

# California Online Public Schools

## Minutes

### California Online Public Schools (CalOPS) Board Meeting

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#### **Date and Time**

Tuesday October 3, 2023 at 3:30 PM

#### **Location**

CalCA NorCal: 580 N. Wilma Avenue, Suite G, Ripon, CA 95366  
CalCA SoCal: 33272 Valle Road, San Juan Capistrano, CA 92675  
23091 Arden Street, Lake Forest, CA 92630  
1201 Cara Road, Dinuba, CA 93618  
8422 Madison Avenue, Fair Oaks, CA 95628  
3753 W. Norberry Street, Lancaster, CA 93536  
32946 Calle San Marcos San Juan Capistrano, 92675  
9423 Reseda Blvd. Apt#230, Northridge, CA 91324  
1608 Lake Street, Calistoga, CA 94515

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#### Join Zoom Meeting

<https://zoom.us/j/93762840563>

Meeting ID: 937 6284 0563

Dial In:

+1 (669) 444-9171 ext. 93762840563# US

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This meeting is open to the public in person and via teleconference. For information about this meeting or for members of the public who require special accommodations to attend, contact the school offices: Bernie Jamero at (209) 253-1208 or Eva McGahey at (714) 248-6179 at least 24 hours prior to the meeting. The Board packet can be made available for public review by contacting the school offices prior to the Board meeting in compliance with California open meeting law.

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#### **Directors Present**

A. Pulsipher (remote), B. Hartelt (remote), E. Pavlich, P. Hedrick (remote)

#### **Directors Absent**

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D. Rivas, E. Wickliffe, M. Henjum

**Guests Present**

A. Larsen (remote), C. Sanchez Reyes (remote), D. Hertzler, D. Kozub (remote), E. McGahey, H. Roney (remote), H. Tamayo (remote), J. Sitomer (remote), Jennifer Brunner, L. Carter, L. Dombek (remote), L. Johnson (remote), M. Percin (remote), M. White (remote), Patrick Costello, R. Romero (remote), R. Savage (remote), Ryan Dreifus, S. Ford (remote), V. Acosta

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**I. Opening Items**

**A. Call the Meeting to Order**

E. Pavlich called a meeting of the board of directors of California Online Public Schools to order on Tuesday Oct 3, 2023 at 3:38 PM.

E. Pavlich made a motion to Call the meeting to order.

The board **VOTED** to approve the motion.

**Roll Call**

M. Henjum Absent  
P. Hedrick Aye  
D. Rivas Absent  
A. Pulsipher Aye  
E. Wickliffe Absent  
B. Hartelt Aye  
E. Pavlich Aye

**B. Roll Call**

**CalOPS Staff**

Dan Hertzler - CalOPS Director of Business Services - SoCal Office  
Eva McGahey - CalOPS Administrative Assistant - SoCal Office  
Heather Tamayo - CalOPS Middle School Principal  
Kara Mannix - CalOPS High School Principal - SoCal Office  
LaChelle Carter - CalOPS Director of Financial Services - SoCal Office  
Leslie Dombek - CalOPS Director of Student Achievement  
Marcus White - CalOPS Elementary School Principal  
Richard Savage - CalOPS Superintendent  
Richie Romero - CalOPS Deputy Superintendent  
Stephen Ford - CalOPS Assistant Superintendent of Human Resources  
Viridiana Acosta - CalOPS Executive Assistant - NorCal Office  
Harold Roney - CalOPS Director of Student Services  
Ryan Dreifus - CalOPS High School Assistant Principal - SoCal Office  
Jennifer Brunner - CalOPS High School Assistant Principal - SoCal Office

**Contracted Staff**

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Chandre Sanchez Reyes - PVS Academic Success Partner  
Donna Kozub - PVS School Financial Services  
Jason Sitomer - Charter Impact Managing Director  
Laura Johnson - PVS School Success Partner  
Matt Percin - Charter Impact Director of Client Finance  
Patrick Costello - Concur

1 Member of the Public

**C. Approval of Agenda**

P. Hedrick made a motion to Approve the Agenda.

E. Pavlich seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

A. Pulsipher Aye  
E. Wickliffe Absent  
E. Pavlich Aye  
D. Rivas Absent  
B. Hartelt Aye  
P. Hedrick Aye  
M. Henjum Absent

**II. Oral Reports**

**A. Superintendent's Report**

R. Savage thanks everyone for attendance. He notes CalOPS enrollment population is at 8931, but fluctuating every day.

Staffing updates include the Enrollment team is fully staffed. Also hired new Director of HR to support Steve. General onboarding of new employees in order to lighten the load through the upcoming transition.

