

**BOARD OF GOVERNORS**  
**VIRTUAL PREPARATORY ACADEMY at MONTEREY**

**REGULAR MEETING AGENDA**

Location: Conference Call  
 +1 888-585-9008  
 Conference Room ID#: 404245753  
 5:00 p.m. Tuesday, November 17, 2020

**NOTICE:** Individuals wishing to speak at the Board Meeting are encouraged to sign up 24 hours in advance of the meeting. Individuals wishing to speak may call **(888) 628-2542** and list their names for public input during the meeting.

**Meeting Called to Order at: 5:00 PM**

**Voice Roll Call**

Board Member	Present	Absent	Position
Bruce Whitten	<b>X</b>		Chair
Corey Gosser	<b>X</b>		Member
Christopher Smith	<b>X</b>		Member

**Adjourn to Public Hearing**

At this time, the Board will adjourn to public hearing. The Board will now hear input from the public related to the application for waiver of Funding Determination Timelines to allow the Virtual Preparatory Academy at Monterey to file and receive funding apportionment as prescribed under California Education Code 47634.2 and CCR Section 11963.6(a). The Board will now hear public comment on this item. The Board will consider all public input but will not be able to discuss input with the public presenters.

**Adjourn Public Hearing**

Hearing no other public input, the Board now adjourns the public hearing.

**Adoption of Agenda ADOPTED**

Board Member	Moved	Second	Aye	No	Abstain
Bruce Whitten			<b>X</b>		
Corey Gosser	<b>X</b>		<b>X</b>		
Christopher Smith		<b>X</b>	<b>X</b>		

**Approval of Minutes – Regular Board Meeting - Tuesday, September 15, 2020 5:00 p.m. PST ADOPTED**

Board Member	Moved	Second	Aye	No	Abstain
Bruce Whitten			<b>X</b>		
Corey Gosser	<b>X</b>		<b>X</b>		
Christopher Smith		<b>X</b>	<b>X</b>		

## Public Speakers

Speakers to items for action on this agenda should plan to call the indicated conference call number on the agenda and join by conference call at the beginning of the meeting at the time indicated. Speakers to items not on the agenda for action will be heard at the conclusion of the public input period. Each speaker is allowed a maximum of three minutes for his or her comments. Accommodations are made for translation and for those needing assistance. Each speaker may only make a single appearance at each Board Meeting. Exceptions are made for items labeled "Public Hearing".

## Information Item

### **17.11.1 Quarterly financial update on the Virtual Preparatory Academy at Monterey's finances as of the first quarter (July - September).**

**Information Item:** These updates will include a look at the income statement vs. preliminary budget, balance sheet, cash flow statement, and vendor payment summary. It will also provide a narrative to explain actual vs. budgeted variances. These items are being presented to keep the board informed on the school's up to date financial picture.

## New Business for Action

### **17.11.2 2020-2021 Consolidated Application for Funding **ADOPTED****

To receive federal categorical funds for a school year, Virtual Preparatory Academy at Monterey must apply for the funds. The school is required to review and receive approval of their Application for Funding with their governing board. This ratification is required to meet the timeline.

Board Member	Moved	Second	Aye	No	Abstain
Bruce Whitten			X		
Corey Gosser	X		X		
Christopher Smith		X	X		

### **17.11.3 Independent Auditor's Report **ADOPTED****

The State of California requires a financial and programmatic audit for all charter schools after the close of the school year to certify financial solvency and programmatic compliance with all independent study laws and regulations. The audits test, among other things, student attendance reporting, Independent Study Master Agreements, student work samples, student county residency, financial status, internal controls, and compliance with Pupil Teacher Ratio regulations and 80/40 expenditure requirements. The draft audit report has been completed for Virtual Preparatory Academy at Monterey and is being submitted at this meeting for Board receipt and approval prior to the audit submission to the CDE by no later than date of December 15, 2020.

Board Member	Moved	Second	Aye	No	Abstain
Bruce Whitten			X		
Corey Gosser	X		X		
Christopher Smith		X	X		

**Head of School ..... Michelle Romaine**

**Instruction Report ..... John Russell**

**Operations Report ..... Chad Predix**

**Human Resources ..... Emily Schmidt**

**Marketing Report ..... Brandon Krueger or Susie Siever**

**Finance Report ..... Thorne Perun**

**Motion for Adjournment**

<b>Board Member</b>	<b>Moved</b>	<b>Second</b>	<b>Aye</b>	<b>No</b>	<b>Abstain</b>
Bruce Whitten			<b>X</b>		
Corey Gosser	<b>X</b>		<b>X</b>		
Christopher Smith		<b>X</b>	<b>X</b>		

**Meeting adjourned at: 5:32 PM**

**BOARD OF GOVERNORS**  
**VIRTUAL PREPARATORY ACADEMY at MONTEREY**  
**MINUTES OF THE REGULAR MEETING AGENDA**

Location: Conference Call +1-888-585-9008

Conference Room ID#: 404-245-753  
5:00 p.m., Tuesday, September 15, 2020

**NOTICE:** Individuals wishing to speak at the Board Meeting are encouraged to sign up 24 hours in advance of the meeting. Individuals wishing to speak may call **(888) 628-2542** and list their names for public input during the meeting.

