



APPROVED 09/22/2020

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

GOVERNING BOARD for:

CalCA North Bay

CalCA Central

CalCA Central Coast

CalCA Monterey Bay

CalCA Ripon

CalCA Southern California

Tuesday, August 25, 2020 at 3:30 p.m. PT

Telephone Conference Call Location:

Via Teleconference due to State Precautions regarding Public Health and Safety
During COVID-19 Pandemic and in accordance with the Governor's Executive Order N-29-20

1 (800) 504-8071; Passcode 843-8063

I. Call to Order

Ms. Pavlich called the meeting to order at 3:41 p.m. when all participants were present and able to hear each other. The meeting was open to the public and held via teleconference due to state precautions regarding public health and safety during the COVID-19 pandemic.

II. Roll Call

Board Members Present at Roll Call: Elaine Pavlich, Diana Rivas, Adam Pulsipher, Paul Hedrick and Brooke Watkins (via phone);

Board Members Absent: Mike Henjum and Dave Souza;

Guests Present: Richard Savage, Executive Director; Marcus White, Kara Mannix, Richie Romero, Michele Rushing, Franci Sassin and LaChelle Carter, School staff; Melissa Brown, Eileen Sigmund, Donna Kozub, and Laura Coleman, Online & Blended Learning (OBL) staff (via phone).

III. Public Comment

There were no public comments at this time.

IV. Routine Business

a. Approval of Agenda

Ms. Pavlich asked the Board to review the Agenda distributed prior to the meeting and posted by August 21, 2020 in compliance with the Brown Act requirements. She asked a clarifying question about the electronic payment system agenda item. There being no changes noted, the following motion was made and seconded as follows:

RESOLVED, that the Agenda for the August 25, 2020 Board Meeting, as presented, is hereby approved.

The motion was approved unanimously.

V. Public Hearing on Learning Continuity and Attendance Plan (LCP)

Ms. Pavlich announced the commencement of the public hearing at 3:44 p.m. on the Learning Continuity and Attendance Plan (LCP). Dr. Romero reviewed the necessity of the LCP from Senate Bill 98 and purpose to streamline existing plans, including the Local Control and Accountability Plan (LCAP), particularly during the COVID-19 pandemic. He further reviewed with the Board the components of the LCP as included in the Board meeting materials. He advised of the timeline for Board consideration at a future meeting. The Board discussed the LCP in detail with Dr. Romero. Ms. Pavlich asked if there were any members of the public wishing to address the LCP. There being no further discussion and no members of the public in attendance, the Board closed the public hearing at 3:54 p.m. and resumed the regular session of the meeting.

VI. Oral Reports

a. Executive Director's Report

i. Back to School Activities Update

Dr. Savage provided the Board with an update on back to school activities, including virtual field trips.

ii. Staffing and Training Update

Dr. Savage discussed with the Board successful orientations with teachers. He also updated the Board on welcome call completions.

iii. PCX Update

Dr. Savage provided the Board with an update on the preparations for the new learning management system, PCx. He discussed the challenges of PCx and ongoing efforts by OBL to provide a quality system by the start of the school year. The Board discussed PCx in detail with Dr. Savage.

iv. Enrollment Update and Staffing / COVID-19 Related Changes

Dr. Savage reviewed the school's current enrollment and staffing numbers with the Board. He further reviewed the state budget constraints with the Board.

b. Principal's Reports

i. Elementary School

Ms. Pavlich asked the Board whether they had any questions or comments on the written report received by the Elementary School Principal, Mr. White. There were no questions from the Board at this time.

ii. Middle School

Ms. Pavlich asked the Board whether they had any questions or comments on the written report received by the Middle School Principal, Ms. Tamayo. There were no questions from the Board at this time.

iii. High School

Ms. Pavlich asked the Board whether they had any questions or comments on the written report received by the High School Principal, Ms. Mannix. There were no questions from the Board at this time.

c. CalCA Financial Report

i. Special Education Service Contracts Update

Ms. Carter reviewed the master contract and list of service providers for Special Education, as included in the Board meeting materials for Board consideration as an Action Item. She reviewed the progress and timeline for drafting and executing the contracts. Ms. Carter further reviewed the benefit to authorizing herself to finalize and execute the contracts with the providers listed as well as any future providers when needed.

ii. Unaudited 2019-2020 Financial Results

Ms. Carter reviewed the unaudited financial results from the previous school year with the Board, including Title Funding.

iii. Electronic Payment Systems Update

Ms. Carter reviewed with the Board the agreement and terms with Chase Financials to pay vendors and school expenses electronically, as included in the Board meeting materials for Board consideration within the Consent Agenda.

iv. Consolidated Financial Report

Ms. Carter provided the Board with an update on all the CalCA Schools' financials, as included in the Board materials. Ms. Pavlich asked the Board whether they had any questions or comments on the consolidated financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

v. CalCA North Bay Financial Report

Ms. Palvich asked the Board whether they had any questions or comments on the written CalCA North Bay financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

vi. CalCA Central Financial Report

Ms. Palvich asked the Board whether they had any questions or comments on the written CalCA Central financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

vii. CalCA Central Coast Financial Report

Ms. Palvich asked the Board whether they had any questions or comments on the written CalCA Central Coast financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

viii. CalCA Monterey Bay Financial Report

Ms. Palvich asked the Board whether they had any questions or comments on the written CalCA Monterey Bay financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

ix. CalCA Ripon Financial Report

Ms. Palvich asked the Board whether they had any questions or comments on the written CalCA Ripon financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

x. CalCA Southern California Financial Report

Ms. Palvich asked the Board whether they had any questions or comments on the written CalCA Southern California financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

d. Policy and Compliance Report

i. Enrollment Limit and Budget Update

Dr. Sassin provided the Board with an update on the 2020-2021 School Year Budget outlook and legislative activities that may affect the school. She further reviewed the schools' enrollment to-date and waiting lists.

ii. 2019-2020 Annual Audit Process

Dr. Sassin provided the Board with an update on the 2019-2020 Annual Audit process and the option to apply for an extension on filing the report until March 2021. The Board expressed their support of seeking the audit extension. Dr. Sassin advised that she will also seek the opinion of all six of the authorizers before applying for the extension.

