



# California Pacific Charter Schools

## California Pacific Charter Schools

### Board of Directors Study Session

Published on August 5, 2023 at 9:56 AM PDT

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#### **Date and Time**

Tuesday August 8, 2023 at 1:00 PM PDT

#### **Location**

Ayres Suites Diamond Bar  
Room: Provence  
21951 Golden Springs Dr  
Diamond Bar, CA 91765

#### **Join by telephone or via the Zoom conferencing link below:**

Dial by your location

+1 669 900 6833 US (San Jose)

+1 213 338 8477 US (Los Angeles)

Meeting ID: 975-1070-8162

<https://cal-pacs-org.zoom.us/j/97510708162>

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#### **MISSION STATEMENT**

CalPac's mission is to support and encourage all students to relentlessly pursue their life goals by providing an accessible and inclusive personalized learning community.

#### **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**

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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 California Pacific Charter Schools at 949-752-0527.

**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>1:00 PM</b>
<b>A. Record Attendance</b>		Board President	1 m
Roll Call:			
Kelly Wylie, President			
Dr. Shirley Peterson, Vice President			
Tanya Rogers, Clerk			
William Howard, Member			
Jason McFaul, Member			
<b>B. Call the Meeting to Order</b>		Board President	1 m
<b>II. Pledge of Allegiance</b>			<b>1:02 PM</b>
<b>A. Led by Board President or designee.</b>			5 m
<b>III. Public Comments/Recognition/Reports</b>			
<p>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.</p>			
<b>IV. Oral Presentations</b>			<b>1:07 PM</b>
<b>A. Annual Board Evaluation</b>	Discuss	Board President	45 m

	Purpose	Presenter	Time	
<p>The board will convene to conduct its annual evaluation. Board evaluations are a critical aspect of governance, serving as a valuable tool to enhance the effectiveness and performance of a school’s board of directors. By conducting annual and comprehensive evaluations, California Pacific Charter School’s governing board seeks to identify areas of improvement, foster transparency, and ensure that the board’s decision making aligns with the mission and vision of the school, ultimately leading to better oversight and sustainable growth.</p>				
<b>B.</b>	Strategic Planning and Initiatives Discussion	Discuss	Christine Feher	75 m
<p>Together with the Superintendent, the Board will discuss and identify the strategic plan and initiatives that will set the course for school leadership. As the educational landscape continues to evolve, it is imperative that our schools chart a clear course of action that leverages innovative technologies and teaching strategies, personalized learning approaches, and a student-centric focus to ensure our online schools remain at the forefront of quality education and student success.</p>				
<b>C.</b>	Succession Planning	Discuss	Christine Feher	45 m
<p>Succession planning has twice been identified by California Pacific Charter School Board of Directors as an area of focus. Succession planning is crucial to ensure continuity and stability in leadership positions. By identifying and nurturing potential successors, organizations can maintain a seamless transition when key individuals depart. Moreover, succession planning allows for the development of a diverse pool of talented leaders, fostering a culture of growth and adaptability that can lead to a long-term organizational success.</p>				

**V. Next Study Session**

The next Study Session will be held in August 2024.

**VI. Closing Items**

**3:52 PM**

<b>A.</b>	Adjourn Meeting	Vote	Board President	1 m
<p>Roll Call Vote:                      Kelly Wylie                      Dr. Shirley Peterson                      Tanya Rogers                      William Howard                      Jason McFaul                      Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____</p>				

Purpose

Presenter

Time

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**FOR MORE INFORMATION**

For more information concerning this agenda, contact  
California Pacific Charter Schools. Telephone: 949-688-7798

# Coversheet

## Annual Board Evaluation

**Section:** IV. Oral Presentations  
**Item:** A. Annual Board Evaluation  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** COMPILED - CPCS Draft Board Evaluation 2023-24 8.8.23.pdf



# California Pacific Charter Schools

## California Pacific Charter Schools Annual Board Evaluation

2022 - 2023

Issue/Concept	Compliant	In Progress	Little/No Progress	Not Applicable
<b>A Solid Foundation</b>				
School has a well drafted charter contract with its sponsoring agencies.	BH JM SP TR KW			
School has well-drafted articles and bylaws.	BH JM SP TR	KW		
School's legal and financial status are clear and well understood.	JM SP TR KW	BH		
Appropriate liability insurance and risk management practices are maintained at all times.	JM TR KW	BH SP		
School has developed a long-term /strategic plan such as a WASC report that is reviewed and revised on an annual basis.	BH JM SP TR KW			
Long-term plans are translated into annual action plans/goals in a document such as the LCAP.	BH JM SP TR KW			
<b>Board Operations/Relations</b>				
Board members understand their legal and ethical responsibilities (duty of	BH JM SP TR KW			

care/loyalty, conflict of interest).				
New board members are oriented and fully (maybe effectively) briefed prior to being seated.	JM SP TR			BH KW
Board is composed of individuals with a broad and appropriate range of expertise and experience. Board seeks outside counsel for matters beyond its expertise.	BH JM SP TR KW			
Board member selection process ensures a board and appropriate range of expertise and experience.	JM SP TR KW			BH
Board conducts annual self-evaluation.	BH JM SP TR KW			
Meetings are well planned with clear agendas focused on appropriate policy and action items.	BH JM SP TR KW			
Board president is a strong, capable meeting facilitator.	BH JM SP TR KW			
Board president has developed meeting norms.	BH JM TR	SP		KW
Meetings are conducted pursuant to common ground rules (eg. Robert's Rules) that are well understood by all members.	BH JM SP TR KW			
Individual board members prepare for meetings and participate constructively.	BH JM SP TR KW			
Meeting minutes record each board meeting and are distributed promptly on the school's website after each meeting.	BH JM SP TR KW			
<b>Relationship</b>				

