

**Community Collaborative Virtual School
Regular Meeting of the Board of Directors
Agenda**

**Thursday, March 7, 2019
Regular Meeting Begins at 10:15 a.m.**



**Cape Rey Carlsbad Beach
1 Ponto Road - Carlsbad, CA 92011**

Call In Number: 712-775-7031 Access Code: 543576

277 Boyd Road, Pleasant Hill, CA 94523 619-871-1771

MISSION STATEMENT

Our mission is to honor students and stakeholders by providing ongoing support and servant leadership in a professional, cohesive, and collaborative manner. We will strengthen programs through collaboration, innovation, communication, and the sharing of resources.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Community Collaborative Virtual School at 760-494-9646.

1. CALL TO ORDER AND ROLL CALL

Time _____ a.m.

1.1. Roll Call

William Hall	President
Michael Humphrey	Vice President
Susan Houle	Clerk
Steve Fraire	Member
David Franklin	Member

2. APPROVE/AOPT AGENDA

It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board Meeting of March 7, 2019.

Roll Call Vote:

William Hall

Michael Humphrey

Susan Houle

Steve Fraire

David Franklin

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

3. PUBLIC COMMENT – CLOSED SESSION

The public has a right to comment on any items of the closed session agenda. Members of the public will be permitted to comment on any other item within the Board's jurisdiction under section 8.0 Public Comments at Board Meetings.

4. ADJOURN TO CLOSED SESSION

The Board will consider and may act on any of the Closed Session matters listed in Agenda Item 5.0.

5. CLOSED SESSION

5.1 Conference with Legal Counsel-Anticipated Litigation

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2):

a. Name of Case: A04O-2018

6. RECONVENE REGULAR MEETING

7. PLEDGE OF ALLEGIANCE

Led by _____

8. PUBLIC COMMENTS/RECOGNITION/REPORTS

Please submit a Request to Speak to the Board of Directors card located on the exhibit table for any agenda item or non-agenda item to the Executive Director, prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognitions and reports to the Board and is not intended to be a question and answer period. If you have questions for the Board, please provide the Board President with a written copy and an administrator will provide answers at a later date.

Discussion

9. CORRESPONDENCE/PROPOSALS/REPORTS

- 9.1. Program Update**
- 9.2. Board Evaluation**
- 9.3. CEO Evaluation**

Action
Enclosure

10. CONSENT AGENDA

- 10.1. Minutes of the Special Board Meeting that was held on January 30, 2019**
- 10.2. Minutes of the Regular Board Meeting that was held on February 7, 2019**
- 10.3. Check Register: February 1 - 28, 2019 - CPCS**
- 10.4. Check Register: February 1 - 28, 2019 - CCV-Sage Oak Charter**
- 10.5. Check Register: February 1 - 28, 2019 - CCV-Keppel Partnership**
- 10.6 Annual Approval of Comprehensive School Safety Plan**
- 10.7 Sage Oak Comprehensive School Safety Plan**
- 10.8 Sage Oak Policy for Self-Administration of Medication at School**
- 10.9 Job Descriptions: Keppel Site Based Track A, Excel Academy Track A, Enrollment/Office Clerk, Student Services Coordinator, Senior Human Resources Manager and Director of Charter Operations**

Roll Call Vote:

William Hall
 Michael Humphrey
 Susan Houle
 Steve Fraire
 David Franklin

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

11. PERSONNEL SERVICES

Action
Enclosure

11.1. Approval of the Certificated Personnel Report

It is recommended the Board approve the following certificated personnel items.

EMPLOYMENT

Program	ID #	Position	Fiscal Impact	Effective Date
CPCS/ Admin/Sped	A0M3	Education Specialist Mild/Mod	\$73,911	03/04/2019
CPCS/Admin	A0BJ	Director of Charter Operations	\$30,000 0.15 FTE	03/01/2019

Keppel	A0AS	Track A Site Based Administrator	\$45/hour+\$1,000/week stipend 150 hours \$14,500	06/10/2019
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CHANGE IN RELATIONSHIP

