



**CABRILLO POINT ACADEMY**

3152 Red Hill Ave., #150, Costa Mesa, California 92626  
Phone (619) 404-3190 \* Fax (619) 749-1792

**Regular Scheduled Board Meeting**

**Cabrillo Point Academy**

**April 21, 2020 – 1:00 pm**

**3152 Red Hill Ave., #150**

**Costa Mesa, CA 92626**

**Through Teleconference**

**Join Zoom Meeting**

**<https://zoom.us/j/96872792122>**

**Meeting ID: 968 7279 2122**

**Dial by your location**

**+1 669 900 6833 US (San Jose)**

**Meeting ID: 968 7279 2122**

**Find your local number: <https://zoom.us/u/adUTiofUIX>**

**AGENDA**

1. Call to Order
2. Approval of the Agenda
3. Public Comments
4. Principal's Report
  - a. School Closure
  - b. High School Grading
  - c. Enrollment Update
5. Discussion and Potential Action on the January Special Board Meeting Minutes and March Board Meeting Minutes
6. Discussion and Potential Action on the March Financials
7. Discussion and Potential Action on the Auditor Engagement Letter
8. Discussion and Potential Action on the 2020 – 2021 Benefits Renewals
9. Discussion and Potential Action on the LCAP Goals
10. Discussion and Potential Action on the Principal Title Change and Job Description
11. Discussion and Potential Action on the Senior Director Evaluation Timeline and Document

12. Discussion and Potential Action on the Board Resolution Regarding Senior Director Authority 2020 – 4
13. Discussion and Potential Action on the First Amended Bylaws
14. Discussion and Potential Action on the Employment Contracts and Calendars
15. Discussion and Potential Action on the Salary Schedules
16. Discussion and Potential Action on the Field Trip Policy
17. Discussion and Potential Action on the Educational Vendor Policies and Procedures
18. Discussion and Potential Action on the Withdrawal Policy
19. Discussion and Potential Action on the Independent Study Policy
20. Discussion and Potential Action on the Non-Compliance Policy
21. Discussion and Potential Action on the Teacher Certification Policy
22. Discussion and Potential Action on the Residency Policy
23. Discussion and Potential Action on the Graduation Requirements
24. Discussion and Potential Action on the General Studies Graduation Requirements
25. Discussion and Potential Action on the Board Resolution – High School Graduation Requirements: 2020 – 5
26. Discussion and Potential Action on the Board Resolution - SELPA Representative 2020 – 6
27. Discussion and Potential Action the Board Resolution Approving the Authority of the Senior Director to Add to the Number of Enrollment Spots Available During Open Enrollment 2020 – 7
28. Announcement of Next Regular Scheduled Board Meeting
29. Adjournment

Public comment rules: Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate with the administrative team your desire to address the board or simply communicate orally your desire to address the board when the board asks for public comments. Speakers may be called in the order that requests are received. 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 951-290-3013 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)).



***CABRILLO POINT ACADEMY***

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

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Special Board Meeting - Cabrillo Point Academy

January 30, 2020 – 1:00 pm

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

Attendance: Caroline Moon, Lisa Rumsey, Sherri McFadden, Gloria Antonini, Natasha Brunstetter

Absent: None

Also Present: Jenna Lorge

**Call to Order:**

Caroline Moon called the meeting to order at 1:10 pm.

**Approval of the Agenda:**

Lisa Rumsey motioned to approve the agenda. Natasha Brunstetter seconded.

-Unanimous.

**Public Comments:**

None.

**Discussion and Potential Action on the School Accountability Report Card (SARC):**

Sherri McFadden motioned to approve the School Accountability Report Card (SARC). Gloria Antonini seconded.

-Unanimous.

**Adjournment:**

Caroline Moon motioned to adjourn the meeting at 1:20 pm. Sherri McFadden seconded.

-Unanimous.

Prepared by:

Bryanna Brossman

Noted by:

Board Secretary



**CABRILLO POINT ACADEMY**

3152 Red Hill Ave., #150, Costa Mesa, California 92626  
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Regular Scheduled Board Meeting – Cabrillo Point Academy  
March 3, 2020 – 1:00 pm  
3152 Red Hill Ave., #150, Costa Mesa, CA 92626

Attendance: Caroline Moon, Sherri McFadden, Lisa Rumsey, Gloria Antonini,  
Absent: Natasha Brunstetter  
Also Present: Jenna Lorge, Two Dehesa Representatives

**Call to Order:**

Caroline Moon called the meeting to order at 1:04pm.

**Approval of the Agenda:**

Caroline Moon motioned to approve the agenda. Sherri McFadden seconded.  
-Unanimous.

**Public Comments:**

None

**Principal's Report:**

The Principal presented a report on:

- Oversight: 3/11 Principal will be back in Azusa to discuss instructional program. Auditor wants calendar of family mtgs. Will drop in unplanned.
- Currently doing test prep workshops with students coordinated by teachers. Teach testing skills, ease anxiety, practice tests.
- LCAP: Gathering input from parents and community. Will be present at in person activities to receive input. Goal is to get 100% of parents to complete the survey.

**Discussion and Potential Action on the February Board Meeting Minutes:**

Lisa Rumsey motioned to approve the February Board Meeting Minutes. Sherri McFadden seconded.

-3 ayes, 0 nays, 1 abstained - Caroline Moon.

**Discussion and Potential action on the 2<sup>nd</sup> Interim Report:**

Caroline Moon motioned to approve the 2<sup>nd</sup> Interim Report. Gloria Antonini seconded.  
-Unanimous.

**Discussion and Potential Action on the Growth Projections and Enrollment Window:**

Sherri McFadden motioned to approve the Growth Projections and Enrollment Window. Lisa Rumsey seconded.  
-Unanimous.

**Discussion and Potential Action on the 2020-2021 School Calendar:**

Lisa Rumsey motioned to approve the 2020-2021 School Calendar. Gloria Antonini seconded.  
-Unanimous.

**Discussion and Potential Action on the Teacher Salary Schedule:**

Typo 1B Special education teacher/nurse... page 58, salary is wrong.  
Caroline Moon motioned to approve the Teacher Salary Schedule with the noted change. Sherri McFadden seconded.  
-Unanimous

**Discussion and Potential Action on the Teacher Employee Contract:**

Caroline Moon motioned to approve the Teacher Employee Contract. Sherri McFadden seconded.  
-Unanimous

**Discussion and Potential Action on the Lottery Policy:**

Caroline Moon motioned to approve the Lottery Policy. Lisa Rumsey seconded.  
-Unanimous

**Discussion and Potential Action on the Work Sample Policy:**

Sherri McFadden motioned to approve the Work Sample Policy. Gloria Antonini seconded.  
-Unanimous.

**Discussion and Potential Action on the Charter Impact Proposal:**

Caroline Moon motioned to approve the Charter Impact Proposal. Sherri McFadden seconded.  
-Unanimous

**Announcement of Next Regular Scheduled Board Meeting:**

The Next Regular Scheduled Board Meeting is April 21, 2010 at 1:00pm.  
Caroline Moon motioned to approve. Sherri McFadden seconded.  
-Unanimous

**Adjournment:**

Caroline motioned to adjourn at 1:49 pm. Sherri McFadden seconded.  
-Unanimous.

Prepared by:  
Bryanna Brossman

Noted by:

Board Secretary



**CABRILLO POINT ACADEMY**

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Special Board Meeting – Cabrillo Point Academy  
March 17, 2020 – 1:00 pm  
3152 Red Hill Ave., #150, Costa Mesa, CA 92626

Attendance: Caroline Moon, Sherri McFadden, Lisa Rumsey, Gloria Antonini, Natasha Brunstetter -  
Teleconference

Also Present: Jenna Lorge - Teleconference

**Call to Order:**

Caroline Moon called the meeting to order at 1:05pm.

**Approval of the Agenda:**

Sherri McFadden motioned to approve agenda. Caroline Moon seconded.

-Unanimous

**Public Comments:**

None

**Discussion and Potential Action on the Board Resolution: School Closure:**

Lisa Rumsey motioned to approve. Gloria Antonini seconded.

-Unanimous

**Discussion and Potential Action on the Board Resolution: Establishment of Accounts at Wells Fargo:**

Sherri McFadden motioned to approve. Natasha Brunstetter seconded.

-Unanimous

**Discussion and Potential Action on the Board Resolution: Affirming Board Positions:**

Sherri McFadden motioned to approve. Caroline Moon seconded.

-Unanimous

**Adjournment:**

Caroline Moon motioned to adjourn at 1:20 pm. Lisa Rumsey seconded.

-Unanimous

Prepared by:

Bryanna Brossman

Noted by:

Board Secretary



# Cabrillo Point Academy Renewal Presentation

April 2020



**Gallagher**

Insurance | Risk Management | Consulting

# ICS Group Advantages



Insurance | Risk Management | Consulting

## Let's Stick Together

- Purchasing power
- More competition from group carriers resulting in better underwriting offers
- Ability to take advantage of broader network options from carriers
- Better plan design options/more flexibility
- Composite rates versus age banded rates in small group

# 2020/2021 Renewal

## Renewal Results

- Medical
  - Kaiser: final renewal **+2.8%**
    - Trend Increase is +7.5%
  - Blue Shield: final renewal **+5.9%**
    - Trend Increase is 12.9% - 15.9%
- Dental
  - Cigna Dental HMO: final renewal **+5.0%** (initial increase +6.5%)
  - Cigna DPPO: final renewal **+17.6%** (initial increase +20.7%)
- Vision – rate guarantee (**+0.0%**)
- Life – rate guarantee (**+0.0%**)



**Gallagher**

Insurance | Risk Management | Consulting

# Medical Renewals

# 2020/2021 Medical Contributions



Insurance | Risk Management | Consulting

## Recommendations

- Recommended Strategy:
  - Charter & Employees share premium increases equally
    - Maintain \$0 Employee-only options
  - Increase Employee cost for most expensive plans
    - PPO: Increase Employee cost by +15.0%
    - Access+ HMO: Increase Employee cost by +15.0%
- Final Revenue Impact to Charter: **\$52,686**

# 2020/21 Medical Contribution Analysis



**Gallagher**

Insurance | Risk Management | Consulting

## Medical & Pharmacy

		2019 / 2020 Current	2020 / 2021 Renewal			EE Cost Share	EE Difference
Coverage Tier	Subscribers	EE Contribution	EE Contribution	ER Contribution	Total Premium	Current / Renewal	\$Δ EE / %Δ EE
<b>Blue Shield SaveNet HMO</b>							
Employee Only	7	\$0.00	\$0.00	\$555.08	\$555.08	0% / 0%	\$0.00 / N/A
Employee + Spouse	1	\$128.68	\$134.47	\$1,142.19	\$1,276.66	19% / 19%	\$5.79 / 4.5%
Employee + Child(ren)	8	\$69.29	\$72.41	\$871.23	\$943.64	19% / 19%	\$3.12 / 4.5%
Employee + Family	17	\$188.08	\$196.54	\$1,413.17	\$1,609.71	19% / 19%	\$8.46 / 4.5%
<b>% Cost Share</b>		<b>10%</b>	<b>10%</b>	<b>90%</b>	<b>100%</b>	<b>10% / 10%</b>	<b>-0.1%</b>
<b>Blue Shield Access+ HMO</b>							
Employee Only	2	\$154.73	\$177.94	\$550.66	\$728.60	22% / 24%	\$23.21 / 15.0%
Employee + Spouse	1	\$484.55	\$557.23	\$1,118.57	\$1,675.80	54% / 59%	\$72.68 / 15.0%
Employee + Child(ren)	5	\$332.33	\$382.18	\$856.44	\$1,238.62	69% / 75%	\$49.85 / 15.0%
Employee + Family	2	\$636.78	\$732.30	\$1,380.64	\$2,112.94	49% / 53%	\$95.52 / 15.0%
<b>% Cost Share</b>		<b>29%</b>	<b>32%</b>	<b>68%</b>	<b>100%</b>	<b>32%</b>	<b>2.5%</b>
<b>Blue Shield PPO</b>							
Employee Only	8	\$142.65	\$164.05	\$551.00	\$715.05	21% / 23%	\$21.40 / 15.0%
Employee + Spouse	0	\$456.77	\$525.29	\$1,119.32	\$1,644.61	52% / 57%	\$68.52 / 15.0%
Employee + Child(ren)	4	\$311.78	\$358.55	\$857.03	\$1,215.58	66% / 72%	\$46.77 / 15.0%
Employee + Family	5	\$601.76	\$692.02	\$1,381.62	\$2,073.64	47% / 51%	\$90.26 / 15.0%
<b>% Cost Share</b>		<b>27%</b>	<b>30%</b>	<b>70%</b>	<b>100%</b>	<b>30%</b>	<b>2.3%</b>
<b>Kaiser HMO</b>							
Employee Only	8	\$0.00	\$0.00	\$533.59	\$533.59	0% / 0%	\$0.00 / N/A
Employee + Spouse	0	\$117.09	\$134.47	\$1,039.43	\$1,173.90	19% / 21%	\$17.38 / 14.8%
Employee + Child(ren)	9	\$78.06	\$81.57	\$878.89	\$960.46	19% / 19%	\$3.51 / 4.5%
Employee + Family	30	\$204.91	\$214.13	\$1,439.99	\$1,654.12	19% / 19%	\$9.22 / 4.5%
<b>% Cost Share</b>		<b>11%</b>	<b>11%</b>	<b>89%</b>	<b>100%</b>	<b>11% / 11%</b>	<b>0.2%</b>
<b>Blue Shield HSA</b>							
Employee Only	2	\$0.00	\$0.00	\$515.21	\$515.21	0% / 0%	\$0.00 / N/A
Employee + Spouse	0	\$225.16	\$235.29	\$956.97	\$1,192.26	20%	\$10.13 / 4.5%
Employee + Child(ren)	0	\$166.43	\$173.92	\$707.33	\$881.25	20%	\$7.49 / 4.5%
Employee + Family	5	\$283.90	\$296.68	\$1,206.62	\$1,503.30	20%	\$12.78 / 4.5%
<b>% Cost Share</b>		<b>18%</b>	<b>17%</b>	<b>83%</b>	<b>100%</b>	<b>18% / 17%</b>	<b>-0.2%</b>
<b>Total Composite PEP</b>	<b>114</b>	<b>\$186.63</b>	<b>\$203.44</b>	<b>\$1,074.31</b>	<b>\$1,277.74</b>		
<b>% Cost Share</b>		<b>15%</b>	<b>16%</b>	<b>84%</b>	<b>100%</b>		
<b>Total Annual Cost</b>		<b>\$255,312</b>	<b>\$278,300</b>	<b>\$1,469,652</b>	<b>\$1,747,952</b>		
<b>HSA Fund</b>				<b>\$9,500</b>			
<b>TOTAL</b>		<b>\$255,312</b>	<b>\$278,300</b>	<b>\$1,479,152</b>	<b>\$1,757,452</b>		
<b>% Cost Share</b>		<b>15%</b>	<b>16%</b>	<b>84%</b>	<b>100%</b>		
<b>Change From Current (\$)</b>			<b>\$22,988</b>	<b>\$52,686</b>	<b>\$75,674</b>		
<b>Change From Current (%)</b>			<b>9.0%</b>	<b>3.7%</b>	<b>4.5%</b>		

\*These are approximations based off overall renewal numbers

# Charter Medical Increase Breakdown



Insurance | Risk Management | Consulting

	Broker Recommendation	
Charter	% of Renewal Increase	\$ Increase
Blue Ridge Academy	17.9%	\$91,783
<b>Cabrillo Point Academy</b>	<b>10.3%</b>	<b>\$52,686</b>
Clarksville	2.4%	\$12,473
Cottonwood	4.4%	\$22,367
ICS	18.9%	\$97,082
Feather River	2.4%	\$12,218
Granite Mountain	6.6%	\$33,665
Heartland	8.5%	\$43,646
Kern	0.0%	\$0
Lake View	0.9%	\$4,876
Learning Latitudes	0.0%	\$0
Mission Vista	8.4%	\$43,232
Monarch River	1.3%	\$6,918
North	0.0%	\$0
Ohio	0.4%	\$2,047
PCA	11.9%	\$60,989
South	0.0%	\$0
Triumph Academy	0.5%	\$2,530
Winship Central	0.3%	\$1,470
Yosemite Valley	5.0%	\$25,515
	100%	\$513,498

# Benchmark Data (HMO)

HMO Benchmark	Charters/ICS Blue Shield HMO (Access+ & SaveNet)	Charters/ICS Kaiser HMO	2019 California Nonprofit	2019 Education	2019 Charter Schools	2019 California
Calendar Year Deductible	None	None	None	None	None	None
Calendar Year Out of Pocket Max	\$2,500/\$5,000	\$3,000/\$6,000	\$3,000/\$6,000	\$1,500/\$3,000	\$2,000/\$4,000	\$3,000/\$6,000
Primary Care Office Visit	\$20	\$20	\$30	\$15	\$30	\$30
Specialist Office Visit	\$20	\$20	\$40	\$40	\$40	\$40
Diagnostic Lab / X-ray	No Charge	\$10	\$50	\$50	\$50	\$50
Hospitalization	\$500/admit	\$500/day (3-day max)	\$500/admit	\$250/day	\$500/day	\$500/admit
Outpatient Surgery	Surgery Center: \$100 Hospital: \$300	\$250	\$250	\$150	\$150	\$250
Urgent Care	\$20	\$20	\$35	\$30	\$30	\$35
Emergency Room	\$100	\$150	\$150	\$200	\$250	\$150
Rx - Brand Deductible	None	None	None	None	None	\$150
Rx - Generic	\$15	\$15	\$10	\$15	\$15	\$10
Rx - Brand	\$30	\$35	\$35	\$30	\$25	\$35
Rx - Non-formulary	\$45	\$35	\$50	\$30	\$50	\$50
Employer Contribution - Employees	100% towards SaveNet 76% towards Access+	100%	80-90%	100%	80-90%	80%
Employer Contribution - Family	80% towards SaveNet 61% towards Access+	80%	0-25%	0%	25%	0%
Source			AJG - 2019	AJG - 2019	AJG - 2019	AJG - 2019

## Takeaways:

- Deductible & OOPM are in line
- Copays are richer
- Hospitalization is richer
- Contribution is very rich, especially for dependent coverage

# Benchmark Data (PPO)

HMO Benchmark	Charters/ICS Blue Shield PPO	2019 California Nonprofit	2019 Education	2019 Charter Schools	2019 California
Calendar Year Deductible	<b>\$500/\$1,000</b>	\$1,300/\$2,800	\$500/\$1,500	\$500/\$1,000	\$1,000 / \$2,000
Calendar Year Out of Pocket Max	<b>\$4,000/\$8,000</b>	\$2,500/\$5,000	\$4,500/\$9,000	\$3000/\$6000	\$1,500 / \$3,000
Primary Care Office Visit	<b>\$35</b>	\$20	\$30	\$15	\$20
Specialist Office Visit	<b>\$35</b>	\$45	\$45	\$30	\$30
Diagnostic Lab / X-ray	<b>\$35</b>	\$50	20%	10%	20%
Hospitalization	<b>\$100 + 20%</b>	20%	20%	10%	20%
Outpatient Surgery	<b>Facility: 10% Hospital: 25%</b>	20%	10%	10%	20%
Urgent Care	<b>\$35</b>	\$20	\$25	\$15	\$20
Emergency Room	<b>\$100 + 20%</b>	\$100	\$100 + 10%	\$100 + 10%	\$100 + 20%
Rx - Brand Deductible	<b>None</b>	None	None	None	\$250
Rx - Generic	<b>\$15</b>	\$10	\$15	\$10	\$15
Rx - Brand	<b>\$30</b>	\$25	\$30	\$30	\$30
Rx - Non-formulary	<b>\$45</b>	\$45	\$50	\$50	\$50
Employer Contribution - Employees	<b>78%</b>	60%	75%	75%	Buy-Up
Employer Contribution - Family	<b>62%</b>	0% - 25%	25%	50%	0%
Source		AJG - 2019	AJG - 2019	AJG - 2019	AJG - 2019

## Takeaways:

- Deductible is rich
- OOPM slightly below benchmark
- Copays are in line, slightly high
- Contribution is very rich, especially for dependent coverage

# Benchmark Data (H.S.A.)

HMO Benchmark	Charters/ICS Blue Shield H.S.A.	2019 California Nonprofit	2019 Education	2019 Charter Schools	2019 California
Calendar Year Deductible	<b>\$2,700/\$5,200</b>	\$2,700/\$5,200	\$2,700/\$5,200	\$2,700/\$5,200	\$2,700/\$5,200
Calendar Year Out of Pocket Max	<b>\$5,500/\$11,000</b>	\$6,750/\$13,500	\$6,750/\$13,500	\$6,750/\$13,500	\$6,750/\$13,500
Primary Care Office Visit	<b>20%</b>	\$20	\$30	\$15	\$20
Specialist Office Visit	<b>20%</b>	\$45	\$45	\$30	\$30
Diagnostic Lab / X-ray	<b>Facility: 20% Hospital: \$25 + 20%</b>	\$50	20%	10%	20%
Hospitalization	<b>\$100 + 20%</b>	20%	20%	10%	20%
Outpatient Surgery	<b>Facility: 10% Hospital: 20%</b>	20%	10%	10%	20%
Urgent Care	<b>20%</b>	\$20	\$25	\$15	\$20
Emergency Room	<b>\$150 + 20%</b>	\$100	\$100 + 10%	\$100 + 10%	\$100 + 20%
Rx - Brand Deductible	<b>Plan Deductible Applies</b>	None	None	None	\$250
Rx - Generic	<b>\$10</b>	\$10	\$15	\$10	\$15
Rx - Brand	<b>\$25</b>	\$25	\$30	\$30	\$30
Rx - Non-formulary	<b>\$40</b>	\$45	\$50	\$50	\$50
Employer Contribution - Employees	<b>100% + \$1,000 funding</b>	60%	75%	75%	Buy-Up
Employer Contribution - Family	<b>51-70% + \$1,500 funding</b>	0% - 25%	25%	50%	0%
Source		AJG - 2019	AJG - 2019	AJG - 2019	AJG - 2019

## Takeaways:

- Deductible is rich, at the lowest possible level for IRS rules
- OOPM is rich, at the lowest possible level for IRS rules
- Contribution is very rich, especially for dependent coverage
- Contribution to HSA plan is slightly rich, average is \$750 Ind. / \$1,250 Fam.