**Meeting Called to Order at: 5:00 PM**

**Voice Roll Call**

Board Member	Present	Absent	Position
Bruce Whitten	X		Chair
Corey Gosser	X		Member
Christopher Smith	X		Member

**Adoption of Agenda ADOPTED**

Board Member	Moved	Second	Aye	No	Abstain
Bruce Whitten			X		
Corey Gosser		X	X		
Christopher Smith	X		X		

**Approval of Minutes – Special Board Meeting – Tuesday, July 28, 2020 5:00 p.m. PST ADOPTED**

Board Member	Moved	Second	Aye	No	Abstain
Bruce Whitten			X		
Corey Gosser		X	X		
Christopher Smith	X		X		

**Public Speakers**

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## New Business for Action

### 15.09.1

#### **Virtual Preparatory Academy at Monterey Assessment Plan Revision**

##### **Information Item:**

The Initial assessment plan presented noted NWEA/MAP as the local assessment tool. The ACCEL Schools is now recommending a move to iReady for all schools. Like NWEA/MAP, iReady can be used for diagnostic and benchmark assessments. Additionally, this diagnostic assessment identifies which students are experiencing difficulties with specific skills and provides actionable data and reports to guide teachers in adjusting and aligning instruction and supports. i-Ready automatically updates data reports every time a student completes a diagnostic assessment in the system so teachers can keep track of each student's skills progression, adjust instruction if needed, and gauge each student's growth towards their target and projected estimates for the year.

### 15.09.2 **ADOPTED**

#### **Learning Continuity and Attendance Plan Template 2 (LCAP 2) 2020 - 2021**

The LCAP is a tool for schools to set goals and utilize resources to improve student outcomes. The Learning Continuity Plan 2 replaces the LCAP for the 2020-2021 school year and supersedes the requirements in Executive Order N-56-20 established in April 2020. This plan is intended to memorialize the planning process that is already underway for the 2020-2021 school year.

<b>Board Member</b>	<b>Moved</b>	<b>Second</b>	<b>Aye</b>	<b>No</b>	<b>Abstain</b>
Bruce Whitten			X		
Corey Gosser		X	X		
Christopher Smith	X		X		

### 15.09.3 **ADOPTED**

#### **2020-2021 Application for Funding**

The 2020-2021 application for funding needs a ratification due to California Department of Education required filing date. Virtual Preparatory Academy at Monterey is required to review and receive approval of their Application for Funding selections with their local governing board.

<b>Board Member</b>	<b>Moved</b>	<b>Second</b>	<b>Aye</b>	<b>No</b>	<b>Abstain</b>
Bruce Whitten			X		
Corey Gosser		X	X		
Christopher Smith	X		X		

### 15.09.4 **ADOPTED**

#### **Unaudited Actuals for Approval**

Unaudited actuals are the first two months of expenditures against the approved preliminary budget. Unaudited actuals are required by the state of CA and to meet the requirements of the state the Monterey board must receive and approve the unaudited actuals report.

<b>Board Member</b>	<b>Moved</b>	<b>Second</b>	<b>Aye</b>	<b>No</b>	<b>Abstain</b>
Bruce Whitten			X		
Corey Gosser		X	X		
Christopher Smith	X		X		

**15.09.5 ADOPTED**

**2020-2021 School Calendar**

Additional instructional days were added to the original school calendar previously approved by the board to include a total of 180 school days.

Board Member	Moved	Second	Aye	No	Abstain
Bruce Whitten			X		
Corey Gosser		X	X		
Christopher Smith	X		X		

**15.09.6 ADOPTED**

**Parent/Guardian and Student Handbook**

The Parent/Guardian and Student Handbook was designed to provide an understanding of the general rules and guidelines for attending and receiving instruction at Virtual Preparatory Academy at Monterey.

Board Member	Moved	Second	Aye	No	Abstain
Bruce Whitten			X		
Corey Gosser		X	X		
Christopher Smith	X		X		

**Head of School ..... Michelle Romaine**

**Instruction Report ..... Shannon McElwain**

**Operations Report ..... Chad Predix**

**Marketing Report ..... Brandon Krueger**

**Finance Report ..... Michael Smith and Thorne Perun**

**Motion for Adjournment**

**Meeting adjourned at: 5:16 PM**

Board Member	Moved	Second	Aye	No	Abstain
Bruce Whitten			X		
Corey Gosser		X	X		
Christopher Smith	X		X		