

**CALIFORNIA PACIFIC CHARTER SCHOOLS**  
**Regular Meeting of the Board of Directors**

**Minutes**

**Tuesday, August 10, 2021**

**Closed Session Begins at 4:30 p.m.**

**Regular Meeting Begins at 5:30 p.m.**



**California Pacific  
Charter Schools**

1850 Peary Way, Livermore, CA 94550  
129 Nolan Court, Forestville, CA 95436  
311 Dolphin Isle, Foster City, CA 94404  
4820 Renovo Way, San Diego, CA 91124  
11608 Evening Sky Drive, Desert Hot Springs, CA 92240

Guerneville School District  
14630 Armstrong Woods Road, Guerneville, CA 95446

**Zoom Meeting Information**

**Dial In: 1-669-900-9128**

**Meeting ID: 921 4357 9940**

**Join URL: <https://zoom.us/j/92143579940>**

**1. CALL TO ORDER AND ROLL CALL**

Time: 4:34 p.m.

**1.1. Roll Call**

Rickey Trombetta	President - <i>Present</i>
Kelly Wylie	Vice President - <i>Present</i>
Dr. Shirley Peterson	Clerk - <i>Present</i>
Susan Calandra	Member - <i>Present</i>
Tom Baumgarten	Member - <i>Absent for Roll Call</i>

**2. APPROVE/ADOPT AGENDA**

It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board meeting of August 10, 2021.

Moved by KWylie

Seconded by SPeterson

Roll Call Vote:

Ayes   Nays   Abstained   Absent

Rickey Trombetta	X	
Kelly Wylie	X	
Dr. Shirley Peterson	X	
Susan Calandra	X	
Tom Baumgarten		X

*Motion carried unanimously, 4-0.*

**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**

Time: 4:36 p.m.

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

Moved by SPeterson	Seconded by SCalandra			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Rickey Trombetta	X			
Kelly Wylie	X			
Dr. Shirley Peterson	X			
Susan Calandra	X			
Tom Baumgarten				X

*Motion carried unanimously, 4-0.*

**5. CLOSED SESSION**

**Conference with Legal Counsel regarding Potential Litigation: 2 matters**

There is significant exposure to litigation against the Agency pursuant to Government Code Section 54956.9(d)(2).

Public Employee Performance Evaluation Pursuant to Government Code 54957

a. CEO Evaluation

**6. RECONVENE REGULAR MEETING**

Time: 5:47 p.m.

*Dr. Shirley Peterson, Clerk reported out “no action was taken during the closed session.”*

**7. PLEDGE OF ALLEGIANCE**

Led by: Tom Baumgarten

**8. PUBLIC COMMENTS/RECOGNITION/REPORTS**

Please submit a Request to Speak to the Board of Directors using the chat feature on the right hand side of the Zoom platform. Please state the agenda item number that you wish to address prior to the agenda item being called by the Board President. 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 statement and an administrator will provide answers at a later date.

**9. CORRESPONDENCE/PROPOSALS/REPORTS**

- 9.1. School Highlights, Presented by Christine Feher, Executive Director
- 9.2. Finance and Accounting Update, Presented by Shannon Green, Assistant Director of Fiscal Services
- 9.3. The Collaborative Charter Services Organization (CSO) Update, Presented by David Franklin, CEO

**10. CONSENT CALENDAR**

Items listed under Consent Calendar are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent Calendar upon the request of any member of the Board, discussed, and acted upon separately.

**Consent Calendar - Board Meeting Minutes**

- 10.1. Minutes of the Regular Board Meeting that was held on July 13, 2021
- 10.2. Minutes of the Board Study Session that was held on July 13, 2021

**Consent Calendar - Business/Financial Services**

- 10.3. Check Registers - July 2021
- 10.4. Approval of R&B Communications Software Development

**Consent Calendar - Education/Student Services**

- 10.5. Approval of 2021-2022 Independent Home Study Student/Parent Handbook California Pacific Charter Schools, Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751)
- 10.6. Approval of 2020-2021 Student/Parent Handbook - California Pacific Charter Schools, Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).