**Gallagher**

Insurance | Risk Management | Consulting

# Ancillary Renewals

# 2020/21 Dental/Vision Contributions



Insurance | Risk Management | Consulting

## Recommendations

- Recommended Strategy for Dental:
  - Charter & Employees share premium increases equally
    - Final Revenue Impact to Charter: **\$3,255**
- Recommended Strategy for Vision:
  - No premium change for Charter or Employees
    - Final Revenue Impact to Charter: **\$0**

# 2020/21 Dental Contribution Analysis



Insurance | Risk Management | Consulting

Dental		2019 / 2020 Current		2020 / 2021 Renewal			EE Cost Share	EE Difference
Coverage Tier	Subscribers	EE Contribution	Subscribers	EE Contribution	ER Contribution	Total Premium	Current / Renewal	\$Δ EE / %Δ EE
<b>Cigna DHMO</b>			<b>Cigna DHMO</b>					
Employee Only	6	\$5.00	6	\$5.25	\$10.96	\$16.21	32% / 32%	\$0.25 / 5.0%
Employee + Spouse	1	\$16.13	1	\$16.94	\$10.96	\$27.90	61% / 61%	\$0.81 / 5.0%
Employee + Child(ren)	8	\$19.85	8	\$20.84	\$10.96	\$31.80	66% / 66%	\$0.99 / 5.0%
Employee + Family	21	\$28.10	21	\$29.51	\$10.96	\$40.47	73% / 73%	\$1.41 / 5.0%
<b>% Cost Share</b>	<b>36</b>	<b>68%</b>	<b>36</b>	<b>68%</b>	<b>32%</b>	<b>100%</b>	<b>68% / 68%</b>	<b>0.0%</b>
<b>Cigna DPPO High</b>			<b>Cigna DPPO High</b>					
Employee Only	6	\$24.66	6	\$29.00	\$16.38	\$45.38	65% / 64%	\$4.34 / 17.6%
Employee + Spouse	0	\$62.87	0	\$73.94	\$16.79	\$90.73	82% / 81%	\$11.07 / 17.6%
Employee + Child(ren)	11	\$71.92	11	\$84.58	\$16.89	\$101.47	84% / 83%	\$12.66 / 17.6%
Employee + Family	15	\$109.83	15	\$129.16	\$17.31	\$146.47	89% / 88%	\$19.33 / 17.6%
<b>% Cost Share</b>	<b>32</b>	<b>86%</b>	<b>32</b>	<b>85%</b>	<b>15%</b>	<b>100%</b>	<b>85%</b>	<b>-0.8%</b>
<b>Cigna DPPO Low</b>			<b>Cigna DPPO Low</b>					
Employee Only	20	\$15.00	20	\$17.64	\$16.27	\$33.91	53% / 52%	\$2.64 / 17.6%
Employee + Spouse	2	\$50.13	2	\$58.95	\$16.66	\$75.61	79% / 78%	\$8.82 / 17.6%
Employee + Child(ren)	5	\$56.48	5	\$66.42	\$16.73	\$83.15	81% / 80%	\$9.94 / 17.6%
Employee + Family	19	\$88.33	19	\$103.88	\$17.07	\$120.95	87% / 86%	\$15.55 / 17.6%
<b>% Cost Share</b>	<b>46</b>	<b>79%</b>	<b>46</b>	<b>78%</b>	<b>22%</b>	<b>100%</b>	<b>78%</b>	<b>-0.7%</b>
<b>Total Composite PEPM</b>	<b>114</b>	<b>\$51.15</b>	<b>114</b>	<b>\$59.13</b>	<b>\$15.19</b>	<b>\$74.32</b>		
<b>% Cost Share</b>		<b>80%</b>		<b>80%</b>	<b>20%</b>	<b>100%</b>		
<b>Total Annual Cost</b>		<b>\$69,969</b>		<b>\$80,890</b>	<b>\$20,776</b>	<b>\$101,666</b>		
<b>TOTAL</b>		<b>\$69,969</b>		<b>\$80,890</b>	<b>\$20,776</b>	<b>\$101,666</b>		
<b>% Cost Share</b>		<b>80%</b>		<b>80%</b>	<b>20%</b>	<b>100%</b>		
<b>Change From Current (\$)</b>				<b>\$10,921</b>	<b>\$3,255</b>	<b>\$14,176</b>		
<b>Change From Current (%)</b>				<b>15.6%</b>	<b>18.6%</b>	<b>16.2%</b>		

# Charter Dental Increase Breakdown

	Broker Recommendation	
Charter	% of Renewal Increase	\$ Increase
Blue Ridge Academy	17.2%	\$6,509
<b>Cabrillo Point Academy</b>	<b>8.6%</b>	<b>\$3,255</b>
Clarksville	2.9%	\$1,080
Cottonwood	5.9%	\$2,222
ICS	19.2%	\$7,265
Feather River	2.8%	\$1,056
Granite Mountain	6.2%	\$2,346
Heartland	8.3%	\$3,144
Kern	0.0%	\$0
Lake View	1.0%	\$394
Learning Latitudes	0.0%	\$0
Mission Vista	7.9%	\$2,975
Monarch River	1.6%	\$612
North	0.0%	\$0
Ohio	0.4%	\$168
PCA	10.7%	\$4,055
South	0.0%	\$0
Triumph Academy	0.6%	\$229
Winship Central	0.7%	\$253
Yosemite Valley	5.8%	\$2,190
	100%	\$37,755

# 2020/21 Vision Contribution Analysis



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		2019 / 2020 Renewal		2020 / 2021 Renewal			EE Cost Share	EE Difference
Coverage Tier	Subscribers	EE Contribution	Subscribers	EE Contribution	ER Contribution	Total Premium	Current / Renewal	\$Δ EE / %Δ EE
<b>EyeMed Vision Plan</b>		<b>EyeMed Vision Plan</b>						
Employee Only	31	\$2.56	31	\$2.56	\$3.08	\$5.64	45% / 45%	\$0.00 / 0.0%
Employee + Spouse	4	\$5.49	4	\$5.49	\$5.23	\$10.72	51% / 51%	\$0.00 / 0.0%
Employee + Child(ren)	20	\$5.61	20	\$5.61	\$5.67	\$11.28	50% / 50%	\$0.00 / 0.0%
Employee + Family	45	\$9.04	45	\$9.04	\$7.54	\$16.58	55% / 55%	\$0.00 / 0.0%
<b>% Cost Share</b>	<b>100</b>	<b>52%</b>	<b>100</b>	<b>52%</b>	<b>48%</b>	<b>100%</b>	<b>52% / 52%</b>	<b>0.0%</b>
<b>Total Composite PEPM</b>	<b>100</b>	<b>\$6.72</b>	<b>100</b>	<b>\$6.72</b>	<b>\$6.17</b>	<b>\$12.89</b>		
<b>TOTAL</b>		<b>\$8,070</b>		<b>\$8,070</b>	<b>\$7,403</b>	<b>\$15,473</b>		
<b>% Cost Share</b>		<b>52%</b>		<b>52%</b>	<b>48%</b>	<b>100%</b>		
<b>Change From Current (\$)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Change From Current (%)</b>				<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>		



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# Additional Considerations

# Additional Considerations

## Fringe Benefits



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- ID Theft Protection – free InfoArmor Privacy Armor Plus coverage until 12/31/2020
  - ID theft monitoring & alerts
  - Full service remediation
  - Identity theft reimbursement
  - Usually \$9.95 Ind./\$17.95 Fam.
- Legal Coverage
  - Pre-paid legal coverage for service with in-network attorneys (100% coverage for wills, living trusts, power of attorney, defense of tickets, etc.)
  - Certified financial planner available for financial guidance to employees
  - \$14.99/month
- Pet Insurance
  - Full pet insurance option (i.e. deductibles, OOPM, coinsurance)
  - 5-10% discount from direct payment option when offered through employer
  - Ability to payroll deduct
- Student Loan Assistance
  - Consultative assistance to employees for their student loans regarding loan forgiveness, refinancing, and restructuring of payment plans
  - No cost to Charters/ICS
  - No cost for employee to have expert review the best options for them to take, only a cost if the employee chooses to hire the consultant to conduct changes on their behalf

# Timeline

<u>Task</u>	<u>Responsibility</u>	<u>Target Date</u>
Pre-Renewal Planning Meeting	AJG/ICS	1/15
Renewals Requested/Received	AJG	2/10-4/10
RFP To Marketplace	AJG	3/20
OE Notice Communication Sent to Employees	AJG/ICS	3/30
All proposals to be received from vendors	AJG	4/3
Proposal review, plan design analysis, and strategy meeting	AJG/ICS	4/8
Final approval of 2020 benefits by leadership team	ICS	4/22
Broker/Vendors/Ben Admin/Payroll notified of final decisions	AJG	4/27
Employee Communications Finalized and Sent for Approval	AJG/ICS	4/29
Employee Communications Approved	ICS	5/5
Materials finalized and sent to printer for shipping	AJG	5/6
Ben Admin system tested and approved	AJG/ICS/BeneTrac	5/11-5/15
OE meetings/webinars conducted	AJG/ICS	5/18-6/12
OE begins; Ben Admin system begins receiving enrollments	BeneTrac	5/20
OE closes; Ben Admin system stops receiving enrollments	BeneTrac	6/12
Audit of OE data is completed	ICS	6/17
Eligibility feeds sent to all vendors	BeneTrac	6/19
Health ID cards mailed to participants (if applicable)	Carriers	6/24
Effective date of benefits changes/enrollments	Payroll	7/1
New deductions go into effect	Payroll	7/1



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# Proposed Motions

- Motion for Consideration:
  - Approve July 1, 2020 through June 30, 2021 Employee Benefits Package & Employer/Employee Contribution Rates
  - Charter Leader has the authority to approve monthly payments based on the approved Employer Contribution Rates

# Thank You

This proposal (analyses, report, etc.) is an outline of the coverages proposed by the carrier(s) based upon the information provided by your company. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. See the policies and contracts for actual language. This proposal (analyses, report, etc.) is not a contract and offers no contractual obligation on behalf of GBS. The intent of this analysis [report, letter, etc.] is to provide you with general information regarding the status of, and/or potential concerns related to, your current employee benefits environment. It should not be construed as, nor is it intended to provide, legal advice. Laws may be complex and subject to change. This information is based on current interpretation of the law and is not guaranteed. Questions regarding specific issues should be addressed by legal counsel who specializes in this practice area. This analysis is for illustrative purposes only, and is not a proposal for coverage or a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. See your policy or contact us for specific information or further details in this regard. Issuance of these rate calculations DOES NOT GUARANTEE acceptance in any program. Final acceptance, final rates, and effective date of coverage are subject to the underwriting approval of the management of each plan after review of any requested information.



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# Appendix

# Medical - Kaiser HMO

		Current	Renewal	Alternative
		Kaiser Traditional HMO 20		Kaiser Traditional HMO 30
Rates	# EE's			
Employee Only	211	\$519.31	\$533.59	\$530.22
Employee + Spouse	46	\$1,142.47	\$1,173.90	\$1,166.46
Employee + Child(ren)	92	\$934.75	\$960.46	\$954.38
Employee + Family	<u>243</u>	\$1,609.84	\$1,654.12	\$1,643.65
	<b>592</b>			
<b>Estimated Monthly Premium</b>		<b>\$639,316</b>	<b>\$656,900</b>	<b>\$652,742</b>
<b>Estimated Annual Premium</b>		<b>\$7,671,794</b>	<b>\$7,882,804</b>	<b>\$7,832,901</b>
<b>\$ Difference Vs. Current</b>			<b>\$211,011</b>	<b>\$161,108</b>
<b>% Difference Vs. Current</b>			<b>2.8%</b>	<b>2.1%</b>

Benefit Summary			
Calendar Year Deductible		No Deductible	No Deductible
Calendar Year Out-of-Pocket Maximum			
Individual		\$3,000	<b>\$4,000</b>
Family		\$6,000	<b>\$8,000</b>
Preventive Care		No Charge	No Charge
Office Visit - Primary/Specialist		\$20/\$20	<b>\$30/\$30</b>
Chiropractic and Acupuncture Services		\$15 (up to 20 visits/year)	\$15 (up to 20 visits/year)
Diagnostic Lab & X-Ray		\$10	\$10
Advanced Imaging (CT, PET, MRI)		\$100	\$100
Hospitalization		\$500/day (up to 3 days max)	\$500/day (up to 3 days max)
Outpatient Surgery		\$250	\$250
Urgent Care (co-pay waived if admitted)		\$20	<b>\$30</b>
Emergency Room (co-pay waived if admitted)		\$150	\$150
Ambulance		\$150	\$150
Prescription Drugs		No Brand Rx Deductible	No Brand Rx Deductible
Retail Pharmacy (30-day supply) (generic/brand/specialty)		\$15/\$35/30% up to \$200	\$15/\$35/30% up to \$200
Mail Order (100-day supply) (generic/brand/specialty)		\$35/\$70/30% up to \$200	\$35/\$70/30% up to \$200

# Medical - Blue Shield HMO (SaveNet)

		Current	Renewal	Negotiated Renewal	Alternative
		Blue Shield SaveNet HMO 20-500			Blue Shield SaveNet HMO 25-750
Rates	# EE's				
Employee Only	92	\$524.15	\$591.77	\$555.08	\$547.74
Employee + Spouse	28	\$1,205.52	\$1,361.03	\$1,276.66	\$1,259.77
Employee + Child(ren)	51	\$891.05	\$1,006.00	\$943.64	\$931.15
Employee + Family	<u>110</u>	\$1,520.01	\$1,716.09	\$1,609.71	\$1,588.41
	<b>281</b>				
<b>Estimated Monthly Premium</b>		<b>\$294,621</b>	<b>\$332,627</b>	<b>\$312,008</b>	<b>\$307,879</b>
<b>Estimated Annual Premium</b>		<b>\$3,535,452</b>	<b>\$3,991,525.44</b>	<b>\$3,744,091</b>	<b>\$3,694,547</b>
<b>\$ Difference Vs. Current</b>			<b>\$456,073</b>	<b>\$208,639</b>	<b>\$159,095</b>
<b>% Difference Vs. Current</b>			<b>12.9%</b>	<b>5.9%</b>	<b>4.5%</b>

Benefit Summary			
Calendar Year Deductible		No Deductible	No Deductible
Calendar Year Out-of-Pocket Maximum			
Individual		\$2,500	<b>\$3,000</b>
Family		\$5,000	<b>\$6,000</b>
Preventive Care		No Charge	No Charge
Office Visit - Primary/Specialist		\$20/\$20	<b>\$25/\$25</b>
Chiropractic and Acupuncture Services		\$10 (up to 30 visits/calendar year)	\$10 (up to 30 visits/calendar year)
Diagnostic Lab & X-Ray		No Charge	No Charge
Advanced Imaging (CT, PET, MRI)		No Charge	No Charge
Hospitalization		\$500/admit	<b>\$750/admit</b>
Outpatient Surgery		Facility: \$100 Hospital: \$300	Facility: \$100 Hospital: \$400
Urgent Care (co-pay waived if admitted)		\$20	<b>\$25</b>
Emergency Room (co-pay waived if admitted)		\$100	<b>\$150</b>
Ambulance		\$100	\$100
Prescription Drugs		No Brand Rx Deductible	No Brand Rx Deductible
Retail Pharmacy (30-day supply) (tier 1/tier 2/tier 3)		\$15/\$30/\$45	\$15/\$30/\$45
Mail Order (90-day supply) (tier 1/tier 2/tier 3)		\$30/\$60/\$90	\$30/\$60/\$90

# Medical - Blue Shield HMO (Access+)



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		Current	Renewal	Negotiated Renewal	Alternative
		Blue Shield Access+ HMO 20-500			Blue Shield Access+ HMO 25-750
Rates	# EE's				
Employee Only	32	\$688.00	\$776.75	\$728.60	\$720.34
Employee + Spouse	5	\$1,582.41	\$1,786.54	\$1,675.80	\$1,656.78
Employee + Child(ren)	32	\$1,169.60	\$1,320.48	\$1,238.62	\$1,224.57
Employee + Family	17	\$1,995.20	\$2,252.58	\$2,112.94	\$2,088.97
	86				
<b>Estimated Monthly Premium</b>		<b>\$101,274</b>	<b>\$114,338</b>	<b>\$107,250</b>	<b>\$106,034</b>
<b>Estimated Annual Premium</b>		<b>\$1,215,284</b>	<b>\$1,372,055</b>	<b>\$1,287,000</b>	<b>\$1,272,402</b>
<b>\$ Difference Vs. Current</b>			<b>\$156,772</b>	<b>\$71,716</b>	<b>\$57,118</b>
<b>% Difference Vs. Current</b>			<b>12.9%</b>	<b>5.9%</b>	<b>4.7%</b>

