



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

June 24, 2021 – 1:00pm

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

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

Absent: Gloria Antonini

Through Teleconference

Also Present: Jenna Lorge, Erika Vanderspek

Through Teleconference

Call to Order

Caroline Moon called the meeting to order at 1:06pm.

Approval of the Agenda

- Caroline Moon motioned to approve the agenda.

- Lisa Rumsey seconded.

-Unanimous

Public Comments

Comment from Vanessa Brookman: Why can't non-exempt employees get paid for jury duty?

Closed Session –

Caroline Moon motioned to enter closed session at 1:09pm. Sherri McFadden seconded.

-Unanimous

a. Conference with Legal Counsel – Anticipated Litigation (Two Cases) § 54956.9

Sherri McFadden motioned to leave closed session at 1:51pm. Lisa Rumsey seconded.

-Unanimous

First Case – no action taken

Case #2021040645 – no action taken

Discussion and Potential Action on the May Regular Board Meeting Minutes

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

-Unanimous

Discussion and Potential Action on the June Special Board Meeting Minutes

-Sherri McFadden motioned to approve the June Special Board Meeting Minutes. Lisa Rumsey seconded.

-Unanimous

Senior Director's Report

- a. 2 day Professional Development Google Camp for all teachers July 14th and 15th
- b. Testing Completed. Completion rates discussed.
- c. Enrollment Update: currently 4115 enrolled
- d. Staffing Update - Sandra Rayess, HR Specialist; Maria Arkangel, Systems Technical Director; Horacio Guerra, IT Support Specialist; Camille Lopez and Camry Jackson, Enrichment Specialists

Discussion and Potential Action on the Settlement Agreement and Mutual Release

- Caroline Moon motioned to approve the Settlement Agreement and Mutual Release. Natasha Brunstetter seconded.
- Unanimous

Discussion and Potential Action on the May Financials

- a. Annual Projected Revenue – exceeds budget, \$4.97M
 - b. Annual Projected Expenses – exceeds budget, \$1.5M.
 - c. Annual Projected Surplus + \$6.5M, includes additional CAREs Act revenue and PPP Forgiveness \$4M.
 - d. Fund Balance – Year-end surplus forecasted at 18.56% of total expenses. Projected end of year fund balance exceeds State requirements. Forecasted fund balance is 93 days of expenses.
 - e. Cash Balance – 5/31 end of month \$6.6M. End of year projected cash balance positive and over budget. Next projected factoring: \$3M (June 2021).
 - 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. 41.8%:76.2%. (Must exceed 40/80). There is a waiver for the 19-20 FY 40/80 compliance requirement. These compliance projections include student funds spend of approximately 1.7M.
 - 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.
- Caroline Moon motioned to approve the May Financials. Natasha Brunstetter seconded.
 - Unanimous

Discussion and Potential Action on the 2021-2022 Annual Budget

- a. Budget balance with 1.01M surplus which is 2.06% of total revenue
 1. Added Revenue this year:
 - i. Title I - \$428K, Title II - \$90K, Title III - \$21K
 2. No ESSER II or III revenue included upcoming fiscal year but will be reflected in year 2 and year 3
- b. Expenses
 1. Certificated staffing cost increase without benefits 16.94%
 2. Classified staffing cost increase without benefits 74.62%

3. Total benefits increase year to year 36.87% (due to increase in staffing and anticipated medical insurance costs)
 4. No factoring costs
- c. Fund & Cash Balance
1. Fund balance and surplus within state and authorizer requirements
 2. Fund balance subject to change in anticipation of the June 2021 financial close
 3. Strong cash balance for each monthly close
 4. No factoring built into current budget
 5. Final payback of prior factoring will occur December 2021
- d. Three Year Forecast
1. Next year budgeted revenue less than current fiscal year due to LLMF in 20-21
 2. Positive surplus and cash balances all three years
 3. Year 2 and 3 improve due to ESSER II and ESSER III projected revenue
- e. Super COLA projected for LCFF and other programs
- f. 2% increase on enrollment from last year
- g. No fixed ADA

-Lisa Rumsey motioned to approve the 2021-2022 Annual Budget. Sherri McFadden seconded.

