Public Board of Directors Meeting

The Classical Academy, Inc.
TK-12th Grade

Tuesday, December 8, 2020
1:30 PM – Transparency Workshop
3:30 PM – Board Meeting
https://zoom.us/j/95382201581
Call In Number: 408 638 0968

BOARD AGENDA

All agenda items apply to The Classical Academy, Classical Academy Middle School, Classical Academy High School, Classical Academy Online, and Classical Academy, Vista, Detailed Board agenda information can be found on our website: https://classicalacademy.com/board/

#	Agenda Item	Presenter	Action Item
1	Open Meeting with Pledge of Allegiance	Mark Donar, Board President	
2	Principal Voice: Campus Updates	Kenna Molina, Jennifer Morrow, Kirstin Lasto, Stacey Perez and Dana Moen	
3	Written / Oral Correspondence (2 minutes)		

4	Consent Agenda
	  A. Review and Approval of Past Minutes
	    i. Meeting of 9/8/2020
	    ii. Meeting of 9/24/2020
	    iii. Meeting of 9/29/2020
	  B. School Enrollment
		Mark Donar, Board President	Yes

	New Business		

5	Treasurer's Report
	  A. Financial Update
	  B. 2019/2020 Audit
	  C. 1st Interim Report
	  D. LCP Parent Budget
		James Heath, Chief Financial Officer	Yes

6	Math Improvement Presentation	Dave Meyer, Chief Academic Officer	No
7	Cyber Security Plan Review and Adoption	Alfred Roebuck, Technology Director	Yes
8	Classical Academy Vista Renewal Update	Cameron Curry, CEO	No
9	School Reopening Update	Jalyn Hall, Chief Instructional Officer	No
10	Enrollment Preferences Discussion	Cameron Curry, CEO	Yes
11	Charter SELPA Participation Agreement	Cori Coffey, Director of Special Ed	Yes
12	Facility Update	Russell Grant, CIO	No
13	Partnering With Parents LLC Manager Change discussion	Cameron Curry, CEO	Yes

#	Agenda Item	Presenter	Action Item
14	Adjournment of Public Meeting o Next Meeting: Tuesday, February 23, 2021 at Coastal Academy TK-8	Mark Donar, Board President	Yes

Public Meeting Adjourned – Closed Session to Convene

Executive Session (Closed Meeting) – 5:30 pm			
15	Discussion on current litigation (Government Code §54956.9(b))	Cameron Curry	No
16	Reports from Closed Session	Mark Donar, Board President	

THE CLASSICAL ACADEMY

BOARD OF DIRECTORS			
Date	September 8, 2020	Call to Order	3:30 pm
Board Members Present via Virtual Call:	Mark Reardon, Paul Donovan, Patty Huerta, Angie Mosteller, and Mark Donar		
Board Members Absent:	None		
Speakers Present:	Kenna Molina, Jennifer Morrow, Kirstin Lasto, Dana Moen, James Heath, Dr. Stacey Perez, Mark Kalpakgian, Cameron Curry, Sonia Ryan, and Sejal Majithia		
Note taker:	Sonia Ryan		

Agenda for September 8, 2020

1. Roll Call/Meeting Opening

- ☒ Mark Reardon
- ☒ Mark Donar
- ☒ Patty Huerta
- ☒ Angie Mosteller
- ☒ Paul Donovan

Cameron Curry, CEO, lead the Board Members and audience with the Pledge of Allegiance.

2. Employee Activities

1. Principal's Voice:

    Kenna Molina, Principal for TCA, shared her employees have stepped up, above and beyond. They have 500 new students, nine new education specialists, and they all had to quickly learn how to use Zoom. They also had a record 60 parents in the first Principal Coffee Chat.

    Jennifer Morrow, Principal for CAMS, shared how they were very intentional in ensuring their incoming 7th grade students felt supported and excited to come to CAMS. In the spring, she hosted two coffee chats for incoming parents, with over 60 parents in attendance, and created three welcome videos; one from their counseling department, one from the 7th grade teachers, and one from the Principal. In August, 140 parents attended the new parent orientation. On the first day of Zoom live classes, teachers reported 98% student attendance.

    The team feels challenged, semi-accomplished, relieved, fluid, growing, encouraged, busy, tired, and hopeful. Covid-19 has forced them to rethink how we do school and there has been a lot to learn in terms of student engagement, classroom management, and lesson delivery in a virtual environment. Each day is better than the day before. Teachers are becoming more confident with teaching on Zoom and are finding what works best in the virtual learning environment.

One parent said it nicely, "Great communication, parent zoom meetings, email updates, and extra training prior to even opening. So professional and compassionate. Classes began last week and it's been a dream without any confusion or chaos."

Kirstin Lasto, Principal for TCA Vista, shared parents have indicated communication from CAV has been very good. Employees are being flexible, helping families with a variety of needs. ASB started and will do online assemblies/interaction with school community. Employees are getting into the swing of things; coming up with a lot of new techniques. Some are apprehensive about reopening and others are ready to jump in.

Dana Moen, Principal for CAHS, shared Abby Moen, CAHS Junior, said, "It's going pretty good. I think we would all rather be back in school. But it is working well and the teachers are doing really good. We are definitely learning but it is just different."

Virtual Events: Caiman Kick Off, Back to School Assembly, Junior and Senior Nights are coming up. Live Zoom classes have increased student engagement. Students are working hard, only complaining there is too much homework, which is what they have always said, so we are right on track.

