



CABRILLO POINT ACADEMY

3152 Red Hill Ave., #150, Costa Mesa, California 92626

Phone (619) 404-3190 * Fax (619) 749-1792

**Special Board Meeting
Cabrillo Point Academy
September 3, 2019 – 10:00 am – 11:00 am
3152 Red Hill Ave., #150
Costa Mesa, CA 92626**

AGENDA

1. Call to Order
2. Public Comments
3. Discussion and Potential Action on Appointment of Board Members
4. Discussion and Potential Action on the Board Meeting Calendar
5. Adjournment

Public comment rules: Members of the public may address the Board on agenda or non-agenda items. Please fill out a yellow card available at the entrance. Speakers may be called in the order that requests are received, or grouped by subject area. We ask that comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be heard. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to district staff or calendar the issue for future discussion.

Note: Cabrillo Point Academy Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at 818-207-3837 at least 48 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

CAREER SUMMARY

Administration

- **Office Administrator with** over 10 years of experience through multiple mediums including online, text or via phone.
- **Easily Learns** new systems and enjoys finding ways to make the old systems more effective.
- **Experienced Team Leader** that has helped a group to reach a common goal.

Personal Experience

- **Homeschool Mom** 1993 to present
- **Children's Ministry Volunteer** at churches in California, Colorado and New Mexico since 1993
- **Parent Co-coordinator** for Christian homeschool co-op from 2015 – 2018
- **Preschool Teacher** at Christian homeschool co-op 2013 - 2014

AREAS OF EXPERTISE

- | | | |
|----------------|------------------------|--------------------------|
| ▪ Childcare | ▪ Bookkeeping | ▪ Computer Proficient |
| ▪ Interviewing | ▪ Marketing | ▪ Debt Collection |
| ▪ Scheduling | ▪ Financial Management | ▪ Leadership Development |

PROFESSIONAL EXPERIENCE

Outreach Solutions, San Juan Capistrano, CA

2013-Present

Provider of hospital outreach to supply laboratory services to the skilled nursing community

Office Assistant

Provide administration assistance to enable company president and sales representatives to focus on marketing client services.

- **Communicating over** email and telephone to resolve customer service and billing issues.
- **Organize office** space and marketing materials to streamline operations.
- **Provide Support** to employees in areas of customer referral, scheduling client visit and creating materials such as census information, graphs and spreadsheets.

Instacart, San Francisco, CA

2016-Present

Delivery Service

Full Service Shopper

Provide shopping and delivery of grocery and retail items.

- **Excellent Customer Service in** the Orange county area.
- **App utilization to** retrieve orders and communicate with customers.
- **Self motivated** sets and maintains schedule

Seniors Helping Seniors, Laguna Hills, CA

2010-2013

Senior Homecare Provider

Office Administrator

Hired to recruit and schedule non-medical caregivers to provide care and companion services to Senior Citizens.

- ***Excellent Phone Presence*** to provide the best first impression to potential clients.
- ***Flexible and Teachable which*** resulted in my being moved into multiple positions such as bookkeeping, payroll, marketing and client services.
- ***Financially Literate***, Provided service in areas of Book Keeping, Invoicing and Debt Collection
- ***Provided a Welcoming Presence*** in marketing situations.
- ***Trusted*** to step into a Personal Assistant/ Home Manager role for Company President.

EDUCATION

High School Diploma

Grace Christian School, San Diego, CA

College Credits

Palomar College, San Marcos, CA

- Child Development

A little introduction about myself.

I have been a physician for over 20 years.

During this time I have learned that western medicine is not the answer to all of my patient's questions, so I became certified in homeopathic/natural medicine to help my patients get the best of both worlds.

I have 2 kids, 8 and 11 yo and they have been in private and public schools. I realized very quickly that something was missing in the current education system. I felt my kids were missing out on some of the opportunities I had growing up.

husband wanted to home school them and I was against it at first because I was fearful that they would struggle with social interactions. After a lot of research was done, we decided to give homeschooling a try. It has now been 2 years of homeschooling, and I can honestly say it was the best decision for our family.

