

**CALIFORNIA PACIFIC CHARTER SCHOOLS**  
**Regular Meeting of the Board of Directors**  
**Virtual/Zoom Conferencing**



**Minutes**

**Tuesday, March 8, 2022**  
**Regular Meeting Begins at 5:00 p.m.**

**The meeting will be held virtually.**  
**Join by telephone or via Zoom conferencing link below:**

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

**Meeting ID: 822 6474 7629**

**Join URL: <https://us06web.zoom.us/j/82264747629>**

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

Time: 5:04 p.m.

**1.1. Roll Call**

Kelly Wylie	President	<i>Present</i>
Dr. Shirley Peterson	Vice President	<i>Absent for Roll Call</i>
Tanya Rogers	Clerk	<i>Present</i>
Bill Howard	Member	<i>Present</i>
Jason McFaul	Member	<i>Present</i>

**2. APPROVE/ADOPT AGENDA**

It is recommended the Board of Directors adopt as presented, the agenda for the regular Board meeting of March 8, 2022.

*Kurt Madden, Board Consultant requested to amend Personnel Action Item 10.1 Resolution No. 2022-3-8 Discretionary Bonuses to Staff, change the 2% bonus to a 4% bonus.*

Moved by TRogers

Seconded by BHoward

Roll Call Vote:                      Ayes    Nays    Abstained    Absent

Kelly Wylie	X			
Dr. Shirley Peterson				X
Tanya Rogers	X			
Bill Howard	X			
Jason McFaul	X			

***Motion carried unanimously, 4-0.***

**3. BOARD GOVERNANCE**

**3.1. (Action) Approval of Resolution No. 2022-3-8 Recognizing a State of Emergency and Re-Authorizing Teleconferenced Meetings Pursuant to AB 361**

It is recommended the Board approve Resolution No. 2022-3-8 authorizing continued use of remote teleconferencing provisions pursuant to AB 361 and Government Code section 54953.

**Option 1**

BE IT FURTHER RESOLVED, that the governing board has reconsidered the circumstances of the State of Emergency and finds that COVID-19 continues to pose an imminent threat to the health and safety of the community and directly impacts the ability of the members to meet safety in person.

**Option 2**

BE IT FURTHER RESOLVED, that the governing board has reconsidered the circumstances of the State of Emergency and finds that state or local officials continue to impose or recommend measures to promote social distancing.

*Board Members selected Option 2 and will move forward with Option 2 for future meetings.*

Moved by TRogers	Seconded by JMcFaul			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Kelly Wylie	X			
Dr. Shirley Peterson				X
Tanya Rogers	X			
Bill Howard	X			
Jason McFaul	X			

*Motion carried unanimously, 4-0.*

**4. PLEDGE OF ALLEGIANCE**

Led by: Tanya Rogers

**5. 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.

*There were no public comments.*

## **6. CORRESPONDENCE/PROPOSALS/REPORTS**

- 6.1. School Highlights, Presented by Christine Feher, Executive Director
- 6.2. Board Consultant Succession Plan, Presented by Kurt Madden, Board Consultant

*Board Member Dr. Shirley Peterson joined the meeting.*

## **7. 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**

- 7.1. Minutes of the Regular Board Meeting that was held on February 8, 2022
- 7.2. Minutes of the Special Board Meeting that was held on February 18, 2022

### **Consent Calendar - Business/Financial Services**

- 7.3. Check Registers and J.P. Morgan Statement - February 2022

### **Consent Calendar - Personnel Services**

- 7.4. Approval of Certificated Personnel Report
- 7.5. Approval of Classified Personnel Report

### **Consent Calendar - Policy Development**

- 7.6. 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.

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

- 1025-CPCS Uniform Complaint Policy
- 1030-CPCS Safe Operation of Schools (Infectious Disease) Policy
- 1035-CPCS Access to Public Records Policy

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

- 3005-CPCS Purchasing Fiscal Policy
- 3011-CPCS Banking And Accounts Payable Fiscal Policy
- 3012-CPCS Purchasing Card Fiscal Policy
- 3015-CPCS Accounts Receivable Fiscal Policy
- 3025-CPCS Finance Fiscal Policy

#### **4000 Series - Personnel Services**

- 4105-CPCS Paid Sick Leave Policy

- 4110-CPCS Pregnancy Disability Leave Policy
- 4170-CPCS/ Injury and Illness Prevention Policy
- 4170E-CPCS Injury and Illness Prevention Plan

**Board Policies: Reviewed**

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

**3000 Series - Business/Non-Instructional**

- 3000-CPCS Fiscal Policy Overview Policy
- 3020-CPCS Expenses Fiscal Policy
- 3100-CPCS Education Partner Code of Conduct
- 3105-CPCS Education Partner Risk Management Policy
- 3110-CPCS Education Partner Application and Pre Approval
- 3115-CPCS Education Partner Terms and Conditions of the Purchase Order Policy
- 3120-CPCS Name and Logo Use Policy
- 3125-CPCS Intraorganizational Loan Policy
- 3135-CPCS Gift Acceptance Policy

