



SPECIAL MEETING MINUTES OF THE GOVERNING BOARD

520 East Carmel, San Marcos, CA 92078

Join Zoom Meeting

<https://zoom.us/j/7926343809?pwd=OC9BS01ncjYwdTI2Qlh1b1ZFNTBhUT09>

Zoom Passcode: BPA2022

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.

October 13, 2022 at 5:00 P.M.

1. CALL TO ORDER

The meeting is called to order by the Board Chair, Nancy Spencer at 5:06 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		

3. PLEDGE OF ALLEGIANCE

4. REVISION/ADOPTION/ORDERING OF AGENDA

There should not be a link under 9E. There is no supporting documentation for Action Item 9E.

Motion:	Nathan Limjoco			As Submitted:
Second:	Nicole Yargeau			As Amended: x
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 - No 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 refer the matter to the next agenda.

(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.

If you would like to address the board, please use the chat box at this time to type in your name, the subject or action item that you would like to address, and your statement and/or comment. The public may not ask questions of the board but may make a public statement.

The Brown Act does not allow for public questions during board meetings. If you have questions, please contact the school.

ANNOUNCE CLOSED SESSION ITEMS- Gov't Code § 54957(b)(1).

ADJOURN OPEN SESSION: 5:19 PM

CONVENE CLOSED SESSION: 5:19 PM

7. CLOSED SESSION-

- A. CEO- Discussion of Job Description, Evaluation Form, and 2022 School Year Goals.
- B. Executive Director- Discussion of Job Description, Evaluation Form, and 2022 School Year Goals.

ADJOURN CLOSED SESSION:6:44 PM
RECONVENE OPEN SESSION: 6:44 PM

8. REPORT OF ACTION TAKEN IN CLOSED SESSION: No action taken.

9. ACTION ITEMS

- A. Compliance Review and Certification- Tabled from Prior Meeting.
<https://drive.google.com/drive/u/0/folders/1zZbIG6Er6uSaRLiYqIm6KHHP7CvunjJfL>
Homeless Policy needs to be updated- Hemet reference removed. San Marcos Unified School District.

A link to the documents supporting the Compliance Review and Certification may be found in the body of the email to board members.

Motion:	Nicole Yargeau			As Submitted:
Second:	Nathan Limjoco			As Amended: x
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. Updated Organizational Chart.

<https://drive.google.com/drive/folders/1SgdkSO7CnzA2taeZLC3n5pL2uZqOXfuT>

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			

C. Revised job description for CEO.

<https://drive.google.com/drive/folders/1yy-kMqXW6v-ENsoHXmx07yzsrSr2GLEj>

Amendments:

Opening paragraph- last sentence- **move sustainability** between growth and sustainability goals.

Replace the word stakeholders to read “Educational Partners and Community Members”

Motion:	Nathan Limjoco			As Submitted:
Second:	Nicole Yargeau			As Amended: x
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			

D. Revised job description for Executive Director.

<https://drive.google.com/drive/folders/1rJPT8MbWrc31lzpxwWxywapncUYhcCPu>

Amendments:

Planning and Operations section- close to the bottom-

Collaborate with - change Site Administrator and Facilities Coordinator

Replace the word stakeholders to read “Educational Partners and Community Members”

Match the last line - perform other duties commensurate with his/her position, remove board and include CEO but use the last line from the CEO description.

Motion:	Nicole Yargeau			As Submitted:
Second:	Nathan Limjoco			As Amended: x
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			

- E. Revised job title from Transitional Administrator to Executive Director, Emeritus.
<https://drive.google.com/drive/folders/1rJPT8MbWrc31lzxpwWxywapncUYhcCPu>
 Change of name of position

Motion:	Nathan Limjoco			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			

- F. Bid for offsite construction (Marquez Development).
<https://drive.google.com/drive/folders/19IBDhmWTvAkGuwtlRsIA9PIvBgkVXDz4>

In relation to City amended work required. Since this project has a large dollar amount, it is being brought before the board. In the Financial Policies there is a conflict in relation to obtaining multiple bids when Marquez Development is the General Contractor of record. Probably 2/3 cost less than one of the subcontractors had quoted. One component of the public improvements projected at around \$400,000. This is a section of the public improvements. This is also a time sensitive issue. Could this be separated from the weekly invoice batches so that this can be done in a more timely fashion? Frank is a guarantor of the bonds. Is there a way to avoid Frank being personally responsible for the guarantee? No. Nikki noticed an error in the math on the bid from Marquez Development. Based on this, it should probably be \$9500 and may need to be corrected. Nikki is comfortable with the estimate of \$10,000. Should Miguel's license information be on the contract as well? Yes. The subcontractors are the ones who need to have the specific license types. He can only have one subcontract gc on record. Marquez receives the funds and then allocates it to the subcontractors. **Add the license number and keep track of what is paid out in relation to this contract. Frank will share any direct estimates he receives (invoice or receipts for the payments). The license will be added for Marquez Development and this could be approved as amended. Can we receive proof from Marquez that the subcontractors were paid by Marquez? Verification of payments that are made to the subs (copies of receipts or invoices as he pays them out).**

Motion:	Nancy Spencer			As Submitted:
Second:	Nathan Limjoco			As Amended: x
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			

G. AB361 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. Authority to hold virtual meetings within 30 days of this meeting (valid through November 12th (this is a Saturday so it should be held on November 9th or 10th).

https://drive.google.com/drive/u/0/folders/1an3ouenyZLubQir7VdIoQq60_KFbHyHQ

Motion:	Nathan Limjoco			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			

10. FUTURE AGENDA/DISCUSSION ITEMS

1. Next board meeting should be held on November 10th at 5:30 PM.
2. Include the ERTC on the next agenda for November 10th.
3. Can we put a time due for all supporting documents? 48 hours?
4. Extension AB361 for meeting on November 10th.
5. Facility Resolution- Specific to Public Improvements.
6. Change future board meeting times to 5:30- this needs to be noted on the website- check with the other two board members first.

11. ORGANIZATIONAL MATTERS

The Regular meeting of the Governing Board will take place on December 13th at 520 E. Carmel Street, San Marcos, CA 92078, via Zoom, or Call in at 5:00 PM.

12. ADJOURNMENT

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

The meeting adjourned at 7:46 PM.