<b>w/-Superintendent</b>				
Board develops performance goals and evaluates Superintendent performance each year.	BH JM SP TR KW			
Board has clear understanding with staff regarding where board responsibility should be to support and maximize the functioning of the schools.	BH JM SP TR KW			
Board has established a plan for succession in the event the Superintendent leaves or is unable to work.		BH JM SP TR KW		
<b>Personnel and Staffing</b>				
Board has adopted/approved a comprehensive set of personnel policies that are in line with all applicable state/federal laws & regulations. Policies are updated and an annual review will be conducted.	BH JM SP TR	KW		
Clear job descriptions and staffing plans are in place.	BH JM SP TR KW			
<b>Budget and Finance</b>				
Board adopts an annual budget that maximizes the school's resources in support of mission/vision.	BH JM SP TR KW			
Board monitors the budget throughout the year via monthly updates, first interim budget and second interim budget.	BH JM SP TR KW			
Board contracts with an independent auditor each year, reviews the audit report, and takes any needed follow-up action.	BH JM SP TR KW			



Board has adopted a three year financial plan in coordination with the school's overall three year plan (WASC, LCAP).	BH JM SP TR KW			
Board has adopted a comprehensive set of fiscal management and control policies.	BH JM SP TR KW			
<b>Instruction, Curriculum, and Assessment</b>				
Board has adopted/approved the school's curriculum and instructional programs.	BH JM SP TR KW			
Board has adopted/approved student achievement goals/standards.	BH JM SP TR KW			
A broad based assessment system is in place to measure progress toward instructional goals/standards.	BH JM TR KW	SP		
The Instructional program is in alignment with the state requirements and terms of charter.	BH JM SP TR KW			
Student assessment data is assembled in a comprehensive, coherent fashion, presented to the board, and reviewed and analyzed in-depth on a regular basis.	BH JM TR KW	SP		
School reports on student achievement to charter granting agencies on a regular basis as part of the ongoing oversight and renewal process.	BH JM SP TR KW			

August 8, 2023

**Board Member Comments on Strengths:**

BH - Strong leadership, extremely knowledgeable superintendent, diverse backgrounds of members, productive and respectful dialogue during meetings.

JM - It's such a pleasure to be on a board with such intelligent, passionate, purpose-driven people. While the board members have diverse interests and diverse professional backgrounds, it is clear that we share at least one thing in common: we want the best for CalPac. This shared vision enables us to gel as a board, and it is likely among our greatest strengths.

SP - Members of the board interact with each other in a collegial manner that is focused on the issues at hand with a goal of ensuring the school stays focused on established goals.

The superintendent is an excellent communicator and supports Board members with clarity about all aspects of the school's progress and needs.

Board members support the school through their individual base of knowledge about schools - curriculum, instruction, assessment, policies, finance and other areas, helping to ensure best practices are in place for all students' success.

TR - This board is a strong board that understands and the role of a governing board as oversight. This can get sticky from time to time with areas that are passionate for an individual member, but the balance of the board adjusts the boundaries. This board regularly shows a high level of passion and concern for the students, staff and overall organization - this is not typical. I love serving on this board.

KW - CalPac has shown a lot of growth. Policies are being developed, board members are well informed, and student pathways are being implemented.

### **Board Member Comments on Areas of Growth and Future Needs:**

BH - Continue understanding the ever changing needs of today's students and make sure we attract knowledgeable staff to fulfill those needs. Continue with our productive and respectful dialogue during meetings.

JM - We simply need to remain focused on our shared vision, making sure to be the chess player (not the chess piece). As long as we take the long view, we should—as a team—be able to guide CalPac students and the CalPac organization toward continued success.

SP - Continue to develop ways to assess students' learning - mastery of learning goals and State Standards - through timely teacher developed assessments and standardized assessments.

- Students and parents being a part of goal setting and accountability.
- Support student learning with timely Interventions
- Continue to develop enrichment opportunities - addressing students academic, social and emotional needs

TR - While we have had stability in board membership for a couple of years, we will want to continue developing a succession plan, not only for board members, but also as it relates to senior management of the organization.

KW - Not necessarily an area of need, but N/A was marked for the new member row simply because we didn't onboard any new members this year. The same for norms set by the president; we are operating under Robert's Law of Order instead of set norms.

I encourage the further development of a succession plan as well as policies/articles/bylaws.

# Coversheet

## Strategic Planning and Initiatives Discussion

**Section:** IV. Oral Presentations  
**Item:** B. Strategic Planning and Initiatives Discussion  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** CPCS Strategic Planning and Initiatives.pdf

# California Pacific Charter Schools

Strategic Planning and Initiatives

# Agenda

- Charter Renewal & Timeline
  - Current Dashboard Review
  - Identifying Gaps
- Initiatives
  - Success Tracker & Graduation Rate Success
  - Pick Your Plus
  - Career Technical Education
  - Know Your Score
  - Assessment Calendar
  - Equity & Inclusion
- Growth Plan
- Board Priorities
- Timeline for Review

**FINAL SLIDE DECK WILL BE UPLOADED BEFORE THE BOARD MEETING**

# Coversheet

## Succession Planning

**Section:** IV. Oral Presentations  
**Item:** C. Succession Planning  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** CPCS Succession Planning.pdf



# Succession Planning

California Pacific Charter Schools & Sustainability Planning

# Agenda

- Board Member's Terms & Limits
- Superintendent Succession Plan
- Leadership Team

# Board Terms & Limits

# Superintendent Succession Plan

# Leadership Team

**FINAL SLIDE DECK WILL BE UPLOADED BEFORE THE BOARD MEETING**