



## **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**

January 28, 2021 – 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 1:00 pm.

### **Approval of the Agenda**

November financials were stricken from the agenda.

- Caroline Moon motioned to approve the agenda.

- Sherri McFadden seconded.

-Unanimous

### **Public Comments**

No public comments.

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

Sherri McFadden motioned to enter closed session at 1:03 pm. Natasha Brunstetter seconded.

-Unanimous

Caroline Moon motioned to leave closed session at 1:38 pm. Gloria Antonini seconded.

-Unanimous

No action taken:

### **Senior Director's Report**

a. Community Updates: Cabrillo Club Hub, 22 clubs offered in 2<sup>nd</sup> semester

b. EL Update

1. ELPAC Test Prep workshops offered to EL students
2. Parent Survey created by ELAC president for input and feedback on the EL program
3. ELAC meeting in January focused on the dashboard, data, and the importance of testing for our school

c. Star 36 Update

1. Asking families to complete the Winter Star 360
2. Need everyone's participation

3. Data needed to show students are making growth during a pandemic
- d. High School Achievements
  1. Amazing growth in college and career readiness and graduation rate
  2. Plan on implementing programs and positions that will support college and career readiness
- e. Staffing Update
  1. Director of Student Support: Janet Ho
  2. Vendor Specialist: Kyle White
- f. Covid-19 Update
  1. San Diego, Riverside, Orange, and Imperial County all remain in purple tier. Guidelines remain the same.
- g. Form 700 Update
  1. Annual filing period for 2021 is open with the deadline of April 1
  2. Staff will complete their Form 700s in conjunction with the evaluation process
  3. Board members can file electronically

## **Consent Agenda**

### **Discussion and Potential Action on the following:**

- a. December Regular Board Meeting Minutes
- b. December Special Board Meeting Minutes
- c. Updates to the 2020-2021 Employee Handbook
- d. Updates to the 2020-2021 Parent-Student Handbook
- e. Updates to the Tech Policy for Staff
- f. Approve Consent Agenda Items

Sherri motioned to move Tech Policy for Staff to regular agenda. Lisa Rumsey seconded.

-Unanimous

Lisa Rumsey motioned to move Parent-Student Handbook to regular agenda. Sherri McFadden seconded.

-Unanimous

Caroline Moon motioned to approve the Consent Agenda Items except for items d. & e. Sherri McFadden seconded.

-Unanimous

### **Discussion and Potential Action on the Tech Policy for Staff**

Lisa Rumsey suggested tabling this policy after errors have been adjusted.

-Sherri McFadden motioned to table the Tech Policy for Staff. Gloria Antonini seconded.

-Unanimous

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

Sherri McFadden questioned the policy about not being able to share computers with siblings, why are they being double charged? Erika explained there are ongoing repair costs involved, etc.

Lisa Rumsey and Sherri McFadden were questioning the reason for the 4 offenses with Academic Integrity. Erika indicated that it is important that consequences be graduated and that students be encouraged to stay engaged in school and re-submit the work rather than suspend or expel a student. The goal is for students to learn and to stay in school.

-Caroline Moon motioned to table the Parent Student Handbook due to the sharing computer question. Lisa Rumsey seconded.

-Unanimous

#### **Discussion and Potential Action on the 2019-2020 School Accountability Report Card (SARC)**

Jose Iniguez presented to the Board.

Caroline Moon asked about state testing this year. Jose feels confident the tests will be shorter this year and possibly be able to take from home.

- Caroline Moon motioned to approve the 2019-2020 SARC. Natasha Brunstetter seconded.

-Unanimous

#### **Discussion and Potential Action on the November Financials**

- This item was removed from the agenda.

#### **Discussion and Potential Action on the December Financials**

Tyler Myers presented to the Board.

- a) ADA is 4506; forecasted annual daily attendance uses last year's P2
- b) Revenue – Annual Projected Revenue increased by \$385k. Year to date variance due to timing of revenue received. Main increase due to Learning Loss Mitigation Funds (LLMF). Coronavirus Relief Fund \$284k, General Fund \$328k
- c) Expenses – Annual Projected Expenses increased by \$339k. Overall expenses are favorable year-to-date, due to a timing difference. Salary forecast based on 12/31 payroll.
- d) Annual Projected Surplus \$763k.
- e) SB740 Requirements – In compliance
- f) Fund Balance – Ending fund balance is within State requirements. Annual surplus is 1.69% of total expense.
- g) Cash Balance – Remains positive at year end and above budget. Next factoring forecasted for March/April 2021.
- h) Entity Balances – Three entities listed under the due to/from section of the balance sheet and one entity in the receivables

Sherri McFadden asked a question – “Books” line budgeted for 6 million and spending 8 million. Tyler explained other expenses such as services might be lower than budget due to COVID and books might have been higher because students were on stay at home orders.

- Natasha Brunstetter motioned to approve the December Financials

- Caroline Moon seconded.

-Unanimous

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

One invoice for Provenance ICS Operational Fees for February 2021

- Sherri McFadden motioned to approve. Gloria Antonini seconded.

-Unanimous

#### **Discussion and Potential Action on STRS Pension2**

John Schiffler presented California State Teachers' Retirement System to the Board. STRS Pension2 option will allow Cabrillo to offer staff an investment option at cost and save on the high fees that Lincoln Financial charged.

- Caroline Moon motioned to approve the STRS Pension2. Natasha Brunstetter seconded.

-Unanimous

#### **Discussion and Potential Action on the Opt-Out Notice for CharterSAFE**

Celia Ewing presented to the Board.

CharterSAFE has been a great company to work with. We are receiving good value with CharterSAFE. They do provide answers, which saves on legal costs. This is included in their pricing. CharterSAFE requires prior written notice if we decide to acquire competitive bids.

- Caroline Moon motioned to approve the Opt-Out Notice for CharterSAFE. Sherri McFadden seconded.

-Unanimous

#### **Discussion on the COVID-19 Prevention Plan**

Celia Ewing presented to the Board. Board approval not required. There are requirements for Cal/OSHA. This Plan outlines requirements.

#### **Discussion and Potential Action on Evaluation Policy for Staff**

This is a new policy created to reflect job descriptions and requirements for staff. Evaluations will take place in the spring. Employees will complete a self-evaluation and a Form 700 for the evaluation.

- Lisa Rumsey motioned to approve the Evaluation Policy for Staff. Natasha Brunstetter seconded.

-Unanimous

#### **Discussion and Potential Action on the Harassment, Discrimination, Intimidation and Bullying Prevention Policy**

This includes steps to follow up on the complaints, investigation process, notification, and posting.

- Caroline Moon motioned to approve the Harassment, Discrimination, Intimidation and Bullying Prevention Policy. Lisa Rumsey seconded.

-Unanimous

**Announcement of Next Regular Scheduled Board Meeting**

February 25, 2021 @ 1:00 pm

**Adjournment**

Sherri McFadden motioned to adjourn at 3:18 pm. Gloria Antonini seconded.

-Unanimous

**Prepared by:**

Lisa Rumsey

**Noted by:**

*Lisa Rumsey*

Lisa RUMsey (Feb 25, 2021 16:25 PST)

Board Secretary