



Capistrano Connections Academy Charter School
Board Meeting
Tuesday March 24, 2009 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
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 packet 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 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. A-G Update
 - ii. Student Year Book
 - b. Financial Report (attached) – F. Sassin/J. Marhefka
 - i. Update on California Budget
 - ii. Update on 2009-2010 Budget Development
 - iii. Bank Deposit Options

- VI. Consent Agenda
 - a. Approval of Minutes of January 27, 2009 Board Meeting (attached)
 - b. Approval of Staffing Report (attached)
 - c. Approval of 2009-2010 School Year Calendar and California Attendance Calendar (attached)
 - d. Approval of the High School Education Records Policy and Class Rank Policy (attached)
 - e. Approval of Audit Firm for the 2008-2009 School Year Annual Financial Audit (attached)
 - f. Approval of the Second Interim Financial Report (attached)
 - g. Approval of Funded Enrollment Target for the 2009-2010 School Year
 - h. Approval of School Compensation Plan for the 2009-2010 School Year (attached)
 - i. Approval of Draft Technology Plan and Authorization for School to Finalize the Plan and File with the Necessary Parties (attached)
 - j. Approval of the Treasurer as the Board Designee to Work with CA on the 2009-2010 School Year Budget
 - k. Approval of the President as the Board Designee to Work with CA on the Charter Renewal
 - l. Approval of Purchase of AERIES Computer from Capistrano Unified School District

- VII. Action Items
 - a. Approval of the Connections Academy of Invoices for January and February (attached) -- F. Sassin
 - b. Approval of Renewal of the Professional Services Agreement and Trademark Agreement with Connections Academy (to follow) – G. Moser/F. Esmail
 - c. Approval of Student Outreach Plan for the 2009-2010 School Year (to follow) – S. Fancher
 - d. Approval of a Board Designee to Work with CA on the Employee Handbook – H. Woodward
 - e. Approval of Revised Board Meeting Schedule – H. Woodward

- VIII. Information Items
 - a. WASC Self Study Update – J. Horowitz
 - b. Update on Charter Renewal – F. Sassin
 - c. National Charter School Conference – H. Woodward
 - d. Conflict of Interest (Form 700) – F. Sassin/H. Woodward
 - e. End of the Year Meeting Review Items (attached) – H. Woodward
 - f. Upcoming LiveLesson® Sessions (attached) – H. Woodward

- IX. Confirmation of Next Meeting on April 28, 2009 at 1:30 p.m. PT. and Adjournment

Agenda publicly posted:

On: Friday, March 20, 2009

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

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 January 22, 2009 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 of 2009-2010 School Year Calendar and California Attendance Calendar

PRESENTER IF MOVED TO ACTION ITEMS: Jonathan Horowitz

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: The school calendar has been reviewed by the school's leadership team and Connections Academy, and an attendance calendar for use with California attendance reporting has been created. The school seeks Board approval of these documents.

d. Approval of the High School Education Records Policy and Class Rank Policy

PRESENTER IF MOVED TO ACTION ITEMS: Jonathan Horowitz

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: The High School Education Records Policy and Class Rank Policy have been drafted in accordance with state standards and Board approval of the policies is requested.

e. Approval of Audit Firm for the 2008-2009 School Year Annual Financial Audit

PRESENTER IF MOVED TO ACTION ITEMS: Franci Sassin

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Provided in the Board package for Board review and approval is the engagement letter from Vicenti Lloyd Stutzman LLP for the annual financial audit and preparation of the annual 990 tax returns for the year ended June 30, 2009 for fees estimated to be \$11,050 for both services. This is the same accounting firm engaged for the annual financial audit for the 2007-2008 school year and last year's fees were estimated to be \$11,050 for the audit and taxes. The fee for the audit has actually been reduced to \$10,000 but the fee for the tax return has increased to \$1,050, resulting in the same total costs for 08-09 as 07-08. Board approval to engage this firm as per the terms of the engagement letter is requested.

f. Approval of the Second Interim Financial Report

PRESENTER IF MOVED TO ACTION ITEMS: Franci Sassin

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: The Second Interim Financial Report, which is based on the financials as of January 31, 2009, is being presented for Board approval. However, instead of using the budget revision adopted by the board in January, upon request of the authorizing district, the budget information included in the interim report takes the newly determined reductions to the state educational funding into account, and then incorporates some budget adjustments to reduce the deficit at year end. This report was due to the district and County Office of Education by March 15, and was submitted by Dr. Sassin on March 12. The state requires that the Board approve the interim report in the format in which it is submitted, therefore, ratification of this report is now requested.

g. Approval of Funded Enrollment Target for the 2009-2010 School Year

PRESENTER IF MOVED TO ACTION ITEMS: Janet Marhefka/Jonathan Horowitz

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Ms. Marhefka and Dr. Horowitz will review a proposed funded enrollment target of 1,000 students for the 2009-2010 school year with the Board, and seek Board approval thereof.