Teachers are working hard and learning to balance their expectations during this time of Distance Learning with half saying they prefer the flexibility to work from home and about half saying they prefer teaching live from their classroom.

Dr. Stacey Perez, Principal for CAHS-PL, shared the general sense of starting the new year has been positive, as she is keeping a pulse on the team, students, and parents. They were prepared and ready, then had to make some minor adjustments to the delivery. Likes the addition of Nearpod, as it helps with Zoom meeting format and helps maximize engagement. Meeting with and mentoring each student to ensure that they are succeeding. Keeping clubs going, which helps students stay connect. Employees are supporting each other well and keeping their sense of humor!

Cori Coffey, Director of Special Education, shared more is working well than not. 98% of students are attending virtual services. Alfred Roebuck, Director of Technology, set up Doc-u-Sign for their virtual IEP meetings, which has worked great! They had a back log of 75 assessments due in 30-60 days when they returned. They have support from a SDSU Psychologist intern and they are partnering with CSUSM for student teacher support.

3. Correspondence

Written: None Presented

Oral: None Presented

THE CLASSICAL ACADEMY

Motion	Moved	Second	Vote	Passed	Denied
A. Review and Approval of Past Minutes - 7/21/2020 B. Review and Approval of Report from Closed Session – 8/19/2020 C. Vista Budget Adoption Report from San Diego County Office of Ed D. School Enrollment E. Elective Spending Policy F. Check Writing Authority Policy	Patty	Angie	5-0	✓	

- ☒ Mark Reardon
- ☒ Mark Donar
- ☒ Patty Huerta
- ☒ Angie Mosteller
- ☒ Paul Donovan

New Business

5. Treasurer's Report

James Heath, CFO, provided a financial update. The Classical Academies started the 2020/2021 school year with an approved budget to serve 4,790 students Kindergarten through 12th grade, with a planned revenue (Net of SPED contribution) of $41.9 million.

The California Legislature capped enrollment at P2 FY 19/20 level. Budget revenue will be presented at our next meeting, with our P1 FY 20/21 Budget update. Therefore, we are presenting enrollment from our P2 submittal vs. where we are currently with enrollment:

THE CLASSICAL ACADEMY

	Funding Cap for Enrollment to P2	Current Enrollemnt as of 9/1/20
TCA Bear Valley	1078	1492
CAMS	280	290
CAHS - S	865	922
CAHS - PL	383	426
VISTA	525	714
COASTAL K-8	1148	1556
COASTAL HIGH	410	475
	4689	5875

Motion	Moved	Second	Vote	Passed	Denied
Motion to accept the Financial update as presented.	Paul	Patty	5-0	✓	

☒ Mark Reardon   ☒ Angie Mosteller
☒ Mark Donar   ☒ Paul Donovan
☒ Patty Huerta

6. Learning Continuity Plan Presentation

Dr. Stacey Perez, CAHS-PL Principal, Learning Continuity Plan. Senate Bill 98 established that the Local Control and Accountability Plan (LCAP) and an annual update to the LCAP are not required for the 2020–21 school year and that the California Department of Education (CDE) shall not publish the California School Dashboard in December 2020 based on performance data on the state and local indicators. SB 98 supersedes the requirement to develop and adopt an LCAP by December 15, 2020.

The Learning Continuity and Attendance Plan (Learning Continuity Plan) is a part of the overall budget package for K-12 that seeks to address funding stability for schools while providing information at the local educational agency (LEA) level for how student learning continuity will be addressed during the COVID-19 crisis in the 2020–21 school year.

The Learning Continuity Plan is intended to balance the needs of all stakeholders, including educators, parents, students, and community members, while both streamlining engagement and condensing several preexisting plans. In particular, it was important to combine (1) the intent behind Executive Order N-56-20, published in April 2020, which envisioned an off cycle Local Control and

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Accountability Plan (LCAP) due December 15th, and (2) the ongoing need for LEAs to formally plan to return to school in the midst of the uncertainty and of COVID-19, without requiring two plans. The Learning Continuity Plan replaces the LCAP for the 2020–21 school year.

The Learning Continuity Plan adoption timeline of September 30, 2020, is intended to ensure the Learning Continuity Plan is completed in the beginning of the 2020–21 school year. Additionally, the timeline is intended to allow for communication of decisions that will guide how instruction will occur during the 2020–21 school year. This includes in-person instruction, according to health guidance, and Distance Learning, while providing critical opportunities for stakeholder engagement.

Prior to its adoption, the Learning Continuity Plan shall be presented at a public hearing of the governing board/body of the LEA for review and comment by members of the public. The agenda for the public hearing shall be posted at least 72 hours before the public hearing and shall include the location where the Learning Continuity Plan will be available for public inspection. Additionally, the governing board must provide options for remote participation in the public hearings and the public meeting in which the Learning Continuity Plan is adopted.

Requesting the Board of Directors hold a Public Hearing on 9/24, at 11:30 am, and meet again to approve the LCP on 9/29, at 3:30 pm.

Information only.

7. Workplace Survey Results Presentation

Mark Kalpakgian, COO, presented the Workplace Survey results for The Classical Academies. 456 employees were invited to take the survey and 90% responded, which is a record! Satisfaction rates for The Classical Academies were in the 94th percentile compared to similar schools.

Information only.

