



Capistrano Connections Academy Charter School (CapoCA)  
**BOARD MEETING**

Notice is hereby given to the members of the CapoCA Board and the general public that the CapoCA Board will hold a meeting open to the public on:

**Date and Time:**

Tuesday, May 22, 2018 at 3:30 p.m. PT

**Principal Location:**

Capistrano Connections Academy  
33272 Valle Road  
San Juan Capistrano, CA 92675

**Telephone Conference Call locations:**

23091 Arden Street, Lake Forest, CA 92630  
32946 Calle San Marcos, San Juan Capistrano, CA 92675  
24682 Del Prado., Suite 200, Newport Beach, CA 92660  
8803 Cardinal Avenue, Fountain Valley, CA 92615  
44304 Copper Moon Lane, Lancaster, CA 93536

**Held Concurrently with:**

Alpaugh Academies Governing Board for California Connections Academy @ North Bay (CalCAN), Central California Connections Academy (CenCA) and California Connections Academy @ Central Coast (CalCA@Central Coast) California Connections Academy @ Ripon (CalCAR) Board, 580 N. Wilma Avenue, Suite G, Ripon, CA 95366

---

This meeting is open to the public. Members of the public have access to (and may participate in) the meeting at any of the telephone conference locations. For information about this meeting or for members of the public who require special accommodations to attend, please contact Deborah Larson at (949) 461-1667 at least 24 hours prior to the meeting. The Board package is available for public review at the school offices prior to the Board meeting in compliance with California open meeting laws.

**BOARD AGENDA**

- I. Call to Order – E. Pavlich
- II. Roll Call – E. Pavlich
- III. Public Comment

The Board welcomes participation by the members of the public 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, or six (6) minutes if the individual requesting to comment is a non-English speaker and requires a translator, unless the Board grants additional time. However, in compliance with Board policy and the Brown Act, the Board is not permitted to discuss or take action on non-agenda items.

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. Routine Business
  - a. Approval of Agenda – E. Pavlich
  
- V. Oral Reports
  - a. Executive Director's Report (MSR attached) – R. Savage
    - i. Graduation and End of Year Activities Update
    - ii. State Testing Update
    - iii. CalCA@Central Coast School Update
  - b. Site Administrator's Report
    - i. CalCAN (Administrator's Report and MSR attached) – L. Dombek
    - ii. CenCA (Administrator's Report and MSR attached) – M. White
    - iii. CalCAR (Administrator's Report and MSR attached) – A. Hunt
    - iv. CapoCA (Administrator's Report and MSR attached) – H. Tamayo
  - c. CalCA Financial Report (to follow) – F. Sassin
    - i. Form 990 Update
    - ii. Budget Development Update
    - iii. CalCAN Financial Report (attached)
    - iv. CenCA Financial Report (attached)
    - v. CalCAR Financial Report (attached)
    - vi. CapoCA Financial Report (attached)
  - d. Merged Corporation Discussion – R. Savage/ F. Sassin
    - i. Merged Governance Name Discussion
    - ii. Articles of Incorporation Discussion
    - iii. Charter Amendments Update
    - iv. Bylaws Update
  
- VI. Board Strategic Development
  - a. Approval of Board Strategic Plan (attached) – R. Savage
  
- VII. Consent Agenda
  - a. Approval of Minutes from the Previous Board Meeting (attached)
  - b. Approval of Staffing Report for CalCA (attached)
  - c. Approval of Connections Education Invoice(s) (attached)
  - d. Approval of Renewal of OCDE STRS Agreement on Behalf of CalCA Schools (to follow)
  - e. Approval of Revision(s) to the Employee Handbook: Work at Home, Second Job and Flexible Hours Policies (to follow)
  - f. Approval of Advancement Via Individual Determination (AVID) Services and Products Contract for CalCA (attached)
  
- VIII. Action Items
  - a. Approval of Merged Corporation Board Bylaws (attached) – R. Savage/ F. Sassin
  - b. Approval of Merged Articles of Incorporation as California Online Public Schools (attached) – R. Savage/ F. Sassin
  - c. Approval of Merit Increase Target for the 2018-2019 School Year for CalCA – R. Savage/ F. Sassin

- IX. Information Items
  - a. State Relations Update – J. Daniels
  - b. Partner School Leadership Team (PSLT) Update – B. Rosta
    - i. School Leader Review Process Update
  - c. Sponsoring District(s) Update –E. Pavlich
  - d. Local Control and Accountability Plan (LCAP) Update (attached) – F. Sassin
  - e. Board Composition Reminder – L. Coleman
  
- X. Adjournment and Confirmation of Annual Meeting on **Tuesday, June 19, 2018** at 3:30 p.m. PT

Agenda publicly posted: Capistrano Connections Academy, 33272 Valle Road, San Juan Capistrano, CA 92675

On: Friday, May 18, 2018

At: 23091 Arden Street, Lake Forest, CA 92630  
32946 Calle San Marcos, San Juan Capistrano, CA 92675  
24682 Del Prado., Suite 200, Newport Beach, CA 92660  
8803 Cardinal Avenue, Fountain Valley, CA 92615  
44304 Copper Moon Lane, Lancaster, CA 93536

---

## 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 Previous Board Meeting**

**PRESENTER IF MOVED TO ACTION ITEMS:** Laura Coleman

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** The minutes from the April 24, 2018 meeting of the Board of Directors are being presented for approval.

