



APPROVED 04/23/2019

**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, February 26, 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 3:39 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, Diana Rivas, Brooke Watkins and Adam Pulsipher (all via phone);

Board Members Absent: Mike Henjum, Veronica Schreiver and Paul Hedrick;

Guests Present: 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; Brian Rosta, Jay W. Ragley, Kwang Sauer 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. Approval of Audit Firm Engagement for the 2018-2019 School Year

Dr. Sassin reviewed the audit firm engagement letter, as included in the Board materials. She noted that the proposed audit firm is the same firm the school had engaged for the previous school year's audit. Dr. Sassin further reviewed the estimated audit-related charges and scope of work as outlined in the engagement letter. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the engagement of CliftonLarsonAllen LLP for the 2018-2019 school year financial audit, as presented, is hereby accepted.

The motion passed unanimously.

V. Routine Business

a. Approval of Agenda

Ms. Pavlich asked the Board to review the Agenda distributed prior to the meeting, and posted by February 22, 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 February 26, 2019 Board Meeting, as presented, is hereby approved.

The motion was approved unanimously.

VI. Oral Reports

a. Executive Director's Report

i. Enrollment Opening for the 2019-2020 School Year Update

Dr. Savage provided the Board with an update on this item. He reviewed the opening enrollment date of March 4, 2019, for the 2019-2020 school year, and advised that this date would allow for the best enrollment experience for families at the school. Board members were supportive of the enrollment start date.

ii. Winter Leadership Retreat Update

Dr. Savage reported to the Board on the Winter Leadership Retreat that he recently attended, including professional development initiatives and networking opportunities.

iii. Potential New Charter School Update

Dr. Savage provided the Board with an update on the upcoming 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 schools' Form 990s. She advised the Board that the Form 990s will be sent for their review as required by law prior to submission to the Internal Revenue Service (IRS).

ii. Form 700 Update

Dr. Sassin provided the Board with an update on the annual filing process for the Form 700.

iii. IRS Audit Update

Dr. Sassin provided the Board with an update on the recent IRS audit, including the necessary filing of amended returns.

iv. Consolidated Financial Report

Dr. Sassin reviewed with the Board the new consolidated financial report, as included in the Board meeting materials. The Board discussed Title Funding in detail with Dr. Sassin.

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.

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 January 22, 2019 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 Draft Second Interim Reports;
- g. Approval of Consolidated Applications for the 2018-2019 School Year;
- h. Approval of California Attendance Calendar for the 2019-2020 School Year; and
- i. Approval of School-Funded Summer School Scholarship Offering; are hereby approved.

The motion passed unanimously.

VIII. Action Items

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

Mr. Ragley reviewed the revised Funded Enrollment Targets for the 2019-2020 school year of 234 students for CalCAN, 510 students for CenCA, 1,417 students for CalCAR, and 3,951 students for CapoCA and sought Board input in regards to the number. He further advised these were better 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 the revised funded enrollment targets for the 2019-2020 school year, as discussed, are hereby approved.

The motion passed unanimously.

b. Appointment of Board Designee to Negotiate, Finalize and Submit the California Connections Academy Central Coast School Memorandum of Understanding and all Charter Related Documents

Dr. Sassin provided the Board with an update on the charter school application and memorandum of understanding with Cuyuma Joint Unified School District. The Board members briefly discussed the best candidate(s) to serve as Board Designee to finalize and submit all related charter application documents on behalf of the Board. Mr. Souza volunteered to serve in this capacity. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of Dave Souza as Board Designee to negotiation, finalize and submit the California Connections Academy Central Coast Charter School Memorandum of Understanding and all Charter related documents, as discussed, is hereby approved.

The motion passed unanimously.

c. Approval of School Safety Plan

Mr. Romero presented the School Safety Plan to the Board. He further reviewed staff training preparations in order for the schools to achieve compliance with the state statute. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the School Safety Plan, as presented, is hereby approved.

The motion passed unanimously.

d. Approval of Spending Plans for Low Performing Student Block Grant

Mr. Romero reviewed with the Board the Spending Plans for Low Performing Student Block Grant, as included in the Board meeting materials. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Spending Plans for Low Performing Student Block Grant, as presented, is hereby approved.

The motion passed unanimously.

IX. Information Items

a. State & Strategic Client Relations Update

Mr. Ragley reviewed the recent legislative activities in California which may impact the school. The Board discussed legislative activities in detail with Mr. Ragley.

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. Dr. Rosta reviewed additional POBL support for aligning curriculum.

c. Sponsoring District(s) Update

There was no update at this time.

d. California School Dashboard Update

Mr. Romero reviewed with the Board the Dashboard as included in the meeting materials.

X. Adjournment and Confirmation of Next Meeting on Tuesday, April 23, 2019 at 3:30 p.m. PT

There being no further business to discuss, the meeting was adjourned at 4:58 p.m. The next meeting is scheduled for Tuesday, April 23, 2019 at 3:30 p.m. PT.