8. Jumpstart Parent Conference Wrap Up

Sonia Ryan, Director of Administration, shared the first virtual JumpStart Parent Education Conference details and parent feedback. Parents said the Keynote: *UnSelfie: Why Empathetic Kids Succeed in Our All-About-Me World*, by Michelle Borba, was inspiring and timely. A record of 1,825 registered for the conference. Parents loved having a virtual option and the flexibility to view the keynote talk and all 34 breakout sessions more than once.

Information only.

9. Conflict of Interest Code

Mark Kalpakgian shared the updated Conflict of Interest Code to be approved by the Board of Directors.

Motion	Moved	Second	Vote	Passed	Denied
Motion to accept the new Conflict of Interest Code as presented.	Mark D.	Paul	5-0	✓	

- ☒ Mark Reardon
- ☒ Mark Donar
- ☒ Patty Huerta
- ☒ Angie Mosteller
- ☒ Paul Donovan

10. Reopening Planning with COVID 19

Sejal Majithia, Director of Compliance, shared reopening plans with COVID-19. To give families and employees stability in these uncertain times, an announcement was made that the school year would start with Distance Learning, with plans to evaluate reopening in October. The District is off the San Diego County watchlist with schools given the green light to reopen under State guidelines and under Covid-19 Industry Guidance for Schools and School-based programs.

School site classified teams are in full force and many teachers have chosen to return to the classroom to deliver virtual lessons. There have been tests on how long it takes to do a symptom check and take a temperature at entry and whether hallway traffic flow plan will work. Operational framework has been determined on what needs to happen before and during the reopening and a plan is in place should it be necessary to close campuses again. All of this data will be shared with all employees 9/16/2020, and there will be a follow up survey sent to employees. A survey will also go to parents in a few weeks to determine the number of students returning in order to plan accordingly.

Information only.

11. Board Governance

Cameron Curry, CEO, requested the Board of Directors nominate and appoint Board Member positions for the new school year, which will go into effect 12/8/2020.

Cameron also discussed Brown Act and Governance Training and an updated Corporation Bylaws document to realign with organization updates and current legislation.

The Brown Act and Governance training will be held prior to the normally scheduled TCA Board of Directors meeting on December 8th, at CAHS, 207 E. Pennsylvania Avenue, in Escondido.

Motion	Moved	Second	Vote	Passed	Denied
Motion to appoint Mark Donar as President of the TCA Board of Directors.	Mark R.	Patty	4-0	✓	

  ☒ Mark Reardon   ☒ Angie Mosteller
  ☒ Patty Huerta   ☒ Paul Donovan

Mark Donar - Abstained

Motion	Moved	Second	Vote	Passed	Denied
Motion to appoint Angie Mosteller as Treasurer of the TCA Board of Directors.	Paul	Mark R.	4-0	✓	

  ☒ Mark Reardon   ☒ Mark Donar
  ☒ Paul Donovan   ☒ Patty Huerta

Angie Mosteller - Abstained

Motion	Moved	Second	Vote	Passed	Denied
Motion to appoint Patty Huerta as Secretary of the TCA Board of Directors.	Paul	Mark R.	4-0	✓	

  ☒ Mark Reardon   ☒ Angie Mosteller
  ☒ Mark Donar   ☒ Paul Donovan

Patty Huerta - Abstained

Motion	Moved	Second	Vote	Passed	Denied

Motion to appoint Paul Donovan as Member at Large of the TCA Board of Directors.	Mark R.	Mark D.	4-0	✓	.

☒ Mark Reardon   ☒ Angie Mosteller
☒ Mark Donar   ☒ Patty Huerta

Paul Donovan - Abstained

Motion	Moved	Second	Vote	Passed	Denied
Motion to appoint Mark R. as Member at Large of the TCA Board of Directors.	Paul	Mark D.	4-0	✓	

☒ Patty Huerta   ☒ Angie Mosteller
☒ Mark Donar   ☒ Paul Donovan

Mark Reardon - Abstained

Adjournment

Meeting Adjourned at 5:39 pm.

Next regularly scheduled meeting is Tuesday, December 8, 2020, at Classical Academy High School.

Report from Closed Session

The Board reviewed and discussed the CEO's annual performance, gave positive feedback, and granted a 7% increase in compensation. This moves the annual salary from $250,000 to $267,500.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected Secretary of The Classical Academy, a California nonprofit public benefit corporation; that these minutes, consisting of eight (8) pages are the minutes of the meeting of the Board of Directors held on September 8, 2020.

_____
Secretary   Date

THE CLASSICAL ACADEMY

BOARD OF DIRECTORS			
Date	September 24, 2020	Call to Order	11:30 am
Board Members Present via Virtual Call:	Mark Reardon, Paul Donovan, Patty Huerta, Angie Mosteller, and Mark Donar		
Board Members Absent:	None		
Speakers Present:	Cameron Curry and Dr. Stacey Perez		
Note taker:	Mark Kalpakgian		

Agenda for September 24, 2020

1. Roll Call/Meeting Opening

- ☒ Mark Reardon
- ☒ Mark Donar
- ☒ Patty Huerta
- ☒ Angie Mosteller
- ☒ Paul Donovan

Mark Donar, Board President, lead the Board Members and audience with the Pledge of Allegiance.

New Business

2. Public Hearing on the Learning Continuity Plan

The following LCP Review, Discussion, and Adoption details were included in The Academies News on 9/21/2020:

As part of the overall state budget package for K-12 education, the LCP addresses funding stability for schools while providing information at the local level for how student learning continuity will be addressed during the COVID-19 crisis in the 2020–2021 school year.

