



California Online Public Schools (CalOPS)
A California Nonprofit Public Benefit Corporation
SPECIAL BOARD MEETING

GOVERNING BOARD for:
CalCA North Bay
CalCA Central
CalCA Central Coast
CalCA Monterey Bay
CalCA Ripon
CalCA Southern California

Notice is hereby given to the members of the
California Online Public Schools Board and the general public that the
California Online Public Schools Board will hold a meeting open to the public on:

Date and Time:

Friday, July 17, 2020 at 9:00 a.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

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 Deborah Larson at (949) 461-1667 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.

BOARD AGENDA

- I. Call to Order – M. Henjum
- II. Roll Call – M. Henjum
- III. Public Comment

The Board welcomes participation by the members of the public telephonically. To address an item on the agenda, before the scheduled start of the meeting, an individual must write their name and a short description of the agenda item on which they wish to comment on the card provided and submit this to the Chair, along with any materials they want to have distributed to Board. Individuals who wish to address the Board telephonically must contact the school principal by phone or by email at least twenty four (24) hours before the scheduled start of the Board meeting. If the individual wants to provide any written materials to the Board, these should be emailed to the School Principal at least twenty four (24) hours before the scheduled start of the meeting.

The total time for any individual to present, either in person or via telephone, on an item on the agenda shall not exceed three (3) minutes, or six (6) minutes if the individual requesting to comment is a non-English speaker and requires a translator, unless the Board grants additional time. However, in compliance with Board policy and the Brown Act, the Board is not permitted to discuss or take action on non-agenda items.

Individuals desiring to make a formal presentation to the Board on an item not on the agenda but desiring it be placed on the agenda must provide notice and written submissions detailing the subject of the presentation to the School Principal at least fourteen (14) days prior to the meeting. Any such presentations shall not exceed fifteen (15) minutes in duration, unless otherwise permitted by the Chair.

To view the Board Public Comment Policy, visit the school's "Our School Board" page at <https://www.connectionsacademy.com/california-online-school/about/school-board>.

- IV. Routine Business
 - a. Approval of Agenda – M. Henjum
- V. Consent Agenda
 - a. Approval of Minutes from the June 23, 2020 Annual Board Meeting (attached)
- VI. Action Items
 - a. Review and Consideration of Resolution 07-2020-01 – Enrollment Limits for the 2020-2021 School Year (to follow) – R. Savage/ F. Sassin/ E. Sigmund
- VII. Adjournment and Confirmation of the Next Meeting on Tuesday, August 25, 2020 at 3:30 p.m. PT

Agenda publicly posted:

On: Thursday, July 16, 2020 on the organization's public website

At: <https://www.connectionsacademy.com/california-online-school/about/school-board>



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

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.

California Online Public Schools
A California Nonprofit Public Benefit Corporation

Operating
California Connections Academy Schools

RESOLUTION OF THE BOARD OF DIRECTORS
TO AUTHORIZE ENROLLMENT LIMITS FOR 2020-21

RESOLUTION NUMBER 07-2020-1

Presented on July 17, 2020

WHEREAS, the California Online Public Schools Board of Directors governs the California Connections Academy Schools, comprised of six charter schools serving 32 counties in California and,

WHEREAS, as a network of online charter schools, in support of the mission of the schools, the charter documents for each school, along with the enrollment practices, have always allowed all students who are interested and eligible to attend one of the schools, and,

WHEREAS, the state of California has adopted legislation which limits funding for public schools to the funding received in the 2019-20 school year, effective July 1, 2020, which is very different from past funding mechanisms in which the schools could collect public funding for student ADA under independent study and other regulations, and,

WHEREAS, the state of California may allow for some enrollment growth through future legislation, but the mechanism of that is currently unknown and is uncertain, and,

WHEREAS, each student who completes all enrollment and registration tasks and is admitted to the school creates a cost to the organization, in order to provide adequate access to curriculum, supplies and instructional staff, and,

WHEREAS, the California Online Public Schools Board of Directors, has fiduciary responsibility to the organization, and with an increased interest in enrollment in the California Connections Academy charter schools, it is essential to be cautious regarding the number of students who attend each school and the number in each grade level,

NOW THEREFORE LET IT BE RESOLVED; that the California Online Public Schools Board of Directors hereby authorizes enrollment limits for each California Connections Academy school for the 20-21 school year, and,

LET IT BE FURTHER RESOLVED, that California Online Public Schools Board of Directors authorizes the Executive Director to develop and implement procedures to do the following: establish a waiting list(s) for each school, temporarily suspend or re-open new applications as needed, insure returning eligible students are given the opportunity to attend during the 20-21 school year, and give priority to siblings of students admitted to attend each school.

