



CABRILLO POINT ACADEMY

13915 Danielson St., #200, Poway, California 92064

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

Regular Scheduled Board Meeting – Cabrillo Point Academy

September 24, 2020 – 1:00 pm

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

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

Also Present: Jenna Lorge, Erika Vanderspek
Through Teleconference

Call to Order

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

Approval of the Agenda

Natasha Brunstetter motioned to approve the agenda.

Sherri McFadden seconded.

-Unanimous

Public Comments

No public comments.

Board Training – Brown Act, Conflict of Interest, and Consent Agendas

Presentation by Jennifer McQuarrie:

- a. What is the Brown Act?
- b. Competing Policy Interests-Confidential information re: students/employees, candor in decision-making and debate, efficient decision making.
- c. Brown Act Triggers
- d. Who Must Comply
- e. What is a Meeting?
- f. Serial meetings prohibited
- g. Compliance – Notice, Agenda, Limits at Special Meetings, Posting, Minutes, Meeting Locations,
- h. Teleconferencing, Public Participation, Rights of the Public, Rights of the Public, Closed Session, Permissible Closed Session.
- i. Conflict Codes Generally
- j. Government Code Section 1090
- k. Political Reform Act
- l. Corporations Code
- m. Disqualification Requirements
- n. Consent Agenda - Jennifer McQuarrie advised working on language on agenda

Closed Session – Conference with Legal Counsel - Anticipated Litigation (Two Cases)

§ 54956.9

Caroline Moon motioned to enter into closed session at 2:24pm. Sherri McFadden seconded.
-unanimous.

Sherri McFadden motioned to end the closed session at 3:28 pm. Caroline Moon seconded.
-unanimous.

Report of any action taken

Caroline Moon reported that no action was taken.

Senior Director's Report

1. STAR 360 Update: Reading and math assessments required for all students 3 times per year. Teachers will send and discuss results with the families and assist with educational plan.

2. Enrollment Update: As of 9/21/20 enrollment was at 4,386. 121 students currently going through the enrollment process. Waitlist was closed and currently has 1,429 students. When enrollment slows down, the specialists will move over to assist the enrichment and vendor departments.
3. Vendor Update: "Vendor" tab has been added to the website. This includes the process to request a vendor, vendor requirements, invoicing information. If vendor is discontinued, families or staff are welcome to complete the survey to have the vendor re-evaluated. Completing the survey does not guarantee they will be reinstated.
4. Community Connections: Teachers are hosting 18 hands on and interactive virtual clubs for all grade levels. Reports made of great attendance and positive feedback.
5. COVID Update:
 - a) Riverside & Imperial counties are still in the purple tier. San Diego County & OC are in red tier. In-person enrichment services resumed this week only for students who reside in San Diego and Orange County. School events, teacher/family meetings, and teacher created field trips will continue to be virtual. Working on a plan to be prepared if OC is moved back to a more restrictive tier.

Sherri McFadden asked why school events, meetings, field trips can't be in-person. She would like it to be an option to do these things in person. Jenna will look into this to see if there is staff open to in-person.

6. Special Education In-Person Update: Pamela Gandara presented to the Board. Test site is at former library location. All Covid-19 processes are in place including parent affidavit, entry health screening, sanitizing, PPE orders to ensure safety for students, parents, and staff during assessment. 4-5 students can test at a time individually. In-person services have been reinstated by all providers.

No action taken.

Discussion and Potential Action on the August and September Board Meeting Minutes

Gloria Antonini motions to approve the Minutes.

Natasha Brunstetter seconded.

-Unanimous

Discussion and Potential Action on the August Financials

Tyler Myers presented to the Board.

Increased annual revenue by \$42K. Increased annual expenses by \$831k. Annual projected surplus \$655k. Cabrillo is in compliance with the pupil:teacher ratio.

Cash balances (collected and sent) by next month should all be 0.

Sherri McFadden asked what the "Other Liabilities" category under Monthly Cash Flow/Forecast is for. Tyler will get back to her on this item.

Caroline Moon asked question about rent amounts. We are paying the full amount and will be reimbursed for the other school's amounts.

Gloria Antonini stepped out at 3:45pm. Caroline Moon motioned to approve the August Financials. Natasha Brunstetter seconded.

