



Capistrano Connections Academy Charter School
Board Meeting
Tuesday November 18, 2008 at 1:30 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

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 318 at least 24 hours prior to the meeting. The Board packet 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. Approval of Board Member Candidate (attached) and Oath of Office (attached) – T. Batiuk/M. Revenaugh

- VI. Oral Reports
 - a. Open Meeting Laws Summary (attached) – H. Woodward/F. Sassin
 - b. Principal's Report (MSR attached) – J. Horowitz
 - i. Principal's Retreat Update
 - ii. 2007-2008 School Goals Report (attached)
 - iii. ILC Presentation
 - c. Financial Report (attached) – F. Sassin/J. Marhefka
 - i. D&O Policy (attached)

- VII. Consent Agenda
 - a. Approval of Minutes of September 23, 2008 Board Meeting (attached)
 - b. Approval of Staffing Report (attached)
 - c. Approval Authorizing Board Members Reimbursement for Board Academy 2008 Training
 - d. Approval of First Interim Financial Report (to follow)
 - e. Approval to Request Extension from CUSD for Submission of the Performance Report for 2007-2008 School Year
 - f. Approval of Revision to the School Specific Handbook (attached)

- VIII. Action Items
 - a. Approval of the Connections Academy of Invoices for September and October (attached) --F. Sassin
 - b. Review and Acceptance of Audit Report (attached) – F. Sassin
 - c. Approval of Professional Development Plan for the 2008-2009 School Year (attached) – E. Grier
 - d. Approval of 2008-2009 School Goals (attached) – J. Horowitz
 - e. Approval of Enrollment Deadline for 2008-2009 School Year – J. Horowitz
 - f. Approval of Board Designee to Work with CA on the 2009-2010 School Year General School Handbook, State Specific Handbook and the Parent Agreements Needed for Enrollment for the 2009-2010 School Year – H. Woodward

- IX. Information Items
 - a. WASC Self Study Update (attached) – J. Horowitz
 - b. Revised Information Systems Policy (attached) – H. Woodward
 - c. Board Academy 2008 Training Update – T. Batiuk
 - d. NACOL Conference Update – M. Revenaugh

- X. Confirmation of Next Meeting on January 27, 2009 at 1:30 p.m. PT. and Adjournment

Agenda publicly posted:

On: Friday, November 14, 2008

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

By: Dr. Jonathan Horowitz

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

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

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 August 26, 2008 Board 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: 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. Approval Authorizing Board Members Reimbursement For Board Academy 2008 Training

PRESENTER IF MOVED TO ACTION ITEMS: Heather Woodward

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Mr. Batiuk, Ms. Pavlich and Ms. Breen attended Board training in Baltimore on November 10 and 11. Board approval authorizing reimbursement for the costs for travel, accommodations and incidental expenses is requested.

d. Approval of First Interim Financial Report

PRESENTER IF MOVED TO ACTION ITEMS: Franci Sassin

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Dr. Sassin will review the First Interim Financial Report submitted by the school due to CUSD and the County Department of Education by December 15th. The report is a restatement of the school's financials into the prescribed format. Board review and approval of the report is requested.

e. Approval to Request Extension from CUSD for Submission of the Performance Report for 2007-2008 School Year

PRESENTER IF MOVED TO ACTION ITEMS: Jonathan Horowitz

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: The Board is requested to authorize school personnel to work with Dr. Sassin to request an extension from CUSD for submission of the Performance Report for the 2007-2008 school year.

f. Approval of Revision to the School Specific Handbook

PRESENTER IF MOVED TO ACTION ITEMS: Heather Woodward

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Provided with the Board materials is a memo concerning a change to the state specific school handbook concerning Section 9.3.4, *Use of Personal Equipment and Software*. This section incorrectly stated that students who were eligible for the Technology Hardship Scholarship would receive two printer cartridges. Students receive only one cartridge—the one included with the printer—as part of this program. Changes have been implemented pending Board approval of the correction.

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

ACTION ITEMS

a. Approval of Connections Academy Invoices for September and October

PRESENTER: Franci Sassin

RECOMMENDED ACTION: Consideration for Approval

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

Motion: _____ Second: _____

Ayes: _____ Nays: _____

b. Review and Acceptance of Audit Report

PRESENTER: Franci Sassin

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Dr. Sassin will review the draft audit report received by the school. Board acceptance of the report is requested. If accepted by the Board Dr. Sassin will insure that the report is submitted to the state by the December 15th deadline.

Motion: _____ Second: _____

Ayes: _____ Nays: _____

c. Approval of Professional Development Plan for the 2008-2009 School Year

PRESENTER: Earl Grier

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: As required for each school year, the Board has been presented with the Professional Development Plan for the 2008-2009 school year and we are requesting Board approval of this Plan.

Motion: _____ Second: _____

Ayes: _____ Nays: _____

d. Approval of 2008-2009 School Goals

PRESENTER: Jonathan Horowitz

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Dr. Horowitz will review the proposed 2008-2009 school goals with the Board and will seek Board approval thereof.

Motion: _____ Second: _____

Ayes: _____ Nays: _____

e. Approval of Enrollment Deadline for 2008-2009 School Year

PRESENTER: Jonathan Horowitz

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Dr. Horowitz will review with the Board the proposed enrollment deadline date for the school of February 13, 2009 and also establish December 19th, 2008 as the last day to start high school for the first semester and will seek Board approval thereof.

Motion: _____ Second: _____

Ayes: _____ Nays: _____

- f. Approval of Board Designee to Work with CA on the 2009-2010 School Year General School Handbook, State Specific Handbook and the Parent Agreements Needed for Enrollment for the 2009-2010 School Year

PRESENTER: Heather Woodward

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: In order to make sure we are ready in time for the commencement of enrollment for the 2009-2010 school year, we are requesting the Board designate a member to start the review process with Connections Academy for the General Handbook, State Specific Handbook, and the Parent Agreements (which include the Parent Learning Coach Agreement, the Designated Learning Coach Agreement and the Regulatory Program Guide) needed for Enrollment of students and then a reviewed product be brought to the Board for consideration and approval at the next meeting.

Motion: _____ Second: _____

Ayes: _____ Nays: _____