



APPROVED 01/22/2019

**California Online Public Schools (CalOPS)
MINUTES OF THE BOARD OF DIRECTORS MEETING
GOVERNING BOARD for:**

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

Tuesday, December 4, 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 3:34 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, Veronica Schreiber, Paul Hedrick, Brooke Watkins and Diana Rivas (all via phone);

Board Members Absent: Dave Souza and Adam Pulsipher;

Guests Present: Heather Tamayo, CapoCA Site Administrator; Franci Sassin and Ritchie Romero, 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; Ashley Taylor, School staff; 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.

IV. Audit Committee, Committee of the Entire Board

a. Review and Acceptance of the 2017-2018 Fiscal Year Audit Report

Dr. Sassin reviewed the audit reports for the fiscal year ending June 30, 2018, as included in the Board materials. She highlighted key aspects of the reports and Board members expressed their satisfaction with the results. There being no additional discussion, the following motion was made and seconded as follows:

RESOLVED, that the 2017-2018 Fiscal Year Audit Reports, as presented, are hereby approved.

The motion was approved unanimously.

V. Routine Business

a. Approval of Agenda

Ms. Pavlich asked the Board to review the Agenda distributed prior to the meeting, and posted November 30, 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 December 4, 2018 Board Meeting, as presented, is hereby approved.

The motion was approved unanimously.

VI. Public Hearing on the Independent Study Policies

Ms. Pavlich announced the commencement of the public hearing at 3:41 p.m. on the Independent Study Policy included in the Board meeting materials. Dr. Sassin reviewed the proposed merged policy with all present, as well as the revisions to the Master Agreement. There being no questions and no members of the public in attendance, the Board closed the public hearing at 3:45 p.m. and resumed the regular session meeting of the Board.

VII. Oral Reports

a. Executive Director's Report

i. Student Intervention Efforts Update – Tier 1 and Tier 2

Dr. Savage advised the Board of school staff members' increased awareness of critical educational components and benchmarks, as well as POBL's useful tools for tracking student progress. Dr. Savage further discussed the relation these efforts have to the school's annual success in goals completion.

ii. 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. He further discussed the expected timelines for the charter applications.

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. Dashboard Update

Dr. Sassin introduced Mr. Romero to review the state dashboard. Mr. Romero reviewed with the Board the recent changes to the dashboard, including test scores and student participation rates.

iii. Additional Funding Source Update

Dr. Sassin noted the additional funding source update as included in the Board meeting materials.

iv. Consolidated Financial Report

Dr. Sassin reviewed with the Board the new consolidated financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

v. 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.

vi. 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.

vii. 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. There were no questions from the Board at this time.

viii. 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.

VIII. Board Strategic Development

a. Strategic Plan Update

Dr. Savage provided the Board with an update on strategic planning goals, specifically in the area of academic achievement.

b. Governance Unification Update

Dr. Sassin reviewed with the Board the IRS document filings included in the Board meeting materials. She further updated the Board on Form 700 filing processes.

IX. 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. Dr. Sassin reviewed Staffing Report with the Board. There being no changes noted, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the October 23, 2018 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Connections Education Invoice(s);
- d. Approval of LiveSpeech Invoice(s);
- e. Approval of 2019-2020 Master Agreement;
- f. Approval of Independent Study;
- g. Approval of Board Policy Manual; and
- h. Approval of Revised Budgets for the 2018-2019 School Year; are hereby approved.

The motion passed unanimously.

X. Action Items

a. Approval of CalCAN Charter Renewal Documentation

Dr. Savage reviewed the process completed to date regarding the charter renewal application, including the review by school leadership, the Board President and POBL support staff. Dr. Sassin further reviewed the submission and public hearing timeline. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the CalCAN Charter Renewal Documentation, as presented, is hereby approved.

The motion passed unanimously.

b. Approval of School Funds for Potential Charter Schools

Dr. Sassin reviewed with the Board the recommendation to use current school funds towards the development of new charter schools. She reviewed the management of the funds in detail. Mr. Daniels further reviewed how POBL also supports potential new charter schools. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the use of School Funds for Potential Charter Schools, as presented, is hereby approved.

The motion passed unanimously.

XI. 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.

i. Pearson Online & Blended Learning Statement of Agreement Timeline Update

Mr. Daniels provided the Board with an update on the upcoming merged Statement of Agreement renewal with POBL.

b. 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 Leader Review Process Update

Dr. Rosta reviewed the annual school leader review process with the Board. He reminded Board members that the process includes feedback from the Board through a survey. Dr. Rosta further reminded the Board that Dr. Savage's mid-year review will be discussed during the January meeting and the final review will take place during the Board's Annual Meeting in June. He also reiterated the importance of Board member participation in the review process.

c. Sponsoring District(s) Update

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

d. Future Funded Enrollment Growth

Dr. Savage reviewed with the Board a proposed Funded Enrollment Targets for the 2019-2020 school year of 250 students for CalCAN, 545 students for CenCA, 1,537 students for CalCAR, and 4,248 students for CapoCA. Dr. Savage reminded Board members that the target is a major driver for school budget planning, including outreach, staffing and many other initiatives. He further advised that the proposed enrollment targets will be presented for approval during the upcoming January Board meeting, if Board members indicate their support of the numbers. He reviewed past target numbers and the predicted growth for the schools based on many factors, including trends in enrollment, students currently in the pipeline and outreach efforts. The Board did not express any concerns with the proposed funded enrollment targets.

XII. Adjournment and Confirmation of Next Meeting on Tuesday, January 22, 2019 at 3:30 p.m. PT

There being no further business to discuss, the meeting was adjourned at 4:49 p.m. The next meeting is scheduled for Tuesday, January 22, 2019 at 3:30 p.m. PT.