Program	ID #	From	To	Fiscal Impact	Effective Date
Sage Oak	A0KC	Teacher Facilitator	Teacher Facilitator and Health Youth Instructor 2018/19	\$1,500 stipend	02/11/2019
Sage Oak	A0KC	Teacher Facilitator	Teacher Facilitator and Health Youth Instructor 2019/20	\$4,000 stipend	08/01/2019
Sage Oak	A01M	Events Coordinator FTE 0.75	TOR Non-Exempt	Increase of \$15,537.58	02/08/2019
Excel	A088	TOR Non-Exempt	TOR Exempt	N/A	03/01/2019
Excel	A07R	TOR Non-Exempt	TOR Exempt	N/A	03/01/2019
Excel	A0JC	TOR Exempt	TOR Non-Exempt	N/A	03/01/2019

RESIGNATION/TERMINATION

Program	ID #	Action	Fiscal Impact	Effective Date
Keppel - Edison Polytechnic	A0JH	Eliminate Program Director Position	N/A	02/28/2019

POSITIONS

Program	Position	Fiscal Impact	Effective Date
Excel Academy	SPED Case Manager (3)	\$63,962.80 - \$78,000.00 1.0 FTE 195 days	03/08/2019

POSITIONS -TRACK A

Program	Position	Fiscal Impact	Effective Date
Keppel	Track A Site Based Administrator (2)	\$45/hour + \$1,000/week stipend 150 hours \$29,000 Estimated Cost	06/10/2019
Keppel	Track A Site Based Teacher (13)	\$37/hour 100 hours \$48,100 Estimated Cost	06/10/2019
Keppel	Track A Site Based Enrichment Provider (9)	\$37/hour 80 hours \$33,300 Estimated Cost	06/10/2019
Keppel	Track A Site Based Education Specialist	\$37/hour 100 hours \$3,700 Estimated Cost	06/10/2019
Keppel	Track A Site Based Compliance Coordinator	\$1,000/50 students 500 hours \$5,000 Estimated Cost	06/10/2019
Excel Academy	Track A Teacher of Record (42)	\$300/student 680 hours \$315,000 Estimated Cost	06/01/2019
Excel Academy	Track A Social Media Content Liaison Stipend	\$450/month \$450 Estimated Cost	07/01/2019
Excel Academy	Track A Community Liaison Stipend (8)	\$200/month \$4,800 Estimated Cost	06/01/2019
Excel Academy	Track A Compliance Coordinator Stipend	\$1,920/month \$7,680 Estimated Cost	06/01/2019
Excel Academy	Track A Online Teacher (6)	\$35/hr 340 hours \$37,800 Estimated Cost	07/01/2019
Excel Academy	Track A Program Manager Stipend	\$1,000/month \$35/hr 50 hours \$300/student 680 hours \$16,550 Estimated Cost	06/01/2019

Roll Call Vote:

William Hall

Michael Humphrey

Susan Houle
 Steve Fraire
 David Franklin

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

11.2. Approval of the Classified Personnel Report

It is recommended the Board approve the following classified personnel items

Action
 Enclosure

CHANGE IN RELATIONSHIP

Program	ID #	From	To	Fiscal Impact	Effective Date
CalPac	A04X	Substitute Teacher On call	Special Education Instructional Asst.	\$20/hr FT 185 Days	02/20/2019

POSITIONS

Program	Position	Fiscal Impact	Effective Date
CalPac	Special Education Instructional Assistant	\$20/hr FT 185 Days	02/20/2019
Excel Academy	Vendor Clerk II (Accounts Payable Clerk)	\$40,000.00 - \$45,000.00 1.0 FTE 12 Months	03/08/2019
Excel Academy	Enrollment/Office Clerk	\$40,000.00 - \$45,000.00 1.0 FTE 12 Months	03/08/2019
Excel Academy	Student Services Coordinator	\$45,000.00 - \$55,000.00 1.0 FTE 12 Months	07/01/2019

POSITIONS – TRACK A

Program	Position	Fiscal Impact	Effective Date
Keppel	Track A Instructional Assistant (3)	\$20/hr 125 hours \$7,500 Estimated Cost	06/10/2019
Keppel	Track A Site Based Clerical Support (2)	\$20/hr 150 hours \$12,000 Estimated Cost	06/01/2019

Excel Academy	Track A Education Support Clerk	\$13 - \$18/hr 340 hours \$6,120 Estimated Cost	06/01/2019
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Roll Call Vote:

William Hall
Michael Humphrey
Susan Houle
Steve Fraire
David Franklin

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

11.3. Approval of Additional Staff Hours for Elementary Course Development

Action
Enclosure

It is recommended the Board approve additional staff hours at a rate of \$32.00 per hour, not to exceed 60 hours to develop CalPac K-5 curriculum for the 2019-20 school year.