We feel very privileged to have given this opportunity to our kids.

Claudia Eppele

Claudia Eppele MD CV

EXPERIENCE 2002 – Present

E-Wellness Corporation Location, Chief Medical Officer Costa Mesa, California

2010 - 2016 Eppele MD Family Medicine, Chief Medical Officer Location:
Lakewood, California

2015-2016 Vice-President of the Family Medicine Department at Lakewood
Regional Medicine Center in Lakewood, CA

2016-2018 Authorized Medical Trainer on TMS Therapy for Depression by
leading corporation Neurostar

2002-2006 Worked at USC Keck School of Medicine, LAC+USC and Norris
Cancer Center as a clinical and research fellow for 4 years, performing
colorectal surgery and attending the HIV clinic at LA County.

EDUCATION 2007 – 2010

2011 Harvard University Medical School Certification on TMS Therapy Bereson
Allen Center for Brain Stimulation

2011 Certified as a Homeopath Physician by the CEDH

2007-2010 Family Medicine Residency at University of California Davis (UCD)

2002-2006 Post Grad Training in Colorectal Surgery at the University of
Southern California (USC)

1999-2002 Residency: General Surgery Residency at the National Medical
Center XXI Century Mexico, City

1990-1998 Medical: School of Medicine Univ. Autonoma de SLP Location: San
Luis Potosi, Mexico

LICENSES and CERTIFICATIONS

- California State Medical License
- DEA California License
- Diplomate of the American Board of Family Practice
- ACLS and PALS EXPERIENCE, PROCEDURES and RESEARCH
- Family Medicine and General Surgery Specialization
- Research in Colorectal Surgery, and Anorectal Pathology in HIV infected patients.
- Over 8 national and international podium and poster presentations.
- Responsible for overall patient treatment, vaccination, and public health programs.
- Managed a bi-monthly colorectal clinic to treat anorectal pathology in HIV-infected patients at the Los Angeles County + USC Clinic for 4 years.
- Medical Director of a small community clinic in Mexico. Responsible for the pharmacy and overall treatment of patients, public health, preventive care, and vaccination programs.
- Submission of a winning proposal that warranted the building of a Regional Hospital in a small community in Mexico.

PEER REVIEW PUBLICATIONS: (Maiden Name: Gonzalez-Ruiz)

C. Diff Colitis – Predictors of fatal outcome. Haig Dudukgian, Ester Sier, Gonzalez-Ruiz Claudia, Etzione D, Andreas Kaiser Journal of Gastrointestinal Surgery

Artinyan A, Nunoo-Mensah JW, Balasubramanian S, Gauderma J, Essani R, Gonzalez-Ruiz C, Kaiser AM, Beart RW Jr. LAC + USC Los Angeles, CA Prolongued postoperative ileus-definition, risk factors, and predictors after surgery. World J Surg. 2008 Jul;32(7):1949-500

Wasserberg N. Nunoo-Mensah JW. Gonzalez-Ruiz C. Beart RW Jr. Kaiser AM. Colorectal Cancer in HIV-infected patients: a case-control study. LAC + USC Los Angeles, CA Int J Colorectal Dis. 2007 Feb 21

Gonzalez-Ruiz C, Kaiser A. M, Vukasin P, Beart RW, Ortega A. LAC + USC Los Angeles, CA Intraoperative and Physical Diagnosis in the Management of Fistula in Ano. Am Surg. 2006 Jan;72(1):11-5

Kaiser AM, Jiang JK, Lake JP, Ault G, Artynian A, Gonzalez-Ruiz C, Essani R, Beart RW. R. The Management of Complicated Diverticulitis and the Role of Computed Tomography. LAC + USC Los Angeles, CA. Am J Gastroenterol 2005 Apr;100(4):910-7