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 July 17, 2020 Special Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Online & Blended Learning (OBL) Invoice(s);
- d. Approval of Year End Financial Statements;
- e. Approval of Unaudited Actuals for Fiscal Year Ending June 30, 2020 and Authorization of California Director of Finance to Submit to the Appropriate Parties;
- f. Approval of Education Protection Account (EPA) Expenditure Plans for the 2020-2021 School Year;
- g. Approval of Uniform Complaint Procedure (UCP) and Annual Notices for the 2020-2021 School Year;
- h. Ratification of Consolidated Applications for the 2020-2021 School Year; and
- i. Ratification of Bank Agreement; are hereby approved.

The motion passed unanimously.

VIII. Action Items

- a. Approval of Master Contract and List of Special Education Providers and Authorization of the Director of Finance to Negotiate, Finalize and Execute Contracts Listed and Any Future Providers for the 2020-2021 School Year

Ms. Carter reminded the Board of the earlier discussion of this item within her Oral Report. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the of Master Contract and List of Special Education Providers and Authorization of the Director of Finance to Negotiate, Finalize and Execute Contracts Listed and Any Future Providers for the 2020-2021 School Year, as presented, are hereby approved.

The motion passed unanimously.

- b. Approval of Interschool Transfers, Intra-Organizational Loans for Fiscal Year Ending June 30, 2020

Ms. Carter reviewed with the Board the Board approved Interschool Transfers, Intra-Organizational Loans section within the Fiscal and Controls Policy allowing for schools to share funds and the necessary reconciliation at the conclusion of the school year. She further reviewed the Central Coast school's inability to reallocate funds to the Southern California school due to time constraints with new school banking. In accordance with the Fiscal and Controls Policy, she requested the Board's approval of an Intra-Organizational Loan of \$155,072.52 between the Central Coast and Southern California schools. The Board discussed that this would not be an ongoing issue and advised of their support. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that Interschool Transfers, Intra-Organizational Loan in the amount of \$155,072.52 from CalCA Central Coast to CalCA Southern California for Fiscal Year Ending June 30, 2020, as presented, is hereby approved.

The motion passed unanimously.

c. Approval of Updated Memorandum of Understanding (MOU) with Scott's Valley Unified School District

Dr. Sassin reviewed the recent meeting with the Scott's Valley Unified School District Superintendent and updated Memorandum of Understanding. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the updated Memorandum of Understanding (MOU) with Scott's Valley Unified School District, as presented, is hereby approved.

The motion passed unanimously.

d. Approval of Revisions to the 2020-2021 School Year State Specific Handbook: Various Updates

Dr. Sassin reviewed with the Board the proposed revisions to the school handbook, including revisions to the no-show policy. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the revisions to the 2020-2021 School Year State Specific Handbook: Various Updates, as presented, is hereby approved.

The motion passed unanimously.

IX. Information Items

a. State Accountability Update

Dr. Romero provided the Board with an update on various state and federal accountability measures.

b. State Account Relations (STAR) Update.

Ms. Sigmund presented to the Board on behalf of Online & Blended Learning's (OBL) State Account Relations Team.

i. Legislative Update / Potential FY21 Budget Changes

Ms. Sigmund provided the Board with an update on recent legislative activities in the state, including state funding, which may impact the school.

[Ms. Watkins left the meeting at 4:55 p.m.]

[Ms. Watkins rejoined the meeting at 4:56 p.m.]

[Ms. Mannix left the meeting at 4:59 p.m.]

c. Partner School Leadership Team (PSLT) Update

Ms. Brown presented to the Board on behalf of Online & Blended Learning's (OBL) Partner School Leadership Team.

i. School Operations Metrics

Ms. Brown noted the data included in the Board materials, highlighting the school's performance as compared with other OBL partnering schools of similar size and years in operation. She further reviewed with the Board the new assessment tools available to track student performance and congratulated Dr. Savage on successfully leading and inspiring his staff during the recent orientations.

d. Sponsoring District(s) Update

i. CUSD Charter Policies Update

Dr. Sassin advised the Board of recent policy changes of the Cuyama Unified School District (CUSD).

ii. MOU Update with SVUSD

Dr. Savage provided the Board with an update on the plans to meet with the Scott's Valley Unified School District (SVUSD) Superintendent. Dr. Sassin further reviewed with the Board the enrollment process for students within that district.

[Ms. Rushing left the meeting at 5:04 p.m.]

X. Adjournment and Confirmation of the Next Meeting on Tuesday, September 22, 2020 at 3:30 p.m. PT

There being no further business to discuss, the meeting was adjourned at 5:07 pm. The next meeting is scheduled for Tuesday, September 22, 2020 at 3:30 p.m. PT.