Dr. Stacey Perez, Principal for Classical Academy High School Personalized Learning, shared two parent comments from:

1) The Classical Academy and Classical Academy Middle School
2) The Classical Academy Vista
3) Classical Academy High School and Personalized Learning Campus

Adjournment

Meeting Adjourned at 11:40 am.

Next regularly scheduled meeting is Tuesday, December 8, 2020, at Classical Academy High School.

1

THE CLASSICAL ACADEMY

BOARD OF DIRECTORS			
Date	September 29, 2020	**Call to Order**	3:30 pm
Board Members Present via Virtual Call:	Mark Reardon, Paul Donovan, Patty Huerta, Angie Mosteller, and Mark Donar		
Board Members Absent:	None		
Speakers Present:	Cameron Curry and Dr. Stacey Perez		
Note taker:	Sonia Ryan		

Agenda for September 29, 2020

1. Roll Call/Meeting Opening

☒ Mark Reardon   ☒ Angie Mosteller
☒ Mark Donar   ☒ Paul Donovan
☒ Patty Huerta

Mark Donar, Board President, lead the Board Members and audience with the Pledge of Allegiance.

Old Business

2. Learning Continuity Plan Approval

Motion	Moved	Second	Vote	Passed	Denied
Accept the LCP as presented by Dr. Stacey Perez, Principal, CAHS-PL.	Patty	Angie	5-0	✓	

☒ Mark Reardon   ☒ Angie Mosteller
☒ Mark Donar   ☒ Paul Donovan
☒ Patty Huerta

Adjournment

Meeting Adjourned at 3:34 pm.

Next regularly scheduled meeting is Tuesday, December 8, 2020, at Classical Academy High School.

The Classical Academy, Inc.
Enrollment Report
December 2020

Grades	TCA	CAMS	TCA Vista	CAHS-PL	CAHS
TK	26	0	12	0	0
K	178	0	74	0	0
1	173	0	84	0	0
2	172	0	76	0	0
3	181	0	76	0	0
4	177	0	81	0	0
5	167	0	76	0	0
6	188	0	67	0	0
7	75	138	76	0	0
8	83	145	61	0	0
9	0	0	0	115	252
10	0	0	0	75	229
11	0	0	0	118	214
12	0	0	0	99	212
Total	1,420	283	683	407	907
Adopted Budget	1,065	280	510	440	880
Variance	355	3	173	-33	27

Total: 3,700

Budget: 3,175

Variance: 525

K-8 Mathematics Improvement Plan
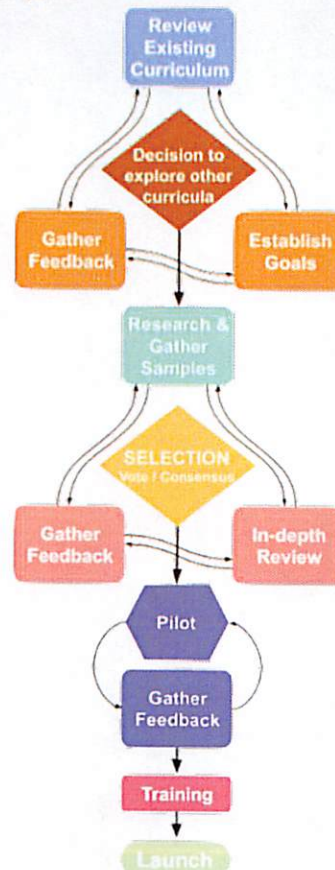
School Board Presentation
12/08/2020

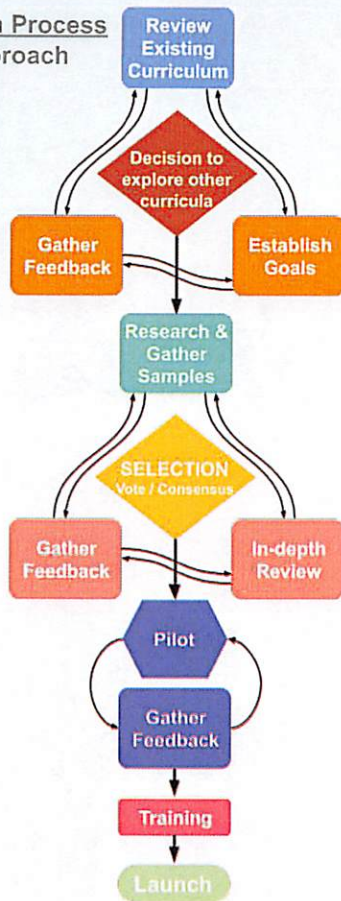---

Curriculum Selection Process
A Systematic Approach
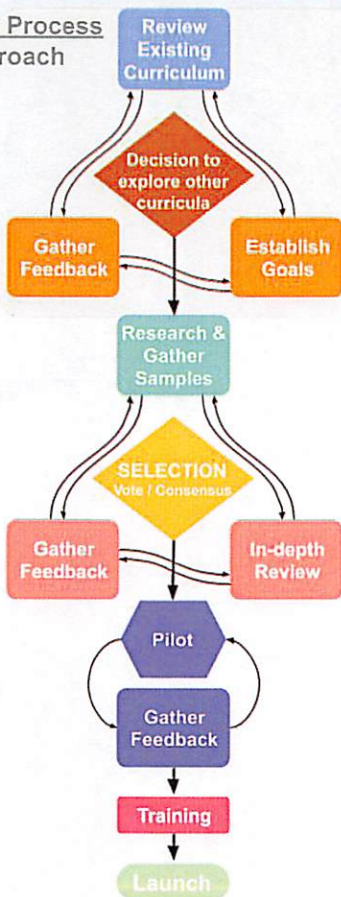
Curriculum Selection Process
A Systematic Approach

