



**APPROVED 07/17/2020**

**California Online Public Schools (CalOPS)  
MINUTES OF THE BOARD OF DIRECTORS ANNUAL MEETING**

GOVERNING BOARD for:

**CalCA North Bay**

**CalCA Central**

**CalCA Central Coast**

**CalCA Monterey Bay**

**CalCA Ripon**

**CalCA Southern California**

Tuesday, June 23, 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, Mike Henjum and Dave Souza (via phone);

Board Members Absent: Brooke Watkins, Adam Pulsipher and Paul Hedrick;

Guests Present: Richard Savage, Executive Director; Marcus White, Kara Mannix, Richie Romero, Heather Tamayo, Franci Sassin and LaChelle Carter, 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.

**IV. Routine Business**

a. Approval of Agenda

Ms. Pavlich asked the Board to review the Agenda distributed prior to the meeting and posted by June 19, 2020 in compliance with the Brown Act requirements. She asked a clarifying question about the electronic payment system agenda item. There being no changes noted, the following motion was made and seconded as follows:

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

RESOLVED, that the Agenda for the June 23, 2020 Annual 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 of the virtual School Leadership Conference taking place this week. He additionally updated the Board on the school's decision to cancel the fall festival as well as the intent to hold fall back to school staff meetings virtually.

ii. Graduation and End of Year Activities Update

Dr. Savage presented this item to the Board. Dr. Savage advised the Board of the success of the recent middle school and high school graduation ceremonies, held virtually. Board members discussed with Dr. Savage their desire to view the recording of the virtual graduation ceremonies.

iii. Enrollment and Staffing Update

Dr. Savage provided the Board with an update on the enrollment pipeline for the 2020-2021 school year. He further updated the Board on anticipated staffing needs associated with the projected enrollment.

iv. PCx Update

Dr. Savage provided the Board with an update on the preparations for the new learning management system, PCx. He discussed the recent PCx training he attended and advised the Board of anticipated dates when the system will go live for students. Dr. Savage further updated the Board on training planned for all staff in the fall.

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. Consolidated Financial Report

Ms. Carter provided the Board with an update on all the CalCA Schools' financials, as included in the Board materials. 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.

ii. 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.

iii. 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.

iv. 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.

v. 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.

vi. 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.

vii. 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. Form 990 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 required documents are in the final stage of review and noted that she anticipates the filing to take place in the beginning of July. Dr. Sassin further provided Board members with anticipated timing of their receipt of information for review in furtherance of the filing.

ii. Charter Amendment(s) for SELPA Transfer

Dr. Sassin provided an overview of the proposed charter amendments, as included in the Board materials, including background and communications with authorizers regarding the transfer.

## 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. There being no changes noted, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the May 26, 2020 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Online & Blended Learning (OBL) Invoice(s);
- d. Approval of Revised Consolidated Applications;
- e. Approval of Board Meeting Schedule for the 2020-2021 School Year;
- f. Approval of STRS Contract from OCDE;
- g. Approval of Charter Amendment(s) for SELPA Transfer;
- h. Approval of OBL Summer School Site Agreement; and
- i. Approval of Revisions to CalCA Mathematics Placement Policy for 2020-21 School Year; are hereby approved.

The motion passed unanimously.

## VII. **Action Items**

a. Approval of Employee Handbook Revision(s)

Dr. Sassin reviewed this item with the Board. She provided an overview of the proposed revisions, as included in the Board materials and advised the Board of the background necessitating the revisions. Dr. Sassin further advised the Board of additional Employee Handbook policies under review currently, noting her anticipation of those policies coming before the Board at the upcoming August meeting. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Employee Handbook Revision(s), as presented, are hereby approved.

The motion passed unanimously.

b. Approval of Fiscal Controls Policy Revision(s)

Ms. Carter reviewed this item with the Board. She provided an overview of the policy updates as included in the Board materials, specifically detailing all substantive updates and the rationale for those. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Fiscal Controls Policy Revision(s), as presented, are hereby approved.

The motion passed unanimously.

c. Approval of Electronic Payment System(s)

Ms. Carter reminded Board members that this system and the required application had been discussed in a previous meeting. She further advised that the application was not available at this time, but that she anticipates that it will be available for the upcoming August meeting. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that Electronic Payment System(s), as discussed, are hereby approved.

The motion passed unanimously.

d. Approval of COVID-19 Operations Written Report

Mr. Romero reviewed this item with the Board. He provided the Board with a summary of the proposed report, as included in the Board materials. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the COVID-19 Operations Written Report, as presented, is hereby approved.

The motion passed unanimously.

e. Approval of 2020-2021 School Year Budgets and Fee Schedule for CalCA Schools

Dr. Sassin reviewed the proposed 2020-2021 school year budget outline and Budget Notes documents with the Board, also reminding them of the budget development process to date that included the School Leader, School Leadership Team, Board Treasurer and OBL staff. Dr. Sassin advised the Board of the potential budgetary impacts from the COVID-19 pandemic.

Dr. Sassin advised the Board that the 2020-2021 Fee Schedule being presented summarizes the basis for all charges from OBL to the school under the SOA, and that the basis for all charges is drawn directly from the Budget. She further reviewed the shared expenses for all California Connections Academies and the accompanying fee schedule.

