



CABRILLO POINT ACADEMY

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

Phone (619) 782-6464 * Fax (619) 363-7051

Regularly Scheduled Board Meeting – Cabrillo Point Academy

May 19, 2023 – 10:00 am

1300 Quail Street #100, Newport Beach, CA 92660

Attendance:

Caroline Moon, Devon Roseli, Daniel Rooney, Jordan Terrones, Joel Garcia

Also Present: Jenna Lorge, Dr. Erika Vanderspek

Call to Order

Caroline Moon called the meeting to order at 10:01am.

Approval of the Agenda

- Devon Roseli made a motion to approve the agenda.
- Joel Garcia seconded.
- Unanimous

Public Hearing for the Local Control Accountability Plan (LCAP)

Caroline Moon opened the public hearing at 10:03am. Gillian Simcox and Dr. Rupi Boyd presented the LCAP data and CPA's progress on the LCAP goals and local indicators. Caroline Moon closed the public hearing at 10:22am.

Public Comments

No public comments.

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

- Caroline Moon made a motion to enter closed session at 10:23am.
- Daniel Rooney seconded.
- Unanimous
- Caroline Moon made a motion to leave closed session at 11:05am.
- Devon Roseli seconded.
- Unanimous
- Board unanimously approved a settlement for case #1092533.
- Board unanimously approved a settlement for case #2186285.
- The Board reports that it has unanimously accepted a settlement offer signed by Granite Mountain Charter School the terms of which are consistent with CPA's minutes of December 6, 2022, and it has directed the Executive Director to sign the settlement agreement on CPA's behalf.
 - o Moon – AYE
 - o Roseli – AYE
 - o Rooney – AYE
 - o Terrones – AYE
 - o Garcia - AYE

Discussion and Potential Action on the April Financials with March and April Check Registers

Kate Eng and Jason Sitomer with Charter Impact presented.

- Joel Garcia made a motion to approve.
- Devon Roseli seconded.
- Unanimous

Discussion and Potential Action on the Employee Retention Stipends for 2023-24

This resolution was presented at the January 2023 board meeting, but an additional stipulation was added that staff members must have actively worked for the charter school during some portion of the 2022-23 school year to be eligible for the retention stipend. In addition, to ensure compliance with the 40/80 spending requirements by June 30 and ensure Cabrillo remains a competitive employer, Cabrillo would like the board to consider raising the amount of the stipend as indicated in the amended resolution.

- Daniel Rooney made a motion to approve.
- Jordan Terrones seconded.
- Unanimous

Discussion on the Contract with Charter Impact

The proposed Charter Impact contract indicates extending the rate of 1.75% of total revenue for business consulting services and charging \$6/employee for payroll services.

- Devin Roseli made a motion to approve.
- Joel Garcia seconded.
- Unanimous

Executive Director Report

Jenna Lorge provided enrollment updates, enrichment return reminders, parent information session reminders, and assessment information. Jason Sitomer with Charter Impact presented information on applying for the Employee Tax Credit. The board encouraged Cabrillo Point Academy to apply.

Discussion and Potential Action on Employee Benefits Renewal Proposal

- Jordan Terrones made a motion to approve.
- Daniel Rooney seconded.
- Unanimous

Discussion and Potential Action on the 2023-24 Declaration of Need

Dr. Erika Vanderspek explained the Declaration of Need is required by the county office of education to anticipate the number of emergency permits and limited assignment permits that might be needed to fully staff for our anticipated enrollment.

- Caroline Moon made a motion to approve.
- Devon Roseli seconded.
- Unanimous

Discussion and Potential Action on the Resolution Regarding Hiring and Retaining Out of State Employees

Dr. Erika Vanderspek explained that a review of the job descriptions for salaried director positions was completed, and it was determined that the Director of Accounting duties could be fulfilled completely remotely and thus be eligible to be completed out of state.

- Caroline Moon made a motion to approve.
- Joel Garcia seconded.
- Unanimous

Discussion and Potential Action on Board Recruitment

Caroline Moon will be resigning effective May 31, 2023. Caroline Moon made a motion to have Devon Roseli serve on the board recruitment committee with Jenna Lorge and Erika Vanderspek. Daniel Rooney seconded. Unanimous.

Discussion and Potential Action on the Appointment of Officers

- Caroline Moon made a motion to appoint Devon Roseli as the board president.
- Jordan Terrones seconded.
- Unanimous
- Caroline Moon made a motion to appoint Joel Garcia as the secretary.
- Jordan Terrones seconded.
- Unanimous
- Caroline Moon made a motion to appoint Jordan Terrones as the treasurer.
- Devon Roseli seconded.
- Unanimous

Consent Agenda

The following items are considered by the Executive Director to be of a routine nature. The last item in this section is a single vote to approve them en masse with one motion. Any recommendation may be removed at the request of any Board Member and placed on the regular agenda.

- a. Regular Board Meeting Minutes from March 10, 2023
- b. Form 990
- c. 2023-2024 Compensation Policy
- d. 2023-2024 Staff Calendar: High School Program Coordinator
- e. 2023-2024 Staff Contract Template
- f. Non-Compliance and Withdrawal Policy and Procedures
- g. Educational Vendor Policy
- h. Math Placement Policy
- i. Uniform Complaint Procedures Policy
- j. Whistleblower Policy
- k. Invoices over \$100,000

- Caroline Moon made a motion to approve the consent agenda.
- Daniel Rooney seconded.
- Unanimous

Closed Session: Employee Performance Evaluation: Executive Director

- Caroline Moon made a motion to enter closed session at 11:59am.
- Jordan Terrones seconded.
- Unanimous
- Caroline Moon made a motion to leave closed session at 1:09pm.
- Daniel Rooney seconded.
- Unanimous

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

Daniel Rooney reported that after conducting a performance evaluation and reviewing comparable market salary information for similar director positions, the Board of Directors would like to offer Jenna Lorge a three-year employment contract as Executive Director of

Cabrillo Point Academy. The contracted annual salary shall be \$315,000 per year. Cabrillo Point Academy will provide the Executive Director with a \$1500.00 per month expense allowance for necessary expenses. The Executive Director shall be entitled to participate in all designated employee benefit programs and plans established by Cabrillo Point Academy. The Executive Director shall be eligible for 100% employer matching of 403b plan contributions as the plan allows.

- Daniel Rooney motioned to approve.
- Devon Roseli seconded.
- Unanimous

Future Agenda Items

None requested.

Announcement of Next Regularly Scheduled Board Meeting

The next regularly scheduled board meeting will be held June 23, 2023, at 10:00 am.

Adjournment

- Caroline Moon made a motion to adjourn at 1:13 pm.
- Daniel Rooney seconded.
- Unanimous

Prepared by:

Dr. Erika Vanderspek

Noted by:


Joel Garcia (Jul 7, 2023 15:51 PDT)

Board Secretary