



Capistrano Connections Academy Charter School  
Board Meeting  
Tuesday, August 24, 2010 at 10:00 a.m. PT

**Principal Location:**

Capistrano Connections Academy  
26800 Aliso Viejo Parkway, Suite 120  
Aliso Viejo, CA 92656

**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  
32161 Via Barrida, San Juan Capistrano, CA 92675

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) 461-1667 x 356 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.

**REVISED AGENDA**

- I. Call to Order – T. Batiuk
- II. Roll Call – T. Batiuk
- 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 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 presentation 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 – T. Batiuk
  
- V. Oral Reports
  - a. Principal's Report (MSR attached) – J. Horowitz
    - i. Update on Back to School Activities, Staff and Training
    - ii. Update on Enrollment
    - iii. New School Location
  - b. Financial Report (attached) – F. Sassin
  
- VI. Consent Agenda
  - a. Approval of Minutes from the June 15, 2010 Board Meeting (attached)
  - b. Approval of Minutes from the June 25, 2010 Special Board Meeting (attached)
  - c. Approval of Staffing Report (attached)
  - d. Approval of 2010-2011 Base Salaries and Incentive Percentage, Career Ladder Positions and Home-Worker Stipends (attached)
  - e. Approval of Amendment to General Handbook – NIMAS Compliance (attached)
  - f. Approval of Amendment to General Handbook – Enrollment Hold Policy (attached)
  - g. Approval of Renewal of Contract with Financial Consultant (attached)
  - h. Ratification of Consolidated Application – Part One (attached)
  - i. Approval of Year End Financial Statement (attached)
  - j. Approval of Unaudited Actuals for 2009-10 Fiscal Year and Authorization for Financial Consultant to Submit to the Appropriate Parties on Behalf of the School
  
- VII. Action Items
  - a. Approval of Special Incentive Compensation Proposal (attached) – J. Marhefka
  - b. Ratification of the Connections Academy Invoice for June (attached) – F. Sassin
  - c. Approval for Board Members to Attend iNACOL Conference (attached) – M. Wrisley
  
- VIII. Information Items
  - a. Legislative Update – M. Revenaugh
  - b. D&O Insurance Policy (attached) – M. Wrisley
  - c. Background Checks – M. Wrisley
  - d. Amendment to Professional Services Agreement – M. Wrisley
  - e. Update on SELPA Transfer – J. Horowitz
  
- IX. Adjournment and Confirmation of Next Meeting on September 28, 2010 at 3:00 p.m. PT.

Agenda publicly posted:

On: Friday, August 20, 2010

At: Capistrano Connections Academy  
 26800 Aliso Viejo Parkway  
 Aliso Viejo, CA 92656  
 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: 32161 Via Barrida, San Juan Capistrano, CA 92675  
 By: Tim Batiuk

## 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 June 15, 2010 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 Minutes from the June 25, 2010 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.

**c. 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 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. Approval 2010-2011 Base Salaries and Incentive Percentage, Career Ladder Positions and Home-Worker Stipends**

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

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** The report included with the Board materials contains the employee's name, position with the school, base salary, and bonus potential. The report identifies Career Ladder positions and home-worker stipends. Board review and approval of the report and information contained therein is requested.

**e. Approval of Amendment to General Handbook – NIMAS Compliance**

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

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Included in the Board package for Board consideration is a revision to the General Handbook which adds section 6.1 of the 2010-2011 General School Handbook regarding digitized textbooks. Board approval of the addition is requested.

**f. Approval of Amendment to General School Handbook – Enrollment Hold Policy**

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

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Included in the Board package for Board consideration is a revision to the General Handbook which addresses the school's need that at certain times of year it is necessary, for compliance purposes, to suspend enrollment. This policy would grant the principal/school administrator/CEO the authority to determine the dates during which enrollment will be suspended. Approval of the policy is requested.

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

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

**RECOMMENDED ACTION: Consideration for Approval**

**BACKGROUND:** The school's contract with Franci Sassin for her services as financial consultant to the school expired on June 30, 2010 and the renewal contract is included in the Board packet for consideration and approval. This contract will extend from July 1, 2010 to June 30, 2011, as discussed at the March meeting of the Board.

**h. Ratification of Consolidated Application – Part One**

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

**RECOMMENDED ACTION: Consideration for Approval**

**BACKGROUND:** Attached in the Board materials is the Consolidated Application – Part One which was filed with proper state authority. Ratification by the Board of this document is requested.

**i. Approval of Year End Financial Statement**

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

**RECOMMENDED ACTION: Consideration for Approval**

**BACKGROUND:** Dr. Sassin will review the Year End Financial Statement and seek Board approval thereof. She will also seek Board approval to prepare a report using the data from the Year End Financial Statement in the required state format and to submit such report to the proper state authority.

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

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

**j. Approval of Unaudited Actuals for the Fiscal Year ending June 30, 2010 and Authorization for Financial Consultant to Submit to the Appropriate Parties on Behalf of the School**

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

**RECOMMENDED ACTION: Consideration for Approval**

**BACKGROUND:** Included in the Board materials is the year end financial statement for the fiscal year ending June 30, 2010. Board approval is requested for the school's financial consultant to submit the financial statement to the appropriate parties at the state on behalf of the school.

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

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

## ACTION ITEMS

**a. Approval of Special Incentive Compensation Proposal**

**PRESENTER:** Janet Marhefka

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Ms. Marhefka will review the attached memo that discusses a proposal from Connections Academy to provide a one-time incentive to employees of the school who meet certain criteria as defined in the memo.

Authorization for Connections Academy to take the actions detailed in the memo is requested.

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

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

**b. Ratification of CA Invoice for June**

**PRESENTER:** Franci Sassin

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Dr. Sassin 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 Board Members Attending the iNACOL Conference**

**PRESENTER:** Megann Wrisley

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Ms. Wrisley will review this item with the Board. She will be recommending the Board authorize a certain number of Board members to attend the iNACOL Conference in November in Arizona and the Board approve reimbursing expenses for the Board members incurred in attending the Conference. Information on the Conference is included in the Board package.

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

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