



APPROVED 10/23/2018

**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, September 25, 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
1081 W. Manning Avenue, 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

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 (in person at CapoCA school site); Mike Henjum, Tim Batiuk, Paul Hedrick, Brooke Watkins, Diana Rivas and (all via phone);

Board Members Joined During Meeting: Sarah Bossenbroek (via phone);

Board Members Absent: Dave Souza, Veronica Schreiber and Adam Pulsipher;

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

III. Review and Acceptance of Board Member Resignation: Sarah Bossenbroek

Ms. Pavlich reviewed Ms. Sarah Bossenbroek's resignation with the Board. The Board expressed their appreciation to Ms. Bossenbroek for her service to the Board and the School. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, the resignation of Sarah Bossenbroek from the CalOPS Board, effective at the conclusion of the Board meeting, as presented, is hereby accepted.

The motion passed unanimously.

IV. Public Comment

There were no public comments at this time.

V. Routine Business

a. Approval of Agenda

Ms. Pavlich asked the Board to review the Agenda distributed prior to the meeting, and posted September 21, 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 September 25, 2018 Board Meeting, as presented, is hereby approved.

The motion was approved unanimously.

VI. Oral Reports

a. Executive Director's Report

i. Back to School Activities Update

Dr. Savage discussed with the Board recent and upcoming back to school activities, including picnics for students and families.

ii. Enrollment and Staffing Update

Dr. Savage provided the Board with the most up-to-date enrollment numbers. He further provided the Board with an update on staff composition for the school year based on enrollment.

iii. Potential New Charter School Update

Dr. Savage provided the Board with an update on the recent positive meeting with the Cuyama School District regarding a potential new Charter School.

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. Internal Revenue Service (IRS) Audit Update

Dr. Sassin provided the Board with an update on the recent IRS Audit visit for CalCAR. She further reviewed the process and expected timeline to receive a written report from the visit.

ii. Year End Financial Closing Update

Dr. Sassin provided the Board with an update on the year end financial closing statements as included in the Board meeting materials for Board consideration.

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.

[Ms. Bossenbroek joined at 4:00 p.m.]

VII. Board Strategic Development

a. Governance Unification Update

Dr. Sassin reviewed the governance document filings included in the Board meeting materials, and provided the Board with the expected timeline for document filing completion. She further updated the Board on the Conflict of Interest process for the newly merged Board.

VIII. 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 August 28, 2018 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Connections Education Invoice(s);
- d. Approval of Invoice(s) from Connections Education Summer School;
- e. Approval of Credit Memo(s) for June 2018;
- f. Approval of Year End Financial Statements;
- g. Ratification of Unaudited Actuals for the Fiscal Year Ending June 30, 2018;
- h. Approval of Federal Title Funding Documentation: Parent and Family Engagement Policy;
- i. Approval of Revision(s) to 2018-2019 School Year State Specific Handbook: Escalation Status Policy;
- j. Approval of Revision(s) to the Employee Handbook: Student and Family Communication Policy; and
- k. Approval of Closing Enrollment for the 2018-2019 School Year on February 22, 2019; are hereby approved.

The motion passed unanimously.

IX. Action Items

- a. Approval of Capistrano Connections Academy (CapoCA) Charter Renewal and Authorization of Board President as Board Designee to Finalize and Submit all Necessary Charter Documentation on Behalf of the Board

Dr. Savage reviewed with the Board the Capistrano Connections Academy (CapoCA) Charter Renewal draft as included in the Board meeting materials. He further reviewed with the Board the process completed to date regarding the charter renewal application, including the review by school leadership, Board Counsel and Pearson Online & Blended Learning (POBL) staff. Dr. Savage reviewed the benefits of approving a Board Designee to work with School Leadership, Board Counsel and POBL to finalize and submit all charter renewal documentation. The Board discussed appointing the Board President as Board Designee. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Capistrano Connections Academy (CapoCA) Charter Renewal and authorization of Board President as Board Designee to finalize and submit all necessary Charter documentation on behalf of the Board, as discussed, is hereby approved.

The motion passed unanimously.

- b. Approval of Revision(s) to Fiscal Policy

Dr. Sassin reviewed with the Board the fiscal policy revisions as included in the Board meeting materials in detail. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the revision(s) to the Fiscal Policy, as presented, are hereby approved.

The motion passed unanimously.

- c. Approval of Board Training and Conference Attendance for the 2018-2019 School Year

Ms. Coleman reviewed the upcoming conferences that have been identified that may interest members of the Board. The Board discussed the conferences and supported Board member attendance at the California Charter Schools Conference and National conferences discussed. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that Board members to attend 2018-2019 Board trainings and conferences recommended including, California Charter Schools Conference, National Charter School Conference and National School Boards Association Conference, and reimbursing reasonable expenses for the Board members incurred in attending each conference, as discussed, is hereby approved.

The motion passed unanimously.

X. Information Items

- a. State & Strategic Client Relations Update

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

b. California School Dashboard Local Priorities Report

Dr. Sassin provided the Board with the California school dashboard local priorities report background and advised of the expected timeline for Board review at a future Board meeting.

c. 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. State of the School, School Improvement Planning and Focus Goals

Dr. Rosta provided a brief update on items to be discussed in depth during the Board's October meeting. He advised of the expected presentation on the State of the School Report, which will include the school's goal completion rates from the 2017-2018 school year, as well as the anticipated School Improvement Plan.

d. Sponsoring District(s) Update

Dr. Sassin advised the Board of the upcoming annual Capistrano Unified School District (CUSD) oversight visit.

e. Overview of the 2018-2019 Items for Board Consideration

Ms. Coleman reviewed the outline of items planned to be presented for Board consideration throughout the current school year. She further advised the Board that the document was fluid, and items may be included, omitted, or considered on a varied timeline based on a number of factors, including state submission and enrollment deadlines, as well as school need for student support.

XI. Adjournment and Confirmation of Next Meeting on Tuesday, October 23, 2018 at 3:30 p.m. PT

There being no further business to discuss, the meeting was adjourned at 4:54 p.m. The next meeting is scheduled for Tuesday, October 23, 2018 at 3:30 p.m. PT.