

APPROVED



# California Pacific Charter Schools

California Pacific Charter Schools

## Minutes

Regular Meeting of the Board of Directors

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### **Date and Time**

Tuesday March 5, 2024 at 5:00 PM

### **Location**

Holiday Inn Diamond Bar  
Room: Gateway 1 & 3  
21725 E Gateway Center Dr.  
Diamond Bar, CA 91765

### **Teleconference Locations**

1850 Peary Way, Livermore, CA 94550  
32706 Spun Cotton Drive, Winchester, CA 92596

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

Dial by your location

(213) 338 8477 (Los Angeles)

(669) 900 6833 (San Jose)

Meeting ID: 970-7426-4291

<https://cal-pacs-org.zoom.us/j/97074264291>

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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.

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### **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 California Pacific Charter Schools at 949-752-0527.

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#### **Directors Present**

J. McFaul, K. Wylie (remote), S. Peterson, W. Howard

#### **Directors Absent**

T. Rogers

#### **Directors who arrived after the meeting opened**

K. Wylie

#### **Guests Present**

C. Feher, Cherie Cahn (remote), D. Carlos, Dana Pedersen (remote), G. Chamberlain (remote), S. Green

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## **I. Opening Items**

### **A. Call the Meeting to Order**

S. Peterson called a meeting of the board of directors of California Pacific Charter Schools to order on Tuesday Mar 5, 2024 at 5:03 PM.

### **B. Record Attendance**

## **II. Pledge of Allegiance**

### **A. Led by Board President or designee.**

S. Peterson led the Pledge of Allegiance.

## **III. Approve Adopt/Agenda**

### **A. Agenda**

W. Howard made a motion to approve the Agenda, as presented.

J. McFaul seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

J. McFaul Aye  
W. Howard Aye  
K. Wylie Aye  
S. Peterson Aye  
T. Rogers Absent

**IV. Approve Minutes**

**A. Minutes of the Regular Board meeting that was held on February 13, 2024**

W. Howard made a motion to approve the minutes from Regular Meeting of the Board of Directors on 02-13-24.

J. McFaul seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

J. McFaul Aye  
K. Wylie Absent  
W. Howard Aye  
S. Peterson Aye  
T. Rogers Absent

**V. Adjourn to Closed Session**

**A. Closed Session**

W. Howard made a motion to Adjourn to Closed Session.  
J. McFaul seconded the motion.  
Meeting was adjourned at 5:07 P.M.  
The board **VOTED** to approve the motion.

**Roll Call**

S. Peterson Aye  
W. Howard Aye  
K. Wylie Aye  
J. McFaul Aye  
T. Rogers Absent  
K. Wylie arrived at 5:40 PM.

**VI. Reconvene Regular Meeting**

**A. Report out any action that was taken in closed session.**

The Regular Meeting was reconvened at 5:44 P.M.

K. Wylie noted that there wasn't anything to report.

## **VII. Public Comments/Recognition/Reports**

### **A. Public Comment**

There were no requests for public comment.

## **VIII. Correspondence/Proposals/Reports**

### **A. CalPac School Highlights**

C. Feher, Superintendent, presented CalPac's February School Highlights

## **IX. Consent**

### **A. Consent - Business/Financial Services**

1. Check Registers - February 2024
2. J.P. Morgan Statement - February 2024
3. Surplus Electronics

### **B. Consent - Personnel Services**

1. Approval of Classified Personnel Report
2. Approval of Certificated Personnel Report

### **C. Consent - Policy Development**

Approval of existing board policies revised by staff for the 2023-2024 school year.

#### **Board Policies: Reviewed**

The following documents were reviewed for accuracy and may include minor edits such as a correction to a typographical error, grammar, spelling, or punctuation. The document may also include a change from Executive Director to Superintendent. The recommended edits do not affect the content, meaning, or intent of the policy.