Ramirez J, Vassiliu P, Gonzalez-Ruiz C, Vukasin P, Ortega A, Kaiser AM, Beart R. Sequential Compression Devices for Venous Thromboembolism in High-Risk Colorectal Surgery Patients: Reconsidering ASCRS Practice Parameters. LAC + USC Los Angeles, CA. Am Surg. 2003;(69);941-45

Gonzalez-Ruiz C, Hartfield W, Vukasin P, Beart R. Anorectal Pathology in HIV Infected Patients has not been Impacted by Highly Effective Antiretroviral Therapy. LAC + USC Los Angeles CA. Dis Colon Rectum. 2004 Sep;47(9):1483-6

Nunoo-Mensah JW, Balasubramanian S, Wasserberg N, Artinyan A, Gonzalez-Ruiz C, Kaiser AM, Beart RW Jr. Vukasin P. Fistula-in-Ano: Do Antibiotics make a Difference? LAC + USC Los Angeles, CA Int J Colorectal Dis. 2005 Aug 10-13

Gonzalez-Ruiz C, Perez-Castro E, Baltazar Montes A, HGR1 Queretaro, Qro. Surgical Treatment of Gastroesophageal Reflux. Hospital General de Zona 1 Instituto Mexicano del Seguro Social Rev. Med 1999;5:34-35

LANGUAGES: Spanish, Native language English, Fluent

Gloria M Antonini

Experience

11/01/ 2018 - Present

Mariners Church

Irvine, CA

Seasonal Childcare

- Care for children during weekend services and midweek events
 - Ensure their safety while engaging the children in activities, reading books, reassuring them, playing games, changing diapers, supervising them on the playground and interacting with parents during check in and check out
 - Ensure the room and toys are clean and ready for the next event after children are picked up by parents
 - Worked as a supervisor for events as needed beginning in March 2019
 - Ongoing work to improve our EC rooms, purchasing and replacing broken toys and furniture, ensuring toys are stored in a safe and neat manner
-

10/01/2013 - 9/30/2014

Academy of Arts And Science

Porter Ranch, CA

Enrollment Assistant

- Part time position for Excel Charter school, worked to help facilitate new student enrollment
 - Communicated with parents and answered questions about charter school program, how it worked, and what the registration requirements were
 - Gathered documents, entered all information in the system and helped maintain a detailed tracking list of students from initial contact to fully enrolled and active in the charter school
 - Worked with website designer and database creator to give feedback on what information was needed to be tracked, what was redundant, and how the database system could be improved for an easier more automated registration process
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01/27/1998 - 8/30/1998

Prudential Insurance

Newark, NJ

Corporate Regional Recruiter

- Corporate Recruiter for Southern California, worked with offices throughout Orange County and San Diego County
 - Coordinated with local recruiters and general managers, giving insight regarding their candidates for sales positions. Held 2nd level interviews with candidates and provided written reports with recommendations from a corporate perspective regarding candidates for general managers consideration
 - Attended job fairs and professional networking events to meet applicants, soon to be college graduates, and other business professionals, then forwarded potential candidates to local offices
 - Reported back to management in corporate in New Jersey regarding candidates in the hiring funnel for each office and provided recommendations
 - Traveled to corporate headquarters in New Jersey for training and meetings
-

08/01/1993-04/01/1996

Prudential Insurance

Torrance, CA

Recruiter

- Recruit and hire for the position of Sales Representative
- Posted job listings, attended job fairs and networking events, to gather leads for potential hires
- Processed resumes of prospective candidates, contacted accordingly regarding the position available
- Conducted initial interviews and scheduled aptitude test with candidates, after determining their viability scheduled interviews with the General Manager
- Maintained contact and coached all prospective candidates through the 3 to 6 month licensing and hiring process
- Maintained hiring funnel as needed to ensure we met and exceeded our hiring goal
- Worked closely with database company to help customize a contact management system to manage our recruits prior to and after becoming employees