Benefit Summary			
Calendar Year Deductible		No Deductible	No Deductible
Calendar Year Out-of-Pocket Maximum			
Individual		\$2,500	<b>\$3,000</b>
Family		\$5,000	<b>\$6,000</b>
Preventive Care		No Charge	No Charge
Office Visit - Primary/Specialist		\$20/\$20	<b>\$25/\$25</b>
Chiropractic and Acupuncture Services		\$10 (up to 30 visits/calendar year)	\$10 (up to 30 visits/calendar year)
Diagnostic Lab & X-Ray		No Charge	No Charge
Advanced Imaging (CT, PET, MRI)		No Charge	No Charge
Hospitalization		\$500/admit	<b>\$750/admit</b>
Outpatient Surgery		Facility: \$100 Hospital: \$300	Facility: \$100 Hospital: \$400
Urgent Care (co-pay waived if admitted)		\$20	<b>\$25</b>
Emergency Room (co-pay waived if admitted)		\$100	<b>\$150</b>
Ambulance		\$100	\$100
Prescription Drugs		No Brand Rx Deductible	No Brand Rx Deductible
Retail Pharmacy (30-day supply) (tier 1/tier 2/tier 3)		\$15/\$30/\$45	\$15/\$30/\$45
Mail Order (90-day supply) (tier 1/tier 2/tier 3)		\$30/\$60/\$90	\$30/\$60/\$90

# Medical - PPO



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		Current	Renewal	Negotiated Renewal	Alternative
		Blue Shield			Blue Shield
		Full PPO Combined Deductible 35-500 80/60			Split Deductible 35-1000 80/60
Rates	# EE's				
Employee Only	65	\$675.21	\$762.31	\$715.05	\$690.74
Employee + Spouse	13	\$1,552.97	\$1,753.30	\$1,644.61	\$1,588.69
Employee + Child(ren)	54	\$1,147.85	\$1,295.92	\$1,215.58	\$1,174.25
Employee + Family	89	\$1,958.10	\$2,210.69	\$2,073.64	\$2,003.14
	<b>221</b>				
<b>Estimated Monthly Premium</b>		<b>\$300,332</b>	<b>\$339,075</b>	<b>\$318,053</b>	<b>\$307,240</b>
<b>Estimated Annual Premium</b>		<b>\$3,603,985</b>	<b>\$4,068,899</b>	<b>\$3,816,642</b>	<b>\$3,686,876</b>
<b>\$ Difference Vs. Current</b>			<b>\$464,914</b>	<b>\$212,657</b>	<b>\$82,892</b>
<b>% Difference Vs. Current</b>			<b>12.9%</b>	<b>5.9%</b>	<b>2.3%</b>

Benefit Summary	In-Network	Out-of-Network	In-Network	Out-of-Network
Calendar Year Deductible (Individual/Family)	\$500/\$1,000		<b>\$1,000/\$2,000</b>	<b>\$2,000/\$4,000</b>
Calendar Year Out-of-Pocket Maximum				
Individual	\$4,000	\$10,500	<b>\$5,500</b>	<b>\$10,000</b>
Family	\$8,000	\$21,000	<b>\$11,000</b>	<b>\$20,000</b>
Preventive Care	No Charge (deductible waived)	Not Covered (deductible waived)	No Charge (deductible waived)	Not Covered (deductible waived)
Office Visit - Primary/Specialist	\$35/\$35 (deductible waived)	40% (deductible applies)	\$35/\$35 (deductible waived)	40% (deductible applies)
Chiropractic and Acupuncture Services	\$25 (up to 20 visits/calendar year) (deductible applies)	40% (deductible applies)	\$25 (up to 20 visits/calendar year) (deductible applies)	40% (deductible applies)
Diagnostic Lab & X-Ray	Facility: \$35 Hospital: \$35 (deductible applies)	40% (deductible applies)	Facility: \$35 Hospital: \$35 (deductible applies)	40% (deductible applies)
Advanced Imaging (CT, PET, MRI)	20% (deductible applies)	40% (deductible applies)	20% (deductible applies)	40% (deductible applies)
Hospitalization	\$100 + 20% (deductible applies)	40% (deductible applies)	\$100 + 20% (deductible applies)	40% (deductible applies)
Outpatient Surgery	Facility: 10% Hospital: 25% (deductible applies)	40% (deductible applies)	Facility: 10% Hospital: 25% (deductible applies)	40% (deductible applies)
Urgent Care (co-pay waived if admitted)	\$35 (deductible waived)	40% (deductible applies)	\$35 (deductible waived)	40% (deductible applies)
Emergency Room (co-pay waived if admitted)	\$100 + 20% (deductible waived)	\$100 + 20% (deductible waived)	<b>\$150 + 20%</b> <b>(deductible waived)</b>	<b>\$150 + 20%</b> <b>(deductible waived)</b>
Ambulance	20% (deductible applies)	20% (deductible applies)	20% (deductible applies)	20% (deductible applies)
Prescription Drugs	No Brand Rx Deductible		No Brand Rx Deductible	
Retail Pharmacy (30-day supply) (tier 1/tier 2/tier 3)	\$15/\$30/\$45	Retail co-pay + 25%	\$15/\$30/\$45	Retail co-pay + 25%
Mail Order (90-day supply) (tier 1/tier 2/tier 3)	\$30/\$60/\$90	Not Covered	\$30/\$60/\$90	Not Covered

# Medical - PPO HSA

		Current	Renewal	Negotiated Renewal
		Blue Shield		
		Full PPO Savings Embedded Deductible 2800 H.S.A.		
Rates	# EE's			
Employee Only	32	\$486.50	\$549.26	\$515.21
Employee + Spouse	4	\$1,125.82	\$1,271.05	\$1,192.26
Employee + Child(ren)	19	\$832.14	\$939.49	\$881.25
Employee + Family	55	\$1,419.52	\$1,602.64	\$1,503.30
	110			
Estimated Monthly Premium		\$113,956	\$128,656	\$120,681
Estimated Annual Premium		\$1,367,466	\$1,543,870	\$1,448,172
\$ Difference Vs. Current			\$176,403	\$80,706
% Difference Vs. Current			12.9%	5.9%

Benefit Summary	In-Network	Out-of-Network
Calendar Year Deductible (Individual//Member/Family)	2019: \$2,700/\$2,700/\$5,200 2020: \$2,800/\$2,800/\$5,200	
Calendar Year Out-of-Pocket Maximum		
Individual	\$5,500	\$10,000
Family	\$11,000	\$20,000
Preventive Care	No Charge (deductible waived)	Not Covered (deductible waived)
Office Visit - Primary/Specialist	20% (deductible applies)	40% (deductible applies)
Chiropractic and Acupuncture Services	20% (up to 20 visits/calendar year) (deductible applies)	40% (deductible applies)
Diagnostic Lab & X-Ray	2019 Facility: 20% Hospital: \$25 + 20% (deductible applies)	2020 Facility: 20% Hospital: 30% (deductible applies)
Advanced Imaging (CT, PET, MRI)	2019 Facility: 20% Hospital: \$25 + 20% (deductible applies)	2020 Facility: 20% Hospital: 30% (deductible applies)
Hospitalization	2019 \$100 + 20% (deductible applies)	2020 20% (deductible applies)
Outpatient Surgery	Facility: 10% Hospital: 20% (deductible applies)	40% (deductible applies)
Urgent Care (co-pay waived if admitted)	20% (deductible applies)	40% (deductible applies)
Emergency Room (co-pay waived if admitted)	\$150 + 20% (deductible applies)	\$150 + 20% (deductible applies)
Ambulance	20% (deductible applies)	20% (deductible applies)
Prescription Drugs	Plan Deductible Applies	
Retail Pharmacy (30-day supply) (tier 1/tier 2/tier 3)	\$10/\$25/\$40	Retail co-pay + 25%
Mail Order (90-day supply) (tier 1/tier 2/tier 3)	\$20/\$50/\$80	Not Covered



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# Disclosures



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# Compensation Disclosure

## Inspire Charter Schools

### Compensation Disclosure

Renewal Effective July 1, 2020

Presented by Gallagher Benefit Services - April 8, 2020

Along with the AM Best rating, this exhibit also serves as disclosure of our estimated fees and/or commissions related to Inspire Charter Services' Group Health & Welfare Plan(s) and any relationships or agreements Gallagher Benefit Services, Inc. ("GBS") has with the insurance companies involved in this renewal. GBS, as agent of record, will receive the following estimated commissions expressed as a percentage of gross premium payments, or fees as agreed upon by Inspire Charter Services.

Line of Coverage	Insurance Company	Commission <sup>1</sup>	Supplemental Commission <sup>2</sup>	AM Best Rating
Medical	Blue Shield of California (06181)	3%	\$0 to \$5 PMPY	
Dental	CIGNA (Connecticut General Life Insurance Co.) (06266)	5%	0% to 2% of premium	
Vision	EyeMed Vision Care (Fidelity Security Life Ins. Co.) (07426)	10%	0%	
Life/AD&D, Voluntary Life/AD&D, Voluntary STD	Hartford Life Insurance Co. (06518)	10%	1.5% to 2.25%	A
Medical	Kaiser Foundation Health Plan Inc. (64585)	3%	\$0 to \$17 PMPY	
Vision	Vision Service Plan (64607)	10%	0%	

<sup>1</sup> Commissions include all commissions/fees paid to GBS that are attributable to a contract or policy between a plan and an insurance company, or insurance service. This includes indirect fees that are paid to GBS paid by a third party, and includes, among other things, the payment of "finders' fees" or other fees to GBS for a transaction or service involving the plan.

<sup>2</sup> Gallagher companies may receive supplemental compensation referred to in a variety of terms and definitions, such as contingent commissions, additional commissions and supplemental commission.

### A.M. BEST Rating Classifications

A++, A+	Superior	B, B-	Fair	X	\$500-750m	XIII	\$1.25-1.5b
A, A-	Excellent	C++, C+	Marginal	XI	\$750m-1b	XIV	\$1.5-2b
B++, B+	Good	C, C-	Weak	XII	\$1-1.25b	XV	\$2b +

The A.M. Best Guide is a resource the insurance industry uses to determine the financial stability of an insurance company. A copy of the Best's Guide report on the insurance companies quoted is available for your review. While we strive to be certain that your insurance is placed with a reputable, highly rated insurance company, we have no way of guaranteeing the financial accuracy of the Best's Guide or the financial stability of any insurance company. For these reasons, we recommend that you take into account the financial stability of all the insurance companies prior to making your selection as to who will write your insurance. For non-health insurance carriers or markets (such as Life, AD&D, STD, LTD, LTC, Universal Life, Term Life, Critical Illness, Cancer, Hospital Indemnity, Sickness, Accident, Mini-Med, Accident, Auto/Home, Legal, and Pet Insurance), the standard measure utilized by GBS to evaluate the financial condition of insurance markets is the ratings and financial size categories assigned by A.M. Best Company, Inc. A.M. Best is the oldest independent rating agency in the world to report on the financial strength of insurance companies.



## Disclosures

IMPORTANT: This proposal is an outline of the coverages proposed by the carrier(s), based on information provided by your company. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. The policies and contracts themselves must be read for those details. Policy forms for your reference will be made available upon request. This analysis is for illustrative purposes only, and is not a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts.

While GBS does not guarantee the financial viability of any health insurance carrier or market, it is an area we recommend that clients closely scrutinize when selecting a health insurance carrier or HMO. There are a number of rating agencies that can be referred to including, A.M. Best, Fitch, Moody's, Standard & Poor's, and Weiss Ratings (TheStreet.com). Generally, agencies that provide ratings of U.S. Health Insurers, including traditional insurance companies and other managed care (e.g., HMO) organizations, reflects their option based on a comprehensive quantitative and qualitative evaluation of a company's financial strength, operating performance and market profile. However, these ratings are not a warranty of an insurer's current or future ability to meet its contractual obligations.

This proposal [analysis, report, etc.] is an outline of the coverages proposed by the carrier(s), based on information provided by your company. It does not include all of the terms, coverages, exclusions, limitations, and conditions of the actual contract language. The policies and contracts themselves must be read for those details. Policy forms for your reference will be made available upon request.

This analysis is for illustrative purposes only, and is not a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information or further details in this regard.

The intent of this analysis is to provide you with general information regarding the status of, and/or potential concerns related to, your current employee benefits environment. It does not necessarily fully address all of your specific issues. It should not be construed as, nor is it intended to provide, legal advice. Questions regarding specific issues should be addressed by your general counsel or an attorney who specializes in this practice area.



# PROPOSED LCAP GOALS 2020-2023

Cabrillo Point Academy

# LCAP GOAL 1

**Current: Ensure high-quality teaching/learning within an independent study/online structure**

**Proposed: Ensure students receive access to high-quality instruction**

## **Why this Goal?**

- **Our structure-** We offer an online independent study program that supports parents who emphasize homeschooling their children/teens.
- **LCFF Priorities 1 and 2.** This Goal is related to the California school priority one, commonly known as providing basic services. Basic services include making sure that the condition of facilities is in good working order, teachers are appropriately credentialed and assigned, and providing appropriate instructional material for all students. This Goal also addresses state school priority two, the implementation of academic standards or the degree to which we integrate state content standards into our classes, material, and training.
- **Dashboard-** Our score on the California public school Dashboard indicates that we have consistently met this Goal.
- **Stakeholder Input-** This Goal was also influenced by our parents, staff, and students whose feedback falls within the following themes: 1) continue to refine online learning platforms; 2) maintain our iterative process of implementing state academic standards into all aspects of student and teacher learning, and 3) increase curriculum focused learning opportunities for parents.

# Continued: LCAP GOAL 1

Proposed Actions/Services			
1. Monthly teacher professional development focused on understanding state academic standards and integrating them into classes, teacher resources, instructional material, and educational support for students.	2. Monthly parent meetings <b>(in addition to regular HST meetings)</b> focused on understanding state academic standards and their relation to the education of their children.	3. Monthly teacher professional development focused on sharing/implementing best practices and resources related to an independent/virtual learning environment. <b>Note: This Action differs from Goal 1. The focus of Goal 1 is state academic standards. In contrast, this focus of this Goal is learning how to maximize an online or independent study platform.</b>	4. Provide access to all necessary technology and instructional material essential to learning in an online format and communicate their availability.
Proposed Metrics			
<p><b>Required for LCFF 1</b></p> <ul style="list-style-type: none"> <li>School facilities in “Good Repair” per the California Department of Education’s Facility Inspection Tool (Local Dashboard Indicator: Basics) .Note: while we do not have many facilities, this is metric is nonetheless mandated</li> <li>Teachers: Fully credentialed and appropriately assigned (Local Dashboard Indicator: Basics)</li> <li>Standards-aligned instructional materials for every student</li> </ul> <p><b>Required for LCFF 2</b></p> <ul style="list-style-type: none"> <li>Implementation of all California academic standards (Local Dashboard Indicator: Implementation of State Standards)</li> </ul>			

# LCAP GOAL 2

**Current: Provide appropriate tiered supports that promote and sustain positive social/emotional development as well as increased academic achievement for all students**

**Proposed: Provide structured academic support to ensure student achievement**

## Why this Goal?

- **Our structure-** While student participation in and performance on our internal diagnostic STAR360 assessments are increasing, we want to see an improved alignment of results to those of the state-wide testing. Many of our parents do not validate state-wide testing results.
- **LCFF Priorities- 2 and 4.** This Goal is related to the California school priority related to pupil achievement (LCFF Priority 4) or the degree to which students demonstrate learning through a variety of methods, including state-wide testing and Implementation, and how English Learners will access the common core and English Language Development Standards (LCFF Priority 2).
- **Dashboard-** Data demonstrates that our English Learners performed at the second-highest tier (5 of 6) on the state-wide metric (Dashboard). Further, the percentage of our students participating in state-wide testing is increasing. Still, performance is at Yellow (Tier 3 out of 5 color performance tiers).
- **Stakeholder Input-** The development of this Goal was also influenced by our parents, staff, and students whose feedback falls within the following themes: 1) continue building and refining our tiered system of support to help students with social and emotional needs, 2) continue to inform parents and students about the value of state-testing to improve the quality of student effort on said tests, and 3) continue to refine academic support for our English Learners.

# Continued: LCAP GOAL 2

## Proposed Actions/Services

<p><b>1.</b> Monthly staff professional development focused on implementing appropriate student academic support through a tiered system of support (commonly referred to as a Multi-Tiered Support System or MTSS)</p> <p><b>Note: This Action speaks helping all staff and parents understand the MTSS process including who plays what role to provide a coordinated approach to supporting student needs.</b></p>	<p><b>2.</b> Administer diagnostic assessments (STAR360) and associated staff professional development to identify and support students who score below grade-level proficiency in ELA and Math.</p> <p><b>Note: This Action includes training staff to understand, interpret, and use of STAR360 results</b></p>	<p><b>3.</b> Provide targeted academic support for students who are not meeting proficiency on state assessments (ELA and math).</p> <p><b>Note: This Action differs from Action 1. While Action 1 speaks to our overall support structure, this Goal is specific to understanding and using the CAASPP and STAR360 results to guide curriculum and academic support</b></p>	<p><b>4.</b> Regular staff professional development focused on the educational needs of English Learners.</p> <p><b>Note: An EL specific Action is required</b></p>
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## Proposed Metrics

<p><b>Required for LCFF 2</b></p> <ul style="list-style-type: none"> <li>Implementation of all California academic standards including English Language Development Standards (Local Dashboard Indicator: Implementation of State Standards).</li> </ul> <p><b>Required for LCFF 4</b></p> <ul style="list-style-type: none"> <li>% of students who meet/exceed standard: CAASPP ELA.</li> <li>% of students who meet/exceed standard: CAASPP Math.</li> <li>Distance From Standard: CAASPP ELA.</li> <li>Distance From Standard: CAASPP Math.</li> </ul>	<p><b>Required for LCFF 4</b></p> <ul style="list-style-type: none"> <li>English Learner reclassification rate.</li> <li>English Learner Progress Indicator.</li> </ul> <p><b>Optional but important</b></p> <ul style="list-style-type: none"> <li>% of students who participate in STAR360 interim assessments.</li> <li>CAASPP Participation Rate.</li> </ul>
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# LCAP GOAL 3

**Current: Create Systems and Structures that provide multiple personalized learning paths to increase the cohort graduation rate and College and Career Readiness to close the achievement gap**

**Proposed: Ensure college and career readiness of all students**

## Why this Goal?

- **Our structure-** Our independent study curriculum is delivered online, making it relatively difficult to implement a hands-on type of career education. For example, we do not have a physical classroom where students may use drafting boards. Still, want to maximize available resources to offer a rich assortment of career-oriented courses. E.g., online and college level courses.
- **LCFF Priorities-4, 5, 7 and 8.** This Goal is related to the California school priority areas related to student access to, and outcomes in state-adopted courses (LCFF 7 and 8), high school graduation rates (LCFF 5) and pupil successful completion of A-G or CTE pathways, passed AP exam with score of 3 or higher, participation and demonstrate college preparedness (LCFF 4).
- **Dashboard-**Our students scored at Yellow (Tier 3 out of 5 color performance tiers) on the college and career readiness indicator (CCI) and at Green (second highest level: 4 out of 5) on the graduation rate indicator
- **Stakeholder Input-** This Goal is also influenced by our parents, staff, and students whose feedback falls within the following themes: 1) continue building Career Technical Education Program; 2) refine communication and support for Advanced Placement and A-G approved courses, 3) refine creation and use of high school graduation plans, 4) increase array of elective course offerings, and 5) refine structural supports to help students who are credit deficient

# Continued: LCAP GOAL 3

Proposed Actions/Services			
1. Increase the number of CTE Pathways (not just individual courses).	2. Implement staff professional development related to college and career readiness. <b>Note: This includes staff learning more about the College Career Indicator and exploration of ways to integrate CTE Pathways</b>	3. Increase the number of offered and completed courses that are: 1) college credit eligible; 2) A-G approved; or 3) Advanced Placement (AP)	4. Refine our four-year graduation support structure, including individual graduation plans.
Proposed Metrics			
<b>Required for LCFF 4</b> <ul style="list-style-type: none"> <li>• % of students who complete A-G Pathway.</li> <li>• % of students who complete a CTE Pathway.</li> <li>• % of students passing an AP Examination with score of 3 or higher.</li> </ul> <b>Required for LCFF 7</b> <ul style="list-style-type: none"> <li>• Access to Broad Course of Study ( Local Dashboard Indicator) including Social Science, Science, Health, PE, VAPA, World Language.</li> </ul>		<b>Required for LCFF 8</b> <ul style="list-style-type: none"> <li>• Pass rate in Broad Course of Study.</li> </ul> <b>Required for LCFF 5</b> <ul style="list-style-type: none"> <li>• School-wide high school graduation rate (Dashboard)</li> <li>• High School Graduation Rate for each significant subgroup (Dashboard)</li> <li>• School-wide Performance on College Career Indicator (Dashboard);</li> <li>• Performance for each significant subgroup on College Career Indicator (Dashboard)</li> </ul>	

# LCAP GOAL 4

**Current: Ensure high-quality teaching/learning within an independent study/online structure**

**Proposed: Foster improved connection with all stakeholders**

## **Why this Goal?**

- **Our structure-** Data, including our school climate survey results, indicate families and students feel connected to our school and are engaged in their education.
- **LCFF Priorities-** This Goal is related to the following California school priorities:
  - LCFF 3. Parent/Guardian Involvement)- This refers to our efforts to include parents in the education of our students
  - LCFF 5. Pupil Engagement- This refers to how connected students feel to their school that, in turn, positively influences them to engage in their education
  - LCFF 6. School Climate- This relates to how positive a school culture feels to parents, students, and staff
- **Dashboard-** State Dashboard metrics show our students scored at Blue (highest tier 5 out of 5) on both the chronic absenteeism and suspension rate indicators. Still, we want to improve continuously in the area of student and family engagement.
- **Stakeholder Input-** This Goal was also influenced by our parents, staff, and students whose feedback emphasizes increased clarity and communication regarding how various liaisons support students/families, particularly our priority groups.

