



Capistrano Connections Academy Charter School
Annual Board Meeting
Tuesday June 16, 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.

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. Closed Session: Brown Act § 54954.5 (e) – PUBLIC EMPLOYEE END OF THE YEAR PERFORMANCE EVALUATION AND JOB DESCRIPTION DISCUSSION; Title: Principal (attached) – E. Grier
- VI. Approval of School Principal Bonus for 2008-2009 School Year and Compensation for the 2009-2010 School Year – E. Grier
- VII. Oral Reports
 - a. Principal's Report (MSR attached) – J. Horowitz
 - i. Update on End of the Year Activities and Graduation
 - ii. Update on Summer School
 - iii. 2009-2010 Enrollment Update
 - iv. Staffing Update
 - b. Financial Report (attached) – F. Sassin
 - i. Update on State Budget
 - ii. Audit Update
- VIII. Consent Agenda
 - a. Approval of Minutes from the May 19, 2009 Board Meeting (attached)
 - b. Approval of Staffing Report (attached)
 - c. Approval of Board Meeting Schedule for the 2009-2010 School Year (attached)
 - d. Approval of the Board Governance and Administrative Policy Manual (to follow)
 - e. Approval to Complete and Submit the Consolidated Application Part I for the 2009-2010 School Year (to follow)
 - f. Approval of Renewal of OCDE STRS Contract and Authorization for the Board President to Sign the Renewal on Behalf of the School (attached)
- IX. Action Items
 - a. Approval of the Connections Academy of Invoice for May (attached) -- F. Sassin
 - b. Approval of Directors (attached) – H. Woodward
 - c. Approval of Officers – H. Woodward
 - d. Approval of Board Committees (attached) – H. Woodward
 - e. Approval to Seek Waiver from Independent Study Regulation for Student Teacher Ratio – F. Sassin
- X. Information Items
 - a. Review of Parent Satisfaction Survey (attached) – J. Horowitz
- XI. Confirmation of Next Meeting on August 25, 2009 at 1:30 p.m. PT. and Adjournment

Agenda publicly posted:

On: Friday, June 12, 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 May 19, 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 Board Meeting Schedule for the 2009-2010 School Year

PRESENTER IF MOVED TO ACTION ITEMS: Heather Woodward

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Attached to the Board package is the proposed 2009-2010 Board meeting schedule as previously reviewed and discussed with the school's Principal. Board approval is requested.

d. Approval of Board Governance and Administrative Policy Manual

PRESENTER IF MOVED TO ACTION ITEMS: Heather Woodward

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Standard Board governance policies have been developed and organized into a manual for Board review and consideration for approval. These ensure that the Board has set adequate policies for effective governance. This is a start of the Board creating a Policy Manual. The establishment and updating of the policies are based on the review of national corporate governance standards. These policies govern the Board operations, those in the School Handbook govern the school and the students, and those in the Employee Handbook govern the school staff.

e. Approval to Complete and Submit the Consolidated Application Part I for the 2009-2010 School Year

PRESENTER IF MOVED TO ACTION ITEMS: Franci Sassin

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: The school is required to complete the Consolidated Application Part I by June 30. The Board is requested to authorize Dr. Sassin to complete the application and to submit it by the deadline.

f. Approval of Renewal of OCDE STRS Contract and Authorization for the Board President to Sign the Renewal on Behalf of the School

PRESENTER IF MOVED TO ACTION ITEMS: Franci Sassin

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: As the Board may recall, for the 2008-2009 year, the school entered into a contract with the OCDE for STRS reporting. We are seeking Board approval to renew this contract for the school for the 2009-2010 school year and to authorize the President to execute for the Board the contract from the Department of Education.

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

ACTION ITEMS

a. Approval of Connections Academy Invoice for May

PRESENTER: Franci Sassin

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Dr. Sassin will review the invoice as it relates 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 Directors

PRESENTER: Heather Woodward

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: The terms for some of the members terminate at the end of the June meeting and for those members that have indicated that they would like to continue on the Board, we are asking for Board approval for an additional term to be determined as per the Bylaws, or as per agreement by the Board. Additional members may also be presented for Board consideration and approval.

Motion: _____ Second: _____

Ayes: _____ Nays: _____

c. Approval of Officers

PRESENTER: Heather Woodward

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: The terms for the officers expire annually and officers need to be appointed at the Annual meeting. We will be looking to nominate the officers for the Board for the 2009-2010 school year and appoint them at the meeting. For those of you currently serving as an officer you may want to be nominated for an additional term or be nominated for a different position.

Motion: _____ Second: _____

Ayes: _____ Nays: _____

d. Approval of Board Committees

PRESENTER: Heather Woodward

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: Ms. Woodward will review the recommended Board Committee designations as provided in the Board materials and will seek Board approval of the designations.

Motion: _____ Second: _____

Ayes: _____ Nays: _____

e. Approval to Seek Waiver from Independent Study Regulation for Student Teacher Ratio

PRESENTER: Franci Sassin

RECOMMENDED ACTION: Consideration for Approval

BACKGROUND: California law allows independent study programs to seek a waiver on the student teacher ratio cap, with the increase not to exceed 10%. After researching the process, feasibility and impact on the school, we would like to begin the process to seek such a waiver for the 2009-2010 school year from the California State Board of Education. If the Board is in agreement, approval would allow Franci Sassin to begin work with the California Department of Education staff to complete all necessary waiver documents and requirements, with further approval by the Board as required. Approval of such a waiver would impact the school staffing as well as the overall budget.

Motion: _____ Second: _____

Ayes: _____ Nays: _____