Roll Call Vote:

William Hall
Michael Humphrey
Susan Houle
Steve Fraire
David Franklin

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

12. BUSINESS/FINANCIAL SERVICES

Action
Enclosure

12.1. Approval of Second Interim Financial Report

It is recommended the Board approve the Second Interim Financial Report for the 2018-19 school year.

Roll Call Vote:

William Hall
Michael Humphrey
Susan Houle
Steve Fraire
David Franklin

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

Action
Enclosure

12.2. Approval of Click Consulting 2019-20 Technical Support Agreement

It is recommended the Board approve the Click Consulting 2019-20 Technical Support Agreement. Click Consulting has provided technical support to CalPac students, teachers, and staff for over five years. They purchase, prepare, ship and keep inventory. They also provide technical support to help students with login support, password recovery, and computer troubleshooting.

Roll Call Vote:

William Hall
Michael Humphrey
Susan Houle
Steve Fraire
David Franklin

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

Action
Enclosure

12.3. Approval of YUP Tutoring Service Contract – School Year

It is recommended the Board approve YUP tutoring. This provides on demand math tutoring by credentialed teachers 24/7. Students often lack the foundational skills necessary to complete their math work, and this app allows students to receive targeted support to reteach skills to access grade level curriculum.

Roll Call Vote:

William Hall
Michael Humphrey
Susan Houle
Steve Fraire
David Franklin

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

Action
Enclosure

12.4. Approval of YUP Tutoring Service Contract – Track A

It is recommended the Board approve YUP tutoring. This provides on demand math tutoring by credentialed teachers 24/7. Students often lack the foundational skills necessary to complete their math work, and this app allows students to receive targeted support to reteach skills to access grade level curriculum.

Roll Call Vote:

William Hall
Michael Humphrey
Susan Houle
Steve Fraire

David Franklin

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

12.5. Approval of the AVID Annual Agreement

Action
Enclosure

It is recommended the Board approve the AVID annual agreement. CalPac uses AVID strategies schoolwide and has been an AVID certified school for several years. These fees allow staff to use the AVID name, promote college and career readiness, and serve students in CalPac, Excel, and Sage Oak in support of the schoolwide plan, LCAP, and WASC reports.

Roll Call Vote:

William Hall
Michael Humphrey
Susan Houle
Steve Fraire
David Franklin

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

12.6. Approval of the Annual Professional Development

Action
Enclosure

It is recommended the Board approve a 2.5 day professional development retreat for certificated and classified staff to engage in team building activities and prepare for the theme “The Growth Mindset” for the upcoming 2019-20 school year.

Roll Call Vote:

William Hall
Michael Humphrey
Susan Houle
Steve Fraire
David Franklin

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

12.7. Approval of FEV Tutoring Contract – Excel Academy

Action
Enclosure

It is recommended that Board approve the FEV Tutoring Contract. Excel Academy would like to continue closing achievement gaps for underperforming students by piloting an online tutoring program that offers both scheduled targeted sessions and 24/7 on-demand homework help. This program will be offered to 50 students performing below grade level in mathematics and will track student usage data and performance.

Roll Call Vote:

William Hall
Michael Humphrey
Susan Houle
Steve Fraire
David Franklin

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

12.8. Approval of Office Furniture and Equipment – Sage Oak

Action
Enclosure

It is recommended that Board approve the quote for office furniture and equipment. Sage Oak has grown from approximately 1,200 students in the first year to almost 2,600 this year, and the staff has grown proportionality. Sage Oak expanded their office space which created a need to purchase additional furnishings for the office plan to purchase desks, chairs, storage, room dividers, conference table, projector, sound system, screen, and a copy machine.

Roll Call Vote:

William Hall
Michael Humphrey
Susan Houle
Steve Fraire
David Franklin

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

13. CALENDAR

The next scheduled meeting will be on April 11, 2019.

14. BOARD COMMENTS

15. CEO COMMENTS

16. ADJOURNMENT

Action

The Regular meeting of the Board of Directors adjourned at _____ a.m.

Roll Call Vote:

William Hall
Michael Humphrey
Susan Houle
Steve Fraire
David Franklin

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

FOR MORE INFORMATION

For more information concerning this agenda, please contact Community Collaborative Virtual School
Telephone, 760-494-9646