# Continued: LCAP GOAL 4

## Proposed Actions/Services

1. Refine organization responsibilities/positions to clarify support structure for priority group students and disseminate (Foster youth, those living in poverty, and English learners).

**Note: This Action is recommended because: (1) stakeholder input supports it; (2) it aligns with the required metric specific to promoting parental participation in programs for unduplicated or priority students; and (3) the required metric specific to promoting parent participation in programs for students with exceptional needs**

2. Implement a structured program (called Project Engagement) focused on maximizing student and family engagement, particularly priority group students. (Priority groups: Foster youth, those living in poverty, and English learners).

3. Translate instructional resources into Spanish.

## Proposed Metrics:

**Required for LCFF 3** (Parent/Guardian participation in programs specifically for unduplicated groups or SPED)

- % of priority group parents/guardians who complete the School Climate Survey.
- % of priority group parents/guardians who meet with parent liaison at least once per semester.
- % of parents/guardians of students with exceptional needs who complete the School Climate Survey.

**Required for LCFF 6**

- School-wide suspension rate (Dashboard); and
- Suspension rate for each significant subgroup (Dashboard)
- School-wide expulsion rate.

- Results of Parent and Family Engagement (Local Dashboard Indicator).
- % of parents who complete School Climate Survey (Local Dashboard Indicator)
- % of students who complete School Climate Survey

**Required for LCFF 5**

- School-wide Chronic Absenteeism rate (Dashboard);
- Chronic absenteeism rate for each significant subgroup (Dashboard);
- Middle school dropout rate.
- High school dropout rate.
- Average Daily Attendance Rate (at or above 96.25%)



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## **Job Description**

### **Senior Director / Principal**

Direct Report:	School Board
School:	Cabrillo Point Academy
Supervises:	Teachers & Classified Staff
FSLA Status:	Exempt
Contract Type:	A
Posting:	Internal & External

#### **Summary of Position:**

The Senior Director is responsible for the effective operation of the school including the general administration of all instructional, business or other operations of the school, and for advising and making recommendations to the School Board on such items/areas. He/she is also responsible for the support and growth of the charter school including both teaching and support staff as well as students and families. The 12-month position requires the Senior Director work in both his/her home office and out in the field as needed and, as with other high level leadership roles, may also be called upon under special circumstances to be available during weekends/breaks/holidays. This position will require travel both within and outside of the region. The Senior Director will uphold and promote the school's mission and vision at all times.

The salary is based on experience and region's size. The Senior Director is not required to carry a caseload of students.

#### **Duties and Responsibilities:**

- Be professional, fair, and a team player in all duties, actions, and communications
- Keep the Board informed of the condition of the school's educational program and assure effective communication between the Board and school staff as needed
- Actively engage in the preparation of Board agendas and prepare and submit recommendations to the Board to all matters requiring board action
- See to the execution of all decisions and requests from the Board
- See that all funds, physical assets, and other property of the school are appropriately safeguarded and administered
- Complete and submit all reports, requests, and other deliverables as required by various governing or authorizing bodies or Board policies
- Ensure that annual budgets and financial reports are prepared and submitted to all pertinent parties

- Primarily responsible for hiring new Assistant Director(s), Regional Coordinators, Homeschool Teachers, and other positions as appropriate by screening applicants, participating in interviews, and assist as needed during the hiring/onboarding process
- Participation in the selection of certificated and classified staff; ensuring that all certificated and classified personnel are appropriately credentialed and/or qualified; hiring and releasing certificated and classified personnel as needed; supervision of certificated and classified personnel in accordance with school policies; development and implementation of staff evaluation processes.
- Directly Supervise and train Assistant Director(s) and Regional Coordinators
- Supervise and support Homeschool Teachers and other regional support positions (High School Success Coordinator, Community Connections Coordinator, Teacher Training Coordinator, Testing and Assessment Coordinator, etc.)
- Collaborate with Department Directors and Administrators and ensure information, processes, and procedures from Departments are shared with fidelity and in a timely manner
- Participate in weekly check-ins with Assistant Director(s) for their updates from regional support staff meetings
- Promote student academic achievement at all levels
- Advocate for equitable academic and extracurricular programs in all facets of the school
- Oversight of Work Sample review and collection
- Oversight of Attendance Log review and collection
- Monitor Student Compliance and academic progress
- Review Teacher Tracking Reports
- Ensure all school websites and resources are accurate and up to date
- Collaborate on the Weekly Update
- Attend Leadership Meetings as needed
- Attend Regional Coordinator meetings (virtual and or in person) as needed
- Regularly visit and support school events
- Ensure Year-End Transition (YET) is completed accurately and on time
- Participate in data collection and analysis
- Monitor and support compliance issues that arise with students, Homeschool Teachers, or Regional Coordinators, including Compliance Conferences
- Monitor and ensure successful testing participation and administration
- Complete student transfers
- Monitor and report teacher and student numbers, as needed
- Seek approval for staffing needs
- Participate in staff evaluations
- Help monitor and direct special committees and or adjunct duties
- Ensure proper teacher training and professional development
- Attend Annual Admin/Leadership retreat and assist with the planning of Regional Retreats
- Help plan and book events (Examples: Holiday Party, Graduation, Retreats, Back to School, etc.)
- Approve school employee salaries
- Approve stipends, overtime, and time off requests
- Execute staff contracts
- Complete Form 700
- Execute contracts

- Ensure SPED services are provided appropriately
- Ensure Intervention services are provided appropriately
- Ensure the LCAP is created and implemented
- Report Local Dashboard Indicators
- Monitor and approve day to day spending and delegated borrowing and lending authority
- Approve payroll and accounts payable
- Implement policies and practices outlined in all handbooks
- Monitor student data to drive instruction and programs
- Foster positive authorizer relationships
- Be responsive and address staff, student, parent, community, and board concerns and calls
- Implement WASC Action Plan
- Complete and approve attendance reports
- Other duties as assigned

Qualifications:

- Resides within the service area of the school
- Proven track record of compliance
- Minimum 1 year of leadership experience
- Demonstrated excellent interpersonal communication skills
- Work experience and demonstrated ability to supervise and support a group
- Demonstrated ability to work with diverse audiences
- Demonstrated ability to work effectively as a team member, work independently, and be self-motivated
- Demonstrated ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, relate to various personality styles in a calm, professional manner
- Demonstrated competency in using electronic communications methods when distance/virtual trainings are a factor

## **Evaluation Process**

### **For**

### **The Senior Director**

#### 1. Meeting to Commence School Year

Prior to or at the beginning of each school year, the Board and the Senior Director shall meet to review the Senior Director's Summative Evaluation Form, and, if appropriate, set specific goals.

#### 2. Mid-Year Meeting Regarding Annual Review of the Senior Director

The Board Chair will agendize a mid-year meeting regarding annual review of the Senior Director for a closed session during the regular January Board meeting or later. At this meeting, the Board will discuss and start the summative annual evaluation of the Senior Director. If needed, the Board can agendize additional closed sessions at regular scheduled board meetings as needed to review of the Senior Director.

#### 3. The Senior Director Self-Evaluation Component

Prior to the Board meeting to start the summative evaluation, the Senior Director will prepare a report and present it to the Board Chair for distribution to the Board members. At a minimum, the Senior Director's report will include:

- Summary results on the Senior Director's perform goals established at the meeting to commence the school year.
- Summary of progress on current year's School goals
- Report on student performance as required by the state
- Report on student performance on internal assessments
- Any additional School or professional highlights the Senior Director believes will demonstrate effective performance

#### 4. Board Member Completion of Summative Evaluation Form

Following review of the Senior Director's self-evaluation and any other necessary input from Board discussion, Board members will meet in a properly convened closed session meeting to conduct Mid-Year Meeting Regarding Annual Review of the Senior Director (see # 2), without the Senior Director present, to discuss their individual ratings and determine a consensus rating for each indicator. The Board Chair will record the Board's consensus rating on a blank copy of the instrument.

From a review of the Board's composite ratings, the board will identify:

- Agreed upon areas of strength

- Agreed upon areas of improvement
- Any specific expectations the Board has regarding the Senior Director's performance for the coming year

For areas in which there no clear agreement about a rating, the Board will discuss reasons for their varying ratings and try to reach consensus about what, if anything, the Board would like to see differently regarding that indicator in the coming year.

After reaching consensus about the Senior Director's performance ratings and desired improvements, the Board will discuss with the Senior Director the areas of strength, areas needing improvement, and possibly specific improvements.

5. Consideration of Senior Director Response to Summative Evaluation

In a properly agendized closed session, the Board will allow the Senior Director to respond to the Board's ratings. This can be at the same meeting of the evaluation, or a future meeting.

6. Completion of Performance Evaluation:

The Board will include the final Senior Director performance goals in the Senior Director evaluation form, make any other revisions to the to the form desired by the Board to ensure that it reflects Board priorities and the Senior Director's duties accurately. If needed, an updated form can be adopted to be used for the next summative evaluation. The board will strive to complete this within two months of the evaluation meeting.

**Performance Factors:**

**1. GOVERNANCE:**

Professional, timely and clear communication with Trustees; Equal treatment and support of all trustees. Effective preparation of Board, including facilitations of agendas, supporting materials and participation in meetings.

Basis of Knowledge (cite examples or facts supporting rating)

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**2. EDUCATIONAL PROGRAM AND STUDENTS:**

Effectively implements the indicators noted in the Chief Administrator's Job Description for Educational Programs and Students.

Basis of Knowledge (cite examples or facts supporting rating)

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**3. OPERATIONS:**

Adequately supports and guides board in development of annual budge and execution of expenditure program. Ensures a comprehensive, safe and positive educational and work environment for all. Maintains school operations in compliance with legal requirements and appropriate rich management tenets.

Basis of Knowledge (cite examples or facts supporting rating)

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Rating Score*				
5 High	4	3	2	1 Low
5 High	4	3	2	1 Low
5 High	4	3	2	1 Low

**4. PERSONNEL MANAGEMENT AND EMPLOYEE RELATIONS:**

**Professionally and effectively manages labor relations and school personnel. Holds personnel accountable to performance standards.**

**Basis of Knowledge (cite examples or facts supporting rating)**

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## 5. COMMUNITY

**Representing the school professionally and effectively with school constituents. Attendance at individual and school-wide activities. Effective communication with the board, board members, staff, community and other stakeholders. Effective advocacy of public education in general and the charter school in particular.**

**Basis of Knowledge (cite examples or facts supporting rating)**

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## 6. ORGANIZATION AND PLANNING

**Assists in setting and execution of school's strategic plan, goals, priorities, and anticipation of future needs.**

**Basis of Knowledge (cite examples or facts supporting rating)**

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Rating Score*				
5 High	4	3	2	1 Low
5 High	4	3	2	1 Low
5 High	4	3	2	1 Low

## 7. LEADERSHIP

**Maintains composure under heavy pressure and stress and effectively maximizes mission of the school while minimizing disruption and liability.**

**Basis of Knowledge (cite examples or facts supporting rating)**

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## 8. KNOWLEDGE:

## Understanding of historical, legal and current issues of education.

**Basis of Knowledge (cite examples or facts supporting rating)**

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## 9. PERSONAL QUALITIES:

**Devotes required time and energy, exercises good judgement, is dependable, presents a professional appearance and maintains high ethical standards.**

**Basis of Knowledge (cite examples or facts supporting rating)**

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Rating Score *				
5 High	4	3	2	1 Low
5 High	4	3	2	1 Low
5 High	4	3	2	1 Low

\* 5: Exemplary, 4: Good, 3: Satisfactory, 2: Needs Improvement, 1: Unsatisfactory

**10. ADDITIONAL COMMENTS:**

These comments can be about individual factors or any aspects of the Senior Director's performance and/or areas of strength and areas for improvement.

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**RESOLUTION OF THE GOVERNING BOARD OF CABRILLO POINT ACADEMY  
REGARDING SENIOR DIRECTOR AUTHORITY 2020 – 4**

WHEREAS, the governing board of Cabrillo Point Academy has determined that it is in the best interests of Cabrillo Point Academy for the Senior Director to have the authority to act without board approval when hiring, firing and evaluating staff employed by Cabrillo Point Academy;

WHEREAS, the current job description for the Senior Director, the charter petition and other policies adopted by the governing board of Cabrillo Point Academy do not clearly delegate this authority to the Senior Director;

NOW, THEREFORE, BE IT RESOLVED THAT:

The governing board of Cabrillo Point Academy hereby grants authority to the position of Senior Director the authority to hire, fire, and evaluate staff hired by Cabrillo Point Academy without seeking the advance approval for those decisions, except that all hiring decisions must be in line with the current board approved budget.

The governing board of Cabrillo Point Academy hereby expands the job description for the Senior Director to include the following duties: Participation in the selection of certificated and classified staff; ensuring that all certificated and classified personnel are appropriately credentialed and/or qualified; hiring and releasing certificated and classified personnel as needed; supervision of certificated and classified personnel in accordance with school policies; development and implementation of staff evaluation processes. In all other respects, the Senior Director job description remains the same.

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Signature:

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Date:

**Cabrillo Point Academy**  
**July 1 2020 -HST Teacher Table**

**PAY SCALE GROUP**

**PAY SCALE LEVEL**

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$58,240**	\$58,240**	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240
B ( + 14 points)	\$58,240**	\$58,240**	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$60,500
C ( + 28 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,860	\$63,000
D ( + 42 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,100	\$62,400	\$65,500
E ( + 56 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,300	\$62,400	\$64,600	\$68,000
F ( + 70 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$60,450	\$63,650	\$66,975	\$70,500
G ( + 84 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,475	\$62,600	\$65,875	\$69,350	\$73,000
H ( + 98 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,400	\$62,400	\$64,750	\$68,150	\$71,750	\$75,500

**Additional Pay Scale Levels**

	11	12	13	14
(continued) H ( + 98 points)	\$78,000	\$80,500	\$83,000	\$85,500

H15	H20	H25	H30
\$88,000	\$90,500	\$93,000	\$95,000

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

\*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

\*\* Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

\*\*\*Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.

**Cabrillo Point Academy**  
**July 1, 2020 HQT Salary Table**

PAY SCALE GROUP		PAY SCALE LEVEL								
Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$58,240*	\$58,240**	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250
B ( + 14 points)	\$58,240**	\$58,240**	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$63,750
C ( + 28 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$63,110	\$66,250
D ( + 42 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$62,350	\$65,500	\$68,750
E ( + 56 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$61,550	\$65,625	\$67,850	\$71,250
F ( + 70 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$60,650	\$63,700	\$66,900	\$70,225	\$73,750
G ( + 84 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$59,750	\$62,725	\$65,850	\$69,125	\$72,600	\$76,250
H ( + 98 points)	\$58,250	\$58,250	\$58,250	\$58,750	\$61,650	\$64,750	\$68,000	\$71,400	\$75,000	\$78,750

Additional Pay Scale Levels

	11	12	13	14
(continued) H ( + 98 points)	\$81,250	\$83,750	\$86,250	\$88,750

H15	H20	H25	H30
\$91,250	\$93,750	\$96,250	\$98,250

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

\*Annualized salary includes 191 work days. The 191 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

\*\* Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

\*\*\*Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.

**Cabrillo Point Academy**  
**July 1, 2020 - SPED Teacher Salary Table**

<b>PAY SCALE GROUP</b>	<b>PAY SCALE LEVEL</b>									
<b>Points*</b>	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$58,240	\$58,240	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950
B ( + 14 points)	\$58,240	\$58,860	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$65,945
C ( + 28 points)	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$65,247	\$68,670
D ( + 42 points)	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$64,419	\$67,853	\$71,395
E ( + 56 points)	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$63,547	\$67,989	\$70,414	\$74,120
F ( + 70 points)	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$62,566	\$65,891	\$69,379	\$73,003	\$76,845
G ( + 84 points)	\$59,950	\$59,950	\$59,950	\$59,950	\$61,585	\$64,828	\$68,234	\$71,804	\$75,592	\$79,570
H ( + 98 points)	\$59,950	\$59,950	\$59,950	\$60,495	\$63,656	\$67,035	\$70,578	\$74,284	\$78,208	\$82,295

**Additional Pay Scale Levels**

	11	12	13	14
(continued) H ( + 98 points)	\$85,020	\$87,745	\$90,470	\$93,195

H15	H20	H25	H30
\$95,920	\$98,645	\$101,370	\$103,550

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

\*Annualized salary includes 191 work days. The 191 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

\*\* Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

\*\*\*Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.

**Cabrillo Point Academy**  
**July 1, 2020 Counselor Salary Table**

<b>PAY SCALE GROUP</b>	<b>PAY SCALE LEVEL</b>									
<b>Points*</b>	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$58,240*	\$58,240**	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250
B ( + 14 points)	\$58,240**	\$58,240**	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$63,750
C ( + 28 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$63,110	\$66,250
D ( + 42 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$62,350	\$65,500	\$68,750
E ( + 56 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$61,550	\$65,625	\$67,850	\$71,250
F ( + 70 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$60,650	\$63,700	\$66,900	\$70,225	\$73,750
G ( + 84 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$59,750	\$62,725	\$65,850	\$69,125	\$72,600	\$76,250
H ( + 98 points)	\$58,250	\$58,250	\$58,250	\$58,750	\$61,650	\$64,750	\$68,000	\$71,400	\$75,000	\$78,750

**Additional Pay Scale Levels**

	11	12	13	14
(continued) H ( + 98 points)	\$81,250	\$83,750	\$86,250	\$88,750

H15	H20	H25	H30
\$91,250	\$93,750	\$96,250	\$98,250

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

\*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

\*\* Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

\*\*\*Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.

**Cabrillo Point Academy  
Certificated Support  
July 1, 2020  
Salary Schedule**

**SCHOOL PSYCHOLOGIST AND PROGRAM SPECIALIST**

STEP	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	81,088	84,088	88,293	92,709	97,342	102,209

**SPEECH/LANGUAGE PATHOLOGIST**

STEP	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	74,146	78,049	82,157	86,481	91,033	95,585

**NURSE**

STEP	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	70,512	74,038	77,340	81,227	85,288	89,552

**OCCUPATIONAL THERAPIST**

STEP	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	70,688	74,387	78,302	82,423	86,761	91,327

NBC or Doctorate Differential is \$3000

\* Based on 191 work days. The 191 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

\*\*Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.

