



Capistrano Connections Academy Charter School  
Board Meeting  
Tuesday January 27, 2009 at 1:30 p.m. PT

**Principal Location:**  
Capistrano Connections Academy  
1211 Puerta Del Sol, Suite 220  
San Clemente, CA 92673

**Telephone Conference Call Locations:**  
317 Wilcox Street, Oceanside, CA 92054  
23091 Arden Street, Lake Forest CA 92630  
821 E. Claiborne Drive, Long Beach, CA 90807

This meeting is open to the public. For information about this meeting or for members of the public who require special accommodations to attend, contact Dr. Jonathan Horowitz at (949) 492-9131 x 330 at least 24 hours prior to the meeting. The Board packet is available for public review at the school offices prior to the Board meeting in compliance with California open meeting laws.

**AGENDA**

- I. Call to Order – T. Batiuk
- II. Roll Call – T. Batiuk
- III. Public Hearing on the Independent Study Policy (attached) and 2009-2010 Master Agreement (to follow) – F. Sassin

In setting policy pursuant to subdivisions (a) and (b) of Education Code section 51747, the local governing board shall consider, in a public hearing, the scope of its existing or prospective use of independent study as an instructional strategy, its purposes in authorizing independent study, and factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of pupils or adult education students.

The CapoCA Board welcomes participation by the public during the Public Hearing. If you wish to address the Board please follow the Public Comment policy of the Board as set out below.

- IV. Public Comment

The CapoCA Board welcomes participation by the public. To be recognized by the Chairperson, an individual must write their name and the agenda item(s) on the cards provided and submit this to the Chairperson or Secretary. A person wishing to speak on any item on or off the agenda will be granted up to 3 minutes. If requested, the Chairperson may grant additional time to individuals, circumstances permitting. The Chairperson will then announce the person's name at the appropriate time during the meeting. The Board may limit the public comment period on any single item to 30 minutes. Members of the public are invited to submit comments in writing. Formal presentations to the Board by members of the public may be scheduled in advance by notifying the Secretary no later than 10:00 a.m., 14 days, prior to the Board meeting to coincide with the agenda timeline and shall not exceed 15 minutes in duration. An opportunity is provided for the public to address the Board on items not appearing on the agenda. However, in compliance with Board policy and the Brown Act, the

Board is not permitted to discuss or take action on non-agenda items. Estimated times are approximate; actual times may vary. Members of the public who are interested in particular agenda items may wish to arrive early.

- V. Routine Business
  - a. Approval of Agenda – T. Batiuk
  
- VI. Closed Session: Brown Act § 54954.5 (e) – PUBLIC EMPLOYEE MID-YEAR PERFORMANCE EVALUATION AND JOB DESCRIPTION DISCUSSION; Title: Principal (to follow)
  
- VII. Oral Reports
  - a. Principal's Report (MSR attached) – J. Horowitz
    - i. Principal's Retreat Update
    - ii. Update on Field Trips
    - iii. Marketing Initiatives
    - iv. A-G Update
  - b. Financial Report (attached) – F. Sassin/J. Marhefka
    - i. First Period Attendance (attached)
    - ii. Update on California Budget
  
- VIII. Consent Agenda
  - a. Approval of Minutes of November 18, 2008 Board Meeting (attached)
  - b. Approval of Staffing Report (attached)
  - c. Approval of the 2009-2010 School Year Generic School Handbook (attached)
  - d. Approval of the 2009-2010 School Year State Specific Handbook (attached)
  - e. Approval of Parent Agreements: Regulatory Program Description, Parent /Legal Guardian (Caretaker) Acknowledgement and Designated Learning Coach Agreement for 2009-2010 School Year (attached)
  - f. Approval of Revision to the 2008-2009 School Year State Specific Handbook - Early Graduation Policy (attached)
  - g. Approval of Draft Technology Plan and Authorization for School to Finalize the Plan and File with the Necessary Parties (attached)
  - h. Approval of Renewal of Contract with Financial Consultant (to follow)
  - i. Approval of Filing the SB740 Funding Determination by the School's Financial Consultant (to follow)
  - j. Approval of School Accountability Report Card (SARC) (attached)
  - k. Approval of Completion and Submission of the Annual Performance Report and Authorization for Dr. Sassin to File with the District
  - l. Approval of Employee Criminal Clearance Policy (attached)
  - m. Approval of School Health and Safety Policy (to follow)
  - n. Approval of the Independent Study Policy (attached previously in package)
  - o. Approval of the 2009-2010 Master Agreement (attached previously in package)
  - p. Approval of Consolidated Application 2008-2009 Part II (to follow)
  
