



Capistrano Connections Academy Charter School  
Board Meeting  
Tuesday November 17, 2009 at 3:00 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  
35715 Beach Road, Capistrano Beach, CA 92624

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 package 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. Oral Reports
  - a. Principal's Report (MSR attached) – J. Horowitz
    - i. 2009 Enrollment Update

- b. Financial Report (attached) – F. Sassin
  - i. Federal Reporting Requirement Update
  - ii. Update on MOU
  
- VI. Consent Agenda
  - a. Approval of Minutes from the October 27, 2009 Board Meeting (attached)
  - b. Approval of Staffing Report (to follow)
  - c. Approval of Legal Invoice(s) (attached)
  - d. Approval of Designating Financial Consultant to Complete and Submit the First Interim Financial Report to the Required Parties by the Deadline (to follow)
  - e. Approval of Revision to the 2009-2010 School Year General School Handbook – Teacher Grading Policy (attached)
  - f. Approval of Agreements for Student Enrollment for the 2010-2011 School Year: Regulatory Program Description, Parent /Legal Guardian (Caretaker) Acknowledgement, Designated Learning Coach Agreement and Eligible Student Agreement (to follow)
  
- VII. Action Items
  - a. Approval of the Connections Academy Invoice for October (attached) – F. Sassin
  - b. Approval of Board Treasurer Advancing Funds for Payment of CA Invoice – F. Sassin
  - c. Approval of Board Governance and Administrative Policy Manual (attached) – F. Esmail/F. Sassin
  - d. Review and Acceptance of the Fiscal Year 2009 Audit Report (to follow) – F. Sassin
  
- VIII. Information Items
  - a. Discussion of Curriculum Plan for the 2010-2011 School Year (attached) – S. Guttentag/ P. Hoge
  - b. 2009-2010 Board Approval Calendar (attached) – M. Wrisley
  - c. Board Meeting Schedule – M. Wrisley
  
- IX. Confirmation of Next Meeting on January 26, 2010 at 3:00 p.m. PT.

Agenda publicly posted:

On: Friday, November 13, 2009

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

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

By: Dr. Jonathan Horowitz

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

At: 821 E. Claiborne Drive, Long Beach, CA 90807  
 By: Brenda Breen

At: 35715 Beach Road, Capistrano Beach, CA 92624  
 By: Dr. Jonathan Horowitz

## 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 October 27, 2009 Board Meeting**

**PRESENTER IF MOVED TO ACTION ITEMS:** Megann Wrisley

**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 Legal Invoice(s)**

**PRESENTER IF MOVED TO ACTION ITEMS:** Megann Wrisley

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Included in the packet are invoice(s) for legal services provided to the school by Board Counsel for the review of the Board Governance and Administrative Policy Manual to ensure compliance with California law. As the legal services benefit both CapoCA and CenCA, the School recommends payment of two-thirds of the amount owing by CapoCA and one-third by CenCA. Board approval of this invoice and payment thereof as recommended is requested.

**d. Approval of Designating Financial Consultant to Complete and Submit the First Interim Financial Report to the Required Parties by the Deadline**

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

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Dr. Sassin will prepare and submit the First Interim Financial Report to the CUSD and the County Department of Education by the December 15<sup>th</sup> deadline. The report is a restatement of the school's financials into the prescribed format. The report will be provided to the Board for Ratification at the January meeting.

**e. Approval of Revision to the 2009-2010 School Year General Handbook – Teacher Grading Policy**

**PRESENTER IF MOVED TO ACTION ITEMS:** Megann Wrisley

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** The Teacher Grading Policy has been as redlined and included in the Board materials and the school leader is seeking approval of such policy.

**f. Approval of Agreements for Student Enrollment for the 2010-2011 School Year: Regulatory Program Description, Parent /Legal Guardian (Caretaker) Acknowledgement, Designated Learning Coach Agreement and Eligible Student Agreement**

**PRESENTER IF MOVED TO ACTION ITEMS: Megann Wrisley**

**RECOMMENDED ACTION: Consideration for Approval**

**BACKGROUND:** The Parent Agreements, consisting of the Regulatory Program Description, Parent /Legal Guardian (Caretaker) Acknowledgement and Designated Learning Coach Agreement for the 2009-2010 school year are being presented for Board approval. These have not changed in substance from the forms approved by the Board for the 2008-9 school year, but merely update the school year and contain minor format and typographical corrections. Board approval of these Parent Agreements and Eligible Student Agreement is requested.

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

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

## ACTION ITEMS

**a. Approval of Connections Academy Invoice for October**

**PRESENTER:** Franci Sassin

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Dr. Sassin will review the October invoice as it relate 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 Board Treasurer Advancing Funds for Payment of CA Invoice**

**PRESENTER:** Franci Sassin

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Dr. Sassin will discuss the Board authorizing the Board Treasurer to advance funds for payment of the routine CA invoice when there is not a Board meeting for a month. The Board is requested to authorize the Board Treasurer to review the invoice in the interim and to advance payment to CA. Approval of such action does not imply approval of the invoice by the Board in its entirety, however, confirms the Board Treasurer's review of the substantiating detail and recommendation for ratification at the next regularly scheduled Board meeting. If approved, the Board would review and ratify the invoice at the next regularly scheduled Board meeting, at which time, if there are any questions or discrepancies, proper discussion and adjustments may be made.

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

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

**c. Approval of the Board Governance and Administrative Policy Manual**

**PRESENTER:** Farah Esmail/Franci Sassin

**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 and to comply with the new IRS 990 policies. 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. The policies have been reviewed by Board Counsel and counsel across the country and are being presented for approval.

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

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

**d. Review and Acceptance of Fiscal Year 2009 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 the submission of the report to the state by the December 15<sup>th</sup> deadline.

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

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