**b. Approval of Staffing Report for CalCA**

**PRESENTER IF MOVED TO ACTION ITEMS:** Richard Savage

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** The staffing report as provided with the Board materials outline candidates that the Executive Director is recommending for hire. The staffing report includes the candidate's name, area for hire, compensation rate, bonus potential and start date and are being presented for 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 Connections Education Invoice(s)**

**PRESENTER IF MOVED TO ACTION ITEMS:** Franci Sassin

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Included in the packet is an invoice(s) for services provided to the school. Board approval of the invoices and authorization to make payment via wire based upon availability of funds is requested.

**d. Approval of Renewal of OCDE STRS Agreement on Behalf of CalCA Schools**

**PRESENTER IF MOVED TO ACTION ITEMS:** Franci Sassin

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** In past years, the school has entered into a contract with the Orange County Department of Education (OCDE) for State Teachers' Retirement System (STRS) reporting. For 2018-2019 there will be no fee increase for the reporting. Under the new governance model, all employees will be under one corporation, so we anticipate being able to continue to use OCDE for STRS reporting. In accordance with the current and future Shared Operations Agreement, the costs will be shared among all the CalCA schools. Board approval to delegate Dr. Sassin the authority to issue a memo to the OCDE agreeing to the renewal and the Executive Director to review and sign this contract for the schools for the 2018-2019 school year is requested.

**e. Approval of Revision(s) to the Employee Handbook: Work at Home, Second Job and Flexible Hours Policies**

**PRESENTER IF MOVED TO ACTION ITEMS:** Richard Savage

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Included in the Board materials is a memo detailing proposed revision(s) to the school's Employee Handbook. Board approval of these revision(s) is requested.

**f. Approval of Advancement Via Individual Determination (AVID) Services and Products Contract for CalCA**

**PRESENTER IF MOVED TO ACTION ITEMS:** Franci Sassin

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Included in the Board materials are terms and conditions, agreements and quotes for contracting services and products to continue using the AVID program to support students. In the final year of the gradual AVID program implementation, the program will be further expanded to include additional students and all grade levels 6-12, and more faculty members will receive training. Although the contract is in Capistrano Connections Academy's name, the costs and benefits will be shared among all CalCA schools in accordance with the Shared Operations Agreement. Once the governance merger has taken place, the corporation name can be changed on the contract. Board approval of the 2018-2019 contract is requested.

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_  
**Ayes:** \_\_\_\_\_ **Nays:** \_\_\_\_\_

**ACTION ITEMS**

**a. Approval of Merged Corporation Board Bylaws**

**PRESENTER:** Richard Savage/ Franci Sassin

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** As discussed at prior meetings, Dr. Savage and Dr. Sassin have been working with all necessary parties for all necessary documentation supporting the governance and corporation merger, including new merged Board Bylaws effective at the merger. Dr. Savage and Dr. Sassin will review the Board communications to date and negotiations completed between all parties. Dr. Savage will seek Board input on the draft Bylaws and will request approval of the Bylaws, which would then go into effect no earlier than July 1, 2018.

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

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

**b. Approval of Merged Articles of Incorporation as California Online Public Schools**

**PRESENTER:** Richard Savage/ Franci Sassin

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** As discussed at prior meetings, Dr. Savage and Dr. Sassin have been working with all necessary parties for all necessary documentation supporting the governance and corporation merger, including new Articles of Incorporation effective at the merger. Dr. Savage and Dr. Sassin will review the Board communications to date and negotiations completed between all parties. The primary change in the revised Articles is the name of the corporation. Dr. Savage will seek Board input on the Articles of Incorporation and Board approval to work with Board Counsel to finalize and submit the Articles as part of the corporation merger process.

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

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

**c. Approval of Merit Increase Target for 2018-2019 School Year for CalCA**

**PRESENTER:** Richard Savage/ Franci Sassin

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Dr. Sassin will review the budgetary implications and Dr. Savage will review the merit increase target in preparation to secure staff and faculty for the upcoming school year, and will seek Board approval thereof.

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

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