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

- 4010 - CPCS At Will Employment
- 4015 - CPCS Equal Employment Opportunity Policy
- 4025 - CPCS TB Testing Policy
- 4030 - CPCS Immigration Compliance Policy
- 4035 - CPCS Mandated Reporter - Child Abuse Policy
- 4040 - CPCS Corporal Punishment Policy
- 4050 - CPCS Whistleblower Policy
- 4085 - CPCS Payroll Withholdings Policy
- 4090 - CPCS COBRA Policy

- 4105 - CPCS Paid Sick Leave Policy
- 4165 - CPCS Employee Driving Policy

**Board Policies: Revised**

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

**4000 Series - Personnel Services**

- 4000 - CPCS Concepts and Roles
- 4020 - CPCS Background Check Policy
- 4055 - CPCS Internal Complaint Policy
- 4060 - CPCS Unlawful Harassment/Discrimination Policy
- 4080 - CPCS Acceptable Use of Technology Policy
- 4130 - CPCS Remote Work Policy
- 4145 - CPCS Professional Development Reimbursement Policy
- 4150 - CPCS Mileage Reimbursement Policy
- 4160 - CPCS Children of Teachers Policy
- 4170/4170E - CPCS Injury Illness Prevention Plan

**Board Policy: Rescinded**

The following are current policies that are either included in the Employee Handbook or are no longer applicable and should, therefore, be archived.

**4000 Series - Personnel Services**

*Included in Employee Handbook*

- 4065 - CPCS Meal and Rest Period Policy
- 4070 - CPCS Lactation Accommodation Policy
- 4075 - CPCS Drug, Alcohol, and Smoke-Free Workplace Policy
- 4110 - CPCS Pregnancy Disability Leave Policy
- 4115 - CPCS Family and Medical Leave Act Policy
- 4125 - CPCS Victims of Crime Policy

*No longer applicable*

- 4120 - CPCS Families First Coronavirus Response Act Policy
- J. McFaul made a motion to approve all items listed in Consent.  
S. Peterson seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

- S. Peterson Aye
- T. Rogers Absent
- W. Howard Aye
- J. McFaul Aye
- K. Wylie Aye

## **X. Business/Financial Services**

### **A. Approval of Second Interim Financial Report**

S. Peterson made a motion to approve the Second Interim Financial Report.

W. Howard seconded the motion.

The board **VOTED** to approve the motion.

#### **Roll Call**

T. Rogers Absent

W. Howard Aye

K. Wylie Aye

J. McFaul Aye

S. Peterson Aye

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

W. Howard made a motion to approve the Annual Audit Engagement Services between CliftonLarsonAllen (CLA) and California Pacific Charter Schools.

J. McFaul seconded the motion.

The board **VOTED** to approve the motion.

#### **Roll Call**

W. Howard Aye

J. McFaul Aye

S. Peterson Aye

K. Wylie Aye

T. Rogers Absent

### **C. Approval of Sage Intacct 2024-25 Accounting Services Contract (Renewal)**

J. McFaul made a motion to approve the Sage Intacct 2024-25 Accounting Services Contract (Renewal).

S. Peterson seconded the motion.

The board **VOTED** to approve the motion.

#### **Roll Call**

S. Peterson Aye

K. Wylie Aye

W. Howard Aye

J. McFaul Aye

T. Rogers Absent

## **XI. Calendar**

### **A. Next Regular Board of Directors Meeting**

The next regular meeting of the Board of Directors will be held on May 14, 2024

## XII. Comments

### A. Board Comments

The Board complimented the meeting's organization and S. Green's presentations. They emphasized the importance of professional development for teachers and expressed their appreciation for the leadership team. Finally, they acknowledge the professionalism of the staff and their positive impact on students.

### B. CEO/Superintendent Comments

C. Feher is excited about the upcoming months. She mentioned preparing students for standardized testing and the hard work that went into it this year. C. Feher mentioned a robust May agenda where next year's contracts will be presented and the good work happening in the program highlighted.

## XIII. Closing Items

### A. Adjourn Meeting

W. Howard made a motion to Adjourn Meeting.

J. McFaul seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

S. Peterson Aye

T. Rogers Absent

K. Wylie Aye

J. McFaul Aye

W. Howard Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:24 PM.

Respectfully Submitted,

K. Wylie

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## Documents used during the meeting

- February 23-24 School Highlights - Los Angeles.pdf
- February 23-24 School Highlights - San Diego.pdf
- February 23-24 School Highlights - Sonoma.pdf
- CalPac-LA Check Register February 2024.pdf
- CalPac-SD Check Register February 2024.pdf