**Consent Calendar - Personnel Services**

- 10.7. Approval of Certificated Personnel Report
- 10.8. Approval of Classified Personnel Report

**Consent Calendar - Policy Development**

- 10.9. Approval of existing board policies revised, reviewed, and eliminated by staff for the 2021-2022 school year.

### **Board Policies: Revised**

The following are current policies that have been revised to provide clarity or alignment with changes in law or procedures.

#### **3000 Series - Business and Non Instructional**

- 3000-CPCS Fiscal Policy Overview  
Provides an overview of responsibilities, and the annual financial audit.
- 3005-CPCS Purchasing Fiscal Policy  
Provides direction on purchasing, contracts for service, and inventory.
- 3011-CPCS Banking And Accounts Payable Fiscal Policy  
Provides direction on bank check authorization, bank checks, and bank reconciliations.
- 3015-CPCS Accounts Receivable Fiscal Policy  
Provides direction on handling cash, check receipts, and returned checks.
- 3020-CPCS Expenses Fiscal Policy  
Provides direction on expense reimbursement, travel, and Board member expenses.
- 3025-CPCS Finance Fiscal Policy  
Provides direction on financial reporting, journal entries, account reconciliation, and retention of records.
- 3100-CPCS Education Partner Code of Conduct  
Revised to include background check section to come into alignment with AB130.
- 3105-CPCS Education Partner Risk Management Policy  
Revised to include additional high risk activities to better determine Education Partner insurance requirements.
- 3110-CPCS Education Partner Application and Pre Approval  
Revised to include new mission and vision statements.
- 3115-CPCS General Terms and Conditions of the Purchase Order Policy  
Updated term dates for the 2021-22 school year and clarified payment methods.

#### **6000 Series - Instruction**

- 6040-CPCS Local Assessment Policy  
Updated to include the new assessment (NWEA Maps) and parameters for verifiable data collection (including testing windows and eligible student grades).
- 6050-CPCS Virtual Proctoring Policy  
Revised to include new assessment requirements for verifiable data collection and the removal of outside proctors.
- 6055-CPCS Adequate Progress Policy  
Revised to come into alignment with the new Independent Study Education Code (AB 130).
- 6115-CPCS Attendance Policy  
Revised to come into alignment with the new Independent Study Education Code (AB 130).

### **Board Policies: Reviewed**

The following policies are being brought to the Board without changes for annual review.

#### **1000 Series - Community Relations**

- 1035-CPCS Access to Public Records
- 4000 Series - Personnel Services**
- 4160-CPCS Children of Teachers Policy
- 5000 Series - Student Services**
- 5010-CPCS Educational Records and Student Information Policy
- 5020-CPCS Suicide Prevention Policy (only for grades 7-12)/Mental Health Services
- 5030-CPCS Immunizations
- 5035-CPCS Student Freedom of Speech and Expression Policy
- 5045-CPCS Acceptable Use Policy
- 5070-CPCS Transgender and Gender Nonconforming Student Nondiscrimination Policy
- 5085-CPCS Communicable/Contagious Disease Prevention
- 5095-CPCS Grade Retention Policy
- 5110-CPCS Cell Phones, Pagers, & Other Electronic Signaling Devices Policy
- 6000 Series - Instruction**
- 6015-CPCS Comprehensive Sexual Education and HIV Prevention Policy
- 6020-CPCS Education of Homeless Children and Youth Policy
- 6025-CPCS Section 504: Policy, Procedures, and Parent Rights Regarding Identification, Evaluation and Education
- 6030-CPCS Education of Foster Youth
- 6035-CPCS Mathematics Placement Policy

**Board Policies: Eliminated**

- 6045-CPCS Parent/Guardian Proctoring Policy  
This policy should be revoked because parent proctoring for assessment is not allowable by the state anymore.
- 3010-CPCS Fiscal Control Policy  
This ‘master’ policy has been divided into smaller policies and assigned new policy numbers (3005, 3011, 3015, 3020, 3025).