**4000 Series - Personnel Services**

- 4000-CPCS Personnel Concepts and Roles Policy
- 4010-CPCS At-Will Employment Policy
- 4015-CPCS Equal Employment Opportunity Policy
- 4020-CPCS Background Check Policy
- 4025-CPCS Tuberculosis Risk Assessment and Examination Policy
- 4030-CPCS Immigration Compliance Policy
- 4035-CPCS Mandated Reporter - Child Abuse and Neglect Reporting Policy
- 4040-CPCS Corporal Punishment Policy
- 4045-CPCS Professional Boundaries Policy
- 4050-CPCS Whistleblower Policy
- 4055-CPCS Internal Complaint Policy
- 4060-CPCS Prohibiting Unlawful Harassment, Discrimination, and Retaliation Policy
- 4065-CPCS Meal Period and Rest Break Policy
- 4070-CPCS Lactation Accommodation Policy
- 4075-CPCS Drug, Alcohol, and Tobacco-Free Workplace Policy
- 4080-CPCS Acceptable Use of Technology Policy
- 4085-CPCS Payroll Withholdings Policy
- 4090-CPCS COBRA Benefits Policy
- 4115-CPCS Family Medical Leave Act and California Family Rights Act Policy
- 4125-CPCS Victims of Crime Policy
- 4130-CPCS Remote Work Policy
- 4145-CPCS Professional Development Reimbursement Policy
- 4150-CPCS Mileage Reimbursement Policy
- 4165-CPCS Employee Driving Policy

Moved by SPeterson

Seconded by JMcFaul

Roll Call Vote:

Ayes   Nays   Abstained   Absent

Kelly Wylie

X

Dr. Shirley Peterson	X
Tanya Rogers	X
Bill Howard	X
Jason McFaul	X

*Motion carried unanimously, 5-0.*

**8. BUSINESS/FINANCIAL SERVICES**

**8.1. (Action) Approval of the Second Interim Financial Report**

It is recommended the Board approve the Second Interim Financial Report for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751) for the 2021-2022 school year.

Moved by JMcFaul	Seconded by BHoward
<u>Roll Call Vote:</u>	<u>Ayes</u> <u>Nays</u> <u>Abstained</u> <u>Absent</u>
Kelly Wylie	X
Dr. Shirley Peterson	X
Tanya Rogers	X
Bill Howard	X
Jason McFaul	X

*Motion carried unanimously, 5-0.*

**8.2. (Action) Approval of Annual Audit Engagement Services between CliftonLarsonAllen (CLA) and California Pacific Charter Schools**

It is recommended the Board approve the annual Audit Engagement Services between CliftonLarsonAllen (CLA) for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751) for the year ended June 30, 2022.

**Fiscal Impact:** \$31,475

Moved by TRogers	Seconded by JMcFaul
<u>Roll Call Vote:</u>	<u>Ayes</u> <u>Nays</u> <u>Abstained</u> <u>Absent</u>
Kelly Wylie	X
Dr. Shirley Peterson	X
Tanya Rogers	X
Bill Howard	X
Jason McFaul	X

*Motion carried unanimously, 5-0.*

**9. EDUCATION/STUDENT SERVICES**

**9.1. (Action) Approval of the A-G Completion Improvement Grant Plan**

It is recommended the Board approve the A-G Completion Improvement Grant Plan for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).

**Fiscal Impact:** Pending State determination of final fund distribution.

Moved by SPeterson	Seconded by BHoward			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Kelly Wylie	X			
Dr. Shirley Peterson	X			
Tanya Rogers	X			
Bill Howard	X			
Jason McFaul	X			

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

**10. PERSONNEL SERVICES**

**10.1. (Action) Approval of Resolution No. 2022-3-8 Discretionary Bonuses to Staff**

It is recommended the Board approve Resolution No. 2022-3-8 Discretionary Bonuses to Staff for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).

**Fiscal Impact:** \$76,613.59

Moved by TRogers	Seconded by JMcFaul			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Kelly Wylie	X			
Dr. Shirley Peterson	X			
Tanya Rogers	X			
Bill Howard	X			
Jason McFaul	X			

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

*Amended Personnel Action Item 10.1 Resolution No. 2022-3-8 Discretionary Bonuses to Staff, change the 2% bonus to a 4% bonus.*

**11. PUBLIC HEARING**

**11.1. (Hearing) Independent Home Study Program (IHS)**

It is recommended the Board enter into a public hearing regarding the continuation of the Independent Home Study Program (IHS). During the hearing there will be a presentation on the IHS program.

*The hearing was presented by Christine Feher, Executive Director. She read two comments from parents received via email by; Carrie & Craig Derkson, and Ms. C. Beeber.*

*There were two comments from the public; Dr. Jean Bueller & Carrie Jamil*

Hearing Open: 6:08 p.m. - Moved by JMcFaul and Seconded by SPeterson

Hearing Closed: 6:56 p.m. - Closed by KWylie

**12. CALENDAR**

The next scheduled meeting will be held virtually on April 19, 2022.

**13. BOARD COMMENTS**

The Board thanked Shannon for the presentation and everyone for their continued hard work. They also thanked the families and teachers who spoke during the hearing and said this meeting was more emotional than previous meetings. They wanted to let them know that they take all of their comments to heart. Thank you.

**14. CEO COMMENTS**

The CEO, Christine Feher agreed with the Board in saying this meeting was a little more emotional. It is never a great conversation to have, but it is our job to make sure the sustainability of the school is strong and CPCS has a plan in place moving forward. She will be researching some of the suggestions to be sure CPCS has not exhausted all their resources to recruit. CPCS is also working on their strategic plan and contracts for the next year. Thank you.

**15. ADJOURNMENT**

The regular meeting of the Board of Directors adjourned at 7:00 p.m.

Moved by BHoward

Seconded by JMcFaul

Roll Call Vote:

Ayes   Nays   Abstained   Absent

Kelly Wylie

X

Dr. Shirley Peterson

X

Tanya Rogers

X

Bill Howard

X

Jason McFaul

X

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

Signed:

DocuSigned by:  
  
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Kelly Wylie  
President, Governing Board

Signed:

DocuSigned by:  
  
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Tanya Rogers  
Clerk, Governing Board