



SPECIAL MEETING MINUTES OF THE GOVERNING BOARD

520 East Carmel, San Marcos, CA 92078

Join Zoom Meeting

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Call in number: (669) 900-9128

Meeting ID: 792 634 3809

Passcode: 2021

We reserve the right to record any/all Board Meetings.

Our mission at Baypoint Preparatory Academy is to educate TK-8 students through a rigorous college prep curriculum in a flexible, student-centered learning environment. Our goal is to actively partner with students, parents, and the community to support students’ academic success and personal goals.

JUNE 6, 2022 at 6:00 P.M.

1. CALL TO ORDER

The meeting is called to order by the Board Chair, Nathan Limjoco at 6:06 PM.

2. PUBLIC SESSION

A. Roll Call

<u>Board Member</u>	<u>Present</u>	<u>Absent</u>	<u>Present via Conference Call</u>
Galel Fajardo		x	
Nathan Limjoco	x		
Stephanie Long		x	
Nancy Spencer	x		
Nikki Yargeau	x		

CONVENE TO OPEN SESSION:

3. PLEDGE OF ALLEGIANCE

4. REVISION/ADOPTION/ORDERING OF AGENDA

Motion:	Nathan Limjoco			As Submitted: x
Second:	Nancy Spencer			As Amended:
Vote:	<u>Yes</u>	<u>No</u>	<u>Absent</u>	
Galel Fajardo			x	
Nathan Limjoco	x			
Stephanie Long			x	
Nancy Spencer	x			
Nicole Yargeau	x			

5. CONSENT AGENDA - N/A

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion as set forth below. Unless specifically requested by a Board member to be set for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board vote. The Executive Director recommends approval of all items set forth under the Consent Agenda.

6. PUBLIC COMMENT -

Each speaker will be allowed a maximum of three minutes to speak. Unless an item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken. The Board may (1) acknowledge receipt of the information/report and comment; (2) refer to staff for further study; or (3) refer the matter to the next agenda.

7. ACTION ITEMS

A. AB 361-Resolution for Virtual Meetings.

BPA is recommending that board meetings continue to be held virtually under AB361. A “yes” vote indicates that the board wants to continue to meet virtually at this time. It can be reassessed at the next meeting.

Galel joined the meeting at this point.

Frank shared that he had reached out to our attorneys for guidance regarding this and guidance regarding the fact that two of our board members live outside of the boundaries of the area that the school serves.

Nathan clarified that this vote would confirm that the Annual Board Meeting would be held virtually.

Motion:	Nancy Spencer			As Submitted: x
Second:	Nathan Limjoco			As Amended:
Vote:	<u>Yes</u>	<u>No</u>	<u>Absent</u>	
Galel Fajardo	x			
Nathan Limjoco	x			
Stephanie Long			x	
Nancy Spencer	x			
Nicole Yargeau	x			

B. Educational Partners Committee Bylaws.

The Schoolwide Wellness Committee was added in addition to the other committees that were already a part of the Educational Partners Committee. Also, the expectations related to the roles of committee members are addressed in the Bylaws. Why did we decide to develop Bylaws? Frank said that this is due to it being best practice as well as the fact that we fund a clean operation.

Motion:	Galel Fajardo			As Submitted: x
Second:	Nicole Yargeau			As Amended:
Vote:	<u>Yes</u>	<u>No</u>	<u>Absent</u>	
Galel Fajardo	x			

Nathan Limjoco	x			
Stephanie Long			x	
Nancy Spencer	x			
Nicole Yargeau	x			

C. Closing Facility Reimbursements.

Reimbursement docs go back to January 2021. The contractor quit abruptly in January 2021 in the middle of the project during crunch time when we were trying to keep everything going with construction. The board resolution was recommended by the auditors allowing Frank to expend funds as needed. Board members were provided with a link to documents that are records of payments made for labor, materials and contractor work. Frank wants to clean and button it up in order to be fully transparent. Frank wanted to put it all before the board to see if the board has any questions regarding the supporting documents. These are the remaining reimbursements that are owed to Frank.

Nancy- “Did anyone else go through and cross reference these reimbursements?”

Frank indicated that he and Zach had discussions but there have been no other individuals who have checked the information. Frank agreed that it would be a good idea to have someone else review for purposes of future audits as well as demonstrating transparency . The presentation is messier than Frank would like based on the fact that he was dealing with unique situations. When his contractor quit, he had to deal with the workers directly.