Education

10/1989 – 05/1995

California State University Long Beach

Long Beach, CA

Incomplete BS Business Marketing

- Pursued a degree in Business Marketing with a minor in Spanish Translation
- Degree incomplete

Skills

- Previous Homeschool teacher from preschool through high school
- Homeschooled through CHEP for 4 years, then Charter Schools and ended in a PSP
- Graduated 3 children from High School each with over 15 college credits earned
- Experience speaking at information gatherings for Charter and PSP programs
- Knowledgeable about co-ops and campuses where families can register for classes in Orange County
- Able to document and create school transcripts
- Created and wrote course descriptions for high school meeting state standards
- Able to work with children of all ages
- Able to paint, sew and craft, volunteered backstage many years in dance productions as a parent with children growing up in the Arts
- Able to create and implement structure and systems
- Experience with multiple fundraising events and campaigns for several non-profit organizations
- Worked in a restaurant and offsite catering events
- Party planning

References

References are available on request.

Natasha Brunstetter

SUMMARY

Sixteen years experience in home education of children in elementary through high school. Proven track record of completing reports on time, handling finances and managing schedules in both professional and personal environments. Excellent organization skills, time management, communication, attention to detail, and problem solving.

PROFESSIONAL EXPERIENCE

Home Educator

Sept 2003- Current

- Home educating parent to five children teaching core classes and electives from grades K-12.
- Involved in co-op classes, Charter Schools, and PSP programs through local high school over the years to supplement our home education.
- Taught elementary science classes at two different co-ops including experiments and hands-on learning.
- Provided a rich learning environment for my children offering them solid curriculum, various sports and activities to support their physical health and electives including workshop classes, cooking, photography, piano, guitar, art and more to boost development of their creative mind.
- Graduated two students from High School who are now full-time college students.

Zxytek Information Systems

Business Partner

1994-2003

- Managed all aspects of the business including accounting, payroll, tax preparation, customer relationships, scheduling, custom programming and implementation of automated solutions.
- Offered computer consulting services to various types of small businesses in Southern California including computer hardware & software design, installation and support.
- Provided a wide range of support both on-site and remote including printer installation, design and implementation of networks, automated backup systems and productivity software training.
- Our specialty was providing customizable accounting software solutions to meet specific business requirements.

EDUCATION AND CERTIFICATIONS

- University of San Diego, CA *Bachelor of Arts Business Administration*, May 1994

SKILLS

- Strong computer experience on both PC and MAC including MS Word, MS Excel, MS Outlook, Quicken, proficient with various forms of electronic communication such as e-mail and social media.

Cabrillo Point Academy

2019-2020 Board Meeting Calendar

August 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
Su	M	Tu	W	Th	F	Sa
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29	30					

October 2019						
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27	28	29	30	31		

November 2019						
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December 2019						
Su	M	Tu	W	Th	F	Sa
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29	30	31				

January 2020						
Su	M	Tu	W	Th	F	Sa
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26	27	28	29	30	31	

February 2020						
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March 2020						
Su	M	Tu	W	Th	F	Sa
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29	30	31				

April 2020						
Su	M	Tu	W	Th	F	Sa
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26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	Sa
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31						

June 2020						
Su	M	Tu	W	Th	F	Sa
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28	29	30				

July 2020						
Su	M	Tu	W	Th	F	Sa
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26	27	28	29	30	31	



Board Meetings

Sep 21	Board Training 9:00 am - 4:00 pm
Oct 22	Board Meeting 1:00 pm
Nov 19	Board Meeting 1:00 pm
Dec 17	Board Meeting 1:00 pm

Jan 21	Board Meeting 1:00 pm
Feb 18	Board Meeting 1:00 pm
Mar 24	Board Meeting 1:00 pm
April 21	Board Meeting 1:00 pm
May 19	Board Meeting 1:00 pm
Jun 16	Board Meeting 1:00 pm