



## Ceiba College Preparatory Academy

# Minutes

## Regular Meeting of the Ceiba Board of Directors

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### **Date and Time**

Tuesday March 14, 2017 at 5:00 PM

### **Location**

Community Foundation of Santa Cruz, 7807 Soquel Dr, Aptos (x street Aptos Ranch Road)

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### **Directors Present**

A. Luthra (remote), C. Bolling (remote), D. Maldonado, G. Davis (remote), L. Gamboa (remote), Y. Parra (remote)

### **Directors Absent**

*None*

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

L. Gamboa

### **Ex Officio Members Present**

A. Millar, T. Brown

### **Non Voting Members Present**

A. Millar, T. Brown

### **Guests Present**

D. Ornelas (remote), J. Ripp (remote)

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## **I. Opening Items**

### **A. Record Attendance and Guests**

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

D. Maldonado called a meeting of the board of directors of Ceiba College Preparatory Academy to order on Tuesday Mar 14, 2017 at 5:03 PM.

### **C. Review and Approval of the Agenda**

Work authorization for discussion only.

Field trip policy postponed (Action Item 4.D)

Y. Parra made a motion to Approve the agenda as modified.

C. Bolling seconded the motion.

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

### **D. Board Committee Check-in**

Annie Millar would like to schedule Academic Excellence and Finance Committee meetings. Community Development on hold for time being. Governance to meet separately.

## **II. Consent Agenda**

### **A. New item**

Y. Parra made a motion to approve the consent agenda.

C. Bolling seconded the motion.

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

## **III. Ceiba Public Schools Update**

### **A. Facilities Report**

CPS has leased space at 349 Main and Cabrillo Annex, Watsonville.

Status of 260 W. Riverside - destructive testing on March 9, 2017 with representatives from various parties. Robert Mault's report is due to Ceiba on March 13, 2017.

Refer to chart for remediation steps and timeline.

Searching for architect and builder to repair the cause of leaks.

Written clearance from industrial hygienist will determine re-occupancy date.

CPS will be responsible for repairs of the building. Will need to watch timelines to ensure that business interruption coverage is not affected by delay of repairs.

D. Ornelas arrived.

#### **B. School Program Report**

School started an Independent Study model for a total of seven days from Feb 27 - Mar 7. Audit guidelines for Independent Study are somewhat vague but we are working to establish a rigorous procedure for collecting work samples for Independent Study. Completion/submission of student work has been down which will result in a drop in the average daily attendance.

Minimum Day schedule from Mar 8 to Mar 17: Middle School at 349 Main Street and High School at Cabrillo in two shifts (240 minutes of instruction daily...7:30-12:00 and 12:30-4:30). Minimum day schedule is subject to Instructional Minutes minimums (SavantCo to validate).

Spring Intersession begins Monday, Mar 20.

L. Gamboa arrived.

#### **C. Finance Report**

Working on capturing extra expenses - rent, additional staff time, replacement materials, additional support services - internet, etc. The insurer has assigned a forensic accountant to help us quantify and qualify our business interruption and extra expenses.

Science classrooms are on hold - need to get building remediated and fixed before proceeding with additional tenant improvements. We have not notified donors of the water damage. We have notified the landlord and Santa Cruz County Bank with language drafted by counsel.

### **IV. Action Items**

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

Y. Parra made a motion to approve the Second Interim Report with direction to the Finance Committee to review ADA projections.

L. Gamboa seconded the motion.

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

#### **B. Approval of Work Authorization for 260 W. Riverside Drive**

This item has been removed from the Agenda. Tom Brown will be working with RMC to clean up this work authorization to reflect the direction of the Industrial Hygienist.

#### **C.**

**Ceiba Public Schools Liaison for CPS Foundation Board**

No action was taken.

**D. Approval of Revised Field Trip Policy**

Item was pulled from agenda.

**V. Reconvene to Open Session**

**A. Report from Closed Session**

No action was taken in Closed Session.

**VI. Closing Items**

**A. Board Meeting Schedule**

No additional Special meetings planned at this time, but they may be scheduled.

**B. Adjourn Meeting**

Y. Parra made a motion to adjourn the meeting.

L. Gamboa seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:05 PM.

Respectfully Submitted,

A. Millar