-Unanimous, (4-0, Gloria Antonini absent)

Discussion and Potential Action on the Due to Due From Plan

All schools, except for Granite Mountain and Triumph, are in agreement to send a check, wire, or deposit the money within the next couple days. Triumph is currently closed. Cabrillo will continue to work on collecting money from GM and Triumph. Gloria Antonini returned at 3:51pm.

Sherri McFadden motioned to approve. Natasha Brunstetter seconded.

-Unanimous

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

Sherri McFadden motioned to approve. Gloria Antonini seconded.

-Unanimous

Discussion and Potential Action on 2021-2022 Services Agreements

The Board was presented with the current services agreement with ICS/Provenance. Cabrillo Point Academy will need to seek bids for medical benefits, curriculum fulfillment, and student information systems. The authorizing agency is strongly in favor of Cabrillo Point Academy separating from Provenance. The Board would like to open up bids to outside companies, not from Inspire Charter Services, as soon as possible.

Caroline Moon motioned to open up bids to outside companies, not from ICS, as soon as possible. Natasha Brunstetter seconded.

-Unanimous

Discussion and Potential Action on the Learning Continuity and Attendance Plan

The board was presented with the final version of the Learning Continuity and Attendance Plan. Students continue to take regular assessments to assess for learning loss and to identify students in need of further support. Social Emotional Learning activities and supports are being shared with students.

Gloria Antonini motioned to approve. Sherri McFadden seconded.

-Unanimous

Discussion and Potential Action on the Universal Complaint Admin Regulation

The universal complaint process is now directed to the Cabrillo Point Academy Human Resources and/or the Cabrillo Point Academy office.

Caroline Moon motioned to approve. Sherri McFadden seconded.

-Unanimous

Discussion and Potential Action on the Information Technology Policy and Procedures

Change page that begins with Scope, 2nd paragraph, "Therefore, every user of Cabrillo Point Academy", change the grammar "user of CPA technology" or whatever seems appropriate.

Question from Sherri McFadden and Caroline Moon regarding transfer devices between students. Not pleased with the 50% or 100% being charged to a sibling for a transfer. Need more clarity also on how used the devices are they are ordering. Board members will email thoughts to Jenna and Erika.

Question about BitLockers. Do we have a quick responsive tech department that can respond to inquiries of families when they have access issues? Jenna replied Cabrillo has a busy tech department available.

Caroline Moon motioned to table this policy. Sherri McFadden seconded.

-Unanimous

Discussion and Potential Action on the Parent-Student Technology Use Policy

The board was presented with the technology use policy as outlined in the Parent-Student Handbook.

Sherri McFadden motioned to approve. Natasha Brunstetter seconded.

-Unanimous

Discussion and Potential Action the Staff Technology Use Policy

Sherri McFadden motioned to approve. Gloria Antonini seconded.

-Unanimous

Sherri McFadden left the meeting after this item at 4:47 pm.

Discussion and Potential Action on the 2020-2021 Employee Handbook

The board was presented with updates to the Employee Handbook which included staff cell phone use, dress code, hours for full-time and part-time employees, and change in disability insurance.

Caroline Moon motioned to approve. Natasha Brunstetter seconded.

-Unanimous

Discussion and Potential Action on the 2020-2021 Compensation Policy

The board was presented with an updated compensation policy which included minor edits to the phone, internet, and utilities stipend and the addition of a chart reflecting pre-approval of hours for part-time teachers.

Lisa Rumsey motioned to approve. Gloria Antonini seconded.

-Unanimous

Discussion and Potential Action on the 2020-2021 Expense Reimbursement Policy

The board was presented with a policy that specifies criteria and process for employee reimbursement.

Natasha Brunstetter motioned to approve. Caroline Moon seconded.

-Unanimous

Discussion and Potential Action on the Board Recruitment Process

The board was presented with the board recruitment process as outlined in the bylaws.

Lisa Rumsey motioned to approve. Gloria Antonini seconded.

-Unanimous

Announcement of Next Regular Scheduled Board Meeting

Next Regular Scheduled Board Meeting is Thursday, October 29, 2020 at 1:00 pm.

Adjournment

Caroline Moon motioned to adjourn at 5:01 pm. Natasha Brunstetter seconded.

-Unanimous

Prepared by:
Lisa Rumsey

Noted by:


Lisa Rumsey (Oct 29, 2020 17:49 PDT)

Board Secretary