Moved by KWylie	Seconded by SPeterson
<u>Roll Call Vote:</u>	<u>Ayes</u> <u>Nays</u> <u>Abstained</u> <u>Absent</u>
Rickey Trombetta	X
Kelly Wylie	X
Dr. Shirley Peterson	X
Susan Calandra	X
Tom Baumgarten	X

*Motion carried unanimously, 5-0.*

**11. BUSINESS/FINANCIAL SERVICES**

**11.1. (Action) Approval of Consulting Agreement - KM Educational Consulting and Executive Coaching Services**

It is recommended the Board approve the Consulting Agreement for California Pacific Charter Schools, Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751), effective September 1, 2021 through June 30, 2022.

**Fiscal Impact:** \$52,500.00 Annual Cost  
\$150/hour. Estimated total hours per ~~month~~ year 350.

California Pacific Charter - Los Angeles (#1751)	\$21,147.00
California Pacific Charter - San Diego (#1758)	\$19,498.50
California Pacific Charter - Sonoma (#2037)	\$11,854.50

Moved by SPeterson	Seconded by TBaumgarten			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Rickey Trombetta	X			
Kelly Wylie	X			
Dr. Shirley Peterson	X			
Susan Calandra	X			
Tom Baumgarten	X			

*Motion carried unanimously, 5-0.*

**12. EDUCATION/STUDENT SERVICES**

**12.1. (Action) Approval of 2021-2022 ESSER III Expenditure Plan**

It is recommended the Board approve the 2021-2022 ESSER III Expenditure Plan for California Pacific Charter Schools, Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).

**Fiscal Impact:** None.

Moved by KWylie	Seconded by SCalandra			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Rickey Trombetta	X			
Kelly Wylie	X			
Dr. Shirley Peterson	X			
Susan Calandra	X			
Tom Baumgarten	X			

*Motion carried unanimously, 5-0.*

**13. ORGANIZATIONAL STRUCTURE OF THE BOARD**

**13.1. (Action) Election of Corporation Officers**

In accordance with the Board Bylaws Article VIII Officers of the Corporation, Section 3. Election of Officers, it is recommended the Board of Directors conduct the annual election for the following officer positions:

**Fiscal Impact:** None.

1. **President**      Christine Feher

Open Item for Discussion

Moved by TBaumgarten      Seconded by SPeterson

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Rickey Trombetta	X			
Kelly Wylie	X			
Dr. Shirley Peterson	X			
Susan Calandra	X			
Tom Baumgarten	X			

***Motion carried unanimously, 5-0.***

Voted for Nominated President

Moved by SPeterson      Seconded by SCalandra

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Rickey Trombetta	X			
Kelly Wylie	X			
Dr. Shirley Peterson	X			
Susan Calandra	X			
Tom Baumgarten	X			

***Motion carried unanimously, 5-0.***

**2. Chief Financial Officer      Shannon Green**

Open Item for Discussion

Moved by SPeterson      Seconded by TBaumgarten

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Rickey Trombetta	X			
Kelly Wylie	X			
Dr. Shirley Peterson	X			
Susan Calandra	X			
Tom Baumgarten	X			

***Motion carried unanimously, 5-0.***

Voted for Nominated Chief Financial Officer

Moved by SPeterson      Seconded by KWylie

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Rickey Trombetta	X			
Kelly Wylie	X			

Dr. Shirley Peterson	X
Susan Calandra	X
Tom Baumgarten	X

*Motion carried unanimously, 5-0.*

#### **14. PERSONNEL SERVICES**

##### **14.1. (Action) Approval of Declaration of Need with the Commission on Teacher Credentialing (CTC)**

It is recommended that the Board approve the Declaration of Need For Fully Qualified Educators (DON) for the 2021-2022 school year.

