



Capistrano Connections Academy Charter School  
Board Meeting  
Tuesday, February 22, 2011 at 3:30 p.m. PT

**Principal Location:**

Capistrano Connections Academy  
26800 Aliso Viejo Parkway, Suite 120  
Aliso Viejo, CA 92656

**Telephone Conference Call Locations:**

23091 Arden Street, Lake Forest CA 92630  
821 E. Claiborne Drive, Long Beach, CA 90807  
32161 Via Barrida, San Juan Capistrano, CA 92675

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 Lisa Way at (949) 461-1667 x 313 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 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. 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 – T. Batiuk

- V. Audit Committee, Committee of the Entire Board
  - a. Approval of Audit Firm for the 2010-2011 School Year Annual Financial Audit (to follow) – F. Sassin
  
- VI. Oral Reports
  - a. Principal's Report (MSR attached) – S. Stagner
    - i. School Leadership Transition Update
    - ii. State Testing Update
  - b. Financial Report (attached) – F. Sassin
    - i. SELPA Transfer Update
    - ii. Conflict of Interest Update
  
- VII. Consent Agenda
  - a. Approval of Minutes from the January 25, 2011 Board Meeting (attached)
  - b. Approval of Staffing Report (attached)
  - c. Approval of the Independent Study Policy (to follow)
  - d. Approval of 2011-2012 School Year General School Handbook (attached)
  - e. Approval of 2011-2012 School Year State Specific Handbook (attached)
  - f. Approval of Amendment to the 2010-2011 School Year General School Handbook: Internet Safety (attached)
  - g. Approval to Authorize Board Treasurer to be Online Administrator of School Bank Accounts (attached)
  
- VIII. Action Items
  - a. Approval of the Connections Academy Invoice for January (attached) – F. Sassin
  - b. Ratification of Principal Search Process and Job Description, and Authorization for Board President to Act as Board Designee to work with CA on Search for Principal Candidates (attached) – S. Stagner
  - c. Approval of Graduation Plans and Expenditure (attached) – S. Stagner / L. Way
  - d. Approval for Board Members to Attend the National Charter Schools Conference (attached) – M. Wrisley
  - e. Approval for Fiscal Consultant to Submit Routine Annual Filings on Behalf of School – M. Wrisley
  
- IX. Information Items
  - a. Legislative Update – D. Hutchison
  - b. Upcoming LiveLesson® Sessions (attached) – M. Wrisley
  
- X. Adjournment and Confirmation of Next Meeting on March 22, 2011 at 3:30 p.m. PT.

Agenda publicly posted:

On: Friday, February 18, 2011

At: Capistrano Connections Academy  
 26800 Aliso Viejo Parkway  
 Aliso Viejo, CA 92656

By: Lisa Way

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

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

At: 32161 Via Barrida, San Juan Capistrano, CA 92675  
 By: Tim Batiuk

## 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 25, 2011 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:** Susan Stagner

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** The staffing report as provided with the Board materials outlines 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 the Independent Study Policy**

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

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** The Independent Study Policy for the 2011-2012 school year, as discussed in the Public Hearing at the last meeting of the Board, has been reviewed by Board Counsel and included in the Board packet. Board approval of the policy is requested.

**d. Approval of the 2011-2012 School Year General School Handbook**

**PRESENTER IF MOVED TO ACTION ITEMS:** Susan Stagner

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Each year the Board is required to review and approve the General School Handbook. The redlined version of the General School Handbook outlines the changes made to the document since the Board approved the previous version last year. Last year's version had also been approved by all of CA partnering Boards. This version has been reviewed by the Board designee, school leader, and CA. In order to make sure the school is ready in time for the commencement of enrollment for the 2011-2012 school year, we are bringing the final version to the Board for formal approval at this meeting.

**e. Approval of the 2011-2012 School Year State Specific School Handbook**

**PRESENTER IF MOVED TO ACTION ITEMS:** Susan Stagner

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Each year the Board is required to review and approve the State Specific School Handbook that sets out any state specific school policies that supplement the General School Handbook. The memo attached to the State Specific Handbook outlines all changes made to the document since the Board approved the previous version. The State Specific Handbook has been reviewed by the Board designee, school Principal/Director and CA staff. In order to make sure we are ready in time for the commencement of enrollment for the 2011-2012 school year, we are bringing the final version to the Board for formal approval.

**f. Approval of Amendment to the 2010-2011 School Year General School Handbook: Internet Safety**

**PRESENTER IF MOVED TO ACTION ITEMS:** Susan Stagner

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Included in the Board materials for review and consideration is a revision to the school's Internet Safety policy. Board approval of the revised policy is requested.

**g. Approval to Authorize Board Treasurer to be Online Administrator of School Bank Accounts**

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

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** The Principal was the authorized designee for online access to the school's bank accounts. The online administrative function is used primarily to send wire transfers for payment to Connections Academy and to transfer funds between accounts. With the departure of the School Principal, the recommendation is for the Board Treasurer to be set up as online administrator until a replacement is hired and then the issue can be revisited. In addition, this action will remove the Principal's name from all bank accounts.

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

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

## ACTION ITEMS

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

**PRESENTER:** Franci Sassin

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Dr. Sassin will review the invoice as it relates to the financial report reviewed earlier in the meeting. She will request approval of the invoice, and authorization to make payment via wire based upon availability of funds.

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

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

**b. Ratification of Principal Search Process and Job Description, and Authorization for Board President to Act as Board Designee to work with CA on Search for Principal Candidates**

**PRESENTER IF MOVED TO ACTION ITEMS:** Susan Stagner

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Included in the Board materials for review and consideration is the Principal job description. Board ratification of the Principal search process and job description, and authorization for the Board President to act as the Board Designee to work with CA on the Principal search process is requested.

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

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

**c. Approval of Graduation Plans and Expenditure**

**PRESENTER:** Susan Stagner / Lisa Way

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Enclosed in the Board materials is an outline of the school's graduation plans and projected budget allocation for the event. Board review and approval is requested.

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

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

**d. Approval for Board Members to Attend the National Charter School Conference**

**PRESENTER:** Megann Wrisley

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** The Board is requested to authorize Board members to attend the National Charter School Conference in June in Atlanta, GA. The Board is also asked to 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: \_\_\_\_\_

**e. Approval for Fiscal Consultant to Submit Routine Annual Filings on Behalf of the School**

**PRESENTER:** Megann Wrisley

**RECOMMENDED ACTION:** Consideration for Approval

**BACKGROUND:** Throughout every school year there are routine annual filings that are required to be submitted to the local district and/or state, such as the interim financial statements, consolidated applications, attendance reports, audit reports, and school accountability report cards. Board approval is sought to authorize the financial consultant to submit these routine filings on behalf of the school; all mandated state level compliance reports will be brought to the Board for ratification after filing.

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

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