



APPROVED 05/26/2020

**California Online Public Schools (CalOPS)
MINUTES OF THE BOARD OF DIRECTORS MEETING
GOVERNING BOARD for:
CalCA North Bay
CalCA Central
CalCA Central Coast
CalCA Monterey Bay
CalCA Ripon
CalCA Southern California**

Tuesday, April 28, 2020 at 3:30 p.m. PT

Telephone Conference Call Location:

Via Teleconference due to State Precautions regarding Public Health and Safety
During COVID-19 Pandemic and in accordance with the Governor's Executive Order N-29-20

1 (800) 504-8071; Passcode 843-8063

I. Call to Order

Ms. Pavlich called the meeting to order at 3:36 p.m. when all participants were present and able to hear each other. The meeting was open to the public and held via teleconference due to state precautions regarding public health and safety during the COVID-19 pandemic.

II. Roll Call

Board Members Present at Roll Call: Elaine Pavlich, Diana Rivas, Adam Pulsipher, Dave Souza and Paul Hedrick (via phone);

Board Members Absent: Mike Henjum and Brooke Watkins;

Guests Present: Richard Savage, Executive Director; Marcus White, Kara Mannix, Heather Tamayo, Richie Romero, Franci Sassin, LaChelle Carter, Julie Colombero, Michele Rushing, School staff; Cathy Karum, Member of the Public; Melissa Brown, Eileen Sigmund, Donna Kozub, Jolie Rotar, Laura Coleman and Megann Arthur, Pearson Online & Blended Learning (OBL) staff (via phone).

III. Public Comment

There were no public comments at this time.

IV. Routine Business

a. Approval of Agenda

Ms. Pavlich asked the Board to review the Agenda distributed prior to the meeting and posted by April 24, 2020 in compliance with the Brown Act requirements. There being no further changes noted, the following motion was made and seconded as follows:

RESOLVED, that the Agenda for the April 28, 2020 Board Meeting, as presented, is hereby approved.

The motion was approved unanimously.

V. Oral Reports

a. Executive Director's Report

i. COVID-19 Response

1. State Testing Update

Dr. Savage advised that standardized testing had been cancelled by state mandate for the current school year due to COVID-19.

2. Graduation Plans and End of Year Activities

Dr. Savage advised the Board of school staff members' preparations for the upcoming high school graduation ceremony and further advised that a decision on whether to hold the ceremony virtually had not yet been made.

ii. PCx Update

Dr. Savage provided the Board with an update on the preparations for the new learning management system, PCx.

b. Principal's Reports

i. Elementary School

Ms. Pavlich asked the Board whether they had any questions or comments on the written report received by the Elementary School Principal, Mr. White. There were no questions from the Board at this time.

ii. Middle School

Ms. Pavlich asked the Board whether they had any questions or comments on the written report received by the Middle School Principal, Ms. Tamayo. There were no questions from the Board at this time.

iii. High School

Ms. Pavlich asked the Board whether they had any questions or comments on the written report received by the High School Principal, Ms. Mannix. There were no questions from the Board at this time.

c. CalCA Financial Report

i. Special Education Service Contracts Update

Ms. Carter referred the Board to the updated document on Special Education service providers and expenses as included in the Board meeting materials. She further updated the Board on the process to secure special education service providers for next school year.

ii. Consolidated Financial Report

Ms. Carter provided the Board with an update on all the CalCA School's financials. Ms. Pavlich asked the Board whether they had any questions or comments on the consolidated financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

iii. CalCA North Bay Financial Report

Ms. Palvich asked the Board whether they had any questions or comments on the written CalCA North Bay financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

iv. CalCA Central Financial Report

Ms. Palvich asked the Board whether they had any questions or comments on the written CalCA Central financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

v. CalCA Central Coast Financial Report

Ms. Palvich asked the Board whether they had any questions or comments on the written CalCA Central Coast financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

vi. CalCA Monterey Bay Financial Report

Ms. Palvich asked the Board whether they had any questions or comments on the written CalCA Monterey Bay financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

vii. CalCA Ripon Financial Report

Ms. Palvich asked the Board whether they had any questions or comments on the written CalCA Ripon financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

viii. CalCA Southern California Financial Report

Ms. Palvich asked the Board whether they had any questions or comments on the written CalCA Southern California financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

ix. State Budget Update

Dr. Sassin discussed potential state budgetary impacts as a result of COVID-19. She advised that the Board will have a 2020-2021 School Year budget for consideration in an upcoming meeting, however it will likely need revising after the state budget changes are fully known.

