



**CABRILLO POINT ACADEMY**

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**Regularly Scheduled Board Meeting – Cabrillo Point Academy**

June 30, 2023 – 10:00 am

1300 Quail Street #100, Newport Beach, CA 92660

**Attendance:**

Devon Roseli, Jordan Terrones

Through Teleconference:

Daniel Rooney, Joel Garcia

Also Present: Jenna Lorge, Dr. Erika Vanderspek

**Call to Order**

Devon Roseli called the meeting to order at 10:07am.

**Approval of the Agenda**

Jordan Terrones made a motion to approve the agenda with item 3 stricken from the agenda.

Joel Garcia seconded.

Unanimous

**Public Comments**

No public comments.

**Presentation of the 2023-2024 Local Indicators**

Dr. Rupl Boyd presented the Local Indicators and indicated CPA met all the indicators. The general funds increased by \$41,406 since the last presentation at the public hearing held on May 19, 2023.

**Discussion and Potential Action on the 2023-2024 Local Control and Accountability Plan (LCAP)**

Staff presented the local indicators and the LCAP. Board member Daniel Rooney made a motion to approve the 2023-2024 Local Control Accountability Plan (LCAP). Board member Jordan Terrones seconded the motion. The vote was taken by roll call:

Board member Roseli – AYE

Board member Terrones – AYE

Board member Rooney – AYE

Board member Garcia – AYE

The motion passed unanimously.

**Discussion and Potential Action on the Resolution for the 2023-2024 Education Protection Account (EPA) Spending Plan**

EPA funds are allocated for teacher salaries and benefits. The resolution outlines the provisions and rules for spending of EPA funds. Devon Roseli made a motion to approve. Daniel Rooney seconded. Unanimous.

**Discussion and Potential Action on the 2023-2024 Education Protection Account (EPA) Spending Plan**

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

### **Discussion and Potential Action on the 2023-2024 Budget**

Jason Sitomer and Kate Eng explained that LCFF makes up 80% of the budget. CPA's proposed budget is in compliance with the 40/80 requirement and the Pupil Teacher Ratio requirement under SB 740. The budget is based on 4,350 students. The budget includes increases in salaries and benefits by 8.5% which includes the step increase of 4% on all the salary and pay schedules. The budget also includes \$798,000 increase to student planning amounts by increasing the assumption from 80% to 85% spending. Devon Roseli made a motion to approve. Daniel Rooney seconded. Unanimous.

### **Discussion and Potential Action on the May Financials with May Check Register**

Jason Sitomer and Kate Eng explained that the P2 ADA was 4,262, which exceeds the budget. The cash balance was \$21 million. There is a 5% surplus, which is healthy and compliant. Jordan Terrones made a motion to approve. Daniel Rooney seconded. Unanimous.

### **Discussion and Potential Action on the 2023-2024 Shared Staff Memorandum of Understanding (MOU)**

Erika Vanderspek presented that Cabrillo Point Academy, Pacific Coast Academy, and Mission Vista Academy have a history of shared collaboration and similar models. The MOU was originally approved by all three schools' boards in August 2020 as a way to pool resources and have economies of scale. The MOU maximizes knowledge and efficiency while maintaining local control, separate budgets, and no need for a charter management organization. The MOU lists the terms and the departments and staff members shared. Devon Roseli made a motion to approve. Jordan Terrones seconded. Unanimous.

### **Discussion and Potential Action on the Resolution for Reimbursement for Costs Relating to Transportation to Grad Nite**

Cabrillo Point Academy 12<sup>th</sup> graders were given the option to participate in Disneyland's Grad Nite at their own cost. However, Disneyland only allows entry as a school group by bus for Grad Nite participants. Cabrillo Point Academy and Pacific Coast Academy students shared a hired bus that was arranged to get the students to Grad Nite through the special gate and participate for the event hours from 9:00pm to 2:00am. The bus was late and unprepared for the route, and due to the bus driver errors, the students did not get into Grad Nite until 11:30pm. Families were upset and requested refunds for the cost of the bus. CPA would like to refund the cost of the bus as soon as possible while the school goes through the process of seeking reimbursement from the bus company. These issues are memorialized in the resolution. Jordan Terrones made a motion to approve. Joel Garcia seconded. Unanimous.

### **Executive Director Report**

Jenna Lorge provided enrollment updates and parent information session reminders.

### **Discussion and Potential Action on the 2023-2024 Board Calendar**

The proposed board calendar continues with meetings held on Fridays at 10:00. Proposed meetings are scheduled around compliance requirements. Devon Roseli made a motion to approve. Jordan Terrones 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 May 19, 2023
- b. Special Board Meeting Minutes from June 26, 2023
- c. 2023-2024 Parent Student Handbook

- d. 2023-2024 Employee Handbook
- e. Educational Records Policy
- f. Educational Materials and Restitution Policy
- g. 2023-2024 Compensation Policy
- h. Non-Compliance and Withdrawal Policy and Procedures
- i. Invoices over \$100,000

- Joel Garcia made a motion to approve the consent agenda.
- Daniel Rooney seconded.
- Unanimous

#### **Closed Session: Employee Performance Evaluation: Executive Director**

- Devon Roseli made a motion to enter closed session at 11:06am.
- Jordan Terrones seconded.
- Unanimous
- Jordan Terrones made a motion to leave closed session at 11:23am.
- Devon Roseli seconded.
- Unanimous

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

Daniel Rooney reiterated the same offer that was reported at the May 19, 2023 meeting 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.
- Jordan Terrones seconded.
- Unanimous

#### **Future Agenda Items**

None requested.

#### **Announcement of Next Regularly Scheduled Board Meeting**

The next regularly scheduled board meeting will be held August 25, 2023, at 10:00am.

#### **Adjournment**

- Devon Roseli made a motion to adjourn at 11:27am.
- Jordan Terrones seconded.
- Unanimous

#### **Prepared by:**

Dr. Erika Vanderspek

#### **Noted by:**

  
Joel Garcia (Aug 30, 2023 12:36 PDT)

Board Secretary