



CABRILLO POINT ACADEMY

13915 Danielson Street #103, Poway, California 92064
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Regular Scheduled Board Meeting – Cabrillo Point Academy

August 27, 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

Absent: None

Also Present: Jenna Lorge, Erika Vanderspek – Teleconference

Call to Order:

Caroline Moon called the meeting to order at 1:03 pm.

Approval of the Agenda:

Caroline Moon motioned to approve the agenda with the changes of moving the Closed Session items and Board Training to the end of the agenda and move Item 9 Discussion and Potential Action of the Unaudited Actuals and Item 16 Discussion and Potential Action on the Policy for Inspection of Public Records to a future meeting.

Natasha Brunstetter seconded.

-Unanimous.

Public Comments:

Brittany Rosas addressed the Board. Her son is a student who attended Vive. Requesting reinstatement of Vive, the vendor.

Natalie, a student, addressed the Board to request reinstatement of Vive.

Helena asked what is the process Cabrillo uses to revoke a vendor? American Academy of Strategic Education is the vendor in question.

Marina is a friend of a Cabrillo family. She asked the board to reconsider reinstating Vive as a vendor.

Saadia Parekh, parent of 4 Cabrillo students brought 2 issues forward. 1) Regarding the change in policy not allowing students to share funds, would like the Board to reconsider allowing a family fund account. She pointed out curriculum can be used by all students in a family, and it could save on shipping costs rather than ordering separate supplies and books for each student. 2) Blue Tent was cancelled. Why was it cancelled?

Craig Streiff – Regarding cancellation of American Academy. Main question is timing of why they were cancelled after the start of a semester? Very poor timing.

Laura (in Zoom chat) – Has the same question as Craig

Anonymous family (in Zoom chat) – How can we trust the vendor process?

Senior Director's Report:

a. SB820 Update – We will continue to update families on the changes and how it impacts the school

- b. Back to School Update** – Trainings held on enrichment, vendors, learning continuity plan, tech, SPED, HR, evaluation, conflict of interest, Community Connections, student support, English learners, OSP, Compliance, and more
- c. Enrollment Updates** – 4233 enrolled as of Monday. Sent out an additional 350 invitations. Closed waitlist. All students should be imported around 9/11/20.
- d. Enrollment Numbers** – % of grade bands
- e. Vendors** – Cabrillo is evaluating the entire list of vendors. Required documentation, background, and insurance must be in full compliance with the vendor contract. We hear your concerns and feedback and are working on it.
- f. Covid – 19 Update** – OC off watchlist. 14 day waiting period per Governor.
 Pamela Gandara presented regarding special education. Special education services will be reinstated in-person for students in Orange County. Virtual services will still be offered. Some providers aren't open in-person yet. Students in Orange County in need of in-person services will be re-assigned to receive in-person services through open agencies. In-person assessments will begin 8/31/20 for students in Orange County with pending and outstanding SPED assessments. Asking everyone to abide by safety standards. Non Special Ed students will continue to be virtual until further notice. Working on a plan in case Orange County is placed back on the watchlist.

Report presented by Jennifer Lorge. No action taken.

Discussion and Potential Action on the July Board Meeting Minutes:

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

Discussion and Potential Action on the July Financials

Tyler Myers presented to the Board. Projected Revenue didn't change much. ADA and enrollment are very close to one another. Fund Balance annual surplus 2.8% of total revenue. Cash balance remains positive at year end.
 Sherri McFadden motioned to approve. Gloria Antonini seconded.
 -Unanimous.

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

Only one invoice for the ICS fees.
 Caroline Moon motioned to approve. Sherri McFadden seconded.
 -Unanimous.

Discussion and Potential Action on the Fiscal Policies and Procedures

Board previously approved this, but this version raised the limit of non-capitalized equipment from \$1000 to \$5000.
 Natasha Brunstetter motioned to approve. Sherri McFadden seconded.
 -Unanimous.

Discussion and Potential Action on the Compensation Policy

Correction made to indicate the per paycheck amount is \$25 per twice monthly paycheck not \$50/paycheck. Overall amount stayed the same.
 Natasha Brunstetter motioned to approve the change. Gloria Antonini seconded.
 -Unanimous.

Discussion and Potential Action on the Learning Continuity Accountability Plan – Public Hearing

Opened public hearing at 1:47pm. LCP updates how we engage stakeholders and address

continuity of learning, learning loss, and strategies listed. The LCP is in draft form. We welcome the feedback. Final draft will be presented at next month's Board Meeting. Can be accessed on the website under Board Materials. No comments. Public hearing closed at 1:50pm.

-No action taken

Discussion and Potential Action on the Immunizations and Oral Assessment Policy

Policy states that non-classroom based schools are exempt from vaccine requirements. However, Cabrillo will continue to request documentation. The Board asked Cabrillo about requiring the documentation. Board recommended changing the wording "must" to "may" for the sentence "Alternatively, a medical exemption must be submitted during REG - Online."

Caroline Moon motioned to approve with the above change. Lisa Rumsey seconded.

-Unanimous.

Discussion and Potential Action on Conflict of Interest Policy

The contents of the policy remains the same, but updates the name from Inspire Charter School - South to Cabrillo Point Academy throughout the policy.

Caroline Moon motioned to approve. Lisa Rumsey seconded.

-Unanimous.

Announcement of Next Regular Scheduled Board Meeting

Next Regular Scheduled Board Meeting will be September 24th at 1:00pm

Closed Session: Conference with Legal Counsel – Anticipated Litigation (Three Cases) § 54956.9

Caroline Moon motioned to enter closed session at 1:59pm. Natasha Brunstetter seconded.

-Unanimous.

Caroline Moon motioned to end the closed session at 2:59 pm. Natasha Brunstetter seconded.

-Unanimous.

Report of any action taken

Caroline Moon reported that no action was taken.

Board Training - Financials

Gloria Antonini left at 3:00pm.

Spencer Styles from Charter Impact presented training to the Board

Funding – SB820, sources of funding

State Funding Deferrals FY20-21

SB740 Spending Requirements – At least 40% of total public revenues must be spent on Instructional Certificated Salaries and Benefits, AND at least 80% of total revenues must be spent on Instruction and Instruction-Related Services, AND pupil to teacher ratio cannot exceed 25 to 1 or PTR of the largest unified school district in county or counties in which charter school operates.

Budget Process – Developing the budget draft January through April (plan for 8-10% increase per year),

Budget Approval May through June (the May revision is critical, needs to be submitted to the Authorizer). This year we had to cut 10%, typically, had to adjust downward, 1%. Monitoring and Forecasting July through December (actually done through end of school year). Board should watch for significant volatility in the forecast, as that could be a red flag.

Reviewing A Financial Statement Package – Executive Summary, Monthly Cash Flow/Forecast (most useful per Spencer), Budget vs. Actual (doesn't take into consideration

timing, ADA, early purchase, etc.), Statement of Financial Position (balance sheet), Statement of Cash Flows (takes all info and reconciles what moves in and out of bank account, used by accountants), AP Aging, Monthly Check Register

Adjournment:

Caroline Moon motioned to adjourn at 4:21 pm. Sherri McFadden seconded.
-Unanimous.

Prepared by:
Erika Vanderspek

Noted by:


Lisa Rumsey (Sep 25, 2020 19:47 PDT)

Board Secretary