



**APPROVED 06/18/2019**

**California Online Public Schools (CalOPS)  
MINUTES OF THE BOARD OF DIRECTORS SPECIAL MEETING**

GOVERNING BOARD for:

**CalCA North Bay**

**CalCA Central**

**CalCA Central Coast**

**CalCA Monterey Bay**

**CalCA Ripon**

**CalCA Southern California/Capistrano Connections Academy (CapoCA)**

Friday, May 31, 2019 at 7:00 a.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  
2142 E. Yosemite, Merced, CA 95340  
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

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**I. Call to Order**

In Ms. Pavlich's absence, Mr. Henjum called the meeting to order at 7:10 a.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, Diana Rivas, Veronica Schreiber, Brooke Watkins and Adam Pulsipher (all via phone);

Board Members Absent: Elaine Pavlich, Dave Souza and Paul Hedrick;

Guests Present: Franci Sassin, School staff (in person at CapoCA Office); Richard Savage, Executive Director; Marcus White, CenCA Site Administrator; Heather Tamayo, CapoCA Site Administrator; Ritchie Ramero, School staff; Brian Rosta, Jay W. Ragley, Eileen Sigmund, Donna Kozub, Kinjal Bhatt and Laura Coleman, Pearson Online & Blended Learning (POBL) staff (all via phone).

**III. Public Comment**

There were no public comments at this time.

#### **IV. Routine Business**

a. Approval of Agenda

Mr. Henjum asked the Board to review the Agenda distributed prior to the meeting, and posted by May 30, 2019 in compliance with the Brown Act requirements. In consideration of time, the Board requested that the Consent Agenda and Action Items are moved up on the Agenda immediately following the Approval of the Agenda. There being no further changes noted, the following motion was made and seconded as follows:

RESOLVED, that the Agenda for the May 31, 2019 Special Board Meeting, as presented, is hereby approved.

The motion was approved unanimously.

#### **Consent Agenda**

Mr. Henjum asked Board Members whether there were any items from the Consent Items that they wished to have moved to Action Items for discussion, or tabled. There being no changes noted, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the April 23, 2019 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Connections Education Invoice(s);
- d. Approval of Health & Safety Policies;
- e. Approval of Federal Funding Documentation: Budgets;
- f. Approval of Annual Charter School Information Surveys;
- g. Approval of Renewal of OCDE STRS Agreement on Behalf of CalCA Schools; and
- h. Ratification of CalCA Southern California Charter Renewal; are hereby approved.

The motion passed unanimously.

#### **Action Items**

a. Approval of Statement of Agreement (SOA) with Pearson Online & Blended Learning

Mr. Ragley reviewed the process completed to date regarding the Statement of Agreement (SOA) with Pearson Online & Blended Learning (POBL), including negotiations with school leadership, Board Counsel, POBL support staff and POBL Counsel. He further reviewed the timeline and process expected for consideration at a future Board meeting. There being no further discussion, this item was tabled.

b. Approval of CalCA Central Coast Memorandum of Understanding (MOU)

Dr. Sassin reviewed with the Board the CalCA Central Coast Memorandum of Understanding (MOU), as included in the Board meeting materials. She further reviewed the timeline and last steps necessary for the new school opening in Fall 2019. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the CalCA Central Coast Memorandum of Understanding, as presented, is hereby approved.

The motion passed unanimously.

c. Approval of Capistrano Connections Academy/CalCA Southern California Memorandum of Understanding (MOU)

Dr. Sassin reviewed with the Board the Capistrano Connections Academy/CalCA Southern California Memorandum of Understanding (MOU), as included in the Board meeting materials. She further reviewed the timeline and final reviews by Board Counsel requiring a Board Designee be appointed to finalize the MOU. The Board discussed the best candidate(s) to act in this capacity, and nominated Board President, Elaine Pavlich, to be the Board Designee. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Capistrano Connections Academy/CalCA Southern California Memorandum of Understanding and Board President as Board Designee to Negotiate, Finalize and Execute the Final MOU, as presented and discussed, is hereby approved.

The motion passed unanimously.

d. Approval of Merit Increase Target for the 2019-2020 School Year

Dr. Savage advised the Board that a proposed merit increase target would be included in the final budget at a future meeting for the Board's consideration. There being no further discussion, this item was tabled.

e. Approval of Capistrano Connections Academy (CapoCA/CalCA Southern California) Lease Renewal

Dr. Sassin reviewed the Capistrano Connections Academy (CapoCA/CalCA Southern California) lease renewal, as included in the Board meeting materials. Dr. Sassin reviewed the financial terms of the lease, ongoing negotiations with the property owner, and timeline for a final lease for the Board's consideration. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Capistrano Connections Academy (CapoCA/CalCA Southern California) Lease Renewal, as presented and discussed, is hereby approved.

The motion passed unanimously.

