



Ohio Connections Academy (OCA) Board Meeting

Friday, January 15, 2010 at 9:00 a.m.

To be held in person at 500 West Wilson Bridge Road, Suite 130, Worthington, Ohio 43085

- I. Call to Order – G. Schuster
- II. Roll Call – G. Schuster
- 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 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

- IV. Routine Business
 - a. Approval of Agenda – G. Schuster
- V. Acceptance of Resignation of Ann Sheldon (attached)
- VI. Executive Session – Employee Issues: Employee Employment Evaluation (attached) – P. Robertson
- VII. Oral Reports
 - a. Principal's Report (MSR and Principal's Report attached) – R. Lambert
 - b. Financial Report (attached) – S. Millard/J. Marhefka
 - i. Audit Update

- VIII. Consent Items
 - a. Approval of Minutes from the November 20, 2009 Meeting (attached)
 - b. Approval of Staffing Report (attached)
 - c. Approval of Bank Reconciliation (attached)
 - d. Approval of the 2010-2011 School Year General Handbook (attached)
 - e. Approval of the 2010-2011 School Year State Specific School Handbook (to follow)
 - f. Approval for Board Counsel to Review Records Retention Policy
 - g. Ratification of Memorandum of Understanding for Funding Source (attached)
 - h. Approval of the Title I Program: Parent Involvement Plan, School-Parent Compact and Comprehensive Continuous Improvement Plan (attached)

- IX. Action Items
 - a. Ratification of CA Invoice for November (attached) – S. Millard
 - b. Approval of CA Invoice for December (attached) – S. Millard
 - c. Review and Acceptance of the 2007-2008 Fiscal Audit (to follow) – S. Millard
 - d. Approval of Funded Enrollment Target – J. Marhefka
 - e. Approval for Opening Enrollment for the 2010-2011 School Year – R. Lambert
 - f. Approval for Board Members to Attend the National Charter School Conference (attached) – H. Woodward

- X. Information Items
 - a. Legislative Update – M. Revenaugh
 - b. OCCS Sponsor Update – C. Monahan
 - c. OCCS Enrichment Grant – C. Monahan
 - d. Board Recruitment Update – G. Schuster
 - e. Update of Focus Groups – B. Smith/R. Staron
 - f. Board Governance and Administrative Policy Manual Implementation & Planning (attached) – H. Woodward
 - g. EMO Evaluation (attached) – H. Woodward
 - h. Upcoming LiveLesson® Session Schedule – H. Woodward

- XI. Adjournment and Meeting Date – Friday March 26, 2010 at 9:00 a.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 November 20, 2009 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: Ray Lambert

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 Bank Reconciliation

PRESENTER IF MOVED TO ACTION ITEMS: Heather Woodward

RECOMMENDED ACTION: Consideration for Approval

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

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

PRESENTER IF MOVED TO ACTION ITEMS: Ray Lambert

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.

e. Approval of the 2010-2011 School Year State Specific School Handbook

PRESENTER IF MOVED TO ACTION ITEMS: Ray Lambert

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 General 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 State Specific 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 2010-2011 school year, we are bringing the final version to the Board for formal approval.

f. Approval of Board Counsel to Review Records Retention Policy

PRESENTER IF MOVED TO ACTION ITEMS: Heather Woodward

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: The Board is requested to authorize the school and Connections Academy to contact Board Counsel to work with the parties on the review of the school's Records Retention Policy to develop an updated policy that is compliant with all required legal timelines for retention and destruction of the school's documents. Board approval is requested.

g. Ratification of Memorandum of Understanding for Funding Source

PRESENTER IF MOVED TO ACTION ITEMS: Ray Lambert

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.

h. Approval of the Title I Program: Parent Involvement Plan, School-Parent Compact and Comprehensive Continuous Improvement Plan

PRESENTER: Kris Cochran

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Each school receiving funds 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. The Board is also required to review and approve the Comprehensive Continuous Plan for Title 1 funds receipt compliance. Board approval of the Parent Involvement Plan, School-Parent Compact and Comprehensive Continuous Improvement Plan, is requested.

Motion: _____ **Second:** _____
Ayes: _____ **Nays:** _____

ACTION ITEMS

a. Ratification of CA Invoice for November

PRESENTER: Stephanie Millard

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Ms. Millard 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. Ms. Millard 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: Stephanie Millard

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Ms. Millard 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. Review and Acceptance of the 2007-2008 Fiscal Audit

PRESENTER: Stephanie Millard

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Ms. Millard will review the draft June 30, 2008 year ended audit report and will seek Board acceptance thereof.

Motion: _____ Second: _____

Ayes: _____ Nays: _____

d. Approval of Funded Enrollment Target

PRESENTER: Janet Marhefka

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Based on the 2009-2010 projected enrollment of approximately 2,050 students, which represents a growth of 550 students from the 2008-2009 school year, Ms. Marhefka will review the proposed funded enrollment target of 3,000 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: _____

e. Approval for Opening Enrollment for the 2010-2011 School Year

PRESENTER: Ray Lambert

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: _____

f. Approval Authorizing Board Members to Attend the National Charter School Conference

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 the National Charter School Conference in June in Chicago, IL 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: _____