### **Classified Pay Scale - 191**

	A	B	C	D	E	F	G	H	I	J	K	L
Office Tech 1	\$15.024	\$15.385	\$15.745	\$16.226	\$16.707	\$17.308	\$17.788	\$18.269	\$19.471	\$20.637	\$21.274	\$21.550
Office Tech 2	\$18.029	\$18.510	\$19.111	\$19.591	\$20.072	\$20.673	\$21.274	\$21.875	\$22.467	\$23.077	\$23.798	\$24.519

1. New classified team members will be placed on this salary schedule based on:
  - a. Experience in their field of expertise
  - b. Education level, Degrees or Certificates
  - c. Comparable Industry Standard Compensation
2. Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.

### Classified Pay Scale - 225

	A	B	C	D	E	F	G	H	I	J	K	L
Level Tech 1	\$15.024	\$15.385	\$15.745	\$16.226	\$16.707	\$17.308	\$17.788	\$18.269	\$19.471	\$20.637	\$21.274	\$21.550
Office Tech 2	\$18.029	\$18.510	\$19.111	\$19.591	\$20.072	\$20.673	\$21.274	\$21.875	\$22.467	\$23.077	\$23.798	\$24.519
Office Tech 3	\$19.231	\$19.832	\$20.433	\$21.034	\$21.635	\$22.296	\$22.957	\$23.678	\$24.399	\$25.120	\$25.750	\$26.250
Office Tech 4	\$24.038	\$24.760	\$25.481	\$26.322	\$27.043	\$27.885	\$28.726	\$29.567	\$30.409	\$31.250	\$31.850	\$32.500

1. New classified team members will be placed on this salary schedule based on:
  - a. Experience in their field of expertise
  - b. Education level, Degrees or Certificates
  - c. Comparable Industry Standard Compensation
2. Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.

## Regional Coordinator Salary Schedule

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
\$80,000	\$82,000	\$84,000	\$86,000	\$88,000	\$90,000

RCs must hold a minimum of 18 students.

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

Annualized salary includes 201 work days, and team members may need to work additional days beyond the work calendar.

Annual salary advancements are not guaranteed and are subject to the charter's operational needs and/or budget approved the Charter Board.

**Admin Salary Schedule**

	Director Level 1	Director Level 2	Director Level 3	Assistant Director	HSSC
1	\$93,000	115,000	140,000	110,000	85,000
2	\$95,000	117,000	142,500	111,000	87,000
3	\$98,000	119,000	145,000	112,000	89,000
4	\$100,000	121,000	147,500	113,000	91,000
5	\$102,000	123,000	150,000	114,000	93,000
6	\$105,000	125,000	152,500	115,000	95,000
7	\$107,000	127,000	155,000	116,000	97,000
8	\$109,000	129,000	157,500	117,000	
9	\$111,000	131,000	160,000	118,000	
10	\$113,000	133,000	162,500	119,000	
11	\$115,000	135,000	165,000	120,000	
12	117,000	137,000	167,500	123,000	
13	119,000	139,000	170,000	125,000	
14	120,000	140,000	175,000	130,000	

**FIRST AMENDED BYLAWS**  
**OF**  
**CABRILLO POINT ACADEMY**

**a California Nonprofit Public Benefit Corporation**

**ARTICLE I**  
**OFFICES**

Section 1. PRINCIPAL OFFICE. The board of directors shall fix the location of the principal executive office of the corporation at any place within or outside the State of California. If the principal executive office is located outside the State of California, and the corporation has one or more offices in the State of California, the board of directors shall likewise fix and designate a principal office in the State of California.

Section 2. OTHER OFFICES. The corporation may also establish offices at such other places, both within and outside the State of California, as the board of directors may from time to time determine or the activities of the corporation may require.

**ARTICLE II**  
**OBJECTIVES AND PURPOSES**

The specific objectives and purposes of this corporation shall be to operate one or more California public charter schools.

**ARTICLE III**  
**NONPARTISAN ACTIVITIES**

The corporation has been formed under the California Nonprofit Public Benefit Corporation Law (the "Law") for the public, nonprofit, nonpartisan, and charitable purposes described in its articles of incorporation. Notwithstanding any other provision in these bylaws, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended ("IRC"), or (b) by a corporation contributions to which are deductible under IRC Section 170(c)(2).

**ARTICLE IV**  
**DEDICATION OF ASSETS**

The properties and assets of this corporation are irrevocably dedicated to the charitable purposes described in Article III above and in the articles of incorporation of this corporation. No

part of the net earnings, properties, or assets of this corporation, on dissolution or otherwise, shall inure to the benefit of its directors or officers, or to any individual. On liquidation or dissolution of this corporation, all remaining assets of this corporation, after payment, or provision for payment, of all debts and liabilities of this corporation, shall be distributed and paid over to an organization dedicated to charitable purposes that is exempt from federal income tax under IRC Section 501(c)(3) and that is exempt from California income tax under Section 23701d of the California Revenue and Taxation Code.

## **ARTICLE V NO MEMBERS**

Section 1. NO MEMBERS. The corporation shall have no members within the meaning of Section 5056 of the California Nonprofit Public Benefit Corporation Law.

Section 2. AUTHORITY VESTED IN BOARD. Any action that otherwise requires approval by a majority of all members, or approval by the members, requires only approval of the Board. All rights that would otherwise vest under the Nonprofit Public Benefit Corporation Law in the members shall vest in the Board.

Section 3. ASSOCIATES. The corporation may use the term “members” to refer to persons associated with it, but such persons shall not be corporate members within the meaning of Section 5056 of the California Nonprofit Public Benefit Corporation Law.

## **ARTICLE VI DIRECTORS**

Section 1. POWERS. Subject to the provisions of the Law and any limitations in the articles of incorporation and these bylaws, the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised by or under the direction of the board of directors. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the board of directors shall have the following powers in addition to the other powers enumerated in these bylaws:

(a) To select and remove all of the other officers, agents, and employees of the corporation; prescribe any powers and duties for them that are consistent with law, with the articles of incorporation, and with these bylaws; fix their compensation; and require from them security for faithful service.

(b) To conduct, manage, and control the affairs and activities of the corporation and to make such rules and regulations that are consistent with law, the articles of incorporation, and these bylaws, as they deem to be appropriate and in the best interests of the corporation.

(c) To adopt, make, and use a corporate seal; and to alter the form of such seal.

(d) To borrow money and to incur indebtedness on behalf of the corporation, and to cause to be executed and delivered for the purposes of the corporation, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, or other evidences of debt and securities.

(e) To change the principal executive office or the principal office in the State of California from one location to another; to cause the corporation to be qualified to conduct its activities in any other state, territory, dependency, or country and conduct its activities within or outside the State of California; and to designate any place within or outside the State of California for the holding of any board of directors meeting or meetings.

(f) To make donations for the public welfare or for community funds, hospital, charitable, educational, scientific, civic, religious, or similar purposes.

(g) To act as a trustee under any trust incidental to the principal objects of the corporation, and to receive, to hold, to administer, to exchange, and to expend funds and property subject to such trust.

(h) To receive endowments, devises, bequests, gifts, and donations of all kinds of property for its own use, or in trust, in order to carry out or to assist in carrying out, the objects and purposes of the corporation and to do all things and acts necessary or proper to carry out each and all of the purposes and provisions of such endowments, devises, bequests, gifts, and donations with full power to mortgage, sell, lease, or otherwise to deal with or dispose of the same in accordance with the terms thereof.

(i) To sell any property, real, personal, or mixed, owned by the corporation at any time, and from time to time upon such terms as the board of directors may deem advisable, at public or private sale, for cash or upon credit.

(j) To retain sums received by the corporation uninvested, if, in the discretion of the board of trustees, such sums cannot be invested advantageously.

(k) To retain all or any part of any securities or property acquired by the corporation in whatever manner, and to invest and reinvest any funds held by the corporation, according to the judgment of the board of directors without being restricted to the class of investments that the board of directors is or may hereafter be permitted by law to make or any similar restriction; provided, however, that no action shall be taken by or on behalf of the corporation if such action is a prohibited transaction or would result in the denial of the tax exemption under IRC Section 501 or Section 23701 of the California Revenue and Taxation Code.

(l) To invest funds received by the corporation in stocks, bonds, mortgages, loans, whether secured or unsecured, or other investments as the board of directors shall deem advisable.

Section 2. NUMBER AND QUALIFICATION. The authorized number of directors shall be no less than three (3) and no more than eleven (11), unless changed by amendments to these bylaws, with the actual number to be determined from time to time by a resolution or motion of the board. Directors shall be elected by a vote of a majority of directors then in office. The board of directors shall consist of at least three (3) directors unless changed by an amendment to these bylaws.

Section 3. RESTRICTION ON INTERESTED PERSONS AS DIRECTORS. No more than 49 percent of the persons serving on the board of directors may be interested persons (as defined in this Section 3). An "interested person" is (a) any person compensated by the corporation for services rendered to it within the previous 12 months, whether as a full- or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation, if any, paid to a director as director; or (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person.

Section 4. TERM OF OFFICE; EVENTS CAUSING VACANCIES ON BOARD. Each director shall hold office for one (1) year. A director may serve multiple terms of service. A vacancy or vacancies on the board of directors shall occur in the event of (a) the death, resignation, or removal of any director; (b) the declaration by resolution of the board of directors of a vacancy in the office of a director who has been convicted of a felony, declared of unsound mind by a court order, or found by final order or judgment of any court to have breached a duty under the Law, Chapter 2, Article 3; and (c) the increase of the authorized number of directors.

Section 5. RESIGNATION OF DIRECTORS. Except as provided below, any director may resign by giving written notice to the chairman of the board, if any, or to the president, or the secretary, or to the board of directors. The resignation shall be effective when the notice is given unless the notice specifies a later time for the resignation to become effective. If a director's resignation is effective at a later time, the board may designate a successor to take office as of the date when the resignation becomes effective. Except upon notice to the Attorney General of California, no director may resign if the corporation would then be left without a duly elected director or directors in charge of its affairs.

Section 6. REMOVAL OF DIRECTORS. Any director may be removed at any time by a majority vote of directors then in office, with or without cause.

Section 7. VACANCIES. Vacancies on the board shall be filled by the vote of a majority of directors then in office. Each director so elected shall hold office until expiration of the term of the replaced director and until a successor has been duly qualified and elected.

Section 8. PLACE OF MEETINGS AND MEETINGS BY TELEPHONE. Any meeting of the board of directors may be held at any place within or outside the State of California that has been designated from time to time by resolution of the board or in the notice of the meeting. In the absence of such designation, meetings shall be held at the principal executive office of the corporation. Any meeting, annual, regular or special, may be held by conference telephone or similar communication equipment, so long as all directors participating in the meeting can hear one another. All such directors shall be deemed to be present in person at such telephonic meeting. Prior written notice of any and all such meetings of the board of directors shall be provided to the directors at least seventy-two (72) hours prior to the time of the holding of the meeting.

Section 9. ANNUAL AND REGULAR MEETINGS. The annual meeting of the board of directors shall be held each year on the date and time as may be fixed by the board of directors. At such annual meeting, officers shall be elected and any other proper business may be transacted. Other regular meetings of the board of directors shall be held at such time as shall from time to time be fixed by the board of directors. Notice of regular meetings shall not be required if the time and place of such meeting is fixed by these bylaws or by the board of directors.

Section 10. SPECIAL MEETINGS. Special meetings of the board of directors for any purpose or purposes may be called at any time by the chairman of the board, the president, any vice president, the secretary, or any two directors.

Notice of the time and place of special meetings shall be delivered to each director personally or by telephone or sent by first-class mail, postage prepaid, or telegram, charges prepaid, addressed to each director at his or her address as it is shown on the records of the corporation. In case the notice is mailed, it shall be deposited in the United States mail at least four days prior to the time of the holding of the meeting. In case such notice is delivered personally or by telephone or telegraph, it shall be delivered personally or by telephone or to the telegraph company at least seventy-two (72) hours prior to the time of the holding of the meeting. Any oral notice given personally or by telephone may be communicated either to the director or to the person at the office of the director who the person giving the notice has reason to believe will promptly communicate it to the director. The notice need not specify the purpose of the meeting nor the place if the meeting is to be held at the principal executive office of the corporation.

Section 11. QUORUM. A majority of the authorized number of directors shall constitute a quorum for the transaction of business, except to adjourn as provided in Section 13 below. Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the board of directors, subject to the provisions of Section 5212 of the Code (appointment of committees), Section 5233 of the Code (approval of contracts or transactions in which a director has a direct or indirect material financial interest), Section 5234 of the Code (approval of certain transactions between

corporations having common directorships), Section 5235 (compensation of directors or officers), and Section 5238(e) of the Code (indemnification of directors). A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of directors, if any action taken is approved by at least a majority of the required quorum for such meeting, or such greater number as is required by the articles of incorporation, these bylaws, or the Law.

Section 12. WAIVER OF NOTICE; CONSENT. Notice of a meeting need not be given to any director who, either before or after the meeting, signs a waiver of notice, a consent to holding the meeting, or an approval of the minutes of the meeting. The waiver of notice or consent need not specify the purpose of the meeting. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Notice of meeting shall also be deemed given to any director who attends the meeting without protesting, before or at the commencement of the meeting, the lack of notice to that director.

Section 13. ADJOURNMENT. A majority of the directors present, whether or not constituting a quorum, may adjourn any meeting to another time and place. Notice of the time and place of holding an adjourned meeting need not be given, unless the meeting is adjourned for more than twenty-four (24) hours, in which case notice of such time and place shall be given prior to the time of the adjourned meeting, in the manner specified in Section 10 of this Article VI, to the directors who were not present at the time of the adjournment.

Section 14. ACTION WITHOUT MEETING. Any action required or permitted to be taken by the board of directors may be taken without a meeting, if all directors shall individually or collectively consent in writing to such action. Such action by written consent shall have the same force and effect as a unanimous vote of the board of directors. The written consent or consents shall be filed with the minutes of the proceedings of the board.

Section 15. FEES AND COMPENSATION. Directors and members of committees shall receive no compensation for their services; provided however, that directors and members of committees may receive reimbursement of out-of-pocket expenses, as determined by resolution of the board of directors. Nothing contained herein shall be construed to preclude any director from serving the corporation in any other capacity as an officer, agent, employee, or otherwise, and receiving compensation for such services if compensation is awarded by the board of directors.

## **ARTICLE VII COMMITTEES**

Section 1. COMMITTEES OF DIRECTORS. The board of directors may, by resolution adopted by a majority of the directors then in office, designate one or more committees, each consisting of two or more directors, to serve at the pleasure of the board. Appointments to such committees shall be by a majority vote of the directors then in office. The board may designate one or more directors as alternate members of any committee, who may replace any absent

member at any meeting of the committee. Any such committee, to the extent provided in the resolution of the board, may have all the authority of the board, except with respect to:

- (a) undertaking any final action on any matter that, under the Law, also requires approval of the board of directors;
- (b) the filling of vacancies on the board of directors or in any committee;
- (c) the amendment or repeal of bylaws or the adoption of new bylaws;
- (d) the amendment or repeal of any resolution of the board of directors that by its express terms is not so amendable or repealable;
- (e) the appointment of any other committees of the board of directors or the members thereof;
- (f) the expenditure of corporate funds to support a nominee for director after there are more people nominated for director than can be elected; or
- (g) the approval of any contract or transaction to which the corporation is a party and in which one or more of its directors has a material financial interest, except as special approval is provided for in Section 5233(d)(3) of the Code.

Section 2. MEETINGS AND ACTION. Meetings and action of committees of the board shall be governed by, and held and taken in accordance with, the provisions of Article VI of these bylaws, Sections 8 (place of meetings and meetings by telephone), 9 (annual and regular meetings), 10 (special meetings), 11 (quorum), 12 (waiver of notice), 13 (adjournment) and 14 (action without meeting), with such changes in the context of those bylaws as are necessary to substitute the committee and its members for the board of directors and its members, except for the following: (a) the time of regular and annual meetings of committees may be determined by resolution of the board of directors as well as the committee; (b) special meetings of committees may also be called by resolution of the board of directors; and (c) notice of special meetings of committees shall also be given to all alternate members, who shall have the right to attend all meetings of the committee. Minutes of each meeting of any committee shall be kept and filed with the corporate records. The board of directors may adopt rules for the government of any committee not inconsistent with the provisions of these bylaws.

## **ARTICLE VIII OFFICERS**

Section 1. OFFICERS. The officers of the corporation shall be a president, a secretary, and a chief financial officer. The corporation may also have, at the discretion of the board of directors, a chairman of the board, one or more vice presidents, one or more assistant secretaries, one or more assistant treasurers, and such other officers as may be appointed in

accordance with the provisions of Section 3 of this Article VIII. Any number of offices may be held by the same person, except that neither the secretary nor the chief financial officer may serve concurrently as the president or the chairman of the board.

Section 2. ELECTION. The officers of the corporation, except such officers as may be appointed in accordance with the provisions of Section 3 or Section 5 of this Article VIII, shall be chosen by the board of directors, and each shall serve at the pleasure of the board, subject to the rights, if any, of an officer under any contract of employment.

Section 3. OTHER OFFICERS. The board of directors may appoint, and may empower the president to appoint, such other officers as the activities of the corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as are provided in the bylaws or as the board of directors may from time to time determine.

Section 4. REMOVAL AND RESIGNATION. Subject to the rights, if any, of any officer under any contract of employment, any officer may be removed, either with or without cause, by the board of directors or, except in case of an officer chosen by the board of directors, by any officer upon whom such power of removal may be conferred by the board of directors.

Any officer may resign at any time by giving written notice to the corporation. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any such resignation is without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party.

Section 5. VACANCIES. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these bylaws for regular appointments to such office.

Section 6. CHAIRMAN OF THE BOARD. The chairman of the board, if such an officer be elected, shall, if present, preside at meetings of the board of directors and exercise and perform such other powers and duties as may be from time to time assigned to him or her by the board of directors or prescribed by the bylaws. If there is no president, the chairman of the board will in addition be the chief executive officer of the corporation and shall have the powers and duties prescribed in Section 7 of this Article VIII.

Section 7. PRESIDENT. Subject to such supervisory powers, if any, as may be given by the board of directors to the chairman of the board, if there be such an officer, the president shall be the chief executive officer of the corporation and shall, subject to the control of the board of directors, have general supervision, direction, and control of the activities and the officers of the corporation. He or she shall preside, in the absence of the chairman of the board, or if there be none, at all meetings of the board of directors. He or she shall have the general powers and duties of management usually vested in the office of president of the corporation and shall have such other powers and duties as may be prescribed by the board of directors or the bylaws.

Section 8. VICE PRESIDENTS. In the absence or disability of the president, the vice presidents, if any, in order of their rank as fixed by the board of directors or, if not ranked, a vice president designated by the board of directors, shall perform all the duties of the president, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the president. The vice presidents shall have such other powers and perform such other duties as from time to time may be prescribed for them respectively by the board of directors or the bylaws and the president or the chairman of the board.

Section 9. SECRETARY. The secretary shall keep, or cause to be kept, at the principal executive office or such other place as the board of directors may direct, a book of minutes of all meetings and actions of directors, and committees of directors, with the time and place of holding, whether regular or special, and, if special, how authorized, the notice thereof given, the names of those present at directors and committee meetings, and the proceedings thereof.

The secretary shall give, or cause to be given, notice of all meetings of the board of directors required by the bylaws or by law to be given, and he or she shall keep the seal of the corporation, if one be adopted, in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the board of directors or by the bylaws.

Section 10. CHIEF FINANCIAL OFFICER. The chief financial officer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the properties and business transactions of the corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements. The books of account shall at all reasonable times be open to inspection by any director.

The chief financial officer shall deposit, or cause to be deposited, all monies and other valuables in the name and to the credit of the corporation with such depositaries as may be designated by the board of directors. He or she shall distribute, or cause to be disbursed, the funds of the corporation as may be ordered by the board of directors, shall render to the president and directors, whenever they request it, an account of all financial transactions and of the financial condition of the corporation, and shall have such other powers and perform such other duties as may be prescribed by the board of directors or the bylaws.