REVIEW EXISTING CURRICULUM
ESTABLISH GOALS
RESEARCH & GATHER SAMPLES
ONGOING REVIEW & FEEDBACK GATHERING
A/B TEACHER & ES CURRICULUM VOTE
PILOT PROGRAM
TRAINING
LAUNCH

Curriculum Selection Process
A Systematic Approach

REVIEW EXISTING CURRICULUM
ESTABLISH GOALS
RESEARCH & GATHER SAMPLES
ONGOING REVIEW & FEEDBACK GATHERING
A/B TEACHER & ES CURRICULUM VOTE
PILOT PROGRAM
TRAINING
LAUNCH

Review Existing Curriculum

Decision to explore other curricula

Gather Feedback

Establish Goals

Research & Gather Samples

SELECTION
Vote / Consensus

Gather Feedback

In-depth Review

Pilot

Gather Feedback

Training

Launch

Curriculum Selection Process
A Systematic Approach

Review Existing Curriculum

Decision to explore other curricula

Gather Feedback

Establish Goals

Research & Gather Samples

SELECTION
Vote / Consensus

Gather Feedback

In-depth Review

Pilot

Gather Feedback

Training

Launch

Starting in the spring of 2019 the team conducted several meetings to gather feedback from teachers and families about the Progress In Mathematics (Sadlier) curriculum.
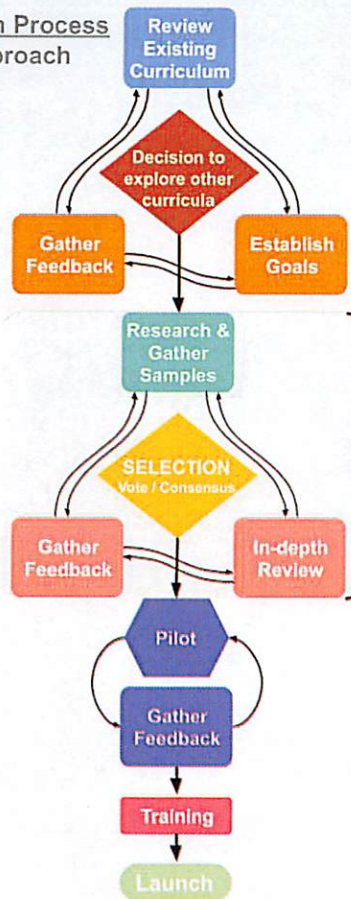
Goals were identified to ensure that the TCA Mathematics Curriculum would:

- Improve our students' ability to Think – Communicate – Achieve
- Be standards driven and research based
- Provide students, families, and teachers with the supports necessary to enjoy mathematical success

Compared the teacher/family feedback in regards to the Progress In Mathematics curriculum to our goals and weighed the choice between making a new purchase and providing additional supports/resources to the Progress In Mathematics curriculum.

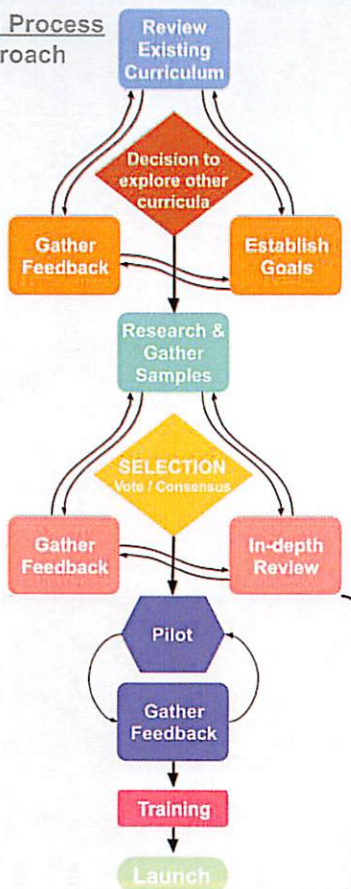**The decision was made to purchase a new curriculum.**

Curriculum Selection Process
A Systematic Approach

Review Existing Curriculum
→ **Decision to explore other curricula**
→ **Gather Feedback** / **Establish Goals**
→ **Research & Gather Samples**
→ **SELECTION** Vote / Consensus
→ **Gather Feedback** / **In-depth Review**
→ **Pilot**
→ **Gather Feedback**
→ **Training**
→ **Launch**

Research & Gather Samples:

- Researched curriculum review sites.
- Requested samples from a variety of publishers
- Rejected any curriculum clearly not meeting our stated goals and/or the concerns voiced by teachers and families.
- Performed an in-depth evaluation of 7 different curricula across 14 different quality criteria.
- Brought samples of 5 curricula to school sites for A/B teacher, ES, and specialist review.
- Brought in representatives from publishers to provide teachers, specialists, and ES's with an overview of the program
- Informally piloted one of the popular options
- Narrowed our search to two high quality programs that satisfied all of the issues brought forth about Progress In Mathematics as well as meeting our stated mathematical goals.
- During the spring of 2020, grade span teacher teams and ESs met to provide detailed feedback in order to decide between our top two candidates.
- A clear consensus emerged that Into Math would be the best curriculum to improve our students' mathematical outcomes while also featuring a high degree of usability for our unique program offerings.