[Ms. Karum left the meeting at 3:58 p.m.]

d. Policy and Compliance Report

i. New Schools Financial Update

Dr. Sassin provided the Board with an update on the new school's banking accounts status and funding from district sources.

ii. Form 700 Update

Dr. Sassin thanked the Board for their annual filing of their Form 700s.

iii. Form 990 (Tax Return) Update

Dr. Sassin provided the Board with an update on the annual review and filing process for the schools' Form 990s. She advised the Board that the Form 990s will be sent for their review as required by law prior to submission to the Internal Revenue Service (IRS).

iv. Special Education Local Plan Area (SELPA) Update

Dr. Sassin advised the Board that all schools have been approved to move to the El Dorado Special Education Local Plan Area (SELPA). She further advised the Board that they will be monitoring the different reporting requirements, as well as any potential budgetary impacts.

v. P2 Attendance Reporting Update

Dr. Sassin provided the Board with an update on the P2 submission and budgetary impact.

e. OBL Products, Services and Initiatives Update

Ms. Sigmund reviewed details within the Pearson Online & Blended Learning's (OBL) 2020-2021 Products, Services and Initiatives memo, as included in the Board materials. She reviewed upcoming program enhancements, planned product roll-outs, and specific initiatives that are high on the priority list of OBL for deployment to the school both within the next school year, and beyond. Ms. Sigmund further detailed curriculum changes and alignment initiatives, including all the advantages of utilizing Polaris® for curriculum development and improving the student experience. She reviewed the anticipated timeline for the next generation of the school's learning management system to be available, and highlighted specific enhancements being made to the current platform, resulting largely from what's received positive feedback in beta testing.

VI. **Consent Agenda**

Ms. Pavlich asked Board Members whether there were any items from the Consent Items that they wished to have moved to Action Items for discussion. The Board discussed the School Calendar with Dr. Savage. There being no changes noted, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the February 25, 2020 Board Meeting;
- b. Approval of Minutes from the March 16, 2020 Special Board Meeting;
- c. Approval of Minutes from the March 19, 2020 Emergency Board Meeting;
- d. Approval of Staffing Report;
- e. Approval of Online & Blended Learning (OBL) Invoice(s);
- f. Approval of School and Staff Calendars for the 2020-2021 School Year;
- g. Approval of Final Attendance Calendar for the 2020-2021 School Year;
- h. Approval of Staff Compensation Plan for the 2020-2021 School Year;
- i. Ratification of Second Interim Reports; and
- j. Ratification of School Safety Plan for the 2020-2021; are hereby approved.

The motion passed unanimously.

VII. Action Items

a. Approval of Revised Enrollment Documentation: Parent Legal Guardian Agreement

Dr. Sassin reviewed with the Board the revised Parent Legal Guardian Agreement as a result of the previously discussed new platform, as included in the Board Meeting materials. She further advised that the agreement would coincide with the Master Agreement. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Revised Enrollment Documentation: Parent Legal Guardian Agreement, as presented, is hereby accepted.

The motion passed unanimously.

b. Approval of Lease Amendment for Ripon (Northern California) Office Location

Dr. Sassin reviewed with the Board the lease negotiations and process. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Lease Amendment for Ripon (Northern California) Office Location, as presented, is hereby accepted.

The motion passed unanimously.

c. Approval of Revision(s) to the 2019-2020 School Year State Specific School Handbook(s): Graduation Requirements and Various Additional Revisions

Dr. Romero reviewed with the Board the state specific handbook revisions, particularly the recommended graduation requirement changes for this current school year and subsequent years. The Board discussed the revisions and messaging to families in detail with Dr. Romero. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Revision(s) to the 2019-2020 School Year State Specific School Handbook(s): Graduation Requirements and Various Additional Revisions, as presented, is hereby accepted.