Motion: _____ Second: _____

Ayes: _____ Nays: _____

h. Approval of School Compensation Plan for the 2009-2010 School Year

PRESENTER IF MOVED TO ACTION ITEMS: Jonathan Horowitz

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: The School Compensation Plan for the 2009-2010 school year outlines the base salaries and additional incentives for teachers. The School Compensation Plan has been reviewed and agreed to by the school leadership, and Board adoption of the School Compensation Plan for the 2009-2010 school year is requested.

i. Approval of Draft Technology Plan and Authorization for School to Finalize the Plan and File with the Necessary Parties

PRESENTER IF MOVED TO ACTION ITEMS: Jean Swenk

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: The school has established a draft Technology Plan to formalize how the school handles the receipt of funds received for technology use. The plan outlines a three-year plan for the school which is for the school years 2009-2010 through 2011-2012. The school is requesting Board review and approval of the draft plan, and further authority for the school to finalize the plan with Dr. Swenk and file the plan with the necessary parties at the State for its review and acceptance. Once accepted by the State a finalized plan will be brought back to the Board for its ratification.

j. Approval of Treasurer as Board Designee to Work with CA on the 2009-2010 School Year Budget

PRESENTER IF MOVED TO ACTION ITEMS: Janet Marhefka

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND : In order to start the preparation of the 2009-2010 school year budget, we are requesting the Board designate the Treasurer to start the budgeting process with Connections Academy, and the recommended 2009-2010 school year budget be brought to the full Board for consideration and approval at an upcoming meeting.

k. Approval of President as Board Designee to Work with CA on the Charter Renewal

PRESENTER IF MOVED TO ACTION ITEMS: Franci Sassin

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: The school's charter renewal is upcoming and we are requesting the Board designate the President to work with the school's Financial Consultant and Connections Academy, to draft the renewal to be brought to the full Board for consideration and approval at an upcoming meeting.

l. Approval of Purchase of AERIES Computer from Capistrano Unified School District

PRESENTER IF MOVED TO ACTION ITEMS: Franci Sassin

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND : The school is seeking approval to purchase a second AERIES computer from Capistrano Unified School District which if approved would allow for additional users to access the district's reporting system. The expenditure of approximately \$1,000 is requested.

Motion:_____ **Second:**_____

Ayes:_____ **Nays:**_____

ACTION ITEMS

a. Approval of Connections Academy Invoices for January and February

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. Approval of Renewal of the Professional Services Agreement with Connections Academy and Trademark Agreement

PRESENTER: Greg Moser/Farah Esmail

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: The draft renewal Professional Services Agreement with Connections Academy is included in the Board materials and will be reviewed with the Board. This includes a Trademark Agreement to be entered into between CA and CapoCA for the use of CA's trademarks. Board approval of the agreements is requested.

Motion: _____ Second: _____

Ayes: _____ Nays: _____

c. Approval of Student Outreach Plan for the 2009-2010 School Year

PRESENTER: Susan Fancher

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Ms. Fancher will review in detail the 2009-2010 Outreach Plan included in the Board package with the Board, along with the budget allocated for implementation of the plan, and will seek Board approval of the Outreach Plan. The live and recorded LiveLesson® session offered by CA provided detailed information on the Outreach Plan. The Board will review and approve the budget allocation at a later time upon approval of the 2009-2010 school year budget. Board approval of the Outreach Plan will be requested at the meeting.

Motion: _____ Second: _____

Ayes: _____ Nays: _____

d. Approval of Board Designee to Work with CA on the Employee Handbook

PRESENTER: Heather Woodward

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Ms. Woodward will seek a Board designee to work with CA on revisions to the Employee Handbook, which will be brought back to the Board for review and approval at an upcoming meeting.

Motion: _____ Second: _____

Ayes: _____ Nays: _____

e. Approval of Revised Board Meeting Schedule

PRESENTER: Heather Woodward

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Ms. Woodward will seek a Board approval to add a special Board meeting for the Board to review the upcoming Charter renewal and any items tabled to this meeting, as well as to move the Annual Meeting a week earlier to June 16, 2009.

Motion: _____ Second: _____

Ayes: _____ Nays: _____