- IX. Action Items
  - a. Approval of Administrative Job Description Changes – J. Horowitz/E. Grier
  - b. Approval of the Connections Academy of Invoices for November and December (attached) -- F. Sassin
  - c. Approval of Revised Budget (attached) – F. Sassin
  - d. Approval to Request to be Authorized as a School Wide California Department of Education Title 1 Funding School (attached) – J. Swenk
  
- X. Information Items
  - a. WASC Self Study Update – J. Horowitz
  
- XI. Confirmation of Next Meeting on March 24, 2009 at 1:30 p.m. PT. and Adjournment

Agenda publicly posted:

On: Friday, January 23, 2009

At: Capistrano Connections Academy  
1211 Puerta del Sol, Suite 220  
San Clemente, CA 92673

By: Dr. Jonathan Horowitz

At: 317 Wilcox Street, Oceanside, CA 92054

By: Beth Ann Hall

At: 23091 Arden Street, Lake Forest CA 92630

By: Elaine Pavlich

At: 821 E. Claiborne Drive, Long Beach, CA 90807

By: Brenda Breen

## 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 18, 2008 Board 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 Staffing Report**

**PRESENTER IF MOVED TO ACTION ITEMS:** Jonathan Horowitz

**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.

**c. Approval of the 2009-2010 School Year Generic School Handbook**

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

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Each year the Board is required to review and approve the Generic School Handbook. The redlined version of the generic 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 our Boards. This version has been reviewed by the Board designee, school Principal/Director, and CA. In order to make sure we are ready in time for the commencement of enrollment for the 2009-2010 school year, we are bringing the final version to the Board for formal approval at this meeting.

**d. Approval of the 2009-2010 School Year State Specific Handbook**

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

**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 generic 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 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 2009-2010 school year, we are bringing the final version to the Board for formal approval. The State Specific Handbook may also have updates during the year if required due to changes such as state requirements. The most updated version is always available posted in the Virtual Library for enrolled families.

**e. Approval of Parent Agreements: Regulatory Program Description, Parent /Legal Guardian (Caretaker) Acknowledgement and Designated Learning Coach Agreement for 2009-2010 School Year**

**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 and Designated Learning Coach Agreement for the 2009-2010 school year are being presented for Board approval. These have not changed in substance from the forms approved by the Board for the 2008-9 school year, but merely update the school year and contain minor format and typographical corrections. Board approval of these Parent Agreements is requested.

**f. Approval of Revision to the 2008-2009 School Year State Specific Handbook - Early Graduation Policy**

**PRESENTER IF MOVED TO ACTION ITEMS:** Jonathan Horowitz

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** The Early Graduation Policy has been drafted in accordance with state standards and school administration is seeking approval of such policy. This will be included into the current year State Specific Handbook upon approval.

**g. Approval of Draft Technology Plan and Authorization for School to Finalize the Plan and File with the Necessary Parties**

**PRESENTER IF MOVED TO ACTION ITEMS:** Jean Swenk

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** The school has established a draft Technology Plan to formalize how the school handles the receipt of funds received for technology. The plan outlines a three year plan for the school which is for the school years 2009-2010 through 2011-2012. The school is requesting Board review and approval of the draft plan and authority for the school to finalize the plan with Dr. Swenk and file the plan with the necessary parties at the State for its review and acceptance. Once accepted by the State a finalized plan will be brought back to the Board for its ratification.

