



Oregon Connections Academy
Board Meeting
Thursday, August 26, 2010
3:30 p.m. Pacific Time

To Be Held At:
38761 North Main St.
Scio, OR 97374
and Via Teleconference

BOARD AGENDA

- I. Call to Order – J. Kropf
- II. Roll Call – J. Kropf
- 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.

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

- IV. Routine Business
 - a. Approval of Agenda – J. Kropf

The Chair will ask members and attendees what items, if any, need to be added, removed from or moved on the agenda, which includes, Oral Reports, Consent Items, Action Items and Information Items as listed below.

- V. Oral Reports
 - a. Executive Director's Update (MSR attached) – J. Wilks
 - i. Update on Back to School Activities, Staffing and Training
 - ii. Update on Enrollment
 - iii. AYP Update - Graduation Rate Appeal
 - b. Financial Report (attached) – T. Ochs
 - i. State Funding Update
 - ii. District Receivable Update

- VI. Consent Agenda
 - a. Approval of Minutes from the July 22, 2010 Meeting (attached)
 - b. Approval of Staffing Report (attached)
 - c. Approval of School Invoice(s) (to follow)
 - d. Approval of Legal Invoice(s) (to follow)
 - e. Approval of Bank Reconciliation (attached)
 - f. Approval of 2010-2011 Base Salaries and Incentive Percentage, Career Ladder Positions and Home-Worker Stipends (attached)
 - g. Approval of Amendment to General School Handbook – NIMAS Compliance (attached)
 - h. Approval of Amendment to General School Handbook – Enrollment Hold Policy (attached)

- VII. Action Items
 - a. Approval of Special Incentive Compensation Proposal (attached) – T. Ochs
 - b. Approval of CA Invoice for June (attached) – B. Badger
 - c. Ratification of Consulting Agreement with Bookkeeper (to follow) – B. Badger
 - d. Approval to Prepay \$750,000 to Connections Academy of Oregon, LLC – B. Badger
 - e. Approval for Board Members to Attend Board Academy 2010 (attached) – H. Woodward

- VIII. Information Items
 - a. State Board of Education and Legislative Update – J. Kropf/P. Laystrom
 - b. D&O Insurance Policy (attached) – H. Woodward
 - c. Conflict of Interest Statements and Background Checks – H. Woodward

- IX. Adjournment and Board Meeting Date for September 23, 2010 at 3:30 p.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. The minutes will reflect the full text of any resolutions that were adopted as part of the consent agenda.

a. Approval of Minutes from the July 22, 2010 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: Jerry Wilks

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: The staffing report as provided with the Board materials outlines the candidates that are recommended for hire. The staffing report includes each candidate's name, area for hire, compensation rate, bonus potential and start date. The Staffing Report also provides information on departing employees, the reasons for their departure, as well as any promotions, for Board review and approval.

c. Approval of School Invoice(s)

PRESENTER IF MOVED TO ACTION ITEMS: Becky Badger

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Ms. Badger has reviewed the invoice(s) which are included in the Board materials for Board approval for payment.

d. Approval of Legal Invoice(s)

PRESENTER IF MOVED TO ACTION ITEMS: Becky Badger

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Ms. Badger has reviewed the invoice(s) from O'Donnell & Clark, which is being presented for Board approval for payment.

e. Approval of Bank Reconciliation

PRESENTER IF MOVED TO ACTION ITEMS: Ted Ochs

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Ms. Badger and CA independently prepare a bank reconciliation, Board approval is requested.

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

PRESENTER IF MOVED TO ACTION ITEMS: Jerry Wilks

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.

g. Approval of Amendment to General School Handbook – NIMAS Compliance

PRESENTER IF MOVED TO ACTION ITEMS: Jerry Wilks

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.

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

PRESENTER IF MOVED TO ACTION ITEMS: Jerry Wilks

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.

Motion: _____ **Second:** _____

Ayes: _____ **Nays:** _____

ACTION ITEMS

a. Approval of Special Incentive Compensation Proposal

PRESENTER: Ted Ochs

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Mr. Ochs 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. Approval of CA Invoice for June

PRESENTER: Becky Badger

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Ms. Badger 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. Ratification of Consulting Agreement with Bookkeeper

PRESENTER: Becky Badger

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Ms. Badger will discuss the relationship with the Bookkeeper and agreement that has been reached. Board ratification of the agreement is requested.

Motion: _____ Second: _____

Ayes: _____ Nays: _____

d. Approval to Prepay \$750,000 to Connections Academy of Oregon, LLC (CA)

PRESENTER: Becky Badger

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Ms. Badger requests consideration by the Board to authorize her to prepay up to \$750,000 to Connections Academy of Oregon, LLC until such time as these funds would be needed for payment of a current invoice. In return, CA agrees to reduce its Financing Fee by \$5,000 for each month this money is on its books (assuming the full \$750,000 is prepaid; otherwise, the \$5,000 would be pro-rated). This same strategy last year saved the school \$60,000.

Motion: _____ Second: _____

Ayes: _____ Nays: _____

e. Approval for Board Members to Attend Board Academy 2010

PRESENTER: Heather Woodward

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Ms. Woodward will review this item with the Board. She will be recommending the Board authorize a certain number of Board members to attend Board Academy 2010 in Baltimore, Maryland and the Board approve reimbursing expenses for the Board members incurred in attending the training. Information on the training is included in the Board package.

Motion: _____ Second: _____

Ayes: _____ Nays: _____