Ms. Carter discussed specific line items within the budget, including staffing allocations among other items, and advised of budget updates made due to the effects of the COVID 19 pandemic. Board members had discussion on the proposed budget, and indicated their support. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Budget and Fee Schedule for the 2020-2021 school year for CalCA Schools, as presented, is hereby approved.

The motion passed unanimously

f. Approval of Directors

Ms. Arthur advised the Board that two (2) Board members' terms were up for renewal at this meeting, Adam Pulsipher and Paul Hedrick. Mr. Pulsipher and Mr. Hedrick confirmed that they wished to continue on the Board and discussion was held on the renewal of their terms. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the re-appointment of Adam Pulsipher and Paul Hedrick to the California Online Public Schools Board of Directors, as Class 2 Directors for a term of three (3) years to the 2023 Annual Meeting, as discussed, is hereby approved.

The motion passed unanimously

g. Approval of Officers for the 2020-2021 School Year

Ms. Arthur reviewed with the Board each Officer position as set out in the Board-adopted Bylaws, and advised the Board that all positions would be for a term until the Annual Meeting 2021. Nominations were opened for each position. Following the closure of nominations, and there being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of:

Elaine Pavlich, Board President;  
Diana Rivas, Board Vice President;  
Michael Henjum, Board Treasurer; and  
Adam Pulsipher, Board Secretary, as discussed, is hereby approved.

The motion was approved unanimously.

[Mr. White left the meeting at 4:35 p.m.]

**VIII. Information Items**

a. Results of the Parent Satisfaction Survey

This item was not discussed at this time.

b. Local Indicators Report Update

The Board indicated their intent to hear this update at this time, but to hear the rest of the information items later in the meeting, due to limited availability of some members of the Board. Mr. Romero provided the Board with an update on this item. Mr. Romero advised the Board that the school will likely be required to report on these indicators in the fall, but are continuously monitoring for updates as the required reports may change.

c. State Account Relations (STAR) Update.

This item was not discussed at this time.

d. Partner School Leadership Team (PSLT) Update

This item was not discussed at this time.

e. Sponsoring District(s) Update

i. MOU Update with SVUSD

This item was not discussed at this time.

**IX. CLOSED SESSION – Brown Act; Cal. Gov’t Code §54957(b) – to consider appointment, employment, evaluation of performance, discipline of an employee, Title: Executive Director of California Connections Academies**

The Board entered into closed session at 4:43 p.m. upon a motion being made, seconded and confirmed via a roll call vote of all Board members present pursuant to Brown Act; Cal. Gov’t Code §54957(b)(1) to consider appointment, employment, evaluation of performance, discipline or dismissal of an employee; Title: Executive Director of California Connections Academies. Board members in attendance were: Elaine Pavlich, Diana Rivas, Mike Henjum and Dave Souza. The Board invited the following guests into closed session: Melissa Brown, Megann Arthur and Emily Lee, OBL staff. All others left the meeting at this time.

After the Board concluded their discussion, the Board resumed their open session at 5:01 p.m. upon a motion being made, seconded and confirmed via roll call vote of all Board members present. No action was taken during closed session.

**X. Approval of Action(s) Necessary Based on Closed Session**

a. Approval of Executive Director Compensation for the 2020-2021 School Year

Ms. Pavlich reviewed the recommended compensation for the 2020-2021 school year as discussed during closed session, as well as the salary and benefit comparisons of similar School Leaders in the surrounding area. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Executive Director compensation for the 2020-2021 school year, in the amount of \$188,252.37, as discussed, is hereby approved.

The motion passed unanimously.

[Dr. Sassin, Dr. Savage, and Ms. Sigmund rejoined the meeting at 5:03 p.m.]

[Mr. Henjum left the meeting at 5:04 p.m.]

## **XI. Information Items**

### a. Results of the Parent Satisfaction Survey

Dr. Savage reviewed the results of the Parent Satisfaction Survey, included in the Board materials, in detail with the Board. He noted that a third-party independent vendor conducted the survey.

Dr. Savage highlighted areas of specific success for the school, as well as areas with opportunities for improvement, and Board members discussed the comparative data in the report.

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

Ms. Sigmund provided the Board with an update on recent legislative activities in the state, which may impact the school. Ms. Sigmund specifically focused her update on proposals and activities being discussed in the legislature due to the COVID 19 pandemic.

### c. Partner School Leadership Team (PSLT) Update

Ms. Brown presented to the Board on behalf of Online & Blended Learning's (OBL) Partner School Leadership Team.

### d. Sponsoring District(s) Update

#### i. MOU Update with SVUSD

Dr. Sassin presented this item to the Board. Dr. Sassin advised the Board that she anticipates the MOU documentation being available for Board review at the upcoming August meeting. She further advised the Board of additional expected reports as well as the hiring of two new Superintendents within the sponsoring district.

## **XII. Adjournment and Confirmation of the Next Meeting on Tuesday, August 25, 2020 at 3:30 p.m. PT**

There being no further business to discuss, the meeting was adjourned at 5:19 pm. The next meeting is scheduled for Tuesday, August 25, 2020 at 3:30 p.m. PT.