



Capistrano Connections Academy Charter School
Board Meeting
Tuesday January 26, 2010 at 3:00 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
35715 Beach Road, Capistrano Beach, CA 92624

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 package 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 2010-2011 Master Agreement (attached) – 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 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 Brown Act, 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

- V. Routine Business
 - a. Approval of Agenda – T. Batiuk

- VI. CLOSED SESSION - Personnel Matter - Brown Act § 54954.5 (e) – PUBLIC EMPLOYEE MID-YEAR PERFORMANCE EVALUATION AND JOB DESCRIPTION DISCUSSION; Title: Principal (to follow) – P. Robertson

- VII. Oral Reports
 - a. Principal's Report (MSR attached) – J. Horowitz
 - i. Graduation Update
 - ii. Parent Satisfaction Survey
 - iii. Testing Update
 - iv. Upcoming and Recent Field Trips
 - v. Student Retention Efforts
 - b. Financial Report (attached) – F. Sassin
 - i. Update on MOU with CUSD – Special Education
 - ii. First Period Attendance Reporting (P1)
 - iii. Update on State Budget

- VIII. Audit Committee, Committee of the Entire Board
 - a. Review and Approval of the Form 990 for the Fiscal Year Ended June 30, 2009 and Authorization for the Financial Consultant to Sign the Form on Behalf of the Board (to follow) – F. Sassin
 - b. Approval of Audit Firm for the 2009-2010 School Year Annual Financial Audit (attached)

- IX. Consent Agenda
 - a. Approval of Minutes from the November 17, 2009 Board Meeting (attached)
 - b. Approval of Staffing Report (attached)
 - c. Ratification of the First Interim Financial Report (attached)
 - d. Approval of Board Meeting Schedule Change
 - e. Approval of the 2010-2011 School Year General School Handbook (attached)
 - f. Ratification of Principal Signing a Memorandum of Understanding for Funding Source (attached)
 - g. Approval of School Accountability Report Card (SARC) (attached)
 - h. Approval of Completion and Submission of the Annual Performance Report and Authorization for Dr. Sassin to File with the District
 - i. Approval of Independent Study Policy (attached)
 - j. Approval of the 2010-2011 Master Agreement (attached)
 - k. Approval of Consolidated Application 2009-2010 Part II (to follow)
 - l. Approval of Updated Adjunct Faculty Offer Letter (attached)

- X. Action Items
 - a. Ratification of the Connections Academy Invoice for November (attached) – F. Sassin
 - b. Approval of the Connections Academy Invoice for December (attached) – F. Sassin
 - c. Approval of Funded Enrollment Target – J. Marhefka
 - d. Approval of Opening Enrollment for the 2010-2011 School Year – J. Marhefka
 - e. Approval of the Title I Parent Involvement Plan and School-Parent Compact (attached) – J. Horowitz
 - f. Approval of Revised Code of Interest Policy (attached)

- XI. Information Items
 - a. Board Governance and Administrative Policy Manual Implementation & Planning (attached) – M. Wrisley
 - b. EMO Evaluation (attached) – M. Wrisley
 - c. Upcoming LiveLesson® Session Schedule and Conferences – M. Wrisley

- XII. Confirmation of Next Meeting on March 9, 2010 at 3:00 p.m. PT.

Agenda publicly posted:

On: Friday, January 22, 2010

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

By: Dr. Jonathan Horowitz

At: 23091 Arden Street, Lake Forest CA 92630
 By: Elaine Pavlich

At: 317 Wilcox Street, Oceanside, CA 92054
 By: Beth Ann Hall

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

At: 35715 Beach Road, Capistrano Beach, CA 92624
 By: Dr. Jonathan Horowitz

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 17, 2009 Board Meeting

PRESENTER IF MOVED TO ACTION ITEMS: Megann Wrisley

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. Ratification of the First Interim Financial Report

PRESENTER IF MOVED TO ACTION ITEMS: Franci Sassin

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Included in your Board materials is the First Interim Financial Report to the CUSD and the County Department of Education prepared and submitted by Dr. Sassin by the December 15th deadline. As explained at a previous meeting, the report is a restatement of the school's financials into the prescribed format. Board ratification of the First Interim Financial Report is requested.

d. Approval of Board Meeting Schedule Change

PRESENTER IF MOVED TO ACTION ITEMS: Megann Wrisley

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: As discussed at previous Board meetings, CA Board Relations is visiting the school the second week of March and has requested the Board approve changing the date of the March Board meeting to March 9, 2010 at 3 pm PST.