If required by the board of directors, the chief financial officer shall give the corporation a bond in the amount and with the surety or sureties specified by the board for faithful performance of the duties of his or her office and for restoration to the corporation of all of its books, papers, vouchers, money, and other property of every kind in his or her possession or under his or her control on the death, resignation, retirement, or removal from office of the chief financial officer.

## **ARTICLE IX**

### **INDEMNIFICATION OF DIRECTORS, OFFICERS, EMPLOYEES**

Section 1. DEFINITIONS. For the purposes of this Article IX, the definition of the terms “agent”, “proceeding”, and “expenses” shall be governed by Section 5238 of the Code.

Section 2. INDEMNIFICATION IN ACTIONS BY THIRD PARTIES. The corporation shall have power to indemnify any person who was or is a party or is threatened to be made a party to any proceeding (other than an action by or in the right of the corporation to procure a judgment in its favor, an action brought under Section 5233 of the Code, or an action brought by the Attorney General of California or a person granted relator status by the Attorney General of California for any breach of duty relating to assets held in charitable trust) by reason of the fact that such person is or was an agent of the corporation, against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with such proceeding if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of the corporation and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of the corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.

Section 3. INDEMNIFICATION IN ACTIONS BY OR IN THE RIGHT OF THE CORPORATION. The corporation shall have power to indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action by or in the right of the corporation, or brought under Section 5233 of the Code, or brought by the Attorney General of California or a person granted relator status by the Attorney General of California for breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that such person is or was an agent of the corporation, against expenses actually and reasonably incurred by such person in connection with the defense or settlement of such action if such person acted in good faith, in a manner such person believed to be in the best interests of the corporation, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Section 3 for any of the following:

(a) Any claim, issue, or matter as to which such person shall have been adjudged to be liable to the corporation in the performance of such person's duty to the corporation, unless and only to the extent that the court in which such action was brought shall determine upon application that, in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for the expenses which such court shall determine;

(b) Amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or

(c) Expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval, unless it is settled with the approval of the Attorney General of California.

Section 4. INDEMNIFICATION AGAINST EXPENSES. To the extent that an agent of the corporation has been successful on the merits in defense of any proceeding referred to in Sections 2 or 3 of this Article IX or in defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

Section 5. REQUIRED DETERMINATIONS. Except as provided in Section 4 of this Article IX, any indemnification under this Article shall be made by the corporation only if authorized in the specific case, upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in Sections 2 or 3 of this Article IX by:

(a) A majority vote of a quorum consisting of directors who are not parties to such proceeding; or

(b) The court in which such proceeding is or was pending upon application made by the corporation or the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney, or other person is opposed by the corporation.

Section 6. ADVANCE OF EXPENSES. Expenses incurred in defending any proceeding may be advanced by the corporation prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article IX.

Section 7. OTHER INDEMNIFICATION. No provision made by the corporation to indemnify its directors or officers for the defense of any proceeding, whether contained in the articles of incorporation, bylaws, a resolution of directors, an agreement, or otherwise, shall be valid unless consistent with this Article IX. Nothing contained in this Article IX shall affect any right to indemnification to which persons other than such directors and officers may be entitled by contract or otherwise.

Section 8. FORMS OF INDEMNIFICATION NOT PERMITTED. No indemnification or advance shall be made under this Article IX, except as provided in Section 4 or Section 5(b), in any circumstance if it appears that:

(a) It would be inconsistent with a provision of the articles of incorporation, bylaws, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or

(b) It would be inconsistent with any condition expressly imposed by a court in approving a settlement.

Section 9. INSURANCE. The corporation shall have the power to purchase and maintain insurance on behalf of any agent of the corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the corporation would have the power to indemnify the agent against such liability under the provisions of this Article IX; provided, however, that the corporation shall have no power to purchase and maintain such insurance to indemnify any agent of the corporation for a violation of Section 5233 of the Code.

## **ARTICLE X RECORDS AND REPORTS**

Section 1. MAINTENANCE OF CORPORATE RECORDS. The corporation shall keep (a) adequate and correct books and records of account kept either in written form or in any other form capable of being converted into written form and (b) minutes, in written form, of the proceedings of the board of directors and committees of the board. All such records shall be kept at the corporation's principal executive office, or if its principal executive office is outside the State of California, at its principal office in this state.

Section 2. MAINTENANCE AND INSPECTION OF ARTICLES AND BYLAWS. The corporation shall keep at its principal executive office, or if its principal executive office is not in the State of California, at its principal office in this state, the original or a copy of its articles of incorporation and bylaws, as amended to date, that shall be open to inspection by the directors at all reasonable times during office hours. If the principal executive office of the corporation is outside the State of California and the corporation has no principal office in this state, the Secretary shall, upon the written request of any director, furnish to such director a copy of the articles of incorporation or bylaws, as amended to date.

Section 3. INSPECTION. Every director shall have the absolute right at any reasonable time, and from time to time, to inspect all books, records, and documents of every kind and the physical properties of the corporation. Such inspection by a director may be made in person or by agent or attorney and the right of inspection includes the right to copy and make extracts.

Section 4. ANNUAL REPORTS. The board of directors shall cause an annual report to be sent to the directors within 120 days of the corporation's fiscal year end. That report shall contain the following information, in appropriate detail, for the fiscal year:

(a) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year;

(b) The principal changes in assets and liabilities, including trust funds;

(c) The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes;

(d) The expenses or disbursements of the corporation for both general and restricted purposes; and

(e) Any information required by Section 5 of this Article X.

The annual report shall be accompanied by any report thereon of independent accountants or, if there is no such report, by the certificate of an authorized officer of the corporation that such statements were prepared without audit from the books and records of the corporation.

Section 5. ANNUAL STATEMENT OF CERTAIN TRANSACTIONS AND INDEMNIFICATIONS. As part of the annual report to all directors, the corporation shall annually prepare and mail or deliver to each director within 120 days after the corporation's fiscal year end, a statement (described below) of any transaction or indemnification (i) in which the corporation was a party and (ii) in which an "interested person" had a direct or indirect material financial interest. For this purpose, an "interested person" is any director or officer of the corporation.

The statement shall include the following information:

(a) A brief description of any transaction during the previous fiscal year that involved more than \$50,000, or was one of a number of transactions in which the same interested person had a direct or indirect material financial interest involving, in the aggregate, more than \$50,000;

(b) The names of interested persons involved in such transactions described in the preceding paragraph (a), their relationship to the corporation, the nature of their interest in the transaction and, if practicable, the amount of that interest; provided, however, that if the transaction was with a partnership in which the interested person is a partner, only the interest of the partnership need be stated; and

(c) A brief description of the amount and circumstances of any indemnifications or advances aggregating more than \$10,000 paid during the fiscal year to any officer or director of the corporation under Article IX of these bylaws, unless that indemnification already has been approved by the directors under Section 5238(e)(2) of the Code.

## **ARTICLE XI GENERAL MATTERS**

Section 1. CHECKS, DRAFTS, EVIDENCES OF INDEBTEDNESS. All checks, drafts, or other orders for payment of money, notes, or other evidences of indebtedness, issued in the

name of or payable to the corporation, shall be signed or endorsed by such person or persons and in such manner as, from time to time, shall be determined by resolution of the board of directors.

Section 2. CORPORATE CONTRACTS AND INSTRUMENTS; HOW EXECUTED. Except as otherwise provided in these bylaws, the board of directors may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances; and, unless so authorized or ratified by the board of directors or within the agency power of an officer, no officer, agent or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or for any amount.

Section 3. REPRESENTATION OF SHARES OF OTHER CORPORATIONS. The chairman of the board, the president, or any vice president, or any other person authorized by resolution of the board of directors or by any of the foregoing designated officers, is authorized to vote on behalf of the corporation any and all shares of any other corporation or corporations, foreign or domestic, standing in the name of the corporation. The authority granted to said officers to vote or represent on behalf of the corporation any and all shares held by the corporation in any other corporation or corporations may be exercised by any such officer in person or by any person authorized to do so by a proxy duly executed by said officer.

Section 4. CONSTRUCTION AND DEFINITIONS. Unless the context requires otherwise, the general provisions, rules of construction, and definitions in the Law shall govern the construction of these bylaws. Without limiting the generality of the foregoing, the singular number includes the plural, the plural number includes the singular, the masculine gender includes the feminine and neuter, and the term "person" includes both a corporation and a natural person. All references in these bylaws to the Law, the Law, or to the Code shall be deemed to be those in effect from time to time.

## **ARTICLE XII AMENDMENTS**

The board may adopt, amend, or repeal bylaws unless doing so would be a prohibited amendment under the California Corporations Code. Any amendment to these bylaws will require a majority vote of the directors then in office; provided, however, that if the articles of incorporation of the corporation set forth the number of authorized directors of the corporation, the authorized number of directors may be changed only by an amendment of the articles of incorporation.

### **CERTIFICATE OF SECRETARY**

The undersigned, being the duly elected and acting Secretary of Cabrillo Point Academy, a California nonprofit public benefit corporation, does hereby certify that the foregoing First Amended Bylaws constitute the bylaws of this corporation as duly adopted at the meeting of the Board of Directors of Cabrillo Point Academy on April 21, 2020.

IN WITNESS WHEREOF, the undersigned has executed this Certificate this 21st day of April, 2020.

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Lisa Rumsey, Secretary



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## Field Trip Policy

The Governing Board of Cabrillo Point Academy recognizes that school-sponsored trips are an important component of a student's development. These types of trips supplement and enrich the homeschooling and classroom learning experience. In addition, field trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. School-sponsored field trips may be conducted in connection with the Cabrillo Point Academy's course of study or school-related social, educational, cultural, athletic, school band activities or other extracurricular or cocurricular activities.

The purpose of the Cabrillo Point Academy Governing Board approving this Field Trip Policy is to accomplish the following:

1. Outline the Requirements for a Field Trip
2. Explain Supervision, Chaperone and Guest Policies
3. Explain Accommodation Options for Special Education Students
4. Identify Student and Family Responsibility While Attending Field Trips
5. Identify Transportation Options for Field Trip Attendance

- 1. Requirements for a Field Trip:** No field trips may be made to locations, activities, or programs where students will be treated unfairly based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Penal Code section 422.55, including immigration status, equal rights, and opportunities in the educational institutions of the state.

School-sponsored trips are those that are single-day, community based or those that are specifically approved by the Governing Board of Cabrillo Point Academy (such as multi-day trips, or those costing the Cabrillo Point Academy in excess of \$85 per pupil). The Senior Director of Cabrillo Point Academy shall establish a process for approving a staff member's request to conduct a school-sponsored trip that fall outside the limitations of this section. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, school and student expense, and transportation and supervision requirements. Senior Directors may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

All field trips are voluntary, and no student is required to attend any given field trip. A student's ability to attend any field trip is limited by the amount of enrichment funds available for that student. The teacher of records is responsible for mapping out a child's field trip plan for the year to enhance the child's educational plan.

- 2. Field Trip Supervision:** Given the need for adequate supervision of the students attending

school-sponsored trips and given the nature of the educational program offered by Cabrillo Point Academy, if applicable, Cabrillo Point Academy will pay for the costs of admission for one chaperone for each four (4) children in a family and enrolled in Cabrillo Point Academy. If applicable, Cabrillo Point Academy will pay for the costs of admission for an additional chaperone for additional children in a family and enrolled in Cabrillo Point Academy in excess of four (up to eight). Children in a family means children living, part- or full-time, with a parent/guardian, irrespective of adoptive status or marital status of the parents/guardians. The funds used to pay for the chaperone as allowed in this paragraph shall be instructional funds available to each family.

Families are limited to one school-sponsored overnight field trip per year with admission paid for one chaperone using enrichment funds. Cabrillo Point Academy will not provide the cost of admission for any chaperones for vendor trips and independent enrichment trips.

It is the responsibility of parents/guardians to ensure proper supervision over their children enrolled in Cabrillo Point Academy at all times during a school-sponsored trip. Chaperones may take their own non-enrolled children (two years and older) as guests on appropriate school-sponsored trips, provided they assume full responsibility for their behavior and, with approval of the Senior Director.

The organizing teacher shall use a field trip attendance form to track attendance, emergency contact information, and identify any authorized adults to pick-up students afterhours, if applicable. Organizing teachers shall always have an emergency contact phone number for the Senior Director. If a serious discipline incident occurs during a field trip, the organizing teacher shall notify the Senior Director immediately. No student shall be sent home or separated from the school group without prior approval of the organizing teacher.

3. **Accommodations:** If a family requires special accommodation due to a child's special education needs identified in the child's Individual Education Plan (IEP) or Section 504 plan, the family may request accommodation from the Senior Director.
4. **Student and Family Responsibilities:** All persons making the field trip or excursion shall be deemed to have waived all claims against the Cabrillo Point Academy or the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion. All adults, parents and guardians taking any field trip or excursion shall sign a statement waiving all claims.

All students on a school-sponsored trip are under the jurisdiction of Cabrillo Point Academy and shall be subject to school disciplinary rules and regulations.

Before a student can participate in a school-sponsored trip, the organizing teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities.

5. **Transportation:** Parent(s)/guardian(s) are solely responsible for transporting their children to the location where the field trip starts. The organizing teacher will provide the location for the field trip, and the time to meet, to the parent(s)/guardian(s) once the field trip has been confirmed.

The organizing teacher shall use a field trip attendance form to track attendance, emergency

contact information, and identify any authorized adults to pick-up students afterhours, if applicable. Organizing teachers shall always have an emergency contact phone number for the Principal. If a serious discipline incident occurs during a field trip, the organizing teacher shall notify the Principal immediately. No student shall be sent home or separated from the school group without prior approval of the organizing teacher.



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## Educational Vendor Policies and Procedures

Cabrillo Point Academy (“Charter School”) is focused on “Personalized Learning”, a philosophy that puts every student first by supporting them in honoring and exploring their unique skills, special gifts, talents, and aspirations. In furtherance of this philosophy and Charter School’s educational mission, families and Charter School staff together carefully select educational items and services for students to fit their goals and education plan.

The purpose of the Cabrillo Point Academy Governing Board approving the Educational Vendor Policies and Procedures is to accomplish the key requirements detailed in this policy, including:

1. The Senior Director (as defined below) must approve all vendors before they can provide educational items or services to students.
2. The Homeschool Teacher (as defined below) and Senior Director (as defined below) must approve all requests for educational items or services to ensure they are aligned with the charter petition and student’s personalized learning curriculum.
3. No family may spend, or obligate the Charter School to spend, any Charter School monies on educational items and services. Charter School is responsible for making purchases of approved educational items and services.

### **VENDOR APPLICATION AND APPROVAL**

1. **Educational Vendor Applications:** Charter School contracts with educational vendors who provide educational enrichment services (e.g., in-person educational activities) and items (e.g., textbooks, workbooks, etc.) to students. Vendors must submit an application to Charter School detailing critical information such as qualifications and services. Charter School shall carefully review Vendor’s application, website, available references, social media, and other pertinent information.

The Senior Director or his/her designee (“Senior Director”) must approve all educational vendors and enter into an agreement with approved vendors before a vendor can provide any educational services to students. The Senior Director may reject a vendor applicant or terminate vendor services for any reason. The Senior Director may delegate his/her authority to approve vendors as necessary to promote the effective operations of the Charter School. For educational products, parents may submit requests specific educational products from a particular vendor (e.g., pencils from an online store). The Charter School’s approval of the educational product request (approval process described below) serves as vendor approval.

2. **Vendor Guidelines:** The Senior Director is responsible for approving vendors, and must ensure the vendor meets guidelines, including, but not limited to the following:

- Vendor must have the qualifications, skills and, if applicable, the certification and licenses necessary to perform the requested services in a competent and professional manner.
  - Vendor conducts background checks pursuant to Education Code section 45125.1 to ensure Vendor (if an individual), its employees, and agents who interact with students have not committed a serious or violent felony.
  - Vendor services and/or products must be non-sectarian. Vendor's services and products must not discriminate on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other protected basis under California law.
  - Vendor must maintain adequate levels of insurance for its educational services.
  - Vendor must not be a private school offering services through a part-time program (e.g., after school programs) or a parent-organized group (also known as "co-op").
  - Vendors must qualify as independent contractors in accordance with applicable laws. This is determined by the Senior Director based on vendor representations and vetting by the Charter School or its service provider.
3. **Vendor Agreement:** Once the Senior Director has approved a vendor, the vendor and Charter School must enter into a vendor agreement before the school can order educational services from the vendor. Considering families may have one-off requests for educational products, a vendor agreement may not be necessary for the Charter School to purchase educational products (e.g., ordering pencils from an online store for one student). The vendor agreement will include protections set forth in this policy, including, but not limited to requiring background checks for staff interacting with students, prohibitions on non-sectarian/discriminatory items and services, insurance and indemnification provisions, and more.

### **REQUESTING EDUCATIONAL SERVICES AND ITEMS**

1. **Requests:** Students make requests for educational services and items through the Enrichment Ordering System. The Enrichment Ordering System is accessible on the Charter School website and features a list of approved educational vendors. All requests for educational services and items must: (i) first be approved the credentialed teacher assigned to supervise student's independent study ("Homeschool Teacher"); and (ii) approved by the Senior Director or designee. The Senior Director may delegate his/her authority to approve parent requests for educational items and services as necessary to promote the effective operations of the Charter School.

The Senior Director can deny any request for educational items or services in his or her sole discretion for any reason. Families cannot directly purchase, or obligate the Charter School to purchase, any educational items or service without Charter School's approval.

The planning amount for each student for educational items and services per full school year is \$2600 (TK – 8<sup>th</sup> grade) and \$2800 (9<sup>th</sup> – 12<sup>th</sup> grade) for the 2020-2021. This planning amount for educational items and services is based, in part, on a student's attendance.

Parents and students are not guaranteed to receive any educational items and services up to and equal to this planning amount, as a Homeschool Teacher and the Senior Director

must approve all requests. The planning amount is also not a mandatory cap limiting the Charter School's ability provide necessary educational services to students (e.g., pursuant to a student's individualized education program). The Charter School developed this planning amount to help ensure the school provides educational items and services aligned with its budget and to help ensure fair and equal treatment of students, to the extent consistent with individual needs. Parents and students are not given access to direct or encumber planning amount funds. Parents are encouraged to work with their Homeschool Teacher to develop multi-year plans for their children because their educational needs may vary from year-to-year. While the Charter School does not guarantee any specific amount of funding for educational services and items, a multi-year plan empowers the Charter School and families to develop a personalized course of study suited to their children's needs and the Charter School to effectively budget for all students. The planning amount cannot be transferred to any other student.

The Homeschool Teacher and Senior Director are responsible for granting requests and allocating educational products and services in a nondiscriminatory manner. The Charter School shall seek to purchase cost-effective educational items and services. The Homeschool Teacher and Senior Director shall ensure purchased educational items and services meet the following requirements:

- From approved vendors only.
  - Support the requesting student's personalized curriculum and education plan. Must be aligned with State standards, student's course of study (e.g., requested amount of fabric corresponds to length of course/project), and student's independent study master written agreement.
  - From a vendor who is not related to the Charter School family requesting the educational items or services and otherwise does not present conflict of interest concerns.
2. **Core Subject Curriculum:** The Homeschool Teacher and Senior Director must ensure students access all necessary "core subject curriculum" – education items/services necessary for the student to complete his/her State standards-aligned course of study – before approving any extracurricular activities or supplemental educational or enrichment items. Core subject curriculum includes physical curriculum like McGraw Hill Textbook Set and associated workbooks and access to digital educational platforms such as Odysseyware or StongMind Digital Learning.
  3. **Enrichment Certificates:** After the Homeschool Teacher and Senior Director approve a request through the Enrichment Ordering System, an "Enrichment Certificate" is created by Charter School. Charter School requests educational services and items from approved vendors through Enrichment Certificates. If necessary, Charter School may use an approved vendor's purchase order form in lieu of an Enrichment Certificate. Certificates/purchase orders should include important information, including the requested educational services, dates of services, Enrichment Certificate/PO Number, and approved cost for services.