The motion passed unanimously.

d. Review and Consideration of COVID-19 Measures and Necessary Actions Based on Discussion, including follow up from March Board Meetings

Dr. Savage reviewed the school's response to the ongoing COVID-19 pandemic, including enrollment considerations and recommendations. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the enrollment of new students for the 2019-2020 School Year continue through May 15th, as discussed, is hereby approved.

FURTHER RESOLVED, that the disenrollment of students for non-compliance is discontinued, with individual decisions at the discretion of the Ex. Director, as discussed, is hereby approved.

The motion passed unanimously.

e. Review and Consideration of Electronic Payments System

Ms. Carter reviewed with the Board the electronic payment system option, as included in the Board meeting materials. Ms. Carter reviewed the current, time consuming payment process and advantages of the electronic system. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Electronic Payments System, as presented, are hereby approved.

The motion passed unanimously.

VIII. Information Items

a. Outreach Plan for the 2020-2021 School Year

Ms. Rotar introduced Ms. Colombero to review the school's proposed Outreach Plan for the upcoming school year, as included in the Board materials. Ms. Colombero highlighted current and projected enrollment numbers, as well as planned activities for student recruitment.

b. State Account Relations (STAR) Update.

i. Legislative Update

Ms. Sigmund provided the Board with an update on recent legislative activities in the state, which may impact the school.

c. Benefits Program Updates

Ms. Sigmund referred the Board to the benefit program updates document, as included in the Board meeting materials, and advised that OBL is dedicated to providing medical benefit enhancements without increased costs. Dr. Sassin provided the Board with an overview of recent medical benefit offering enhancements, including increase to the health savings account, paid maternity leave, increased parental and serious illness leave, among other added or increased benefits.

d. Partner School Leadership Team (PSLT) Update

i. School Operations Metrics

Ms. Brown presented the quarterly School Operations Metrics to the Board. She reviewed the data included in the Board materials, highlighting the school's performance as compared with other OBL partnering schools of similar size and years in operation.

e. Board Relations Update/Planning for the 2020-2021 School Year

Ms. Arthur discussed the planning for the 2020-2021 school year that OBL has been working on with the school.

i. Board Support Update

Ms. Arthur provided the Board with an update on support services and personnel provided to the school and Board by OBL. Ms. Arthur advised that she will be the main Board Relations contact over the next several months while Ms. Coleman is caring for her newborn.

[Ms. Carter left the meeting and rejoined at 5:18 p.m.]

ii. Board Meetings Schedule

Ms. Arthur advised that the consideration of the Board meeting schedule for the 2019-2020 school year will be included on the June Annual Meeting agenda and encouraged Board members to inform her and the Board Chair of any known meeting conflicts.

iii. Board Composition

Ms. Arthur discussed with the Board the current composition, including board member terms that would be up at this year's annual meeting. She further encouraged Board members to discuss their intentions regarding terms and renewal with herself and Board Chair.

iv. Board Experience Survey

Ms. Arthur advised the Board of an upcoming Board Experience Survey which will allow the Board to provide feedback on services provided by OBL. She discussed with the Board the purpose of the survey and the value of their participation. Ms. Arthur further provided the Board with details on the survey delivery date.

v. Strategic Development Retreat Update

Ms. Arthur advised the Board that a strategic planning session will be scheduled when public health and safety recommendations allow.

f. Sponsoring District(s) Update

Dr. Savage provided the Board with an update on the recent Superintendent appointment at Middletown Unified School District and advised that a meeting will be scheduled when public health and safety recommendations allow.

g. LCAP Update

Dr. Romero advised the Board of the Local Control Accountability Plans (LCAP) submission requirement changes due to COVID-19, as well as the new requirement of a COVID Operations Report. Dr. Romero and Dr. Sassin further reviewed the submission process and expected timeline for various LCAP components.

IX. Adjournment and Confirmation of Next Meeting on Tuesday, May 26, 2020 at 3:30 p.m. PT

There being no further business to discuss, the meeting was adjourned at 5:31 pm. The next meeting is scheduled for Tuesday, May 26, 2020 at 3:30 p.m. PT.