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

PRESENTER IF MOVED TO ACTION ITEMS: Jonathan Horowitz

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. Ratification of Principal Signing a Memorandum of Understanding for Funding Source

PRESENTER IF MOVED TO ACTION ITEMS: Jonathan Horowitz

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: The school has identified a funding source available and the Board is requesting to ratify entering into a memorandum of understanding to establish the school's intent to seek the funding source.

g. Approval of the School Accountability Report Card (SARC)

PRESENTER IF MOVED TO ACTION ITEMS: Franci Sassin

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: The school has completed the School Accountability Report Card (SARC) for the 2008-2009 school year which the school is required to make publicly available to parents and the community by February 1, 2010. Board review and approval of the report is requested.

h. 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 by the Board at a later meeting.

i. 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 2010-2011 school year, as discussed in the Public Hearing, has been included in the Board packet and approval thereof is requested.

j. Approval of the 2010-2011 Master Agreement

PRESENTER IF MOVED TO ACTION ITEMS: Jonathan Horowitz

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: The Master Agreement for the 2010-2011 school year, as discussed in the Public Hearing, has been included in the Board packet and approval thereof is requested.

k. Approval of Consolidated Application Title 1 Part II 2009-2010

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, 2010 and requires Board approval.

l. Approval of Updated Adjunct Faculty Offer Letter

PRESENTER IF MOVED TO ACTION ITEMS: Jonathan Horowitz

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Included in the Board materials is an updated offer letter in which the school would like to clarify certain terms of the employment relationship. Board approval is requested.

Motion: _____ Second: _____

Ayes: _____ Nays: _____

ACTION ITEMS

a. Ratification of CA Invoice for November

PRESENTER: Franci Sassin

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Dr. Sassin 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. Sassin 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: Franci Sassin

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Dr. Sassin will review the invoice that is derived from the financial report that was provided earlier in the meeting and seek Board approval thereof.

Motion: _____ Second: _____

Ayes: _____ Nays: _____

c. Approval of Funded Enrollment Target

PRESENTER: Franci Sassin

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Based on the 2009-2010 projected enrollment of approximately 1,000 students, which represents a growth of 250 students from the 2008-2009 school year, Dr. Sassin will review the proposed funded enrollment target of 1,400 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: Franci Sassin

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: _____

e. Approval of the Title I Parent Involvement Plan and School-Parent Compact

PRESENTER: Franci Sassin

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Each school receiving funder under Title I, Part A of the Elementary and Secondary Education Act (ESEA) must develop a written school-parent compact jointly with parents for all children participating in Title I, Part A activities, services and programs. That compact is part of the school's written parental involvement policy developed by the school and parents under section 1118(b) of the ESEA. The compact must outline how parents, the entire school staff and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. Feedback from parents will be reviewed at a future meeting. Board approval of the Parent Involvement Plan and School-Parent Compact is requested.

Motion: _____ Second: _____

Ayes: _____ Nays: _____

f. Approval of Revised Conflict of Interest Policy

PRESENTER: Franci Sassin

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: As a public agency located in Orange County, the school's Conflict of Interest Code is overseen by the Orange County Board of Supervisors. The office of the Clerk of the Board of Supervisors is responsible for implementation of all of the Codes and for compliance by all public officials who are designated, including our designated persons. The Clerk's office is participating in a pilot project with the state Fair Political Practices Commission to move to an online filing for the Form 700s. In order to do this, all agencies must adopt a uniform Conflict of Interest Code. Therefore, rather than wait until the fall when the biennial review of the Code is due, Dr. Sassin seeks approval of this amended and revised Code in order to participate in the pilot project for the annual filings this March. Dr. Sassin has received feedback from the Board's legal counsel and is recommending this updated Code with Exhibits A and B be approved by the Board.

Motion: _____ Second: _____

Ayes: _____ Nays: _____