



**NEVADA CONNECTIONS ACADEMY (NCA)  
BOARD MEETING  
AGENDA**

Pursuant to the Nevada Open Meeting Law, notice is hereby given to the members of the NCA Board and the general public that the NCA Board will hold a meeting open to the public on:

**Date and Time:**

Tuesday August 24, 2010 at 6:30 p.m. PT

**Held at the following locations:**

Nevada Connections Academy  
175 Salomon Circle, Suite 201  
Sparks, NV 89434

**And via teleconference:**

800-504-8071; 184-9889#

Below is an agenda of all items scheduled to be considered. Unless otherwise stated, items may be taken out of the order presented on the agenda at the discretion of the Chair.

Reasonable efforts will be made to assist and accommodate persons with a disability. Please contact Jennifer Dukek at (775) 826-4200. Requests should be made as early as possible to arrange the accommodation; no later than twenty four (24) hours prior to the meeting.

**BOARD AGENDA**

- I. Call to Order – J. Castle
- II. Roll Call – J. Castle
- 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](http://www.connectionsacademy.com)

- IV. Acceptance of Resignation of Shannon Reid, Board Member (attached) – J. Castle
- V. Consideration and Approval of Board Member, Scott Harrington (attached) – J. Castle
- VI. Routine Business
  - a. Approval of Agenda – J. Castle
- VII. Oral Reports
  - a. Principal's Report (MSR attached) – J. Dukek
    - i. Update on Back to School Activities, Staffing and Training (attached)
    - ii. Update on Enrollment
    - iii. Assistant Principal Recruitment
  - b. Financial Report (attached) – T. Ochs
    - i. 2010-2011 School Staffing Strategy
    - ii. Update on 2009-2010 Fiscal Audit
- VIII. Consent Agenda
  - a. Approval of Minutes from the June 15, 2010 Meeting (attached)
  - b. Approval of Staffing Report (attached)
  - c. Approval of 2010-2011 Base Salaries and Incentive Percentage, Career Ladder Positions and Home-Worker Stipends (attached)
  - d. Approval of Amendment to General School Handbook – NIMAS Compliance (attached)
  - e. Approval of Amendment to General School Handbook – Enrollment Hold Policy (attached)
  - f. Approval of Amendment to State Specific Handbook – Credit for Course Work Completed in a Non-Standard School Program (attached)
  - g. Ratification of Annual Report (attached)
- VII. Action Items
  - a. Approval of Connections Academy of Nevada Invoice for June (attached) – K. Mitchell
  - b. Approval of Board Members Attending the iNACOL Conference (attached) – H. Woodward
  - c. Approval for Board Members to Attend Board Academy 2010 (attached) – H. Woodward
  - d. Approval of Charter Amendment for Facility Location – J. Dukek
  - e. Approval of Designating High School Math as a Critical Need Position (attached) – J. Dukek
- IX. Information Items
  - a. Legislative Update – M. Revenaugh
  - b. Department Non-Regulatory Guidance Update – J. Dukek
  - c. Board Member Recruitment – J. Castle
  - d. D&O Insurance Policy (attached) – H. Woodward
  - e. Conflict of Interest Statements and Background Checks – H. Woodward
- X. Confirmation of Next Meeting and Adjournment – September 21, 2010 at 6:30 p.m. PT.

Notices of this meeting have been appropriately posted as required by the Nevada Open Meeting Law N.R.S 241.020(2) on or before 9:00 a.m. on the third working day before the meeting at the following locations:

- (1) Lionel Sawyer & Collins, 1100 Bank of America Plaza, 50 West Liberty Street, Reno, NV 89501
- (2) Nevada Connections Academy, 175 Salomon Circle, Suite 201, Sparks, NV 89434
- (3) Downtown Reno Library, 301 S Center Street, Reno, NV 89501
- (4) Save Mart, 195 W Plumb Lane, Reno, NV 89509
- (5) Washoe County Law Library, 75 Court Street, Reno, NV 89501

Further in compliance with NRS 241.020, this Agenda has been posted on the official website for the Nevada Connections Academy, [www.connectionsacademy.com](http://www.connectionsacademy.com)

## 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 June 15, 2010 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:** Jennifer Dukek

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** The staffing report as provided with the Board materials outlines the candidates that are recommended for hire. The staffing report includes each candidate's name, area for hire, compensation rate, bonus potential and start date. The Staffing Report also provides information on departing employees, the reasons for their departure, as well as any promotions, for Board review and approval.

