



## **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**

May 27, 2021 – 10:00 am

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 10:01 am.

Gloria Antonini not present.

### **Approval of the Agenda**

- Sherri McFadden motioned to approve the agenda. Move item 16 to after item 9.
- Lisa Rumsey seconded.
- Unanimous

### **Public Comments**

No public comments.

### **Closed Session –**

Caroline Moon motioned to enter closed session at 10:04am. Sherri McFadden seconded.

-Unanimous

Gloria Antonini present at 10:05am.

#### **a. Conference with Legal Counsel – Anticipated Litigation (Four Cases) § 54956.9**

#### **b. Employee Performance Evaluation: Senior Director**

Caroline Moon motioned to leave closed session at 12:14pm. Natasha Brunstetter seconded.

-Unanimous

Action taken:

Case #721145 approved.

Case #760650 approved.

No action taken: Case #54956.9

4<sup>th</sup> case is moot.

Employee Performance Evaluation completed for Senior Director. The Board looked at similar comps and size schools in the area. Senior Director accepted offer of annual salary of \$205,000, 3 year contract, \$3000/yr. for continuing education, \$700/month phone and vehicle stipend.

### **Discussion and Potential Action on the April Regular Board Meeting Minutes**

Caroline Moon motioned to approve the April Regular Board Meeting Minutes. Sherri McFadden seconded.  
-Unanimous

### **Discussion and Potential Action on the May Special Board Meeting Minutes**

Lisa Rumsey motioned to approve the May Special Board Meeting Minutes. Natasha Brunstetter seconded.  
-Unanimous

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

- a. Senior Drive Thru Event O.C. and Lake Elsinore. Virtual graduation with Senior spotlight.
- b. Virtual Art Fair – 30-35 students submitted artwork.
- c. Instructional Staff Meeting May 20<sup>th</sup> included: testing update, end of year wrap-up, high school updates, schoolwide updates, master agreement instructions, performance data
- d. Coming soon 2021-22: Explorers on Course, Parent Professional Development, Testing Data Support Leads.
- e. Elementary Explorers on Course Program Overview – new program this upcoming year outlined.
- f. State Testing Update: extended deadline is June 7, 2021.
- g. Spring Star 360 Update: 72% completed. Deadline extended through June 7, 2021. Teachers working with families to complete as soon as possible.
- h. Online Subscription Package for 2021-22
- i. Enrollment Update: 287 siblings ready for import, 600 students invited off wait list. 571 total students on waitlist.
- j. Staffing: Program Specialist, Education Specialist, School Psychologist, School Counselor, Order Fulfillment Specialist 1
- k. End of Year Updates: Master Agreements have been sent and are due by May 28. Teacher schedule reviewed.

Gloria Antonini left the meeting at 12:30pm.

### **Public Hearing – 2021-2022 Local Control Accountability Plan (LCAP)**

Public hearing opened at 12:31 pm.

Rupi Boyd presented to the Board:

- a. Goal 1: Optimize Conditions for Learning
- b. Goal 2: College and Career Readiness
- c. Goal 3: Access/Success in Broad Course of Study

Caroline Moon closed the Public Hearing at 12:41pm.

### **Discussion and Potential Action on the AB 86 Expanded Learning Opportunity Plan**

Rupi Boyd presented to the Board:

- a. Educational Learning Opportunities Grant.
- b. ELO Expenditure Plan

Caroline Moon motioned to approve the AB 86 Expanded Learning Opportunity Plan. Lisa Rumsey seconded.  
-Unanimous

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

- a. Annual Projected Revenue – exceeds budget, \$4.97M
- b. Annual Projected Expenses – exceeds budget, \$1.1M.
- c. Annual Projected Surplus + \$6.04M, includes additional CAREs Act revenue and PPP Forgiveness \$4M.
- d. Fund Balance – Year-end surplus forecasted at 8.07% of total expenses. Projected end of year fund balance exceeds State requirements. Forecasted fund balance is 54 days of expenses.
- e. Cash Balance – 4/30 end of month \$3.18M. End of year projected cash balance positive and over budget.
- f. Currently no Title (\$396K), ESSER II (\$1.2M) or AB86 (\$2.9M) revenue included in current projections.
- g. SB740 Requirements – In compliance for Pupil:Teacher Ratio 23.69:1. Out of compliance for Cert.:Inst. 42.0%:77.2%. (should be 40/80). There is a waiver for the 19-20 FY 40/80 compliance requirement. These compliance projections include student funds spend of approximately 3M.
- h. Forecasted ADA is 4502. ADA remains fixed throughout fiscal year per SB98. No ADA will be reported for 2020-21. P1 UPP – 34.73.
- i. Other Entities – Still three entities listed under the due to/from section of the balance sheet and one entity in the receivables.
- j. 12 Month Cash – Cash projected as positive for next 12 months. PPP forgiveness added to projections \$4.1M.

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

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

Caroline Moon motioned to approve the SHI Invoice. Lisa Rumsey seconded.  
-Unanimous

Caroline Moon motioned to table the Provenance June 2021 Services Invoice. Natasha Brunstetter seconded.  
-Unanimous

#### **Discussion and Potential Action on the Online Purchasing System Software**

Sherri McFadden motioned to approve the Online Purchasing System Software. Natasha Brunstetter seconded.  
-Unanimous

#### **Discussion and Potential Action on the 2021-2022 Employee Handbook**

Caroline Moon motions to table the Employee Handbook. Sherri McFadden seconded.  
-Unanimous

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

Updated stipends reviewed. Updated pay scales reviewed. Added Administrator pay scales.

Sherri McFadden asked if we have a pay scale set up for the three Director levels.

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

**Discussion and Potential Action on Comprehensive Safety Plan**

Plan needs to be updated by March 1 each year. Legal counsel reviewed and updated the Plan to comply with most recent laws and consolidate duplicitous and redundant material.

- Lisa Rumsey motioned to approve the Comprehensive Safety Plan. Natasha Brunstetter seconded.

-Unanimous

**Discussion and Potential Action on the Parent and Family Engagement Policy**

Rupi Boy presented to the Board.

Natasha Brunstetter motioned to approve the Family Engagement Policy. Sherri Brunstetter seconded.

-Unanimous

**Discussion and Potential Action on the Senior Director Contract, Salary, and Fringe Benefits**

Senior Director accepted offer of annual salary of \$205,000, 3 year contract, \$3000/yr. for continuing education, \$700/month phone and vehicle stipend.

**Announcement of Next Regular Scheduled Board Meeting**

June 24, 2021 @ 1:00pm

**Adjournment**

Caroline Moon motioned to adjourn at 1:17pm. Lisa Rumsey seconded.

-Unanimous

**Prepared by:**

Lisa Rumsey

**Noted by:**

*Lisa Rumsey*

[Lisa Rumsey \(Jun 25, 2021 16:01 PDT\)](#)

Board Secretary