-Unanimous

Discussion and Potential Action on the 2021-2022 Shared Staff Memorandum of Understanding (MOU)

-Sherri McFadden motioned to approve the 2021-2022 Shared Staff Memorandum of Understanding (MOU).

Natasha Brunstetter seconded.

-Unanimous

Discussion and Potential Action on the 2021-2022 Compensation Policy

-Caroline Moon motioned to approve the 2021-2022 Compensation Policy. Lisa Rumsey seconded.

-Unanimous

Discussion and Potential Action on the 2021-2022 Commercial Insurance Proposal

Brandon Cole from Arthur J Gallagher & Co presented the Commercial Insurance Proposal to the Board. He is recommending renewal with Charter Safe. Other options came in lower, but they had a hard time matching coverage Charter Safe provides.

Sherri McFadden asked if there is a way to do an apples-to-apples comparison.

Lisa Rumsey asked about adjusting Charter Safe's property coverages for a more competitive premium.

-Caroline Moon motioned to approve the 2021-2022 Commercial Insurance Proposal. Sherri McFadden seconded.

-Unanimous

Discussion and Potential Action on the 2021-2022 Local Control Accountability Plan (LCAP)

Jose Iniguez presented to the Board.

State Indicators: passed all 4 local indicators. Working on improving state indicators, in particular math and college and career readiness. No dashboard on testing done in 2020. CPA has assigned a group of teachers to assist students in getting comfortable with testing throughout the year.

-Caroline Moon motioned to approve the 2021-2022 Local Control Accountability Plan (LCAP). Natasha Brunstetter seconded.

-Unanimous

Discussion and Potential Action on the Employee Expense Policy

-Sherri McFadden motioned to approve the Employee Expense Policy. Lisa Rumsey seconded.

-Unanimous

Discussion and Potential Action on the Non-Compliance Policy

Natasha Brunstetter asked if the Master Agreement defines what is required for a “body of work”. Response: This is individual to each student due to different curriculum. It is the teacher’s job to assign standards and communicate expectations. They document this on the I CAN Statements which go into the AWR.

-Caroline Moon motioned to approve the Non-Compliance Policy. Natasha Brunstetter seconded.

-Unanimous

Discussion and Potential Action on the 2021-2022 Employee Handbook

Lisa Rumsey asked for clarification on page 23 regarding workweek and workday.

Also, remove “32” from page 24.

CPA will research why they have a non-paid Jury Duty Leave policy with non-exempt employees.

-Caroline motioned to approve the 2021-2022 Employee Handbook. Lisa Rumsey seconded.

-Unanimous

Discussion and Potential Action on the 2021-2022 Parent Student Handbook

Natasha Brunstetter asked about the wording of educational plan requiring approved curriculum. It is not required to use a specific curriculum list. This is under the Parent/Guardian’s Role. CPA will clarify the wording on this item.

-Lisa Rumsey motioned to approve the 2021-2022 Parent Student Handbook. Natasha Brunstetter seconded.

-Unanimous

Discussion and Potential Action on Affirming of Board Members and their Terms

No action taken

Discussion and Potential Action on the Election of Officers

No action taken

Discussion and Potential Action on the 2021-2022 Board Meeting Calendar

-Caroline Moon motioned to approve the 2021-2022 Board Meeting Calendar. Sherri McFadden seconded.

-Unanimous

Announcement of Next Regular Scheduled Board Meeting

August 26, 2021 @ 1:00pm

Adjournment

-Caroline Moon motioned to adjourn at 3:38pm. Lisa Rumsey seconded.

-Unanimous

Prepared by:

Lisa Rumsey

Noted by:

Lisa Rumsey

Lisa Rumsey (Aug 26, 2021 16:34 PDT)

Board Secretary