Nancy mentioned that the resolution and signature dates did not match. Shelley will check into it and make any necessary corrections.

Nathan asked if the timesheets were acceptable to our back office. Per the timesheets, Nathan asked if there were corresponding checks.

Frank said, “No, they were paid in cash.”

Zach explained that the auditor/back office will want to see a clear description of what the expense was for. It will be tough if the auditor requests one of these as a sample. Frank will try to accumulate more specific descriptions of the work that was performed in relation to the payments.

Frank said that he would reach out to the original general contractor. Frank indicated that for the amounts that he is unable to provide adequate receipts for he would consider making this a donation to the school. Frank indicated he has located all of the documents.

Approximately \$25,000 is documented in timesheets. The \$58,200 to Redemption Construction is documented with an invoice.

Nancy requested that this be placed in a google sheet for easier cross-referencing and consolidated by job; person; receipts; materials; date, etc...

Frank said he will start populating the spreadsheet and if he can’t fully identify something he will look to try to donate if possible. Frank reassured the board he doesn’t want there to be anything that they are not comfortable with. Frank said it will take some time but he hopes to provide everything prior to the Annual Board Meeting.

Galel asked if a portion of this be reimbursed now if the board is satisfied with the documentation? Zach is fine with this.

Shelley will assist Frank with compiling this spreadsheet.

The board, with Zach’s confirmation, agreed to reimburse Frank \$58,200 based on the supporting documentation.

The Facility Reimbursement in the amount of \$58,200 to Redemption Construction was recommended for approval. The Board voted to table the balance of the reimbursements at this time until further back up is received. These receipts will be reviewed at the annual board meeting. The motion is to approve the reimbursement of the Redemption Construction in the amount of \$58,200 to Frank Ogwaro.

Motion:	Nicole Yargeau			As Submitted: x
Second:	Galel Fajardo			As Amended:
Vote:	<u>Yes</u>	<u>No</u>	<u>Absent</u>	
Galel Fajardo	x			
Nathan Limjoco	x			
Stephanie Long		x		
Nancy Spencer	x			
Nicole Yargeau	x			

8. INFORMATION/ DISCUSSION ITEMS

- A. Presentation of 2022-2023 Local Control and Accountability Plan (LCAP).
 - a. Sabina shared her screen with the board members. This is a Powerpoint presentation that summarizes the goals of the LCAP. Sabina summarized the information for the board members. She encouraged the board members to review and feel free to email suggestions, recommendations, thoughts. She stressed that we are very open to suggestions and ideas.
Nikki brought up the front gate and a code for entry into the school, etc...for security items.
Sabina will make a note to expand on the portion of the LCAP that addresses security as this is a big concern in relation to the recent school shootings, etc...
- B. Presentation of 2022-2023 Expanded Learning Opportunities Program Plan (ELOP).
 - a. Sabina gave an overview of the program. Any questions? We are still getting to know this program. What support are we going to get from CDE? The plan is preliminary. This will start up next summer. This will be more of a tutoring opportunity vs an after school program. What will the enrollment look like if some parents decide to use this as a before and after school plan? Both programs are going to merge. It will be much more structured. There will be ongoing communication and reporting between the staff running the program and the teachers. This is an enrichment program vs a childcare program. Still working out all of the details. Researching some of the other possibilities...i.e. ASES.
- C. Discussion of time and date for the Annual Board Meeting.
 - a. When would be the earliest that we could have the meeting (i.e. due to the budget). Budget and LCAP are due by July 1st. Zach could get everything done in around ten days. The budget could be revised at a later date. Tuesday the 28th at 3:00 PM.

9. FUTURE AGENDA/DISCUSSION ITEMS

- A. Future Closing Facility Reimbursement
- B. Staff recaps at the beginning of future agendas?
 - a. Phases and where we are on facility improvements

10. ORGANIZATIONAL MATTERS

The Annual/Regular meeting of the Governing Board will take place on June 28th at 520 E. Carmel Street, San Marcos, CA 92078, via Zoom, or Call in at 3:00 PM.

11. ADJOURNMENT

Motion:	Galel Fajardo		
Second:	Nathan Limjoco		
Vote:	<u>Yes</u>	<u>No</u>	<u>Absent</u>
Galel Fajardo	x		
Nathan Limjoco	x		
Stephanie Long			x
Nancy Spencer	x		
Nicole Yargeau	x		

The meeting adjourned at 7:39 PM.