



Capistrano Connections Academy Charter School  
Board Meeting  
Tuesday October 27, 2009 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

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 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.

- IV. Routine Business
  - a. Approval of Agenda – T. Batiuk
- V. Oral Reports
  - a. Principal's Report (MSR attached) – J. Horowitz
    - i. State of the School Report (attached)
  - b. Financial Report (attached) – F. Sassin
    - i. Update on MOU
    - ii. Update on Audit

- VI. Consent Agenda
  - a. Approval of Minutes from the September 22, 2009 Board Meeting (attached)
  - b. Approval of Staffing Report (attached)
  - c. Ratification of the Principal's Acceptance of the Curriculum Pathways License Agreement on Behalf of the School (attached)
  - d. Approval of Legal Invoice(s) (attached)
  - e. Approval of Records Retention Policy (attached)
  - f. Approval of Board Designee to Work with CA on the 2010-2011 School Year General School Handbook, State Specific Handbook and the Parent Agreements Needed for Enrollment for the 2009-2010 School Year
  
- VII. Action Items
  - a. Approval of the Connections Academy Invoice for September (attached) -- F. Sassin
  - b. Approval of School Goals for the 2009-2010 School Year (attached) – J. Horowitz
  - c. Approval of Revised 2009-2010 School Year Budget – F. Sassin
  - d. Approval of Principal Executing and Submitting Letter of Agreement to AltaMed (attached) – J. Horowitz
  
- VIII. Information Items
  - a. Legislative Update – C. Butz
  - b. California Charter School Conference (attached) – M. Wisley
  
- IX. Confirmation of Next Meeting on November 17, 2009 at 3:00 p.m. PT.

Agenda publicly posted:

On: Friday, October 23, 2009

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

## 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 September 22, 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 Principal's Acceptance of the Curriculum Pathways License Agreement on Behalf of the School**

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

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** In order for the school to finalize their registration and access to the no charge Curriculum Pathways online content, the school's Principal was required to register at the SAS Curriculum Pathways web site and accept the license agreement. The school is requesting Board authorization to ratify this action of the Principal and the license agreement as attached in the Board materials.

**d. Approval of Legal Invoice(s)**

**PRESENTER IF MOVED TO ACTION ITEMS:** Megann Wrisley

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Included in the packet are invoice(s) for legal services provided to the school by Board Counsel for the review of the Board Governance and Administrative Policy Manual to ensure compliance with California law. This manual is being finalized and will be provided at an upcoming meeting for approval. As the legal services benefit both CapoCA and CenCA, the School recommends payment of two-thirds of the amount owing by CapoCA and one-third by CenCA. Board approval of this invoice and payment thereof as recommended is requested.

**e. Approval of Records Retention Policy**

**PRESENTER IF MOVED TO ACTION ITEMS:** Megann Wrisley

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND** The Board is required to adopt a Records Retention Policy to address the maintenance and destruction of public records. The Records Retention Policy will be a part of the Board Governance and Administrative Policy Manual that will be presented for approval at a future meeting. Board approval is requested for this specific policy at this time to fulfill an IRS requirement deadline that is prior to the anticipated date of the approval of the complete Board Governance and Administrative Policy Manual.

f. Approval of Board Designee to Work with CA on the 2010-2011 School Year General School Handbook, State Specific Handbook and the Parent Agreements Needed for Enrollment for the 2010-2011 School Year

**PRESENTER IF MOVED TO ACTION ITEM:** Megann Wrisley

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** In order to make sure we are ready in time for the commencement of enrollment for the 2010-2011 school year, we are requesting the Board designate Ms. Hall to again start the review process with Connections Academy for the General Handbook, State Specific Handbook, and the Parent Agreements (which include the Parent Learning Coach Acknowledgment, the Designated Learning Coach Agreement and the Regulatory Program Guide) needed for the enrollment of students and then a reviewed product be brought to the Board for consideration and approval at an upcoming meeting.

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

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

**ACTION ITEMS**

**a. Approval of Connections Academy Invoice for September**

**PRESENTER:** Franci Sassin

**RECOMMENDED ACTION:** Consideration for Approval

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

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

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

**b. Approval of School Goals for the 2009-2010 School Year**

**PRESENTER:** Jonathan Horowitz

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Dr. Horowitz will review the proposed 2009-2010 school goals with the Board and will seek Board approval thereof.

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

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

**c. Approval of Revised 2009-2010 School Year Budget**

**PRESENTER:** Franci Sassin

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Dr. Sassin will review revisions to the 2009-2010 school year budget, and seek Board approval thereof. The proposed revised budget is presented in the "Forecast" column of the "Statement" tab of the financial statements. There are also notes contained in a new tab entitled "notes."

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

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

**d. Approval of Principal Executing and Submitting Letter of Agreement to AltaMed**

**PRESENTER:** Jonathan Horowitz

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Dr. Horowitz will review the terms in the letter of agreement for Altamed students to enroll in the CapoCA program. Board approval for Dr. Horowitz to execute and submit the letter to Altamed will be requested.

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

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