Curriculum Selection Process
A Systematic Approach

Review Existing Curriculum
→ **Decision to explore other curricula**
→ **Gather Feedback** / **Establish Goals**
→ **Research & Gather Samples**
→ **SELECTION** Vote / Consensus
→ **Gather Feedback** / **In-depth Review**
→ **Pilot**
→ **Gather Feedback**
→ **Training**
→ **Launch**

Pilot:
➤ Targeted approach to gather feedback from all stakeholders
➤ Learn from and respond to feedback as we support our pilot participants and anticipate needs of students, families, and teachers moving forward

2020-2021 school year

- Grades k - 4 pilot
- 6 C-track families, 2 at each site
- 8 A/B teachers, Bear Valley, Vista, and Coastal all represented
- Each of the grades k - 4 represented
- Spring 2021 teacher and family training provided

2021-2022 school year

- Grades K-4 live across the organization
- Grades 5 - 8 pilot
- Spring 2022 teacher and family training provided

2022-2023 school year

- Grades k-8 live across the organization

Training:
- Spring 2021 teacher & family training provided (K-4)
- Spring 2022 teacher & family training provided (5-8)

Launch:
- 2021-22: Go Live with K - 4
- 2022-23: Go Live with 5 - 8

Pilot, Training, & Rollout
A Systematic Approach

Into Math Pilot and Rollout

- Fall 2020 Pilot
- Spring 2021 Training
- 2021-2022 School Year
- Roll out and pilot

Status of Fall 2020 Pilot

- The Classical Academy Bear Valley:
  - A/B – Kindergarten and 2nd Grade
  - C – 2 families; 1st, 2nd, and 3rd grade
- Coastal Academy:
  - A/B – 1st Grade
  - C – 2 families; 2nd and 4th grade
- The Classical Academy Vista:
  - A/B – 4th Grade
  - C – 2 families; 4th grade
- Gathering and responding to feedback
- Positive (but not perfect) reviews from teachers and families
- Actionable input

Spring 2021 Training

- Two teacher dates
- Multiple family options: in person multiple dates, recordings, zoom
- Jumpstart

2020-2021 School Year:

- Pilot K- 4
  - All sites and tracks represented

2021-2022 School Year:

- Full launch: K - 4
  - All sites and tracks
- Pilot: 5 - 8
  - All sites and tracks represented

*To keep up to date on the math improvement plan visit this Google Site:
https://sites.google.com/classicalacademy.com/currselection

November 20, 2020

Dr. Paul Gothold, Superintendent
San Diego County Office of Education
6401 Linda Vista Road
San Diego, CA 92111

Dear Dr. Gothold:

I am pleased to provide you the renewal information for *Classical Academy, Vista*. With our initial charter set to expire on June 30, 2021, this submission is our desire to be renewed by the San Diego County Office of Education (SDCOE). I look forward to having our teams work together to ensure SDCOE has all it needs to recommend approval of the renewal to your Board.

Knowing your Board of Trustees interest in the diversity of our student enrollment, as discussed at our initial approval two and a half years ago, we have worked in the community to showcase our programs to elevate the great work we accomplish with students. The law is clear that we detail the means by which we will achieve a balance of racial and ethnic pupils, special education pupils, and the charter renewal documentation does include the specific and ongoing efforts being taken by the team at *Classical Academy Vista* to inform the public of what we do and the programs we offer. It is our goal that those coming in contact with the *Classical Academy* name are at least familiar with our organization and the quality academic, social, and emotional programs we provide North San Diego County families.

We are in the final 6 months of our lease with our facility located at 4010 Mystra Drive in Oceanside that expires June 30, 2020. We do have the option to extend the lease and we are also now in negotiations to purchase a new facility in the Sycamore area of Vista. If those negotiations go as planned, we will not extend the current lease and will purchase a new facility for Classical Academy Vista in the spring of 2021. Knowing that a material change would have to be made with an existing change of address, we are informing SDCOE of our planning so that we are upfront with what we are doing. I suggest that we take up this facility issue and fold into the next MOU that would be signed between both parties with the approval of the renewal.

The submission of this letter, and other renewal documentation, triggers a public hearing to be scheduled by SDCOE within 60 days, and a decision in 90 days, gives us confidence that we can secure a renewal before the June 30th expiration of the charter. I know that my team has worked hard to gather all the relevant information to support this process and our documents have been reviewed, edited, and updated by our attorney to ensure the charter's alignment to current law.

Having participated in several charter school renewals over the years, with different LEA's in the operation of other charter schools, I anticipate seeing the denial or approval recommendation from the SDCOE team. The law requires we are given 15 days advanced notice of the recommendation before a scheduled Board meeting when that decision will be rendered. *(Subsection "b" of Education Code Section 47605 requires publishing district staff recommendations 15 days prior to the vote to grant/deny.)* I fully anticipate after a thorough vetting of our petition that all questions will be answered and an easy decision can be made.

I am looking forward to next steps and my designee, Jalyn Hall, Chief Instructional Officer, will be leading the renewal discussions with your team.

Sincerely,

Cameron Curry
Chief Executive Officer

CERTIFICATION OF COMPLETE CHARTER PETITION
Education Code Section 47605(b)

A charter petition is deemed received by the governing board of the school district on the day the petitioner submits a petition to the district office, along with a signed certification that the petitioner deems the petition to be complete. The following certification is submitted in compliance with Education Code Section 47605(b).