Vendors must receive an approved Enrichment Certificate/purchase order before providing educational services or items to students. Vendors must receive the Enrichment Certificate/purchase order and provide the requested education services before submitting an invoice to Charter School.
  4. **Prohibited Requests:** Charter School students can only request education services and items available in the Enrichment Ordering System. The following is a non-exhaustive list of prohibited items and services:

- Backpacks
- Amusement park tickets
- Video game hardware or software
- Excessive quantities of any item or service (e.g., beyond student's course of study).
- Non-educational household items (e.g., storage containers, organizational items (large or small items), picture frames, etc.)
- Bicycles, tricycles, scooters, skateboards, rollerblades, roller skates, wagons, etc.
- Live animals or animal supplies small insects/amphibians/worms as a part of a science class. Certain kit and supplies can be ordered by a student (e.g., praying mantis, caterpillars, ladybugs, or silkworms to study; ant farms; or tadpoles)
- Top of the line musical instruments (where more reasonably-priced options are available)
- Educational items and services must be nonsectarian
- Taxis/Uber/Lyft rides and other transportation costs

5. **Educational Field Trips:** While families are prohibited from requesting trips to non-educational venues, they can request to join educational field trips through the Enrichment Ordering System (e.g., museums, aquariums, libraries, etc.) The Senior Director and Homeschool Teacher shall carefully scrutinize each request to ensure the requested educational field trip aligns with the student's course of study and furthers their education and that all participants are necessary for student transportation, safety and supervision.

In light of the Charter School providing an independent study program, it is anticipated that a parent/guardian may need to serve as chaperone and transport their children for approved educational field trips. The Charter School Board finds funding the actual, reasonable, and necessary costs (not from a student's planning amount) for a chaperone to access the educational field trip (e.g., ticket to museum, transportation costs) furthers public school purposes where necessary or desirable to allow students to participate in educational field trips.

6. **Student and Family Responsibilities:**

- A. Returning Educational Products: All educational items requested through the Enrichment Ordering System are the property of the Charter School. This includes any technology, textbooks, and other educational items. Families must return all educational products upon disenrollment or upon request by the Senior Director or Homeschool Teacher. In accordance with applicable law, parents are responsible for to replace lost, stolen, damage, or otherwise unreturned educational items.
- Certain items are "consumable", meaning they are not functional after use (e.g., workbooks). These items can be discarded by families after use.
- B. Damaged or Lost Educational Items: Parents are responsible for replacing lost, stolen, damage, or otherwise unreturned educational items to the extent allowed under applicable law. If an educational item is damaged, parents must immediately contact the Homeschool Teacher for support.
- C. Required Attendance: Students must attend regular learning period meetings with their Homeschool Teacher to discuss progress, turn in quality work samples, and complete their Student Activity Logs (Attendance Logs) in order to make requests for

extracurricular educational activities (e.g., non-core curriculum items) through Enrichment Ordering System.

7. **Questions:** If Charter School families have any questions about this policy or how to make requests for educational items and services, please contact Senior Director, Jenna Lorge at [jenniferl@inspireschools.org](mailto:jenniferl@inspireschools.org).



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## Withdrawal Policy

The purpose of the Cabrillo Point Academy Governing Board approving this Withdrawal Policy is to accomplish the following:

1. Establish the Reasons a Student Can Be Withdrawn from Cabrillo Point Academy
2. Outline the Procedures for Withdrawing a Student
3. Establish the Charter School's Responsibility to Not Encourage a Pupil Currently Attending the School to Disenroll or Transfer to Another School
4. Establish the Process for Notifying Parents/Guardians/Educational Rights Holder of the Withdrawal

**1. Reasons for a Withdrawal:** If Cabrillo Point Academy discovers that a student enrolled in Cabrillo Point Academy is no longer a resident of California, no longer a resident of a county that Cabrillo Point Academy may legally provide educational services to, is concurrently enrolled in a private school, is concurrently enrolled in another public school, is in non-compliance with Cabrillo Point Academy's policies, or otherwise may no longer legally be served by Cabrillo Point Academy, the following procedures shall be followed to withdraw the student from Cabrillo Point Academy.

**2. Procedures for Withdrawing a Student:** Cabrillo Point Academy shall send the parent/guardian/educational rights holder a notice of the Cabrillo Point Academy's intention to withdraw the student from the School and the reasons for that decision. The notice will be sent at least five days prior to the withdrawal of the student. The notice will inform the parent/guardian that the Education Code provides the parent/guardian/educational rights holder with the right to a hearing adjudicated by a neutral officer within a reasonable number of days at which the pupil(s) have a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the pupil(s) have the right to bring legal counsel or an advocate. This notice shall be written in the native language of the pupil or the pupil's parent or guardian, or if the pupil is a foster child or youth or a homeless child or youth, the pupil's educational rights holder.

This notice will also inform the parent/guardian/educational rights holder that the student's enrichment opportunities and curriculum orders will be put on hold until the hearing is completed. The notice will also establish the date by which the hearing shall be scheduled. If the parent, guardian or educational rights holder requests a hearing within the five-day period, the parent, guardian or educational rights holder is required to cooperate to schedule the hearing within 10 days of the request for the hearing. If a parent, guardian or educational rights holder does not cooperate in scheduling the hearing and the hearing is not scheduled within 10-days (absent extraordinary circumstances in the sole discretion of the Principal), the parent, guardian or educational rights holder waives his/her/their rights to the hearing. Additionally, if a parent/guardian/educational rights holder fails to attend the scheduled hearing, the hearing will continue without the presence of the parent/guardian/educational rights holder. In that event, the student may be withdrawn and the decision of the hearing officer will be final.

If the parent/guardian invokes said rights, the Cabrillo Point Academy will not disenroll the pupils until it has reached a final decision. The decision of the School is final and cannot be appealed.

In addition, the parent/guardian will be sent a Charter School Complaint Notice in the form provided by the California Department of Education at [www.cde.ca.gov/sp/ch/cscomplaint.asp](http://www.cde.ca.gov/sp/ch/cscomplaint.asp).

- 3. The Charter School's Responsibility to Not Encourage a Pupil Currently Attending the School to Disenroll or Transfer to Another School:** Cabrillo Point Academy shall not encourage a pupil currently attending the school to disenroll or transfer to another school for any reason, including but not limited to, academic performance of the pupil or because the pupil exhibits any of the following characteristics: pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity or sexual orientation.
- 4. Notification of the Withdrawal:** Once the student has been withdrawn from Cabrillo Point Academy, the parent/guardian/educational rights holder will be notified of the withdrawal and advised to enroll the student immediately in a school that may legally serve that student. A copy of this notice shall be placed in the student's cumulative file. The student's teacher will also be notified of the withdrawal.



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## Independent Study Policy

Cabrillo Point Academy may offer independent study to meet the educational needs of pupils enrolled in the charter school. Independent study is an alternative education designed to teach knowledge and skills of the core curriculum. The Charter School shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully.

The purpose of the Cabrillo Point Academy Governing Board approving this Independent Study Policy is to accomplish the following:

1. Establish the Time in Which an Assignment Must Be Completed
2. Establish the Procedure for Placement Determination
3. Outline What Must Be Included in a Current Written Agreement
4. Outline How Average Daily Attendance Will Be Calculated
5. Establish Compliance with the Education Code
6. Establish the Implementation of the Independent Study Policy

- 1. Time in Which an Assignment Must Be Completed:** For pupils in all grade levels offered by the School, the maximum length of time that may elapse between the time an assignment is made the date by which the pupil must complete the assigned work shall be twenty (20) school days. **The assigned work shall be delivered to the Homeschool Teacher at an in-person meeting on at least two (2) occasions each semester for a minimum of (4) meetings per school year. The in-person meetings are an integral component of the School's educational services. The Senior Director, in the Senior Director's sole discretion, may waive only one in-person meeting per year for a pupil given extraordinary circumstances. If a pupil misses any of the four (4) in-person meetings, absent a Senior Director's waiver, the administrative withdrawal process may be initiated.**
- 2. Placement Determination:** A pupil may miss two (2) assignments during any period of twenty (20) school days before an evaluation is conducted to determine whether it is in the best interest of the pupil to remain in independent study. Therefore, whether any pupil fails to complete two (2) assignments during any period of twenty (20) school days, the Director of Academic Program or his or her designee shall conduct an evaluation to determine whether it is in the best interest of the pupil to remain in independent study. A writing record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This record shall be maintained for a period of three years from the date of the evaluation and if the pupil transfers to another California public school, the record shall be forwarded to that school.
- 3. Current Written Agreement: A current written agreement shall be on file for each independent study pupil, including but not limited to, all of the following:**
  - The manner, time, frequency, and place for submitting a pupil's assignments and for reporting his or her progress.
  - The objectives and methods of study for the pupil's work, and the methods utilized, to evaluate that work.

- The specific resources, including materials and personnel, which will be made available to the pupil.
- A statement of the policies adopted herein regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, and the number of missed assignments allowed prior to an evaluation of whether or not the pupil should be allowed to continue in independent study.
- The duration of the independent study agreement, including beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.
- A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
- The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.
- Each written agreement shall be signed prior to the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or care giver, if the pupil is under 18 years of age, the certificated employee who has been designated as having responsibility or the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of the Family Code.

4. **Average Daily Attendance:** It is the policy of this Board that each student is, at a minimum, expected to accomplish the following in order for the student to be counted as present/attending for Average Daily Attendance (ADA) purposes:
  - Students will initial "Monthly Independent Study Log" on the school days where they have completed school work Monday through Fridays that are not school holidays. Parents/guardians will sign the monthly log under the following statement: "By signing this log, I verify that my student completed school work on these days."
5. **Compliance with the Education Code:** The Charter School shall comply with the Education Code Sections 51745 through 51749.3 and the provision of the Charter School's Act and the State Board of Education regulation adopted there under.
6. **Implementation of Independent Study Policy:** The Directors shall establish regulations to implement these policies in accordance with the law.



## Non-Compliance Policy and Procedures

Cabrillo Point Academy is committed to ensuring students are appropriately engaged in learning, particularly as it correlates to attendance reporting. After the Non-Compliance Process has been seen through, it may be determined that Independent Study is not the best educational placement for the student and as such, the student may be Administratively Withdrawn.

The purpose of the Cabrillo Point Academy Governing Board approving this Non-Compliance Policy is to accomplish the following:

1. Outline the Non-Compliance Process
  2. Outline the Student's Responsibility to complete Work/Progress, Assignments/Work Samples, and/or Student Activity Logs
  3. Outline the Parent's and Student's Responsibility to Schedule and Attend Monthly Learning Periods
  4. Establish Communication Requirements for the Home School Teacher (HST).
  5. Outline the Non-Compliance Procedures
  6. Outline the Procedures for the HST when sending the First Non-Compliance Letter
  7. Outline the Procedures for the HST when sending the Second Non-Compliance Letter
  8. Outline the Procedures for the Administrative Conference Call
  9. Establish the Non-Compliance Timeline/Checklist
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1. **Non-Compliance Process:** The school's Non-Compliance Process can be engaged if a student/family is found to have one or more of the following:
    - Two (2) missing assignments during any period of twenty (20) school days
    - One or more missing Work Samples
    - One or more missing Student Activity Logs (Attendance Logs)
    - Missed or not scheduled one or more monthly learning period or other meetings
    - **Failure to meet in person with the Homeschool Teacher at least two (2) times a semester for a minimum of four times during the school year (unless the Senior Director has waived one of the in-person meetings).**
    - Has not responded to their Homeschool Teacher after three sets of attempts (phone and email) over the course of six school days.
  2. **Student Work/Progress, Assignments/Work Samples, Student Activity Logs:** It is required that all Homeschool Teachers (HSTs) review and affirm student learning and collect Student Activity Logs and Work Samples every twenty school days. It is also required that all HQTs, monitor work completion and progress for High School Students, if using an HQT. When any pupil fails to complete two (2) assignments during any period of twenty (20) school days, or has missed one or more work samples, the HST should then start the Compliance Process.
  3. **Monthly Learning Period or Other Meetings:** It is the parent's and student's responsibility to make every effort to schedule and attend monthly learning period meetings every twenty school days. If the meeting is not successfully scheduled or held after two or more attempts it

could be determined that the family has not met the school's meeting expectations and the HST should start the Non-Compliance Process.

4. **Communication Requirements of the Home School Teacher:** HSTs will keep positive and open lines of communication with each family. HSTs will follow a communication pattern with a pairing of a phone call, email message, and document in Contact Manager. If an initial communication pair (#1) is not responded to within two school days, the HST will attempt to reach the family again with another communication pair (#2). If the second communication pair is not successful, the HST will attempt a third communication pair (#3) and start the Compliance Process by sending Non-Compliance Letter #1.
5. **Non-Compliance Procedures:** The compliance procedure can include two compliance letters and one Administrative Conference call. If after the Administrative Conference call the student fails to meet expectations, the student will be withdrawn from the school for at minimum, one academic school year.
6. **First Non-Compliance Letter:** Should any of the items listed in the Non-Compliance Process occur and there have been three Communication Pairs attempted, upon the third attempt, the HST will:
  - Send Non-Compliance Letter #1 to the family via certified mail.
  - Document date letter was sent, issue, and tracking number in Contact Manager
  - Remind student/family of the appropriate sections of the Master Agreement and Parent-Student Handbook that specifically address the issue/concern.
  - Talk with the family to see what the issues/concerns are on both sides as well as develop a plan to support the student and resolve any issues.
  - Hold all Instructional Funds until the family is compliant.
7. **Second Non-Compliance Letter:** Without satisfactory resolution or response to the issues described in the Non-Compliance Letter #1 within five school days, the HST will:
  - Attempt to call and email the family (Communication Pair #4)
  - Determine a day and time to schedule an Administrative Conference Call with the parent(s)/guardian(s), HST, and Sr. Director, to be specified in Non-Compliance Letter #2. Date should be no sooner than the 6<sup>th</sup> school day from the date of the letter.
  - Send Non-Compliance Letter #2 to the family via certified mail.
  - Document date letter was sent, issue, and tracking number in Contact Manager
  - Remind student/family of the appropriate sections of the Master Agreement and Parent-Student Handbook that specifically address the issue/concern.

Letter #2 gives the family the opportunity to communicate and work with their HST to address and problem-solve the issues of concern. Should the family fail to communicate to their HST within five school days from the date the letter was sent, the parent/guardian must either communicate and resolve the indicated issues with their HST or attend the Administrative Phone Conference as scheduled in the letter.

8. **Administrative Conference Call:** Without satisfactory resolution to the issues/concerns, the HST will:
  - Send out a conference call number to all participants.
  - Attempt to remind/confirm the parent/guardian of the call via phone and email. Document the communication in the Contact Manager.
  - Document date the Administrative Conference Call was held including a brief

summary of the outcome in the Contact Manager.

A team composed of Parent(s)/Guardian(s), HST, and a Director must be present on the Administrative Conference Call. During this time the team will work towards resolution of the issues/concerns as well as determine if this is the best placement for the student. School Administration may determine the following:

- Independent Study is in the best interest of the student.
- The need to place the student on a student improvement plan.
- The need to implement different strategies to collect compliance documents (Student Activities Logs and or Work Samples).
- Determine that it is not in the student's best interest to remain in our independent study program.

If the Administration finds that this is not in the best interest of the student to remain in independent study, then the student shall be withdrawn from the school by following the procedures in the school's withdrawal policy.

If the student or parent does not attend the Administrative Conference Call, the student could be withdrawn from the school by following the procedures in the school's withdrawal policy.

#### **9. Non-Compliance Timeline/Checklist:**

- Concern/Issue Arises
  - The HST will Call & Email Family (Communication Pair #1)\*
- Wait 2 School Days
- Resolution – Stop Process
- If No Resolution Continue
  - The HST will Call & Email Family (Communication Pair #2)\*
- Wait 2 School Days
- Resolution – Stop Process
- If No Resolution Continue
  - The HST will Call & Email Family (Communication Pair #3) + Send Non-Compliance Letter #1 (Certified Mail) Hold Instructional Funds\*
- Wait 5 School Days
- Resolution– Stop Process
- If No Resolution Continue
  - The HST will Call & Email Family (Communication Pair #4) + Send Non-Compliance Letter #2 that includes Administrative Conference Call (Certified Mail)\*
- Wait 5 School Days
- Resolution – Stop Process
- If No Resolution Continue
  - The HST will Hold Administrative Conference Call and determine best course of action\*
- Follow school withdrawal policy, if applicable\*

\*Document in Contact Manager



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## Teacher Certification Policy

Cabrillo Point Academy is committed to providing a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Senior Director designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or the Charter School requirements for the position.

The purpose of the Cabrillo Point Academy Governing Board approving this Teacher Certification Policy is to accomplish the following:

1. Outline the State Requirements for Appropriately Assigned and Credentialed Teachers
  2. Define Valid Certification
  3. Establish the Requirement for Charter Schools and Teaching Credentials
  4. Outline the Process for Maintaining Certification Documents
  5. Establish the Support to Teachers Holding Preliminary Credentials
  6. Identify the Procedures for Hiring Based on Unavailability of Credentialed Teacher
  7. Outline the Declaration of Need Requirements
  8. Establish the Procedures for Employing Non-Credentialed Teachers
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1. **State Requirements for Appropriately Assigned and Credentialed Teachers:** State financing of school instruction is premised on pupils being taught by teachers who have authorization from the State of California to teach in public schools. As such, state law establishes various conditions, requirements, and penalties on charter schools to ensure that only authorized personnel are hired to teach. In addition, the State establishes requirements for the issuance of teacher credentials and other requirements designed to ensure that teachers are appropriately assigned.
  2. **Define Valid Certification:** A valid certification is any state-issued certificate or credential (a “Credential”), including a vocational credential and internship credential or certificate, life document or diploma, emergency 30-day substitute teaching permit, or emergency permit or waiver, that is not expired or revoked.
  3. **Requirement for Charter Schools:** Charter schools are required to hold the Commission on Teacher Credentialing (“CTC”) certificate, permit or other document required for the teacher’s certificated assignment. Teachers that were employed by Cabrillo Point Academy during the 2019-20 school year shall have until July 1, 2025, to obtain the certificate required for the teacher’s certificated assignment. Teachers that are newly hired for their assignment in the 2020-21 school year and beyond, or who maintain employment at the Cabrillo Point Academy

but are assigned to a new teaching assignment, are required to hold the appropriate certification for their assignment.

In addition to any specific Credential required for the teacher's assignment, all teachers are required to hold a Credential to provide instruction to limited-English-proficient pupils. All teachers employed by the Cabrillo Point Academy shall have their professional fitness evaluated by the CTC by July 1, 2020.

