



**Arizona Connections Academy (ACA) Board Meeting**

Pursuant to A.R.S. § 38-431.02., notice is hereby given to the members of the ACA Board and the general public that the ACA Board will hold a meeting open to the public on:

**Date and Time:**

Friday, January 8, 2010 at 8:00 a.m. Arizona time

**Held At:**

Arizona Connections Academy  
1017 South Gilbert Road, Suite 210  
Mesa, AZ 85204

Notices of this meeting have been appropriately posted as required by A.R.S. § 38-431.02. Persons with a disability may request a reasonable accommodation by contacting Linda Harless at (480) 782-5842. Requests should be made as early as possible to arrange the accommodation; no later than twenty four (24) hours prior to the meeting.

**BOARD AGENDA**

- I. Call to Order – A. Coe
- II. Roll Call – A. Coe
- III. Public Comment

The Board welcomes participation by the members of the public both in-person and telephonically. To address an item on the agenda, before the scheduled start of the meeting, an individual must write their name and a short description of the agenda item on which they wish to comment on the card provided and submit this to the Chair, along with any materials they want to have distributed to Board. Individuals who wish to address the Board telephonically must contact the school principal by phone or by email at least twenty four (24) hours before the scheduled start of the Board meeting. If the individual wants to provide any written materials to the Board, these should be emailed to the School Principal at least twenty four (24) hours before the scheduled start of the meeting.

The total time for any individual to present, either in person or via telephone, on an item on the agenda shall not exceed three (3) minutes, unless the Board grants additional time. However, in compliance with Board policy and the Arizona Open Meeting Laws, the Board is not permitted to discuss or take action on non-agenda items.

Individuals desiring to make a formal presentation to the Board on an item not on the agenda but desiring it be placed on the agenda must provide notice and written submissions detailing the subject of the presentation to the School Principal at least fourteen (14) days prior to the meeting, Any such presentations shall not exceed fifteen (15) minutes in duration, unless otherwise permitted by the Chair.

To view the Board Public Comment Policy, visit the school's "About Us" page at [www.connectionsacademy.com](http://www.connectionsacademy.com)

- IV. Routine Business
  - a. Approval of Agenda – A. Coe
- V. EXECUTIVE SESSION - Personnel Matter -ARS § 38-431.03.(A)(1) - Discussion or Consideration of Employment, Promotion, Demotion, Dismissal, and/or Disciplining of Administrative Staff (attached) – P. Robertson

- VI. Oral Report
  - a. Principal's Report (MSR) – L. Harless
    - i. Enrollment Update
    - ii. AIMS Testing Report
    - iii. Field Trips Update
    - iv. Graduation Update
    - v. Staffing Update
    - vi. Race to the Top Application (to follow)
  - b. Financial Report (attached) – T. Ochs
  
- VII. Consent Items
  - a. Approval of Minutes from the November 13, 2009 Meeting (attached)
  - b. Approval of Legal Invoice (attached)
  - c. Approval of Staffing Report (to follow)
  - d. Ratification of the Annual Report Card (to follow)
  - e. Approval of the 2010-2011 School Year General School Handbook (attached)
  - f. Approval of the 2010-2011 School Year State Specific School Handbook (attached)
  - g. Approval of Agreements for Student Enrollment for the 2010-2011 School Year: Regulatory Program Description, Parent /Legal Guardian (Caretaker) Acknowledgement, Designated Learning Coach Agreement and Eligible Student Agreement (attached)
  - h. Approval for Board Counsel to Review Records Retention Policy
  
- VIII. Action Items
  - a. Ratification of CA Invoice for November (attached) – E. Danielson
  - b. Approval of CA Invoice for December (attached) – E. Danielson
  - c. Approval of Funded Enrollment Target – T. Ochs
  - d. Approval for Opening Enrollment for the 2010-2011 School Year – T. Ochs
  
- IX. Information Items
  - a. Legislative Update – M. Revenaugh
  - b. Board Governance and Administrative Policy Manual Implementation & Planning (attached) – H. Woodward
  - c. EMO Evaluation (attached) – H. Woodward
  - d. Upcoming LiveLesson Schedule – H. Woodward
  
- X. Adjournment and Confirmation of Next Meeting – March 12, 2010 at 8:00 a.m.

## CONSENT ITEMS

The Chair will ask members what items, if any, they want removed from the consent agenda for discussion. If any member asks that an item be moved, it will be moved to the Action Items. After any items have been removed, the Chair will read out the remaining consent items and ask for their adoption in one motion if there is no objection.

**a. Approval of Minutes from the November 13, 2009 Meeting**

**PRESENTER IF MOVED TO ACTION ITEMS: Heather Woodward**

**RECOMMENDED ACTION: Consideration for Approval**

**BACKGROUND:** The minutes from the meeting of the Board of Directors are being presented for approval.

**b. Approval of Legal Invoice**

**PRESENTER IF MOVED TO ACTION ITEMS: Heather Woodward**

**RECOMMENDED ACTION: Consideration for Approval**

**BACKGROUND:** The invoice for legal services rendered for the school is being presented for Board approval.

**c. Approval of Staffing Report**

**PRESENTER IF MOVED TO ACTION ITEMS: Linda Harless**

**RECOMMENDED ACTION: Consideration for Approval**

**BACKGROUND:** The staffing report as provided with the Board materials outlines several candidates that the Principal is recommending for hire. The staffing report includes the candidate's name, area for hire, compensation rate, bonus potential and start date and is being presented to approval. The Staffing Report also provides information on departing employees, the reasons for their departure, as well as any employees receiving promotions for Board review and approval.