[Mr. Bhatt left the meeting at 7:26 a.m.]

f. Approval of Aeries SIS Student Information Database System

Dr. Sassin reviewed with the Board the Aeries SIS Student Information Database System contract, as included in the Board meeting materials. She further reviewed the fees and services, including cloud hosting services. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Aeries SIS Student Information Database System, as presented, is hereby approved.

The motion passed unanimously.

g. Approval of Educator Declaration of Need

Dr. Sassin reviewed with the Board the Educator Declaration of Need, as included in the Board meeting materials. She further reviewed the necessity of the item surrounding potential legislative and authorizer regulations. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Educator Declaration of Need, as presented, is hereby approved.

The motion passed unanimously.

**V. Oral Reports**

a. Executive Director's Report

i. Graduation Plans and End of Year Activities Update

Dr. Savage advised the Board of the school's planning for the upcoming high school graduation ceremonies and encouraged Board members to attend.

ii. State Testing Update

Dr. Savage provided the Board with an update on recent state testing, including continuing efforts by staff members to wrap up this year's testing season.

iii. CSU/UC A-G Course Update

Dr. Savage provided the Board with an update on the online science courses recent UC A-G approval of removing the wet lab requirement.

iv. 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 reviewed the preparations for opening the new schools for the 2019-2020 school year.

b. Site Administrator's Reports

i. CalCAN

Mr. Henjum 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

Mr. Henjum 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

Mr. Henjum 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

Mr. Henjum 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. Form 990 Update

Dr. Sassin provided the Board with an update on the annual review and filing process for the Form 990s. She thanked the Board for their review of the forms as required by law prior to submission to the Internal Revenue Service (IRS) and advised of upcoming additional filings.

ii. Budget Development Update

Dr. Sassin provided the Board with an update on the budget presentation being developed with school leadership and slated for consideration at the Board's June meeting. She also noted that the upcoming budget would be based on the previously approved funded enrollment target.

iii. Consolidated Financial Report

Dr. Sassin reviewed with the Board the consolidated financial report, as included in the Board meeting materials.

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. 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. Consent Agenda

These items were considered earlier in the meeting.

## VII. Action Items

- a. Approval of Statement of Agreement (SOA) with Pearson Online & Blended Learning

This item was reviewed earlier in the meeting.

- b. Approval of CalCA Central Coast Memorandum of Understanding (MOU)

This item was considered earlier in the meeting.

- c. Approval of Capistrano Connections Academy/CalCA Southern California Memorandum of Understanding (MOU)

This item was considered earlier in the meeting.

- d. Approval of Merit Increase Target for the 2019-2020 School Year

This item was reviewed earlier in the meeting.

- e. Approval of Capistrano Connections Academy (CapoCA/CalCA Southern California) Lease Renewal

This item was considered earlier in the meeting.

- f. Approval of Aeries SIS Student Information Database System

This item was considered earlier in the meeting.

- g. Approval of Educator Declaration of Need

This item was considered earlier in the meeting.

## VIII. Information Items

- a. State & Strategic Client Relations Update

Mr. Ragley introduced Ms. Sigmund to the Board as their new State & Strategic Client Relations representative. Ms. Sigmund reviewed her experience and background with the Board. Mr. Ragley further provided the Board with an update on recent legislative activities in the state, which may impact the school. The Board thanked Mr. Ragley for his support and welcomed Ms. Sigmund.

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 Performance Review Planning

Dr. Rosta outlined 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 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. Special Education Local Plan Area (SELPA) Update

Dr. Sassin provided the Board with an update on the two new schools' Special Education Local Plan Area (SELPA) acceptance into the El Dorado Charter SELPA.

[Dr. Rosta left the meeting at 7:56 a.m.]

d. Local Control Accountability Plan (LCAP) Update

Mr. Romero provided the Board with an update on the Local Control Accountability Plan (LCAP), as included in the Board meeting materials. He further reviewed the continued progress and timeline for the Board's consideration at a future meeting.

e. Board Planning for the 2019-2020 School Year

Ms. Coleman discussed the planning for the 2019-2020 school year that POBL has been working on with the school.

i. Proposed Meeting Schedule

The Board advised that the consideration of the Board meeting schedule for the 2019-2020 school year will be included on the June Annual Meeting agenda and encouraged Board members to inform her and the Board Chair of any known meeting conflicts.

ii. Board Composition

Ms. Coleman discussed with the Board the current composition, including board member terms that would be up at this year's annual meeting. She further encouraged Board members to discuss their intentions regarding terms and renewal with herself and Board Chair.

[Mr. Pulsipher left the meeting at 8:00 a.m.]

f. Sponsoring District(s) Update

There was no update at this time.

**IX. Adjournment and Confirmation of Annual Meeting on Tuesday, June 18, 2019 at 3:30 p.m. PT**

There being no further business to discuss, the meeting was adjourned at 8:01 a.m. The annual meeting is scheduled for Tuesday, June 18, 2019 at 3:30 p.m. PT.