4. **Process for Maintaining Certification Documents:** The certificate, permit or other document shall be maintained and on file at the School and are subject to periodic inspection by the Dehesa Elementary School District.
5. **Support for Teachers Holding Preliminary Credentials:** The Senior Director or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the clear credential.
6. **Hiring Based on Unavailability of Credentialed Teacher:** The Senior Director or designee shall make reasonable efforts to recruit a fully prepared teacher for each assignment. Whenever a teacher with a clear or preliminary credential is not available, the Senior Director or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)
  1. A candidate who enrolls in an approved intern program in the region of the Charter School and possesses an intern credential
  2. A candidate who is scheduled to complete preliminary credential requirements within six months and who holds a provisional internship permit (PIP) or short-term staff permit issued by the CTC
  3. The Board shall approve, as an action item at a public Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)
  4. An individual who holds an emergency permit or for whom a credential waiver has been granted by the CTC

Prior to requesting that the CTC issue an emergency permit pursuant to item #3 above or a limited assignment permit which allows a fully credentialed teacher to teach outside of his/her area of certification while working toward an added or supplementary authorization, the Board shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled public Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

7. **The Declaration of Need:** The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the Charter School's specified employment criteria for the position(s) and that the Charter School has made reasonable efforts to recruit individuals who meet the qualifications specified in items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits that the Charter School estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

8. **Non-Credentialed Teachers:** Whenever it is necessary to employ non-credentialed teachers to fill a position requiring certification qualifications, the Senior Director or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional programs. **Cabrillo Point Academy has the authority to request an emergency permit or a waiver from the CTC.**



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## Residency Policy

California law requires that certain residency requirements are established in order for a student to be enrolled in an independent study charter school for which average daily attendance may be claimed. California law requires that a student be a California resident and requires that the student is a resident of the county in which the apportionment claim is reported or of a county immediately adjacent to the county in which the apportionment claim is reported. [EC §§ 47612(b), 5147.3]

The purpose of the Cabrillo Point Academy Governing Board approving this Residency Policy is to accomplish the following:

1. Define Residency
  2. Outline Residency for a Student on an Extended Vacation
  3. Establish the Location Materials Will Be Mailed To
  4. Outline the Procedures When a Student's Residency is in Question
  5. Outline the Parent/Guardian/Education Rights Holder's Right Regarding Determination of Nonresidency
  6. Outline the Procedures for Children of Military Families
  7. Outline the Procedures for Homeless Youth
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1. **Definition of Residency:** A student has residency in the state and county of the residence of the parent/guardian with whom that student maintains his or her place of abode. Residence denotes any factual place of abode of some permanency that is more than a mere temporary sojourn. Owning a home in California or in a particular county does not qualify a student to attend Cabrillo Point Academy, unless it can be shown that the student is also living in the home at least three days per week during the school year.
  2. **Residency for a Student on an Extended Vacation:** A student on an extended vacation lasting longer than ~~one month~~ ~~four weeks~~, but less than ~~two~~ ~~six~~ months, will not be deemed to have lost California residency.
  3. **The Location Material Will Be Mailed To:** All materials will be mailed to, and any in person services will be held at, the address identified in the student's records in his/her proof of residence documentation, unless an alternative location is agreed upon by the teacher of record.
  4. **Student's Residency is in Question:** If there is reason to believe that a student's residency is in question, Cabrillo Point Academy may investigate in order to determine authenticity of the home address. When it is determined that a student lives outside of California and/or an authorized county, Cabrillo Point Academy will provide written notice of the determination of nonresidency within five days of Cabrillo Point Academy's intention to disenroll the student.
  5. **Parent/Guardian/Education Rights Holder's Right Regarding Determination of**

**nonresidency:** The notice shall contain an explanation of the parent/guardian/education rights holder's right to request a hearing adjudicated by a neutral officer within a reasonable number of days at which the pupil has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses and at which the pupil has the right to bring legal counsel or an advocate to dispute the finding of nonresidency. If the parent/guardian/educational rights holder does not request a hearing within five days of receipt of the notice, the right to a hearing is waived and the student will be immediately disenrolled. If the student's parent, guardian or educational rights holder initiates the hearing, the student shall remain enrolled and shall not be disenrolled until Cabrillo Point Academy issues a final decision. **If the parent, guardian or educational rights holder requests a hearing within the five-day period, the parent, guardian or educational rights holder is required to cooperate to schedule the hearing within 10 days of the request for the hearing. If a parent, guardian or educational rights holder does not cooperate in scheduling the hearing and the hearing is not scheduled within 10-days (absent extraordinary circumstances in the sole discretion of the Senior Director), the parent, guardian or educational rights holder waives his/her/their rights to the hearing.**

**6. Children of Military Families:** Cabrillo Point Academy will serve children of military families, as defined by Education Code section 49701, as follows:

1. Allow the student to continue his or her education in Cabrillo Point Academy, regardless of change of residence of the military family during that school year, for the duration of the student's status as a child of a military family; or
2. For a student whose status changes due to the end of military service of his or her parent during a school year, comply with either of the following, as applicable:
  - a. If the student is enrolled in kindergarten or any of grades 1 to 8, inclusive, allow the student to continue his or her education in Cabrillo Point Academy through the duration of that academic school year;
  - b. If the child is enrolled in high school, allow the student to continue his or her education in Cabrillo Point Academy through graduation.

Once Cabrillo Point Academy is notified that a student is identified as a child of a military family, Cabrillo Point Academy will require the parent/guardian submit the following documentation:

- Written proof of the transfer, including the time period for the transfer and location of the transfer
- A signed affidavit that states that the student is only enrolled in Cabrillo Point Academy and not in any other full-day educational program and that the student qualifies as a child of a military family as defined in Education Code section 49701.

For high school students, the aforementioned documentation will need to be resubmitted on an annual basis. Cabrillo Point Academy reserves the right to re-verify all of the above at any time throughout the school year.

**7. Homeless Youth:** Cabrillo Point Academy will be considered to be a pupil's school of origin for a homeless youth when the child attended Cabrillo Point Academy when permanently housed or was last enrolled in Cabrillo Point Academy before becoming homeless. Cabrillo Point Academy will serve homeless youth, as defined below, whose residency has changed as follows:

1. Allow the student to continue his or her education in Cabrillo Point Academy for the duration of homelessness.
2. If the pupil is no longer homeless before the end of the academic year, either of the following apply:
  - a. If the homeless youth is in high school, the Cabrillo Point Academy shall allow the formerly homeless child to continue his or her education in the Cabrillo Point Academy through graduation.
  - b. If the homeless youth is in kindergarten or any of grades 1 to 8, inclusive, the Cabrillo Point Academy shall allow the formerly homeless youth to continue his or her education in Cabrillo Point Academy through the duration of the academic year.

The term “homeless youth” or “homeless pupil” shall mean individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of 42 USC section 11302(a)(1)); and includes—

1. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 42 USC section 11302(a)(2)(C));
3. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. migratory children (as such term is defined in 20 USC section 6399) who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses (i) through (iii).

**8. Foster Youth:** Cabrillo Point Academy will be considered to be a pupil’s school of origin for a foster youth when the child attended the Cabrillo Point Academy at the initial detention or placement, or any subsequent change in placement of a foster child for the duration of the jurisdiction of the court. Cabrillo Point Academy will serve former foster youth, as defined below, whose residency has changed as follows:

1. If the jurisdiction of the court is terminated before the end of an academic year, the Cabrillo Point Academy shall allow a former foster child who is in kindergarten or any of grades 1 to 8, inclusive, to continue his or her education in the school of origin through the duration of the academic school year.
2. If the jurisdiction of the court is terminated while a foster child is in high school, Cabrillo Point Academy shall allow the former foster child to continue his or her education in Cabrillo Point Academy through graduation.

The term “foster youth” means a child who has been removed from his or her home pursuant to Welfare and Institutions (“W&I”) Code section 309, is the subject of a petition

filed under W&I Code sections 300 or 602 or has been removed from his or her home and is the subject of a petition filed under W&I Code sections 300 or 602.

**9. Migratory Youth:** Cabrillo Point Academy will be considered to be a pupil's school of origin for a migratory youth when the child attended the Cabrillo Point Academy at the time the pupil's status changed to a pupil who is a migratory youth. Cabrillo Point Academy will serve migratory youth, as defined below, whose residency has changed as follows:

1. If the migratory youth is enrolled in kindergarten or any of grades 1 to 8, inclusive, allow the pupil to continue their education in Cabrillo Point Academy through the duration of that academic school year.
2. If the migratory youth is enrolled in high school, allow the pupil to continue their education in Cabrillo Point Academy through graduation.

The term "migratory youth" means a child who has moved with a parent, guardian or other person having custody, from one school to another, either within the State of California or from another state within the 12-month period immediately preceding his or her identification as such a child, in order that the child, a parent, guardian or other member of his or her immediate family might secure temporary or seasonal employment in an agricultural or fishing activity and whose parents or guardians have been informed of the child's eligibility for migrant education services. "Migratory youth" includes a child who, without the parent or guardian, has continued to migrate annually to secure temporary or seasonal employment in an agricultural or fishing activity.



## Graduation Requirements per Cabrillo Point Academy Charter Petition

For students in grades 9<sup>th</sup>-12<sup>th</sup>, Cabrillo Point Academy has one graduation pathway that allows for students to choose courses based on academic, career, and personal interests. The graduation requirements help students prepare to enter the workforce, attend community college, or enter military service directly after high school. The Cabrillo Point Academy graduation requirements allow students to have greater flexibility in the classes they take and allow students to explore individual interests.

Subject Area	Graduation Requirements	Total Credits
Social Studies	6 semester courses  <i>(Must include 1 year of US History, 1 year World History, 1 semester of Government, and 1 semester of Economics)</i>	30
English	6 semester courses	30
Math	4 semester courses  <i>(Algebra 1 must be completed)</i>	20
Science	4 semester courses  <i>(Must include 1 year of Physical Science and 1 year of Life Science)</i>	20
Visual & Performing Arts	2 semester courses	10
World Language		

Electives	18 semester courses	90
<b>Total =</b>		<b>200 Credits</b>

Students who plan to apply to a 4-year college right after high school graduation will need to meet “a-g” requirements. These requirements are mandatory for students who apply to the CSU or UC systems, and recommended for students who plan to apply to private and out-of-state colleges and universities. The “a-g” requirements are summarized below:

A-G	Subject Area	Subject Requirement
a	History   Social Science	2 years <i>(1 year of World History and 1 year of US History, or ½ year of US History and ½ year of Government)</i>
b	English	4 years
c	Mathematics	3 years <i>(Algebra or higher)</i>
d	Laboratory Science	2 years <i>(At least 2 of the 3 disciplines of Biology, Chemistry, and Physics)</i>
e	Language Other Than English	2 years <i>(Must be 2 years of the same language)</i>
f	Visual & Performing Arts	1 year
g	College-Preparatory Elective	1 year

Inspire teachers, support staff, and counselors advise students on “a-g” requirements and help students schedule courses based on their individual goals. Counselors monitor the completion of “a-g” requirements. Teachers and counselors revise graduation plans according to individual student goals and needs.



## General Studies Graduation Requirements Policy

Cabrillo Point Academy is committed to assuring each student completes their education through high school in accordance with the State student academic achievement standards. This policy ensures that seniors who still owe credits past their date of intended graduation have the opportunity to complete their graduation requirements and earn a diploma.

The purpose of the Cabrillo Point Academy Governing Board approving this General Studies Graduation Requirements Policy is to accomplish the following:

1. Describe State Minimum Course Requirements for Graduation
  2. Identify the Procedures for Earning a General Studies Diploma
  3. Explain Credit Requirements for Earning a General Studies Diploma
1. **Overview:** The local governing board of the LEA with the active involvement of parents, administrators, teachers, and pupils, shall adopt alternative means for pupils to complete the prescribed course of study, which may include:
- Practical demonstration of skills and competencies
  - Supervised work experience or other outside school experience
  - Career technical education classes offered in high schools
  - Courses offered by regional occupational centers or programs
  - Interdisciplinary study
  - Independent study
  - Credit earned at a postsecondary institution

Requirements for graduation and specified alternative modes for completing the prescribed course of study shall be made available to pupils, parents, and the public.

2. **State Minimum Course Requirements:** EC 51225.3 states that all pupils receiving a diploma of graduation from a California high school must have completed all of the following courses, while in grades nine to twelve, inclusive:

Unless otherwise specified, each course shall have a duration of one school year:

- **Three** courses in English
- **Two** courses in mathematics, including one year of Algebra I (EC Section 51224.5)
- **Two** courses in science, including biological and physical sciences
- **Three** courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics, and a one-semester course in economics

*The General Studies Graduation Requirements are based on California Education Code 51225.3 and the High School Graduation Frequently Asked Questions page of the California Department of Education ("CDE") website: <http://www.cde.ca.gov/ci/gs/hs/hsgrfaq.asp>.*

- **One** course in visual or performing arts, world language, or commencing with the 2012-13 school year, career technical education. For the purpose of satisfying the minimum course requirement, a course in American Sign Language shall be deemed a course in foreign language
- **Two** courses in physical education; unless the pupil has been exempted pursuant to the provisions of EC Section 51241, **(The school charter does not state P.E. is required for graduation.)**

- 3. General Studies School Procedure:** A high school diploma is the basic qualification for employment and advancing a career. The General Studies diploma program makes earning a high school diploma an attainable goal for students who want to enter a community or technical college, the job market, or the military after graduation, but who have struggled in meeting their four-year graduation plan. **The program is only open to seniors who still owe credits past their date of intended graduation.**

In this program, the student's curriculum consists of fundamental courses that are taught at a basic high school level. Students may earn an accredited high school diploma without being required to take any advanced math, science, foreign language or elective courses beyond California's minimum course requirements for a high school diploma.

- 4. Graduation requirements:** Students who enroll in the General Studies Diploma Program must earn a total of 110 credits in the specified content areas listed in the California State minimum requirements with a "D" grade or better in each course in order to graduate. Students will be granted credit for courses previously completed in grades nine through twelve.

<b>English</b>	<b>3 courses - 6 Semester courses – 30 credits</b>
<b>Math</b>	<b>2 courses - 4 Semester courses – 20 credits</b> <i>must include Algebra 1</i>
<b>Science</b>	<b>2 courses - 4 Semester courses – 20 credits</b> <i>must include biological and physical sciences</i>
<b>Social Studies</b>	<b>3 courses - 6 Semester courses – 30 credits</b> <i>must include World History, US History, Government and Economics</i>
<b>Visual and Performing Arts, World Language, or CTE</b>	<b>1 course - 2 Semester courses – 10 credits</b>
<b>Total</b>	<b>110 credits</b>

The General Studies Graduation Requirements are based on California Education Code 51225.3 and the High School Graduation Frequently Asked Questions page of the California Department of Education ("CDE") website: <http://www.cde.ca.gov/ci/gs/hs/hsgrfaq.asp>.

**BY THE CABRILLO POINT ACADEMY BOARD OF DIRECTOR DECLARING  
EMERGENCY CONDITIONS EXIST AT SCHOOLS AND OFFICES IN THE  
DISTRICT AND MODIFYING GRADUATION/PROMOTION REQUIREMENTS FOR  
STUDENTS CURRENTLY ENROLLED 2020 – 5**

WHEREAS, the World Health Organization has declared COVID-19 is a global pandemic; and

WHEREAS, on March 4, 2020, the Governor of the State of California declared a State of Emergency due to the outbreak and spread of a novel coronavirus (COVID-19); and

WHEREAS, as of March 18, 2020, there were 1,063 confirmed cases of COVID-19 and 21 cases reported resulting in death in California; and

WHEREAS, the Governor of the State of California has issued Executive Order N-33-20 requiring all California residents to “shelter in place” and all but essential functions have been halted or restricted; and

WHEREAS, the Governor of the State of California has indicated that schools may be closed for an undetermined duration; and

WHEREAS, there has been significant disruption to the instructional program for students which prevents them from complying with existing credit, hours of instruction, and graduation and/or promotion requirements; and

WHEREAS, strict compliance with various statutes and regulations would prevent, hinder, or delay appropriate action necessary for the wellbeing of students to mitigate the effects of COVID-19 on instruction; and

WHEREAS, it is in the best interests of students, staff, and the community to prepare for and implement measures to respond to the closure of schools; and

WHEREAS, it is necessary to ensure that a wide variety of instructional options are available, including but not limited to, distance learning for credit recovery; and

WHEREAS, approval of this resolution would allow the Senior Director to immediately respond to rapidly changing health and safety concerns and the educational needs of students by modifying instructional programs in a manner which poses the least harm to students as determined by the Senior Director.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Cabrillo Point Academy determines that the circumstances described in this resolution herein constitute an emergency condition for which immediate action is necessary; and

BE IT FURTHER RESOLVED that the Board of Directors authorizes the Senior Director to exert maximum flexibility to respond to the emergency conditions for students, including but not limited to, waiving instructional minutes, setting an end date for classes and grading periods, providing distance learning, credit recovery, and otherwise modifying graduation and promotional requirements.

PASSED AND ADOPTED by the Governing Board of the Cabrillo Point Academy at on the 21<sup>st</sup>  
Day of April, 2020, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_ ABSTENTIONS: \_\_\_\_\_

**CABRILLO POINT ACADEMY**  
**BOARD RESOLUTION – 2020 – 6**

**I. Adoption of Cabrillo Point Academy Approving the SELPA Representative**

WHEREAS, Cabrillo Point Academy (the “School”) is committed to provide a free appropriate public education to all children with disabilities;

WHEREAS, the School is a member of the El Dorado County SELPA; and

WHEREAS, this Board of Directors desires to appoint a representative of School with the El Dorado County SELPA.

NOW THEREFORE BE IT RESOLVED, the School hereby appoints Erika Vanderspek to serve as its representative with the El Dorado County SELPA.

## SECRETARY'S CERTIFICATE

I, \_\_\_\_\_, Secretary of the Board of Directors of Cabrillo Point Academy a California nonprofit public benefit corporation, County of \_\_\_\_\_, California, hereby certify as follows:

The attached is a full, true, and correct copy of the resolutions duly adopted at a meeting of the Board of Directors of Cabrillo Point Academy which was duly and regularly held on \_\_\_\_\_, 2020, at which meeting all of the members of the Board of Directors had due notice and at which a quorum thereof was present; and at such meeting such resolutions were adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I have carefully compared the same with the original minutes of such meeting on file and of record in my office; the attached resolution is a full, true, and correct copy of the original resolution adopted at such meeting and entered in such minutes; and such resolution has not been amended, modified, or rescinded since the date of its adoption, and the same is now in full force and effect.

WITNESS my hand on \_\_\_\_\_, 2020.

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Secretary of the Board of Directors of  
Cabrillo Point Academy

**CABRILLO POINT ACADEMY**  
**BOARD RESOLUTION – 2020 – 7**

**I. Adoption of Cabrillo Point Academy Approving the Authority of the Senior Director to Add to the Number of Enrollment Spots Available During Open Enrollment**

WHEREAS, the World Health Organization has declared COVID-19 is a global pandemic; and

WHEREAS, on March 4, 2020, the Governor of the State of California declared a State of Emergency due to the outbreak and spread of a novel coronavirus (COVID-19); and

WHEREAS, as of March 18, 2020, there were 1,063 confirmed cases of COVID-19 and 21 cases reported resulting in death in California; and

WHEREAS, the Governor of the State of California has issued Executive Order N-33-20 requiring all California residents to “shelter in place” and all but essential functions have been halted or restricted; and

WHEREAS, the Governor of the State of California has indicated that schools may be closed for an undetermined duration; and

WHEREAS, approval of this resolution would allow the Senior Director to immediately respond to rapidly changing demand for distance learning by increasing the enrollment capacity of the School for the 2020 – 2021 school year.

NOW THEREFORE BE IT RESOLVED, the School hereby delegates to the Senior Director the authority to increase the number of enrollment spots available for the 2020-2021 school year and extend the board approved open enrollment period, (currently, April 1, 2020 – April 31, 2020), in her discretion, based on her determination that the capacity of the School can be increased to accommodate additional students during the coming school year. Any such increase in School capacity or extension of the open enrollment period shall be promptly announced on the School’s website. The Board shall be promptly notified.

## SECRETARY'S CERTIFICATE

I, \_\_\_\_\_, Secretary of the Board of Directors of Cabrillo Point Academy a California nonprofit public benefit corporation, County of \_\_\_\_\_, California, hereby certify as follows:

The attached is a full, true, and correct copy of the resolutions duly adopted at a meeting of the Board of Directors of Cabrillo Point Academy which was duly and regularly held on \_\_\_\_\_, 2020, at which meeting all of the members of the Board of Directors had due notice and at which a quorum thereof was present; and at such meeting such resolutions were adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I have carefully compared the same with the original minutes of such meeting on file and of record in my office; the attached resolution is a full, true, and correct copy of the original resolution adopted at such meeting and entered in such minutes; and such resolution has not been amended, modified, or rescinded since the date of its adoption, and the same is now in full force and effect.

WITNESS my hand on \_\_\_\_\_, 2020.

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Secretary of the Board of Directors of  
Cabrillo Point Academy