



**APPROVED 09/25/2018**

**Alpaugh Academies/California Online Public Schools (CalOPS)  
MINUTES OF THE BOARD OF DIRECTORS MEETING**

GOVERNING BOARD for:

**California Connections Academy @ North Bay Charter (CalCAN)  
Central California Connections Academy Charter School (CenCA)  
California Connections Academy @ Ripon (CalCAR)  
Capistrano Connections Academy (CapoCA)**

Tuesday, August 28, 2018 at 3:30 p.m. PT

**Held at the following locations and via teleconference:**

CalCAR School Site: 580 N. Wilma Avenue, Suite G, Ripon, CA 95366  
CapoCA School Site: 33272 Valle Road, San Juan Capistrano, CA 92675  
23091 Arden Street, Lake Forest, CA 92630  
32946 Calle San Marcos, San Juan Capistrano, CA 92675  
25858 Tanforan Drive, Madera, CA 93638  
15721 Pyrite Court, Chino Hills, CA 91721  
1630 E. Manning Avenue, Suite 244, Reedley, CA 93654  
2277 Fair Oaks Blvd. Ste. 150, Sacramento, CA 95825  
8803 Cardinal Avenue, Fountain Valley, CA 92615  
8422 Madison Avenue, Fair Oaks, CA 95628  
5778 Sherwood Forest Drive, El Sobrante, CA 94803  
44304 Copper Moon Lane, Lancaster, CA 93536

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**I. Call to Order**

Ms. Pavlich called the meeting to order at 3:33 p.m. when all participants were present and able to hear each other. The meeting and school sites were open to the public to attend.

**II. Roll Call**

Board Members Present at Roll Call: Elaine Pavlich, Dave Souza, Tim Batiuk, Paul Hedrick, Brooke Watkins, Diana Rivas and Sarah Bossenbroek (all via phone);

Board Members Absent: Mike Henjum, Veronica Schreiver and Adam Pulsipher;

Guests Present: Richard Savage, Executive Director; Leslie Dombek, CalCAN Site Administrator; Marcus White, CenCA Site Administrator; Kara Mannix, CalCAR Site Administrator; Ritchie Ramero, School staff (all via phone); Franci Sassin, School staff (in person at CapoCA); Brian Rosta, Josh Daniels, Donna Kozub and Laura Coleman, Pearson Online & Blended Learning (POBL) staff (via telephone).

**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 August 24, 2018 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 August 28, 2018 Board Meeting, as presented, is hereby approved.

The motion was approved unanimously.

**V. Oral Reports**

a. Executive Director's Report

i. Back to School Activities, Staffing, and Training Update

Dr. Savage discussed with the Board recent and upcoming back to school activities, including successful orientations with students, families and teachers. He also updated the Board on staffing and training efforts.

ii. Enrollment Update

Dr. Savage reviewed current enrollment numbers with the Board, including those students in the pre-approval and approved phases of their applications.

[Dr. Sassin joined at 3:39 p.m.]

iii. Connections Academy Summer Leadership Conference Update

Dr. Savage discussed the Connections Leadership Retreat, held annually in Baltimore. He reviewed many of the topics covered at the retreat, as well as mentoring and networking opportunities for him and other school leadership team members.

iv. Project Success Pilot Update

Dr. Savage and Ms. Dombek reviewed with the Board the pilot Project Success program, including its goal to support credit deficient students. The Board discussed the pilot program in detail with Dr. Savage and Ms. Dombek.

b. Site Administrator's Report

i. CalCAN

Ms. Pavlich asked the Board whether they had any questions or comments on the written report received by Site Administrator, Ms. Dombek, for CalCAN. There were no questions from the Board at this time.

ii. CenCA

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

iii. CalCAR

Ms. Pavlich asked the Board whether they had any questions or comments on the written report received by Site Administrator, Ms. Mannix, for CalCAR. There were no questions from the Board at this time.

iv. CapoCA

Ms. Pavlich asked the Board whether they had any questions or comments on the written report received by Site Administrator, Ms. Tamayo, for CapoCA. There were no questions from the Board at this time.

c. CalCA Financial Report

i. Unaudited 2017-2018 Financial Results

Dr. Sassin reviewed the unaudited financial results from the previous school year with the Board. The Board discussed the unaudited 2017-2018 financial results in detail with Dr. Sassin, including substitute teacher costs and revenue sources.

ii. Audit Visit Update

Dr. Sassin provided the Board with an update on the successful recent independent financial audit team visit.

iii. CalCAN Financial Report

Ms. Pavlich asked the Board whether they had any questions or comments on the written financial report received by Business Manager, Dr. Sassin. There were no questions from the Board at this time.

iv. CenCA Financial Report

Ms. Pavlich asked the Board whether they had any questions or comments on the written financial report received by Business Manager, Dr. Sassin. There were no questions from the Board at this time.

v. CalCAR Financial Report

Ms. Pavlich asked the Board whether they had any questions or comments on the written financial report received by Business Manager, Dr. Sassin. Dr. Sassin briefly reviewed the budget revisions for the CalCAR Board's consideration later in the meeting. There were no questions from the Board at this time.

vi. CapoCA Financial Report

Ms. Pavlich asked the Board whether they had any questions or comments on the written financial report received by Business Manager, Dr. Sassin. There were no questions from the Board at this time.

