



CABRILLO POINT ACADEMY

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

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

Regularly Scheduled Board Meeting – Cabrillo Point Academy

August 23, 2022 – 1:00 pm

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

Attendance: Caroline Moon, Natasha Brunstetter, Devon Roseli
Through Teleconference

Also Present: Jenna Lorge, Dr. Erika Vanderspek
Through Teleconference

Call to Order

Caroline Moon called the meeting to order at 1:01pm.

Approval of the Agenda

- Natasha Brunstetter made a motion to approve the agenda with the removal of item 12.
- Devon Roseli seconded.
- Unanimous

Discussion and Potential Action on Resolution for Continuing School Board Authority to Hold Virtual Meetings

Pursuant to AB 361

- Caroline Moon made a motion to approve the Resolution for Continuing School Board Authority to Hold Virtual Meetings Pursuant to AB 361
- Devon Roseli seconded.
- Unanimous

Public Comments

No public comments.

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

- Caroline Moon made a motion to enter closed session at 1:05pm.
- Natasha Brunstetter seconded.
- Unanimous
- Caroline Moon made a motion to leave closed session at 1:21pm.
- Natasha Brunstetter seconded.
- Unanimous
- Report Out:

Case 1804790 was approved. Case 2102777 was approved.

Discussion and Potential Action on the July Financials

Jason Sitomer presented the July Financials. Caroline Moon asked what is the state requirement for maintaining a surplus? Devon Roseli asked can we be out of compliance if the surplus is too high? Jason Sitomer explained that the minimum reserve amount depends on the age of the school which would be 5%. Cabrillo Point Academy exceeds the minimum reserve amount. Jason Sitomer also explained that when schools reach a high fund balance, there is a requirement to use fund balance for investments in property. There is a cap on the fund balance, but Cabrillo Point Academy is at least 5 years away from that. Caroline Moon asked isn't it a measurement year for the funding determination. Jason Sitomer confirmed that 2022-23 is a measurement year. The school will spend 80% of its budget on programmatic costs which limits the ability for a high surplus.

- Natasha Brunstetter motioned to approve the July Financials.
- Devon Roseli seconded.
- Unanimous

Discussion and Potential Action on the Assumption of Lease and Consent of Lessor

This document assigns and transfers the lease for suites 101, 103, and 200 to Pacific Coast Academy for their sole use and responsibility. The document was reviewed by the school's property lawyer.

- Natasha Brunstetter made a motion to approve.
- Devon Roseli seconded.
- Unanimous

Discussion and Potential Action on the Sublease and Shared Use Agreement

This document demonstrates how Cabrillo Point Academy, Mission Vista Academy, and Pacific Coast Academy share the suites at the property on Danielson Street in Poway. The document has been updated to reflect that Cabrillo Point Academy holds the lease on suites 100 and 102, which are used for technology, and was renewed in June 2022. CPA, MVA, and PCA share the cost of suites 100 and 102 evenly. This shows the lease for suites 101, 103, and 200 will be transferred from Cabrillo Point Academy to Pacific Coast Academy and the cost fully assumed by PCA. The document was reviewed by the school's property lawyer.

- Caroline Moon made a motion to approve.
- Natasha Brunstetter seconded.
- Unanimous

Discussion and Potential Action on the Conflict of Interest Code

- Per the Political Reform Act, all public agencies are required to review their code every even numbered year and amend their conflict of interest code in the event of changed circumstances such as position title changes, position additions, or position removals. Changes in titles have occurred in the list of filers in the code, so a revised code is being presented to the board. Upon approval by this board, the code goes to the County Clerk's office for review. Once approved by the San Diego County Board of Supervisors, the code becomes effective.

- Caroline Moon made a motion to approve the proposed amended conflict of interest code and authorize staff to make any additional changes to the code as directed by the County Clerk's office.
- Devon Roseli seconded.

- Unanimous

Executive Director's Report

Jenna Lorge presented updates on enrollment (4311 students), parent engagement opportunities for the 22-23 school year, and the new Cabrillo Connected synchronous instruction program.

Board Recruitment Ad-hoc Committee Report

The ad-hoc committee will be holding interviews with 4 candidates on August 26, 2022, and hopes to bring to the next meeting recommendations for candidates who can fill the board vacancies. Ron Morrisette, who was to begin a new term effective July 1, 2022, resigned from the board effective July 19, 2022.

Discussion and Potential Action on Board Recruitment

Tabled.

Discussion and Potential Action on the 2022-2023 Board Calendar

The due date for the Unaudited Actuals Report is September 15th. The next regularly scheduled meeting is September 20th. Would the board like to move the September 20th meeting to September 13th, or hold a special meeting on September 13th and keep the September 20th meeting on schedule?

- Natasha Brunstetter made a motion to keep the September 20th meeting on the schedule and schedule an additional special board meeting on September 13th.

- Caroline Moon seconded.

- Unanimous

Consent Agenda

- a. **Regular Board Meeting Minutes from June 14, 2022**

- b. **Special Board Meeting Minutes from June 28, 2022**

- c. **Special Board Meeting Minutes from July 14, 2022**

- d. **Special Board Meeting Minutes from August 9, 2022**

- e. **2022-2023 Compensation Policy**

- f. **2022-2023 English Learner (EL) Master Plan**

- Caroline Moon made a motion to approve the consent agenda.

- Devon Roseli seconded.

- Unanimous

Announcement of Next Regularly Scheduled Board Meeting

The next regularly scheduled board meeting will be held September 20, 2022 at 1:00pm. A special board meeting will be held September 13, 2022 at 1:00pm.

Adjournment

- Caroline Moon made a motion to adjourn at 2:08pm.
- Natasha Brunstetter seconded.
- Unanimous

Prepared by:

Dr. Erika Vanderspek

Noted by:

Caroline Moon

Caroline Moon (Sep 14, 2022 14:25 PDT)

Board Secretary