Good Works well publicized"- Board member Myron K. Thompson suggested the hiring of a PR consultant for the submission of Press releases on at least a quaterly basis.- Board member Kimo suggested some form of encouragement for faculty members. Support letter from board submitted to faculty.- Charter Review Panel has requested a letter from the board about boards actions in response to allegations submitted by January 13th, 2011.- Susan Essoyan from StarAdvertiser has requested a board response about boards actions in response to

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	<p>allegations. - Board member Malia Chow suggests informing the reporter that a formal letter to the Charter Review Panel that will be available in the public domain.</p> <p>Decision:</p>
Change in By-Laws	<p>Discussion:</p> <p>Proposed change in LSB By-Laws to include an additional 14th member to the board and allow for compensation of the LSB designate member (i.e. outside authorized check signer, board member, treasurer) that will receive the bank statement/Image CD unopened so that they can look through all canceled checks and other bank transactions for unusual items. This procedure includes looking at canceled checks, canceled check images on the bank statements or computer disk or by using on line banking that allows the viewing of canceled checks. Also the member will review the bank statement for unusual items such as credit memos, debit memos, transfer of funds, late fees, electronic payments, etc. and ask the accounting department for explanations for anything unusual. In addition the member will receive the bank reconciliations and bank statements as part of their monthly financial package. Reports to be reviewed at each meeting, questioned, and approved are the balance sheet and profit and loss budget report.</p> <ul style="list-style-type: none">- Check / Bank Statement review by board designee.- Compensation for designee must be formal submitted in the bylaws- Designee must not be in management or related to an Administrator, but on the board.- Proposed Designee is to be compensated at a rate of \$300 monthly- Proposed Designee should be appointed as Treasurer- Board must select board officers <p>Decision:</p>

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MBTA Outreach programs and Enrollment Drops	<ul style="list-style-type: none">- 500 students serviced by Thompson Extension Academy (TEA)- Adoption of K4 elementary program- Potential partnership with John Burns Medical school for the development of a Clinical Research course for H.S. grade level- Development of a Engineering academy, pilot program for iPhone/iPad App development with MBTA teachers with student access and TEA access in SY 2011-2012
Response to the Charter School Review Panel regarding issues of Nepotism	<p>Board member requested evaluation lines and proposed teacher evaluation</p> <ul style="list-style-type: none">- Diana will email proposed lines and evaluation form.
Approval of Administrator Salaries and of school staff related to administrators	<p>Discussion:</p> <p>Per the Carbanaro CPA cover letter sent out earlier, all board members are to review and prepare for decision making at the next meeting. Explanation of each individual's role and compensation has been sent via email and will be placed in this cover letter with signatures and returned snail mail.</p> <p>Decision:</p>

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Reports	None
Action Items	
EXECUTIVE SESSION	
<i>The meeting was adjourned at 3:06 p.m.</i>	