**c. Approval of 2010-2011 Base Salaries and Incentive Percentage, Career Ladder Positions and Home-Worker Stipends**

**PRESENTER IF MOVED TO ACTION ITEMS:** Jennifer Dukek

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** The report included with the Board materials contains the employee's name, position with the school, base salary, and bonus potential. The report identifies Career Ladder positions and home-worker stipends. Board review and approval of the report and information contained therein is requested.

**d. Approval of Amendment to General Handbook – NIMAS Compliance**

**PRESENTER IF MOVED TO ACTION ITEMS:** Jennifer Dukek

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Included in the Board package for Board consideration is a revision to the General Handbook which adds section 6.1 of the 2010-2011 General School Handbook regarding digitized textbooks. Board approval of the addition is requested.

**e. Approval of Amendment to General School Handbook – Enrollment Hold Policy**

**PRESENTER IF MOVED TO ACTION ITEMS:** Jennifer Dukek

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Included in the Board package for Board consideration is a revision to the General Handbook which addresses the school's need that at certain times of year it is necessary, for compliance purposes, to suspend enrollment. This policy would grant the principal/school administrator/CEO the authority to determine the dates during which enrollment will be suspended. Approval of the policy is requested.

**f. Approval of Amendment to State Specific Handbook – Credit for Course Work Completed in a Non-Standard School Program**

**PRESENTER IF MOVED TO ACTION ITEMS:** Jennifer Dukek

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Included in the Board package for Board consideration is a revision to the General Handbook which adds section 6.1 of the 2010-2011 General School Handbook regarding digitized textbooks. Board approval of the addition is requested.

**g. Ratification of Annual Report**

**PRESENTER IF MOVED TO ACTION ITEMS:** Jennifer Dukek

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Enclosed in the Board package is the Annual Report that in accordance with the Board's previous direction the school and the Board President, as the Board Designee, worked with the school and CA to finalize and submit NCA's Annual Report to NVDOE in accordance with all applicable due dates.

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

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

**ACTION ITEMS**

**a. Approval of Connections Academy of Nevada Invoice for June**

**PRESENTER:** Kirsten Mitchell

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Ms. Mitchell will review the invoice for the month derived from 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 Board Members Attending the iNACOL 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 iNACOL Conference in November in Arizona 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: \_\_\_\_\_

**c. Approval for Board Members to Attend Board Academy 2010**

**PRESENTER IF MOVED TO ACTION ITEMS:** 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 Board Academy 2010 in Baltimore, Maryland and the Board approve reimbursing expenses for the Board members incurred in attending the training. Information on the training is included in the Board package.

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

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

**d. Approval of Charter Amendment for Facility Location**

**PRESENTER IF MOVED TO ACTION ITEMS:** Jennifer Dukek

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Ms. Dukek will provide the Board with an update on the facility location change and discuss the Charter Amendment that Ms. Granier, Board Counsel, is preparing on behalf of the Board and school. The Board will be confirm its intent that Ms. Castle and Ms. Dukek work with Ms. Granier to complete the Charter Amendment process on behalf of the Board.

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

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

**e. Approval of Designating High School Math as a Critical Need Position**

**PRESENTER IF MOVED TO ACTION ITEMS:** Jennifer Dukek

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Ms. Dukek will discuss the school's recent challenges in filling open positions in math. The Board is requested to authorize the school's principal to complete the documents necessary to designate high school math as a critical need position for NCA.

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

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