



**APPROVED 06/23/2020**

**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, May 26, 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

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**I. Call to Order**

Ms. Pavlich called the meeting to order at 3:35 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, Richie Romero, Heather Tamayo, Franci Sassin, School staff; Melissa Brown, Eileen Sigmund, Donna Kozub, Emily Lee and Megann Arthur, Online & Blended Learning (OBL) staff (via phone).

**III. Public Comment**

There were no public comments at this time.

[Ms. Tamayo joined the meeting at 3:37 p.m.]

#### IV. Routine Business

##### a. Approval of Agenda

Ms. Pavlich asked the Board to review the Agenda distributed prior to the meeting and posted by May 22, 2020 in compliance with the Brown Act requirements. There being no changes noted, the following motion was made and seconded as follows:

RESOLVED, that the Agenda for the May 26, 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

Dr. Savage advised the Board that school staff continues to work from home under the guidelines of the state due to the COVID-19 pandemic. Dr. Savage further advised the Board that he has begun initial discussions for the re-opening of both offices to ensure preparedness when allowed by state and local guidance.

###### ii. Graduation Plans Update

Dr. Savage presented this item to the Board. He reviewed the upcoming graduation ceremony, which will be held virtually, on June 17 at 6:00 p.m. and advised of the staff's ongoing work to ensure a successful commencement.

###### iii. 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

Dr. Sassin referred the Board to the updated document on Special Education service providers and expenses as included in the Board meeting materials, and reviewed details of the proposed vendors under negotiation.

ii. Consolidated Financial Report

Dr. Sassin 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.

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 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). She reminded the Board that the submission deadline had been moved to July.

iii. CalCA Central Coast Access for New Charter School

Dr. Sassin presented this item to the Board. Dr. Sassin advised the Board of the consent items on the agenda related to necessary authorizations in furtherance of accessing funding for the new school.

Dr. Sassin provided the Board with an update on budget preparations, discussing with the Board the methodology used for the draft budget including anticipated changes due to the COVID-19 pandemic. She informed the Board that the overall enrollment target numbers previously presented to the Board were being included in the draft budget, however, enrollment in each of the six schools was being modified to better adjust to the actual expectations. These enrollment targets are higher than what the organization has experienced in past years, but is consistent with past assumptions in the initial budgets, and the effect of COVID 19 on enrollment next year is still unknown. She advised the board that the Governor's May revise would be the basis to estimate revenue in the draft budget, and that spending cuts would need to be made, so discussions are going on now to determine how to do that. The final version of the budgets for 20-21 will be brought to the Board in June for approval, as required by law.

## **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 requested to table Consent Agenda item (h) Approval of Employee Handbook Revision(s) as that item was not yet ready for Board consideration. There being no further changes, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the April 28, 2020 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Online & Blended Learning (OBL) Invoice(s);
- d. Approval of Annual Charter School Information Surveys;
- e. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2020-2021 School Year;
- f. Approval of SELPA Plan(s) Documentation; and
- g. Approval of CalCA Central Coast Designees Access to Funds and Account Information Through Santa Barbara County Education Office; are hereby approved.

The motion passed unanimously.

## VII. Action Items

### a. Approval of Revision(s) to Master Agreement for Returning Students

Dr. Sassin presented this item to the Board. She advised Board members of the revisions to the Master Agreement for returning students including a digital signature option. This is the first time this has been done for parents and students, but it has been used for teachers in the past. This is being piloted due to the COVID 10 pandemic as well as the transition to PCx for 20-21. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the revision(s) to Master Agreement for Returning Students, as presented, is hereby accepted.

The motion passed unanimously.

### b. Approval of Board Meeting Schedule Change

Ms. Arthur confirmed with the Board their availability to hold their Annual Meeting on June 23, 2020, moving it back in the month to hopefully have more budget related information from the state. The Board expressed their desire to move their Annual Meeting date to June 23, 2020. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Board meeting schedule change, as presented, is hereby accepted.

The motion passed unanimously.

## VIII. Information Items

### a. LCAP Update and Timeline

Mr. Romero provided the Board with an update on the Local Control Accountability Plan (LCAP), which will be brought to the board in the fall after the state revises the LCAP template for 2019-20 Mr. Romero provided the Board with an overview of the COVID-19 Written Operations Report template, which must be approved no later than June 30 this year, and submitted to multiple agencies, plus posted on the schools' websites.

[Ms. Tamayo left the meeting at 4:09 p.m.]

### b. State Account Relations (STAR) Update.

#### i. State Budget Update

Ms. Sigmund discussed with the Board potential state budget changes due to the COVID-19 pandemic. Ms. Sigmund further discussed the continued monitoring that will remain in place as updates come from the state.

#### ii. Federal CARES Funding Update

Ms. Sigmund presented this item to the Board. Ms. Sigmund advised the Board of anticipated funding for 2020-21 to four of the CalCA schools under this act.

[Ms. Tamayo re-joined the meeting at 4:12 p.m.]

c. Partner School Leadership Team (PSLT) Update

i. School Leader Performance Review Planning

Ms. Brown outlined the annual school leader review process with the Board. She reminded Board members that the process includes feedback from the Board through a survey. Ms. Brown further reminded the Board that Dr. Savage's final review will take place during the Board's Annual Meeting in June. She also reiterated the importance of Board member participation in the review process.

ii. Facility Reopening Plans

Ms. Brown advised the Board of OBL's ongoing assistance to the School Leader regarding the re-opening of the school office(s). She highlighted key points in a guidance document sent to school leadership describing work being completed to ensure safety, minimize associated risks with re-opening and confirm all spaces are ready for occupancy. She further outlined all the support OBL's Facilities Team, as well as PSLT, are providing to the school throughout the coming months as their school leadership determines appropriate re-opening measures.

d. Sponsoring District(s) Update

i. Distance Learning Plan for CUSD

Dr. Sassin presented this item to the Board. She advised the Board of a written report provided to CUSD outlining changes at the school due to the COVID-19 pandemic.

e. Charter Renewal Update

Dr. Savage updated the Board that, due to the COVID-19 pandemic, the Charter renewal timeline is in flux and he anticipates providing further information at a later date.

**IX. Adjournment and Confirmation of Annual Meeting on Tuesday, June 23, 2020 at 3:30 p.m. PT**

There being no further business to discuss, the meeting was adjourned at 4:22 pm. The Annual Meeting is scheduled for Tuesday, June 23, 2020 at 3:30 p.m. PT.