Attested by:

Elaine Pavlich
President, California Online Public Schools
Board of Directors

Date

MEMO

TO: Board of Directors
California Online Public Schools

FROM: Franci Sassin
Director of Business Services

RE: Enrollment Limits for 2020-21 school year

DATE: July 16, 2020

BACKGROUND:

In June, 2020 the California state legislature, in response to severe economic disruption due to the COVID 10 pandemic, adopted a budget trailer bill which fixed the funding for nearly all public schools at the same Average Daily Attendance (ADA) funding as was collected during the 2019-20 school year. The majority of funding for public schools is through Average Daily Attendance collected for student attendance, via the Local Control Funding Formula. In the past, this ADA funding was apportioned to each school based on the number of students enrolled and the days of attendance for each student under the terms of their Independent Study Master Agreement. None of the six California Connections Academy (CalCA) charters has any enrollment limit or capacity imposed through its charter or charter authorizer. Each charter has been able to accept all eligible students who wish to attend in the past and has been funded through the annual cut off period for all students. Consequently, no lottery has ever been necessary. During the 2019-20 school year, each CalCA school submitted ADA for funding as follows:

SCHOOL NAME	P2 ADA for 2019-20
SoCal	3822.49
Ripon	1204.43
Central	506.17
Monterey Bay	259.69
North Bay	181.36
Central Coast	38.96
TOTAL	6013.10

The approximately 6000 funded ADA reflects serving many more students than this, as not all students generate a full ADA allocation, either because the student is only enrolled for a portion of the school year, or because the student does not fully engage and earn full attendance credit.

In order to serve students appropriately and in accordance with the schools' mission and charters and mandated maximum staffing ratios, the organization must hire adequate staff, provide access to the Educational Management System, provide all curriculum, technology and materials, and provide additional support to each student who completes the enrollment, registration and placement processes. Due to the current limitations to state funding and revenue under the legislation, in order to stay within the parameters of the organization's budgets and resources, it is important to limit expenditures as well. This means that the number of students who attend the school must be limited as well. In addition, California has adopted legislation limiting charter schools' authority to discourage enrollment and involuntarily dis-enroll students.

The organization has been experiencing unprecedented interest in enrollment so far since enrollment for 20-21 opened in March. This is demonstrated by an increase in the number of students who indicated they are returning, the number of new applicants, and the number of families attending information sessions.

CURRENT CONSIDERATIONS:

Enrollment, registration and placement for the 2020-21 school year has been underway for over four months already in the new Pearson Connexus (PCx) platform. The number of returning families plus new applicants who have completed all steps of these processes, and who are ready to attend school in September, is already at or near the number from last year. There are thousands of additional new students who have started the processes but not completed them.

After consideration and discussion, the leadership has determined that the best action to take immediately is to limit enrollment by first placing a hold on moving students to the final stage of the process, to temporarily halt acceptance of new applications, and to then develop and implement procedures to create waiting lists. Any student who is not already through all steps of the processes would have an opportunity to complete all steps and receive a position on a waiting list. Due to the manner that each school is funded, waiting lists for each school would need to be developed. In addition, due to fiscal and operational considerations, additional waiting list structure would need to be created, for example, grade span waiting lists within each school.

In addition, in order to best serve families, school leadership recommends that siblings of students admitted are given priority on waiting lists, and are able to be offered a place, when

spaces is available, ahead of other students on the waiting list. Another item to be included in the waiting list procedures is the timeline by which any family offered a space in a school must accept and confirm their “intent to attend” and take that space.

Most returning students have already completed all of the re-enrollment, registration and placement processes for the 2020-21 school year. However, there are some families who have not yet completed everything needed to start school. Leadership is recommending that these families be given a timeline to complete all of the processes so that they do not need to be added to a waiting list. If they do not complete the processes in the timeline given, the waiting list procedures would address how they may go on to the waiting list with other applicants.

TIMELINE and NEXT STEPS:

If the Board approves limiting enrollment for the 2020-21 school year, the Executive Director, to implement the action of the board, would direct Pearson OBL enrollment team to immediately (as soon as possible) hold students in the enrollment, registration and placement processes and discontinue acceptance of new applications. The written waiting list procedures would be developed within the next week, and in coordination with the fiscal team and in alignment with the school budgets, the spaces available in each school and each grade span would be determined. Meanwhile, communications would go out to families regarding each of these actions, and would include information about how a student can be added to the appropriate waiting list. Various elements of the enrollment and registration processes would be modified to provide families with updated information about these changes to our usual enrollment procedures. Returning families who still need to complete additional parts of the process would be contacted and the guidelines and timelines would be communicated to them.

Additional actions may be needed in the future, including decisions regarding any enrollment cut offs, how spaces would be filled when students withdraw, and how the enrollment process for 2021-22 would look if the fiscal crisis continues. In addition, if there are changes to the way the schools are funded, these procedures may need to be modified, with spaces opened or enrollment halted depending on the specific circumstances.

School leadership will continue to also find ways to educate state legislators and policy makers about the importance of allowing families to select the best school option for their children, especially in this very challenging time. CalCA schools are able to serve students with a high quality, proven online program in a safe environment, and the stakeholders of our organization will continue to provide information through various channels about how important that option is to families and to the public school system in California.

REQUESTED ACTION:

It is recommended that the Board take action to approve the resolution allowing enrollment limits for the California Connections Academy Schools for the 2020-21 school year, and which directs the Executive Director to develop and implement procedures, as described in the resolution, as soon as possible.