



APPROVED 02/26/2019

**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, January 22, 2019 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
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, Veronica Schreiber, Paul Hedrick, Adam Pulsipher and Diana Rivas (all via phone);

Board Members Joined During the Meeting: Dave Souza (via phone);

Board Members Absent: Tim Batiuk and Brooke Watkins;

Guests Present: Heather Tamayo, CapoCA Site Administrator (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; Franci Sassin and Ritchie Ramero, School staff; Aiko Yamakawa, Board Counsel; 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: Tim Batiuk

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

RESOLVED, the resignation of Tim Batiuk from the CalOPS Board, effective immediately, 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 by January 18, 2019 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 January 22, 2019 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 3:37 p.m. on the Independent Study Policy included in the Board meeting materials.

[Mr. Souza joined at 3:38 p.m.]

Dr. Sassin reviewed the proposed revisions to the Independent Study Policy, as well as the Master Agreement, after Board Counsel review. There being no questions and no members of the public in attendance, the Board closed the public hearing at 3:40 p.m. and resumed the regular session meeting of the Board.

VII. Oral Reports

a. Executive Director's Report

i. 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. 990 Update

Dr. Sassin provided the Board with an update on the annual review and filing process for the Form 990. She advised the Board that the Form 990 will be sent for their review, as required by law, prior to submission to the Internal Revenue Service (IRS).

ii. P1 Attendance Reporting Update

Dr. Sassin provided the Board with an update on the P1 attendance reporting submission.

iii. Budget Development Process Update

Dr. Sassin reviewed the 2019-2020 budget development process with the Board, as well as new school financial planning. She reminded the Board that the process, while ongoing, is significantly aided by the Board's approval of a funded enrollment target as slated for later in the meeting. Mr. Daniels reminded the Board of those heavily involved in the process, including the Board Treasurer, School Leader and Pearson Online & Blended Learning (POBL), as well as potential long-term financial planning options.

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. Governance Unification Update

Dr. Savage provided the Board with an update on recent Human Resources systems adjustments.

i. School Banking Accounts Update

Dr. Sassin provided the Board with an update on school banking account activity, including payroll services changes.

b. Board Composition Update

Mr. Daniels discussed with the Board the current Board composition. Board members discussed the current composition, as well as their preferred background and credentials for future Board member candidates.

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 December 4, 2018 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Connections Education Invoice(s);
- d. Approval of LiveSpeech Invoice(s);
- e. Approval of the Revised 2019-2020 Master Agreement;
- f. Approval of Revised Independent Study Policy;
- g. Ratification of First Interim Financial Reports;
- h. Ratification of Material Revision to Renewal of Charter Petition of Capistrano Connections Academy (California Connections Academy Southern California);
- i. Approval of School Accountability Reports (SARC);

- j. Approval of Revision(s) to 2018-2019 School Year State Specific School Handbook: Various Revisions;
- k. Approval of the 2019-2020 School Year General School Handbook; and
- l. Approval of the 2019-2020 School Year State Specific School Handbook, as presented, are hereby approved.

The motion passed unanimously.

X. Action Items

- a. Approval of Funded Enrollment Targets for the 2019-2020 School Year

Dr. Savage reviewed the 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 and sought Board input in regards to the number.

[Ms. Yamakawa joined the meeting at 7:12 p.m.]

Dr. Savage further advised these were good targets to set for the upcoming school year based on anticipated growth, staffing and budget. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that funded enrollment targets for the 2019-2020 school year, as discussed, are hereby approved.

The motion passed unanimously.

- b. Approval of Memorandum of Understanding for a Conditional Charter Renewal for Capistrano Connections Academy (California Connections Academy Southern California)

Dr. Sassin reviewed with the Board the Memorandum of Understanding for a conditional charter renewal for Capistrano Connections Academy, soon to be renamed California Connections Academy Southern California, as included in the Board meeting materials. She reviewed the progress completed to date with the sponsoring district and Board Counsel. Ms. Yamakawa further provided the Board with an update on a recent Attorney General opinion and the potential for increased penalties for Board Member conflicts of interests. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Memorandum of Understanding for a Conditional Charter Renewal for Capistrano Connections Academy (California Connections Academy Southern California), as presented, is hereby approved.

The motion passed unanimously.

[Ms. Yamakawa left the meeting at 4:26 p.m.]

- c. Approval of Officers for the 2018-2019 School Year

Ms. Coleman reminded the Board of the recent vacancy of the Board Secretary position. Board members present had discussion on the Secretary position vacancy and who would best serve the Board and school in that role. Nominations were opened for the position of Board Secretary. Ms. Rivas was nominated for the position of Board Secretary. There being no further volunteers, nominations and no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of Diana Rivas for the position of Board Secretary for the 2018-2019 school year, as discussed, 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. Mr. Daniel's further assured the Board they are currently in compliance in all areas of the aforementioned Attorney General's opinion. The Board discussed legislative activities in detail with Mr. Daniels.

i. Board Support Update

Mr. Daniels provided the Board with an update on support services and personnel provided to the school and Board by POBL. He announced his recent resignation and advised they would have a new State & Strategic Client Relations representative for the Board in the near future, and the SSCR team member who would be working with them in the interim. The Board thanked Mr. Daniels for his work with the school.

b. Partner School Leadership Team (PSLT) Update

Dr. Rosta presented to the Board on behalf of POBL Partner School Leadership Team.

i. School Operations Metrics

Dr. Rosta presented the quarterly School Operations Metrics to the Board. He 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. The Board discussed the metrics in detail with Dr. Rosta.

c. Sponsoring District(s) Update

There was no update at this time.

XII. 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 4:44 p.m. upon a motion being made, seconded and confirmed via a roll call vote of the Board 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, Mike Henjum, Dave Souza, Veronica Schreiver, Paul Hedrick, Adam Pulsipher and Diana Rivas. Guests invited by the Board to attend were: Brian Rosta and Laura Coleman. All others left the meeting at this time.

The Board ended closed session and entered into open session at 5:39 p.m. upon a motion being made, seconded and confirmed via roll call vote. No action was taken during closed session.

XIII. Adjournment and Confirmation of Next Meeting on Tuesday, February 26, 2019 at 3:30 p.m. PT

There being no further business to discuss, the meeting was adjourned at 5:40 p.m. The next meeting is scheduled for Tuesday, February 26, 2019 at 3:30 p.m. PT.