



**APPROVED 04/28/2020**

**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, February 25, 2020 at 3:30 p.m. PT

**Held at the following locations and via teleconference:**

CalCA Ripon: 580 N. Wilma Avenue, Suite G, Ripon, CA 95366  
CalCA SoCAL: 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  
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**

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 SoCAL Site); Mike Henjum, Dave Souza, Paul Hedrick (via phone);

Board Members Joined During Meeting: Adam Pulsipher (via phone);

Board Members Absent: Diana Rivas and Brooke Watkins;

Guests Present: Franci Sassin and LaChelle Carter, School Staff (in person at SoCAL Site); Richard Savage, Executive Director; Marcus White, Kara Mannix, Heather Tamayo and Richie Romero, School staff; Melissa Brown, Eileen Sigmund, Donna Kozub and Laura Coleman, Pearson Online & Blended Learning (POBL) 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 February 21, 2020 in compliance with the Brown Act requirements. There being no further changes noted, the following motion was made and seconded as follows:

[Mr. Pulsipher joined the meeting at 6:36 p.m.]

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

The motion was approved unanimously.

#### V. Oral Reports

##### a. Executive Director's Report

Dr. Savage provided the Board with an update on the ongoing Digital Learning Annual Conference (DLAC) which he and school leadership were attending.

##### i. PCx Update

Dr. Savage provided the Board with an update on the preparations for the new learning management system, PCx.

[Mr. Pulsipher left the meeting at 3:39 p.m.]

[Mr. Pulsipher rejoined the meeting at 3:40 p.m.]

##### ii. Winter Leadership Retreat Update

Dr. Savage reported to the Board on the Winter Leadership Retreat that he recently attended in New Orleans, Louisiana, including professional development initiatives and networking opportunities. He also announced the recognitions the CalOPS Schools received during the retreat for high retention rates and English Language Arts (ELA) proficiency.

The Board discussed the school staff's receptiveness to PCx in detail with school leadership.

##### 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. New Schools Financial Update

Ms. Carter provided the Board with an update on the new school's banking accounts status and funding from district sources.

ii. Special Education Service Contracts Update

Ms. Carter referred the Board to the updated document on Special Education service providers as included in the Board meeting materials.

iii. Consolidated Financial Report

Ms. Carter provided the Board with an update on all the CalCA School's financials. 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.

iv. 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.

v. 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.

vi. 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.

vii. 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.

viii. 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.

ix. 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. Form 700 Update

Dr. Sassin provided the Board with a reminder on their annual filing process for the Form 700.

ii. Credential Compliance Update

Dr. Sassin provided the Board with an update on increased credentialing regulations and the school's preparations to maintain compliance with all requirements.

iii. Special Education Local Plan Area (SELPA) Update

Dr. Sassin advised the Board that all schools have been approved to move to the El Dorado Special Education Local Plan Area (SELPA). She further advised that she will be reviewing the charters to determine if any amendments or modifications are required.

## **VI. 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 28, 2020 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Pearson Online & Blended Learning (POBL) Invoice(s);
- d. Approval of Draft Second Interim Reports;
- e. Approval of Consolidated Applications for the 2019-2020 School Year;
- f. Approval of Federal Title Funding Documentation: Budgets;
- g. Approval of Revisions to Board Policy: Board Delegation Policy;
- h. Approval of Revisions to 2019-2020 School Year State Specific Handbook;
- i. Approval of 2020-2021 School Year General School Handbook; and
- j. Approval of California Attendance Calendar for the 2020-2021 School Year; are hereby approved.

The motion passed unanimously.

## **VII. Action Items**

a. Approval of Audit Firm Engagement for the 2019-2020 School Year Financial Audit

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 previous audits. Dr. Sassin further reviewed the estimated audit-related charges and scope of work as outlined in the engagement letter. The Board discussed the audit scope in detail with Dr. Sassin. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the engagement of CliftonLarsonAllen LLP for the 2019-2020 school year financial audit, as presented, is hereby accepted.

The motion passed unanimously.

b. Approval of Revised Budgets

Dr. Sassin reviewed with the Board the revised budgets as included in the Board meeting materials, specifically staffing and enrollment adjustments. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the revised budgets, as presented, are hereby approved.

The motion passed unanimously.

**VIII. Information Items**

a. State & Strategic Client Relations Update.

i. Benefits Program Update

Ms. Sigmund provided the Board with an overview of recent medical benefit offering enhancements, as included in the Board meeting materials.

ii. Legislative Update

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

b. Strategic Planning Update

Ms. Sigmund discussed the benefits of a half-day Board Strategic Development Session to update the current plan. The Board discussed their availability of Tuesday, May 12, 2020 with Ms. Coleman. Ms. Coleman advised she would poll all Board members for availability via email and additional information would be sent as the date approaches.

c. Partner School Leadership Team (PSLT) Update

i. School Operations Metrics

Ms. Brown presented the quarterly School Operations Metrics to the Board. She 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.

d. Sponsoring District(s) Update

Dr. Sassin provided the Board with an update on the preparations for the upcoming Capistrano Unified School District (CUSD) Board meeting in March, as well as upcoming meetings with new superintendents at the other school districts.

[Mr. Pulsipher left the meeting at 4:28 p.m.]

[Mr. Pulsipher rejoined the meeting at 4:29 p.m.]

e. Western Association of Schools and Colleges (WASC) Update

Dr. Romero advised the Board that both CalCA Central Coast and CalCA Monterey Bay have received their Western Association of Schools and Colleges (WASC) accreditation.

f. Accountability Update

Dr. Romero provided the Board with a detailed report on the CalCA schools' various accountability measures.

[Mr. Henjum left the meeting at 4:30 p.m.]

The Board discussed the accountability reporting in detail with Dr. Romero and Dr. Sassin.

**IX. 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 5:01 p.m. upon a motion being made, seconded and confirmed via a roll call vote of the Board pursuant to Brown Act § 54957(b) 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, Adam Pulsipher, Dave Souza, and Paul Hedrick. Guests invited by the Board to attend were: Melissa Brown and Laura Coleman. All others left the meeting at this time.

The Board ended closed session and entered into open session at 5:14 p.m. upon a motion being made, seconded and confirmed via roll call vote. No action was taken during closed session.

**X. Adjournment and Confirmation of Next Meeting on Tuesday, April 28, 2020 at 3:30 p.m. PT**

There being no further business to discuss, the meeting was adjourned at 5:16 pm. The next meeting is scheduled for Tuesday, April 28, 2020 at 3:30 p.m. PT.