



APPROVED 12/04/2018

**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, October 23, 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
44304 Copper Moon Lane, Lancaster, CA 93536

I. Call to Order

Ms. Pavlich called the meeting to order at 3:37 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: Mike Henjum (in person at CapoCA school site); Elaine Pavlich, Dave Souza, Tim Batiuk, Brooke Watkins and Diana Rivas (all via phone);

Board Members Joined During Meeting: Veronica Schreiber and Adam Pulsipher (via phone);

Board Members Absent: Paul Hedrick;

Guests Present: Franci Sassin and Jennifer Brunner, 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; Heather Tamayo, CapoCA Site Administrator; Brian Rosta, Josh Daniels, Donna Kozub and Laura Coleman, Pearson Online & Blended Learning (POBL) staff (all via phone).

III. Public Comment

There were no public comments at this time.

[Mr. Pulsipher joined at 3:38 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 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.

[Ms. Schreiver joined at 3:41 p.m.]

V. Oral Reports

a. Executive Director's Report

i. State of the School Report

Dr. Savage discussed last year's state testing participation and target enrollment goals as well as final enrollment numbers by grade level with the Board. He further reviewed the current enrollment and school goals. Dr. Savage reminded Board members that the staff worked closely with Pearson Online & Blended Learning (POBL) staff on establishing this year's school goals, and that the school goals represent the major driver for the staff incentive plan. Dr. Savage related that the goals are created with the intention of improving school outcomes, the student and family experience, and to foster student achievements school-wide. The Board discussed the staff and student accomplishments over the past year in detail with Dr. Savage.

ii. Final Results on 2017-2018 Goals and State Testing Results

Dr. Savage noted the review of the final results on the 2017-2018 goals and state testing within the State of the School Report.

iii. Potential New Charter School Update

Dr. Savage provided the Board with an update on the recent meetings with the various California school districts regarding potential new charter schools. The Board discussed the increased opportunities for online education in detail with Dr. Savage.

iv. CapoCA Charter Renewal Update

Dr. Savage reviewed with the Board the school's preparations thus far for the CapoCA Charter Renewal. Dr. Sassin discussed the timeline and process in detail.

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 expected timeline to receive a written report from the visit.

ii. 2017-2018 Annual Financial Audit Update

Dr. Sassin reviewed the audit process for the fiscal year ending June 30, 2018 completed to date. She further provided the Board with an update on the progress and timeline the audit would be available for the Board's review and consideration.

iii. Fall One Reporting Update

Dr. Sassin provided the Board with an update on the Fall One Report, including factors within the report and the submission timeline.

iv. 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.

v. 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.

vi. 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.

vii. 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. 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 banking process for the newly merged Board.

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 September 25, 2018 Board Meeting
- b. Approval of Staffing Report
- c. Approval of Connections Education Invoice(s)
- d. Approval of Revision(s) to the Employee Handbook: Short Term Disability Language for Maternity Leave Policy
- e. Approval of Enrollment Opening on First Business Day in March in Perpetuity and Authorization for the School Leader to Work with Pearson Online & Blended Learning (POBL) Regarding Opening Enrollment

The motion passed unanimously.

VIII. Action Items

a. Approval of School Focus Goals for 2018-2019 School Year

Dr. Savage reviewed the school focus goals for the 2018-2019 school year, included in the Board package with the Board. He reminded the Board that the staff worked closely with school leadership and POBL on establishing the school goals. He further reiterated that the school goals represent the major driver for the staff incentive plan. The Board discussed the goals with Dr. Savage. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the school focus goals for the 2018-2019 school year, as presented, are hereby approved.

The motion passed unanimously.

b. Approval of Resolution of the Board of Directors to Authorize Bank Accounts

Dr. Sassin reviewed the proposed changes in bank account signers and banking arrangements based upon the recent Board merger. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the resolution of the Board of Directors to Authorize Bank Accounts, as presented, is hereby approved.

The motion passed unanimously.

c. Approval of Board President as Board Designee to Negotiate, Finalize and Submit all Necessary Documentation for the California Connections Academy Monterey Coast Charter School Application on Behalf of the Board

Mr. Daniels reviewed the benefits to approving a Board Designee to work with School Leadership and POBL to finalize and submit all Monterey Coast charter application documentation. Mr. Daniels further reviewed the timeline and process expected for the charter application. The Board discussed appointing the Board President as the Board Designee. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of the Board President to work with school leadership and POBL to finalize and submit all Monterey Coast charter documentation, as discussed, is hereby approved.

The motion passed unanimously.

d. Approval of Board President as Board Designee to Negotiate, Finalize and Submit all Necessary Documentation for the California Connections Academy East Bay Charter School Application on Behalf of the Board

Mr. Daniels reviewed the benefits to approving a Board Designee to work with School Leadership and POBL to finalize and submit all East Bay charter application documentation. Mr. Daniels further reviewed the timeline and process expected for the charter application. The Board discussed appointing the Board President as the Board Designee. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of the Board President to work with school leadership and POBL to finalize and submit all East Bay charter documentation, 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. The Board discussed legislative activities in detail with Mr. Daniels.

b. California School Dashboard Local Priorities Report

Dr. Sassin reviewed with the Board the local indicators of the state accountability system, as included in the Board materials.

c. Project Success Pilot Update

Ms. Dombek reviewed with the Board the Project Success pilot program, including the efforts to ensure seniors have the necessary credits and support to graduate.

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 first quarter school operations metrics included in the Board materials, highlighting the school's performance as compared with other POBL partnering schools of similar size and years in operation.

e. Sponsoring District(s) Update

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

f. 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.

X. Adjournment and Confirmation of Next Meeting on Tuesday, December 4, 2018 at 3:30 p.m. PT

There being no further business to discuss, the meeting was adjourned at 5:24 p.m. The next meeting is scheduled for Tuesday, December 4, 2018 at 3:30 p.m. PT.