**Fiscal Impact:** None.

Moved by Tbaumgarten	Seconded by SPeterson
<u>Roll Call Vote:</u>	<u>Ayes</u> <u>Nays</u> <u>Abstained</u> <u>Absent</u>
Rickey Trombetta	X
Kelly Wylie	X
Dr. Shirley Peterson	X
Susan Calandra	X
Tom Baumgarten	X

*Motion carried unanimously, 5-0.*

#### **15. POLICY DEVELOPMENT**

##### **15.1. (Action) Approval of New Board Policies**

It is recommended the Board approve the proposed policies. These policies will replace the current policies and will allow the Board to address any related complaints or issues that may be raised in the school/work environment.

##### **3000 Series - Business/Non-instructional**

3135-CPCS Gift Acceptance Policy (*New*)

##### **5000 Series - Student Services**

5125-CPCS Investigation of Residency Policy (*New*)

##### **6000 Series - Instruction**

6205-CPCS Interim Policy for Mitigation of Student Hardship Caused by COVID-19 (*New*)

Moved by SCalandra	Seconded by SPeterson
<u>Roll Call Vote:</u>	<u>Ayes</u> <u>Nays</u> <u>Abstained</u> <u>Absent</u>
Rickey Trombetta	X
Kelly Wylie	X
Dr. Shirley Peterson	X
Susan Calandra	X
Tom Baumgarten	X



*Motion carried unanimously, 5-0.*

**16. PUBLIC HEARING**

**16.1. (Hearing) Board Policy 6010-CPCS Independent Study Policy**

It is recommended the Board enter into a public hearing regarding Board Policy 6010-CPCS Independent Study Policy. The Board shall consider adoption of the Independent Study Policy in accordance with the requirements of Education Code Section 51747.

**6000 Series - Instruction**

6010-CPCS Independent Study Policy

Revised to come into alignment with the new Independent Study Education Code (AB 130).

Hearing Open: 7:05 p.m.

Hearing Closed: 7:08 p.m.

Open Hearing Item for Discussion

Moved by TBaumgarten

Seconded by SPeterson

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Rickey Trombetta	X			
Kelly Wylie	X			
Dr. Shirley Peterson	X			
Susan Calandra	X			
Tom Baumgarten	X			

*Motion carried unanimously, 5-0.*

Voted for Adoption of Board Policy 6010-CPCS

Moved by KWylie

Seconded by TBaumgarten

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Rickey Trombetta	X			
Kelly Wylie	X			
Dr. Shirley Peterson	X			
Susan Calandra	X			
Tom Baumgarten	X			

*Motion carried unanimously, 5-0.*

**17. CALENDAR**

The next scheduled meeting will be held virtually on September 14, 2021.

**18. BOARD COMMENTS**

The Board expressed gratitude for all of the work staff has done during this frantic time of year. The opening and closing of a school year is very busy and doing this during the pandemic has been stressful for everyone. Susan said she regrets that she needs to step down from the Board. She is proud of all of the work everyone has done and encourages everyone to expand their reach into the areas they work. The other Members wished Susan the best and thanked her for her contribution on the Board. They are very excited about the theme “Ride the Waves,” and thanked staff for moving CPCS into the 2021-2022 school year.

**19. CEO COMMENTS**

The CEO said he echoes everything the Board has shared. It is very evident that Calpac Staff are prepared, poised, and hardworking. He welcomed Tyler to the team and thanked staff for all the behind the scenes work to prepare for this meeting. He gave a shout out to Susan for her work on the Board, saying she has done great work and upgraded CPCS. Super job everyone. We will keep riding the wave. Thank you!

**20. ADJOURNMENT**

The regular meeting of the Board of Directors adjourned at 7:14 p.m.

Moved by SPeterson	Seconded by TBaumgarten			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Rickey Trombetta	X			
Kelly Wylie	X			
Dr. Shirley Peterson	X			
Susan Calandra	X			
Tom Baumgarten	X			

***Motion carried unanimously, 5-0.***

Signed:

DocuSigned by:  
  
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 Kurt Madden  
 Secretary, Governing Board

Signed:

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 Dr. Shirley Peterson  
 Clerk, Governing Board