**d. Ratification of the Annual Report Card**

**PRESENTER IF MOVED TO ACTION ITEMS: Linda Harless**

**RECOMMENDED ACTION: Consideration for Approval**

**BACKGROUND:** The Annual Report Card was due to the ASBCS in its electronic format on November 30, 2009. As previously approved, Ms. Harless has completed and filed the Annual Report Card and Board ratification of the report is requested.

**e. Approval of the 2010-2011 School Year General School Handbook**

**PRESENTER IF MOVED TO ACTION ITEMS: Linda Harless**

**RECOMMENDED ACTION: Consideration for Approval**

**BACKGROUND:** Each year the Board is required to review and approve the General School Handbook. The redlined version of the General School Handbook outlines the changes made to the document since the Board approved the previous version last year. Last year's version had also been approved by all of CA partnering Boards. This version has been reviewed by the Board designee, school leader, and CA. In order to make sure the school is ready in time for the commencement of enrollment for the 2010-2011 school year, we are bringing the final version to the Board for formal approval at this meeting.

**f. Approval of the 2010-2011 School Year State Specific School Handbook**

**PRESENTER IF MOVED TO ACTION ITEMS: Linda Harless**

**RECOMMENDED ACTION: Consideration for Approval**

**BACKGROUND:** Each year the Board is required to review and approve the State Specific School Handbook that sets out any state specific school policies that supplement the General School Handbook. The memo attached to the State Specific Handbook outlines all changes made to the document since the Board approved the previous version. The State Specific Handbook has been reviewed by the Board designee, school Principal/Director and CA staff. In order to make sure we are ready in time for the commencement of enrollment for the 2010-2011 school year, we are bringing the final version to the Board for formal approval.

**g. Approval of Agreements for Student Enrollment for the 2010-2011 School Year: Regulatory Program Description, Parent /Legal Guardian (Caretaker) Acknowledgement, Designated Learning Coach Agreement, and Eligible Student Agreement**

**PRESENTER IF MOVED TO ACTION ITEMS: Heather Woodward**

**RECOMMENDED ACTION: Consideration for Approval**

**BACKGROUND:** The Parent Agreements, consisting of the Regulatory Program Description, Parent /Legal Guardian (Caretaker) Acknowledgement (PLCA) and Designated Learning Coach Agreement for the 2010-2011 school year are being presented for Board approval. These have not changed in substance from the forms approved by the Board for the 2009-10 school year, but merely update the school year and contain minor format and typographical corrections. Board approval of these Parent Agreements and the new Eligible Student Agreement, the same form as the PLCA, but for students who are over 18 or emancipated, is requested.

**h. Approval of Board Counsel to Review Records Retention Policy**

**PRESENTER IF MOVED TO ACTION ITEMS: Heather Woodward**

**RECOMMENDED ACTION: Consideration for Approval**

**BACKGROUND:** The Board is requested to authorize the school and Connections Academy to contact Board Counsel to work with the parties on the review of the school's Records Retention Policy to develop an updated policy that is compliant with all required legal timelines for retention and destruction of the school's documents. Board approval is requested.

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Ayes:** \_\_\_\_\_ **Nays:** \_\_\_\_\_

**ACTION ITEMS**

**a. Ratification of CA Invoice for November**

**PRESENTER:** Elizabeth Danielson

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Dr. Danielson will review the ratification of the invoice as payment has been made to Connections Academy in accordance with the Board of Directors' prior approval and direction concerning the advancing of funds for payment of CA invoice by the Treasurer. Dr. Danielson will review the support for payment of the invoice. Ratification of this payment is being requested.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_

**b. Approval of CA Invoice for December**

**PRESENTER:** Elizabeth Danielson

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Dr. Danielson will review the invoice as it relates to the financial report reviewed earlier in the meeting. She will request approval of the invoice and authorization to make payment via wire based upon availability of funds.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_

**c. Approval of Funded Enrollment Target**

**PRESENTER:** Ted Ochs

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Based on the 2009-2010 projected enrollment of approximately 1,000 students, which represents a growth of 200 students from the 2008-2009 school year, Mr. Ochs will review the proposed funded enrollment target of 1,200 students for the 2010-2011 school year with the Board and seek Board direction and approval for a target. Much of the 2010-2011 planning will be based on this funded enrollment target established by the Board.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_

**d. Approval for Opening Enrollment for the 2010-2011 School Year**

**PRESENTER:** Ted Ochs

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** The school is requesting Board approval to begin enrollment for the 2010-2011 school year effective April 1, 2010. Board approval of the opening enrollment date is requested.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_