SoCal Fall Festival occurred last week and had great energy. Great turnout in regards to attendance. Handed out new CalOPS gear, and the branding change was extremely well received. J. Colombero did great job to get branded swag.

A very successful School Advisory Council meeting was put on by team of assistant principals.

Sponsoring District Updates: 3 concurrent renewals this year. Had our public hearing on Sept. 26 with Scotts Valley and will be headed back on Oct. 24th for the Board vote on renewal. Finally got ahold of Middletown and we have a public hearing with them on Oct 11 and Board vote on Nov 8. Our official petition for Ripon will be submitted on Oct. 10, the public hearing is TBD (Nov. 13 or Dec. 11) and that potential Board vote on Jan 18th. Healthy relationships with all these Sponsoring Districts. Had our oversight visit with Cuyama virtually and it went very well. Having oversight visit with CAPO on Nov. 1st and

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in person for our CAPO office, great opportunity to meet and introduce ourselves to new Superintendent. Alpaugh Unified has no updates as of now.

**B. Principals' Report (attached)**

M. White echoed R. Savage's sentiments on the success of the SoCal Fall Festival. Thanks H. Tamayo for her efforts. The elementary team is settling in a bit, but it is still a busy time with lots of interest in the online platform. Diagnostics are completed, so we are getting to know students academically as well.

H. Tamayo notes that the festival was amazing as always. It looked stunning and parents and kids had a great time! MS is also wrapping up diagnostics and getting them moved into tiered interventions to get the supports they need.

K. Mannix echoes sentiments with the success of the SoCal Fall Festival. The high school team is trying to encourage more interaction with family by extending Welcome Calls to encompass the first month of school, now calling it the Welcome Journal. They are working on getting students on camera, have students and teachers sharing screens, overall more interaction!

**C. Charter Impact Financial Report for CalOPS**

M. Percin shares his screen so he can go through the attached presentations slide by slide.

These slides cover financials through August. First slide gives highlights. Second slide covers attendance data and metrics, currently showing forecast but will have more data in future. Forecasted and original budget will be compared in future. Third slide covers revenue and in future will show year to date numbers as compared to planned and reforecasted annual numbers. Fourth slide shows expenses and includes the same year to date expenditures versus the forecasted expenditures. Fifth slide covers Fund Balance, always looked at on an annual scale. Sixth slide shows cash balance and currently looks good. Seventh slide shows compliance reporting. Eighth slide gives appendix for extra info and the check register will be included there for review. He also reviews the first slide of each attachment which gives best overview per school.

J. Sitomer notes we are very early in the year and will have better information soon. Offers to customize the presentations based on what the Board wants to see and just wants to ensure transparency.

**D. Policy, Compliance, and State Accountability Report**

D. Hertzler offers update noting there is a lot on Governor Newsoms desk right now waiting for approval or denial. Currently not much that can affect us due to our being an online Charter. One policy relevant for us to do with facilities and facility funding, but no outcome yet.

We have a large consent agenda this month due to policy updates. D. Hertzler is currently working with YMC law firm to audit our policies and we also have Federal

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Program Monitoring occurring that are asking for policy changes. We are adding updated and new policies to our consent agenda for approval to ensure compliance.

Finally, working closely with Authorizing Districts to perfect proposal language to send up to Board for Charter Renewals. Smooth processes expected.

**III. Consent Items**

- A. Approval of Minutes from the September 05, 2023 Board Meeting (attached)**
- B. Approval of Staffing Report (attached)**
- C. Approval of Expenditures over \$20k (attached)**
- D. Ratification of Unaudited Actuals for Fiscal Year Ending June 30, 2023 (to follow)**
- E. Approval of New Student Services Policies**
- F. Approval of Updates to Student Services Policies**
- G. Approval of CalOPS 23-24 School Year Handbook Supplement Revision(s) (attached)**
- H. Approval of Student Services Contracts (attached)**
- I. Approval of Check Registry (to follow)**
- J. Approval of Education Protection Account (EPA) Spending Plan (attached)**
- K. Approval of Math Placement Annual Report (attached)**
- L. Approval of Payment Schedule for Office Equipment (attached)**