**i. Approval of Renewal of Contract with Financial Consultant**

**PRESENTER IF MOVED TO ACTION ITEMS:** Jonathan Horowitz

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** The Board contracts with an independent consultant to manage various aspects of school finance, operations and compliance. The Contract is renewed twice yearly. The Contract is attached. There has been no change in the hourly rate or scope of services since the last contract renewal six months ago. Board approval of the renewal of the Contract with Franci Sassin is being requested.

**j. Approval of Filing the SB740 Funding Determination by the School's Financial Consultant**

**PRESENTER IF MOVED TO ACTION ITEMS:** Franci Sassin

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Dr. Sassin is in the process of completing the SB740 Funding Determination and is seeking Board approval for Dr. Sassin to file such report by the February 1 deadline on behalf of the school. If the document is available prior to the meeting, it will be sent separately for review and consideration for approval. If not, it will be brought back to the Board for ratification..

**k. Approval of the School Accountability Report Card (SARC)**

**PRESENTER IF MOVED TO ACTION ITEMS:** Jean Swenk

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** The school has completed the School Accountability Report Card (SARC) for the 2007-2008 school year which the school is required to make available to parents and the community by February 1, 2009. Board review and approval of the report is requested.

**l. Approval of Completion and Submission of the Annual Performance Report and Authorization for Dr. Sassin to File with the District**

**PRESENTER IF MOVED TO ACTION ITEMS:** Jonathan Horowitz

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** The school is working on completion of the Annual Performance Report for filing with the appropriate parties and the Principal is seeking Board approval to complete and submit the Report to the authorizing district, with the Report itself being brought back for review and ratification

**m. Approval of the Independent Study Policy**

**PRESENTER IF MOVED TO ACTION ITEMS:** Jonathan Horowitz

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** The Independent Study Policy for the 2009-2010 school year, as discussed in the Public Hearing has been included in the Board packet and approval thereof is requested. The changes proposed are to bring the Policy more in line with the escalation process used to insure all students are successful in the independent study environment, and to disenroll students who cannot comply with the independent study requirements.

**n. Approval of the 2009-2010 Master Agreement**

**PRESENTER IF MOVED TO ACTION ITEMS:** Jonathan Horowitz

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** The Master Agreement for the 2009-2010 school year, as discussed in the Public Hearing, has been included in the Board packet and approval thereof is requested. The Master Agreement has been modified to be in line with the Independent Study Policy. In addition, the same form will be used next year for both California schools.

**o. Approval of Consolidated Application Title 1 Part II 2008-2009**

**PRESENTER IF MOVED TO ACTION ITEMS:** Franci Sassin

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Dr. Sassin seeks approval of the Consolidated Application Part II, which reports to the state on the expenditures of various restricted funds, such as federal Title funds and other state programs. The Con App is submitted in two parts each year. Part II is due for submission on January 30, 2009 and requires Board approval.

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

**ACTION ITEMS**

**a. Approval of Administrative Job Description Changes**

**PRESENTER:** Jonathan Horowitz

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Dr. Horowitz will discuss upcoming changes in the administration of the school during the Closed Session and will ask the Board to take any action it deems appropriate as a result of the discussion in Closed Session held earlier in the meeting.

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

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

**b. Approval of Connections Academy Invoices for November and December**

**PRESENTER:** Franci Sassin

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Dr. Sassin will review the invoices as they relate to the financial report provided earlier in the meeting. She will request approval of the invoices and authorization to make payment based upon availability of funds.

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

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

**c. Approval of Revised Budget**

**PRESENTER:** Franci Sassin

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Dr. Sassin and the CA financial staff have prepared the revised budget, which is included with the Board materials. Dr. Sassin will review the revisions and request Board approval of the revised budget. The revised budget is shown in the "forecast" line of the monthly financial statements.

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

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

**d. Approval to Request to be Authorized as a School Wide California Department of Education Title 1 Funding School**

**PRESENTER:** Jean Swenk

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Schools with 40% or more students on Free and Reduced Lunch can apply to use Title 1 and related funding on a "schoolwide" basis instead of as targeted assistance. CapoCA met the 40% minimum in 2008-2009 and so we are asking to be considered as a "schoolwide plan" user for Title 1 purposes.

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

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