- CalPac-SO Check Register February 2024.pdf
- J.P. Morgan Statement February 29 2024.pdf
- March 2024 List of Surplus of Electronic Devices.pdf
- BUS Policy Review 4000 Series - March 2024.pdf
- CPCS - 4000 Personnel Concepts and Roles Policies.pdf
- CPCS - 4000 Personnel Concepts and Roles Policie\_redline\_03.05.24.pdf
- CPCS - 4010 At-Will Employment Policy.pdf
- CPCS - 4010 At-Will Employment Policy\_redline\_03.05.24.pdf
- CPCS - 4015 Equal Employment Opportunity Policy.pdf
- CPCS - 4015 Equal Employment Opportunity Policy\_redline\_03.05.24.pdf
- CPCS - 4020 Background Check Policy.pdf
- CPCS - 4020 Background Check Policy\_redline\_03.05.24.pdf
- CPCS - 4025 TB Risk Assessment and Examination Policy.pdf
- CPCS - 4025 TB Risk Assessment and Examination Policy\_redline\_03.05.24.pdf
- CPCS - 4030 Immigration Compliance Policy.pdf
- CPCS - 4030 Immigration Compliance Policy\_redline\_03.05.24.pdf
- CPCS - 4035 Mandated Reporter - Child Abuse Policy.pdf
- CPCS - 4035 Mandated Reporter - Child Abuse Policy\_redline\_03.05.24.pdf
- CPCS - 4040 Corporal Punishment Policy.pdf
- CPCS - 4040 Corporal Punishment Policy\_redline\_03.05.24.pdf
- CPCS - 4050 Whistleblower Policy.pdf
- CPCS - 4050 Whistleblower Policy\_redline\_03.05.24.pdf
- CPCS - 4055 Internal Complaint Policy and Form.pdf
- CPCS - 4055 Internal Complaint Policy and Form\_redline\_03.05.24.pdf
- CPCS - 4060 Unlawful Harassment Discrimination Retaliation Policy and Complaint Form.pdf
- CPCS - 4060 Unlawful Harassment Discrimination Retaliation Policy and Complaint Form\_redline\_03.05.24.pdf
- CPCS - 4065 Meal Period and Rest Break Policy-rescind 03.05.24.pdf
- CPCS - 4070 Lactation Accommodation Policy rescind 03.05.24.pdf
- CPCS - 4075 Drug, Alcohol, and Tobacco-Free Workplace Policy rescind 03.05.24.pdf
- CPCS - 4080 Acceptable Use of Technology Policy.pdf
- CPCS - 4080 Acceptable Use of Technology Policy\_redline\_03.05.24.pdf
- CPCS - 4085 Payroll Withholdings Policy.pdf
- CPCS - 4085 Payroll Withholdings Policy\_redline\_03.05.24.pdf
- CPCS - 4090 COBRA Policy.pdf

- CPCS - 4090 COBRA Policy\_redline\_03.05.24.pdf
- CPCS - 4105 Paid Sick Leave Policy.pdf
- CPCS - 4105 Paid Sick Leave Policy\_redline\_03.05.24.pdf
- CPCS - 4110 Pregnancy Disability Leave Policy rescind 03.05.24.pdf
- CPCS - 4115 Family Medical Leave Act and California Family Rights Act Policy rescind 03.05.24.pdf
- CPCS - 4120 Families First Coronavirus Response Act Policy rescind 03.05.24.pdf
- CPCS - 4125 Victims of Crime Policy-rescind 03.05.24.pdf
- CPCS - 4130 Remote Work Policy.pdf
- CPCS - 4130 Remote Work Policy\_redline\_03.05.24.pdf
- CPCS - 4145 Professional Development Reimbursement Policy.pdf
- CPCS - 4145 Professional Development Reimbursement Policy\_redline\_03.05.24.pdf
- CPCS - 4150 Mileage Reimbursement Policy.pdf
- CPCS - 4150 Mileage Reimbursement Policy\_redline\_03.05.24.pdf
- CPCS - 4160 Children of Teachers Policy.pdf
- CPCS - 4160 Children of Teachers Policy\_redline\_03.05.24.pdf
- CPCS - 4165 Employee Driving Policy.pdf
- CPCS - 4165 Employee Driving Policy\_redline\_03.05.24.pdf
- CPCS - 4170\_4170E Injury and Illness Prevention Policy and Plan.pdf
- CPCS - 4170\_4170E Injury and Illness Prevention Policy and Plan\_redline\_03.05.24.pdf
- CPCS 23-24 Second Interim Budget Presentation.pdf
- 2023-24 CPCS Second Interim Budget Report.pdf
- CalPac - Statement of Work - Audit Services.pdf
- CalPac Sage Intacct Contract Extension 15-Apr-2023 to 30-Jun-2024.pdf
- CalPac 2024 Sage Intacct Renewal Quote DRAFT.pdf

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**FOR MORE INFORMATION**

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