**VI. Board Strategic Development**

a. Governance Unification Update

Dr. Savage welcomed the Board to their first CalOPS Board meeting. Dr. Sassin updated the Board on the governance document filings and upcoming document revisions for Board consideration.

**VII. 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 Previous Board Meetings;
- b. Approval of Staffing Report;
- c. Approval of Connections Education Invoice(s);
- d. Approval of Math Time to Talk Invoice(s);
- e. Approval of Year End Financial Statements;
- f. Approval of Unaudited Actuals for Fiscal Year Ending June 30, 2018 and Authorization of California School Director of Business Services to Submit to the Appropriate Parties;
- g. Approval of Revision(s) to the English Language Learner (ELL) Policy;
- h. Approval of Federal Title Funding Documentation: Homeless Education Policy;
- i. Approval of Revision(s) to 2018-2019 Master Agreement;
- j. Approval of Education Protection Account (EPA) Expenditure Plans for the 2018-2019 School Year;
- k. Approval of Revision(s) to the Uniform Complaint Procedure (UCP) and Annual Notice for 2018-2019; and
- l. Approval of 2018-2019 Base Salaries and Incentive Percentage and Career Ladder Positions; are hereby approved.

The motion passed unanimously.

**VIII. Action Items**

a. Approval of Math Time to Talk Proposal and Contract

Dr. Rosta reviewed the Math Time to Talk Proposal and proposed contract for CalOPS with the Board. Dr. Rosta discussed the proposed use of trained math specialists to engage in small group discourse with students needing additional assistance in mathematics. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Math Time to Talk Proposal and Contract, as presented, is hereby approved.

The motion passed unanimously.

b. Approval of Board Designee for Annual School Handbook Review

Ms. Coleman discussed the annual student handbook review process with the Board. The Board members briefly discussed the best candidate(s) to act in this capacity, and nominated Elaine Pavlich to be the Board Designee. Ms. Pavlich confirmed her desire to serve in this capacity. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that Elaine Pavlich as Board Designee for Annual School Handbook Review, as discussed, is hereby approved.

The motion passed unanimously.

**IX. Information Items**

a. State & Strategic Client Relations Update

Mr. Daniels reviewed the recent legislative activities in California which may impact the school.

b. Math Placement Annual Report

Mr. Romero reviewed with the Board the 9<sup>th</sup> Grade Math Placement report for the 2018-2019 School Year, as included in the Board materials. The Board discussed the report in detail with Mr. Romero.

c. Western Association of Schools and Colleges (WASC) Update

Ms. Dombek provided with the Board an update on the Western Association of Schools and Colleges (WASC) visit and reaffirmations for CenCA, CalCAR and CapoCA and the reaccreditation for CalCAN.

d. Partner School Leadership Team (PSLT) Update

Dr. Rosta presented to the Board on behalf of Pearson Online & Blended Learning's (POBL) Partner School Leadership Team.

i. School Operations Metrics

Dr. Rosta reviewed the data included in the Board materials, highlighting the school's performance as compared with other POBL partnering schools of similar size and years in operation.

ii. Teacher Professional Development Products and Services for the 2017-2018 School Year

Dr. Rosta reviewed the professional development products and services for school staff, as offered by POBL for the 2018-2019 school year. He discussed the various levels and delivery models of professional learning opportunities available to staff members based on years of service and experience. He also highlighted the additional training and development opportunities offered by school leadership. Dr. Rosta further advised of the training and resource opportunities available for Learning Coaches at the school.

e. Sponsoring District(s) Update

There was no update at this time.

f. Conference and Training Opportunities for Board

Ms. Coleman reviewed the upcoming trainings and conferences identified that may interest members of the Board. The Board reviewed the upcoming training offerings and discussed the advantages of each conference. The Board expressed their support of considering state and national conference opportunities at a future Board meeting.

g. National Charter School Conference (NCSC) Update

Ms. Rivas provided the Board with an update on her recent trip to the National Charter School Conference (NCSC) in Austin, Texas. She thanked the Board for the opportunity to attend the conference, and noted the value of the information that was presented and encouraged the Board to consider participation at future conferences.

**X. CLOSED SESSION - Brown Act § 54957(b)(1) – 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 5:03 p.m. upon a motion being made, seconded and confirmed via a roll call vote of all Board members present pursuant to Brown Act § 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, Dave Souza, Tim Batiuk, Paul Hedrick, Brooke Watkins, Diana Rivas and Sarah Bossenbroek. The Board invited the following guests into closed session: Brian Rosta and Laura Coleman, POBL staff. All others left the meeting at this time.

After the Board concluded their discussion, the Board resumed their open session at 5:14 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.

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

a. Approval of Executive Director Compensation for the 2018-2019 School Year

Ms. Pavlich reviewed the recommended compensation for the 2018-2019 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 2018-2019 school year, in the amount of \$183,660.85, with a 25% bonus potential, as discussed, is hereby approved.

The motion passed unanimously.

**XII. Adjournment and Confirmation of Next Meeting on Tuesday, September 25, 2018 at 3:30 p.m. PT**

There being no further business to discuss, the meeting was adjourned at 5:16 p.m. The next meeting is scheduled for Tuesday, September 25, 2018 at 3:30 p.m. PT.