P. Hedrick made a motion to Approve the Consent Agenda, Items A-L.

E. Pavlich seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

- M. Henjum Absent
- B. Hartelt Aye
- D. Rivas Absent
- P. Hedrick Aye
- A. Pulsipher Aye
- E. Pavlich Aye
- E. Wickliffe Absent

**IV. Action Items**

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**A. Approval of Enrollment Cap for 2023-24 School Year (attached)**

B. Hartelt made a motion to Approve Action Item A, Enrollment Cap for 2023-24 School Year.

E. Pavlich seconded the motion.

D. Hertzler explains that the increased enrollment from projections has led to this decision. Projected through summer that numbers would be higher than expected and we want to update the cap to serve as many students as possible. About an 11% increase from the 9000 student cap and this will be spread evenly throughout the 6 Charters.

The board **VOTED** to approve the motion.

**Roll Call**

D. Rivas Absent  
E. Pavlich Aye  
M. Henjum Absent  
A. Pulsipher Aye  
B. Hartelt Aye  
P. Hedrick Aye  
E. Wickliffe Absent

**B. Approval of Inova Payroll/HR Software (attached)**

B. Hartelt made a motion to Approve Action Item B, Inova Payroll/HR Software.

E. Pavlich seconded the motion.

S. Ford introduces Inova as a system that works hand in hand with Charter Impact. It is a payroll piece but also the HR lifecycle of an employee. This system will work closely with all our systems and allow us to easily manage our payroll, and employees, onboarding, benefits and more.

The board **VOTED** to approve the motion.

**Roll Call**

E. Pavlich Aye  
A. Pulsipher Aye  
M. Henjum Absent  
P. Hedrick Aye  
E. Wickliffe Absent  
D. Rivas Absent  
B. Hartelt Aye

**C. Approval of Salary Increase and Retention Bonus**

B. Hartelt made a motion to Approve Action Item C, Salary Increase and Retention Bonus.

E. Pavlich seconded the motion.

S. Ford explains that the reasoning here is to give back to all employees and take care of them. 15% raise on Nov. 1 10% one off retention bonus on Nov. 15. We have the funds to do this without concern.

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The board **VOTED** to approve the motion.

**Roll Call**

D. Rivas Absent  
P. Hedrick Aye  
E. Pavlich Aye  
E. Wickliffe Absent  
B. Hartelt Aye  
M. Henjum Absent  
A. Pulsipher Aye

**D. Approval of Concur Contract (attached)**

P. Hedrick made a motion to Approve Action Item D, Concur Contract.

E. Pavlich seconded the motion.

P. Costello explores SAP Concur and notes that it makes it easy for our Charter to capture receipts, and submit and approve expense reports. Links to mobile app to add to ease of access for employees. This is the most secure and reliable cloud based system on the market and will provide the best user experience with OCR technology.

L. Carter adds that there were other vendors explored, but notes that the platform is one our employees are already comfortable with and is also customizable.

The board **VOTED** to approve the motion.

**Roll Call**

P. Hedrick Aye  
A. Pulsipher Aye  
E. Pavlich Aye  
M. Henjum Absent  
E. Wickliffe Absent  
D. Rivas Absent  
B. Hartelt Aye

**V. Information Items**

**A. Pearson Virtual Schools Update**

L. Johnson updates from PVS that the enrollment team continues to support families and students enrolling. Meeting with CalOPS with key transitions on HR, finance and expense reports. Meetings have been collaborative and deliverables timely. Thanks Board and CalOPS for continued partnership.

C. Sanchez Reyes has a few updates on implementing support. Staff now has access to professional learning hub, learning facilitator and the pod. Family's tech support is staying on top of new features. This year small wins team encouraged most recent release of last lesson and assessment complete view for teachers during check ins. Nickname field also updated to better support teacher-student relationship while also maintaining legal compliance.

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## VI. Closing Items

### A. Adjourn Meeting

B. Hartelt made a motion to Adjourn the Board Meeting.

E. Pavlich seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

E. Pavlich Aye

D. Rivas Absent

M. Henjum Absent

A. Pulsipher Aye

E. Wickliffe Absent

B. Hartelt Aye

P. Hedrick Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:27 PM.

Respectfully Submitted,

E. Pavlich