No later than 60 days after receiving a petition, the governing board of the school district shall hold a public hearing on the provisions of the charter, at which time the governing board of the school district shall consider the level of support for the petition by teachers employed by the school district, other employees of the school district, and parents. Following review of the petition and the public hearing, the governing board of the school district shall either grant or deny the charter within 90 days of receipt of the petition, provided, however, that the date may be extended by an additional 30 days if both parties agree to the extension.

- Date of submission: **November 20, 2020**
- Deadline for public hearing: **January 19, 2021**
- Deadline for granting or denying the charter petition: **February 18, 2021**

Certification

By signing below, I certify as follows on Friday, November 20, 2020:

1. That I am the authorized representative, and that I am competent and qualified to certify to the facts herein;

2. That, as authorized representative, I have personal knowledge of the facts forming the basis of this certification;

3. That I make this certification for purposes of Education Code Section 47605(b) only; and

4. That I deem the charter petition to be complete.

Name: Cameron Curry, CEO and Lead Petitioner

Signature: *CM Curry*

School Name: Classical Academy, Vista

THE CLASSICAL ACADEMIES

Cyber Security Plan

2021

The purpose of the Cyber Security Plan is to establish policies and practices by which the Classical Academies will protect its students', employees', and business information.

This plan will inventory the different data types and locations. As well as enumerate the actions and policies in place (or to be established) to achieve the information security goals of the Classical Academies. The plan will be reviewed and, updated, expanded, or revised as needed. A current version of this plan will be published to the Intranet each year.

Data Inventory:

- Data Types:
  - Protected Student Data - FERPA Data
  - Financial Data
  - Employee Data - HR / Finance
  - Proprietary Business Data
  - Non-Protected Data / Public Data
  - Security camera digital recordings
  - Educational data: Schoology, Summit, Zoom recordings, curriculum
  - Social Media platforms
- Data Locations:
  - Pathways (Student Information System): Student Data
  - Abila MIP: Financial Data, Employee Data
  - Bamboo HR: Employee Data, Financial Data
  - Schoology, Summit, Zoom: Student Data, Proprietary Business Data, Non-Protected Data, Educational Data
  - Google G Suite (Email, Google Drive, Google Sites): All data types
  - Mailchimp, Happeo: Proprietary Business Data
  - Work issued laptops: All data types

Data Protection:

- Control Access: All data are stored in systems that have granular, password-protected, user account-based access. All-access to protected data is password-protected, and encrypted where needed.
- Data Backup: All data are contained in cloud-based systems maintained by contracted vendors (i.e. Google, Pathways, Abila MIP, etc). These vendors have robust systems in place for Data Backup and Recovery, and for systems redundancy.
- Enable two-factor or multi-factor authentication when possible and practical.

Plan for Data Loss or Theft:

- In the event of a data breach, these procedures will be immediately followed by a documented Security Response Team (the members of the team and their roles will be posted on the company Intranet):
  - Notify law enforcement when necessary
  - Lockdown or shut off any compromised system
  - If any Student or "Customer" data is compromised, immediately notify our "Customers" of the data breach and the actions being taken in response.
  - Top-down password change requirement enforced in the event that any logins were compromised
  - Identify security vulnerability that allowed the breach to take place and change configurations or policies to prevent any future breach by the same method
  - Restore from backups where needed (e.g. Ransomware infection)
  - Hold a "Lessons Learned" meeting after the event to ensure that new security policies are put in place to protect against future security events

Protection against Scams and Fraud:

- Protect against online/email fraud through policies that require specific steps for verification. (i.e. Require a follow-up phone call to confirm email requests for sensitive information or Financial changes, etc.) Written policy to be published on company Intranet.
- Protect against telephone fraud through policies of identity verification (i.e. caller must verbally confirm specific personal information before any protected information is talked about over the phone) Written policy to be published on company Intranet.
- Train employees to recognize social engineering, phishing, and online risk
  - Regular security and "best practices" reminders from the Technology and Security departments to be posted on the company intranet.
  - Implement a short yearly employee course to refresh staff on basic policies and how to protect their accounts and our data.

Protect against Malware, Spyware, Fake Antivirus software:

- The Technology Department uses specific software tools to protect against and clean infections of Malware
- The technology team is trained to regularly check every employee computer they contact for any signs of infection

- Implement regular staff reminders on what to be aware of and how to protect themselves and their work computer (to be a part of the Technology and Security information posted on the company Intranet).

Network Security:

- All internal networks are secure. Network computers require user accounts with passwords for access
- Wifi access is password protected and encrypted
- Strong but reasonable password requirements are in place
- Device and internet use policies are in place and included in the employee and student handbooks. All employees and students sign the agreement page of the handbook every year. These policies will also be posted on the company intranet.
- Very limited VPN access is in place, and all VPN connections are secure with passwords and encryption
- Networks accessible by students are protected with industry-leading content filtering to ensure student safety
- Some campus staff networks already have a device "white list" in place to provide even greater restrictions on network access. The Technology department will explore the practicality of expanding the "white list" restrictions on all other campuses.
- Establish yearly network security testing and audit

Website Security:

- No sensitive data is hosted on the public-facing websites without being protected by passwords and encryption
- Changes to public-facing web content are only possible through password-protected user accounts, and those accounts are restricted to only a few essential employees
- Web host can be contacted in moments to lock down access to the website, in the event of a security breach that compromised an admin account

Email Security:

- Google's industry-leading email security and spam filtering in place
- Employee training in email best practices as part of regular Technology and Security Department postings on the company intranet
- Board approved email retention policy in place
- Email use policy included in the Employee Handbook which all employees must sign - The email use policy will also be posted to the company intranet

Mobile Devices:

- Device and internet use policy in place in the Employee and Student handbooks
- All mobile devices (computers, smartphones, etc) that have access to company email or other systems, must be locked with a password or biometric
- The policy informs users that all devices that access company data may be subject to Public Information Requests
- A policy is in place to report lost or stolen devices immediately to ensure account passwords and data access can be locked
- All devices are completely wiped clean of data prior to reissuing to a new user or to the device disposal

Employees:

- Hiring: Background checks are required for all employees at the time of hire
- Basic Cyber Security training being established for all employees (regular intranet updates from Technology and Security departments, as well as a yearly employee training course)
- Employee departure checklist in place (ensures all accounts are locked or closed and all company devices are recovered)
- Regular audit of user accounts to be established - ensuring permissions are all correct for current job responsibilities and that all accounts of former employees are regularly removed (note: upon leaving the company, and employees account access is locked or suspended, but the accounts aren't always immediately closed for a variety of reasons. This audit process is required to ensure that those locked/suspended accounts are cleaned out on a regular basis)

Facility Security:

- All locations are physically secured with locked doors and alarms
- Servers, switches, and other local equipment are all stored behind locked doors (i.e. Server Closets) (Note: there is an admin location where the network equipment is not all secured behind a locking door. This will be remedied this year).
- Minimize printed materials containing sensitive information
  - Wherever possible we are making a shift towards paperless processes
- Printed materials containing sensitive information are to be stored in secure locations (i.e. locked offices, locked file cabinets)
- Secure disposal of printed materials (i.e. shredding service) in place at all locations
- Security Camera Systems with digital video recording in place on all campuses

Payment Systems:

- Secure tools and equipment in place for credit card transactions

- Controlled access to payment systems in place
- In the process of shifting away from credit card readers, and moving to secure website portals for all transactions

Ongoing Policy Development and Management:

- Establish the upcoming company intranet as the location for all Technology Department use and security policies
- Post on company intranet an established Cyber Security Response Team - security roles and responsibilities enumerated and detailed
- Internet and Technology use policy in place and available to all employees in the Employee Handbook. Updated yearly. To be posted to the intranet.
- Establishing regular employee training to include a basic yearly online course (either internally created or from an existing 3rd party vendor) as well as regular intranet postings with information and reminders on specific topics throughout the year
- New - Establishing written comprehensive policy to encompass distance learning with video conferencing tools (i.e. Zoom and Google Meet), to be posted to the intranet

Yearly cybersecurity action checklist (assigned lead to be established by January each year):

#	Activity	Date	Lead
1.	Conduct security audits to identify weaknesses and update/patch vulnerable systems	September	
2.	School network test and review and administrative password changes	November	
3.	Review to make sure two-factor authentication has been activated when possible	December	
4.	Implement an ongoing schedule of training, information sharing, and education for all workers through Intranet	Monthly	
5.	Review tech ticket logs for patterns of suspicious activity and train employees accordingly	Quarterly	
6.	Audit Account access: Restrict access to data and applications to only those users who need the information to perform their job—Purge and reduce logins to platforms where access is no longer essential or	August	

	needed. (i.e., Mailchimp, social media)		
7.	Yearly tech team training on cybersecurity	May/June	
8.	Review network access logs for unusual activity	Quarterly	
9.	Audit accounts to remove "locked" but still existent accounts from former employees	Quarterly	

Board Report
Charter SELPA Participation Agreement

Background:

El Dorado Charter SELPA's revised Local Plan Section B and the revised Charter SELPA Participation Agreement was approved at the October 7, 2020 CEO Council meeting. Each partner (our four charters) of the Charter SELPA is required to adopt the Local Plan and the Participation Agreement for each LEA/school.

Report:

Local Plan Section B, Certification 5, and the Participation Agreement
Local Plan Section B: the governance and administration of the SELPA.

Certification 5: certifying that the LEA is adopting the SELPA's Local Plan Section B

Participation Agreement includes: shared commitments, LEA responsibilities, SELPA duties and responsibilities, EDCOE (El Dorado County Office of Education) duties and responsibilities, and termination of the agreement and participation in SELPA, dispute resolution, and mutual representation.

Action Required by the Board:

I would encourage the Board's approval of the Agreement for Participation with EDCOE, as well as the Local Plan B and sign the Board Resolution for Approval of EDCOE Participation Agreement and Local Plan B (Certification 5). Once signed by the CEO, I will notify EDCOE of the Approved Participation Agreement.

Cori Coffey
Director of Special Education
December 1, 2020

THE CLASSICAL ACADEMIES
- ESCONDIDO | VISTA | OCEANSIDE | ONLINE -

Enrollment Priority Policy and Procedure
Updated December 2018

Preference for enrollment is as follows:
1. Current Classical Academies employee or current Board Member's child, niece, nephew or grandchild
2. Siblings of students admitted to or attending the Charter school
3. Residents of the District (determined by the location of the individual campus)
4. All other applicants

Currently enrolled students will be given priority over the above preference list, and will maintain their enrollment from year to year. If currently enrolled students transfer from one campus to another, priority will be determined based on the student's continuous enrollment at any campus, based on initial start date of that continuous enrollment.

Board Approved: December 11, 2018