



## **CABRILLO POINT ACADEMY**

13915 Danielson Street #103, Poway, California 92064

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

### **Regular Scheduled Board Meeting – Cabrillo Point Academy**

July 30, 2020 – 1:00 pm

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

Through Teleconference

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

Also Present: Jenna Lorge, Erika Vanderspek

#### **Call to Order:**

Caroline Moon called the meeting to order at 1:00pm.

#### **Approval of the Agenda:**

Lisa Rumsey motioned to approve agenda. Caroline Moon seconded. Gloria Antonini not present.

-Unanimous.

#### **Public Comments:**

Vanessa Brookman asked questions about the Board assignments.

Celia Ewing thanked the board and school leaders for taking responsibilities seriously during this difficult time.

#### **Closed Session: Conference with Legal Counsel – Anticipated Litigation (One Case) § 54956.9**

Caroline Moon motioned to enter closed session at 1:08pm. Sherri McFadden seconded.

-Unanimous.

Caroline Moon motioned to end closed session at 1:31pm. Natasha Brunstetter seconded.

-Unanimous.

Gloria Antonini present at 1:31pm.

#### **Senior Directors Report:**

- a. **SB 98 / Enrollment Update**
- b. **Cost of Extended School Year MOU**
- c. **PPP Questions**
- d. **Form 700** - each board member needs an updated form
- e. **Covid – 19 Update**

No action taken

#### **Discussion of the 990 Form:**

No action taken

#### **Discussion and Potential Action on the 2020-2021 EPA Budget**

The Board received an update from Tyler Myers about the Education Protection Account Budget. Cabrillo Point Academy will receive \$901,182.00. The state created an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes.

Caroline Moon motioned to approve. Sherri McFadden seconded.

-Unanimous.

#### **Discussion and Potential Action on the Revised 2020-2021 Budget**

The Board was presented with the revised budget. The Board discussed the pros, cons, and legal requirements regarding the budget.

Sherri McFadden motioned to approve. Natasha Brunstetter seconded.

-Unanimous.

#### **Discussion and Potential Action on the Board Training Calendar**

No action taken. The board discussed breaking down the training across 3 meetings. Jenna will work on a proposed schedule.

#### **Discussion and Potential Action on the June Board Meeting Minutes:**

Caroline Moon motioned to approve. Lisa Rumsey seconded.  
-Unanimous.

#### **Discussion and Potential Action on Invoices over \$100,000**

Jenna presented the CharterSAFE insurance invoice and the July and August ICS invoices.

Sherri McFadden motioned to approve. Natasha Brunstetter seconded.  
-Unanimous.

#### **Discussion and Potential Action on the Compensation Policy**

The Board was presented with an updated Compensation Policy that included minor edits to stipends, the timelines and specifications for submitting units for advancement on the salary schedule, and the medical opt out stipend. Under “Medical Opt Out Stipend” on page 4, a period should be added after elsewhere.

Caroline Moon motioned to approve with the change. Gloria Antonini seconded.  
-Unanimous.

#### **Discussion and Potential Action on the Fiscal Policies and Procedures**

The Board was presented with the updated Fiscal Policies and Procedures document. Since Cabrillo Point Academy brought fiscal services internally as of July 1, 2020, and business services are no longer provided by ICS, Cabrillo Point Academy conducted an overhaul review of the Fiscal Policies and Procedures. The policies and procedures were vetted by Tyler Myers at Charter Impact and the school’s legal counsel.

Natasha Brunstetter motioned to approve. Lisa Rumsey seconded.  
-Unanimous.

#### **Discussion and Potential Action on the Shared Space MOU**

The Board was presented with an MOU to share the lending library space between Cabrillo Point Academy, Mission Vista Academy, and Pacific Coast Academy. It was shared that utilizing shared resources is helpful to reduce costs.

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

#### **Discussion and Potential Action on the Shared Employees MOU**

The Board was presented with a shared employees MOUS in which certain staff will be shared just between Cabrillo Point, Mission Vista Academy, and Pacific Coast Academy. Utilizing shared resources is helpful to reduce costs. The agreement was written collaboratively by the school’s legal counsel and the leadership teams of each of the three schools.

Gloria Antonini motioned to approve. Natasha Brunstetter seconded.  
-Unanimous.

#### **Discussion and Potential Action on the Parent/Student Handbook**

The Board discussed the following edits need to be made:  
Need to add LP dates to school calendar. Add prices for curriculum.  
Page 40, change the heading COVID – 19 to “In the Event of a Stay at Home Order”  
Link the Parent/Student Handbook to the website.

Sherri McFadden motioned to approve with the above changes. Gloria Antonini seconded.  
-Unanimous.

#### **Discussion and Potential Action on Employee Handbook**

The Employee Handbook was reviewed by the school’s legal team and minor edits to add language about leave time were made in the 2020-2021 edition.

Lisa Rumsey motioned to approve. Sherri McFadden seconded.  
-Unanimous.

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

Next Regular Scheduled Board Meeting will be August 27<sup>th</sup> at 1:00pm

**Adjournment:**

Caroline Moon motioned to adjourn at 3:13 pm. Natasha Brunstetter seconded.

-Unanimous.

Prepared by:

Erika Vanderspek

Noted by:



Lisa Rumsey (Aug 28, 2020 10:38 PDT)

Board Secretary






# 7-30-20 Minutes - Cabrillo Point

Final Audit Report

2020-08-28

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