

Highlands Community Charter and Technical Schools

Board Meeting Minutes

1333 Grand Avenue, Sacramento, CA 95838

October 2, 2014

Board Policy Regarding Board Minutes:

The minutes of open session meetings of the Board record all motions, show the names of Board members making and seconding motions and state the vote upon the motion. The open session minutes also record all resolutions, the recommendations of the administration and the substance of the Board's discussion or the substance of statements pertinent to Board's business made by members of the staff or public. The minutes follow a generally accepted pattern in form.

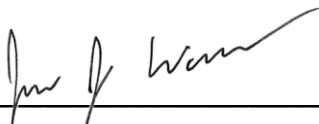
The original copy of the open session minutes are signed by the Secretary of the Board and approved by the Board. Original minutes are bound in chronological order, volumned by fiscal year and paged consecutively. The following documents are bound with the official minutes and referred to in the text of the minutes to which they apply:

- Original copies of all resolutions unless required by other agencies, in which case photocopies of the originals may be substituted
- Original copy of all budget transfers
- Copies of any document determined by the Board of Trustees to be attached to the official minutes
- Other documents which, in the opinion of the Secretary, are necessary to fully substantiate or record Board of Trustee action.

In addition to the official minutes, an additional copy of all minutes and attached documents are maintained in the office of the Secretary of the Board. This set of minutes is bound, indexed by those categories detailed above and by subject. The bound minutes and accompanying documents are open to public scrutiny within the boundaries of the law.

Pledge of Accuracy

As the Secretary of Highlands Community Charter School, the following minutes are to the best of my knowledge accurate and sufficiently complete to represent what occurred at the board meeting.



Signature

October 16, 2014

Date of Approval

I. PRELIMINARY

A. Call to Order

Meeting was called to order by the Board President at 6:00PM.

B. Roll Call

Director	Present	Absent
Mr. Mike Brunelle, President	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen, Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Jacob J. Walker, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler, LEA Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Josie Washington, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quorum:	4 of 7	

II. NON-SCHEDULED ITEMS REQUIRING IMMEDIATE ACTION

A. Community Based Education Classes

A discussion was had about the CBEd classes and their expansion. We have talked to a couple of Russian Churches to set up classes at their sites. Last week we held interviews for English Learning Development/Community Based Education teachers which resulted in two possible candidates.

The following was a vote to consider an action regarding ELD/CBEd teachers:

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jacob J. Walker	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		6	0	0	1

The following was a vote to authorize the Principal of the school to present a conditional offer to possible ELD/CBEEd teacher candidates:

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jacob J. Walker		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		6	0	0	1

III. OPEN SESSION

A. Call to Order Open Session

B. Flag Salute

C. Approve Minutes from Previous Board Meeting

It is recommended that the Board approve Minutes from July 3, 17, & 31, August 7 & 21, and September 4, 2014.

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jacob J. Walker		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		6	0	0	1

D. Public Comment

No public comment was made.

E. Principal Report

Kirk Williams

Our Principal shared he will be out on non-duty days all next week. We presented a finance report with a listing all of the outstanding invoice and reimbursements we have to pay. Delta Managed Solutions shared that between PENSEC and in-lieu of tax money; we are expecting a total payment of \$915,986. A team building trip for staff has been arranged for mid-November to go deep sea fishing. Board members are invited to join. Friday, October 10, 2014 is a Professional Development Day for staff. Our Community Based Education (CBE) teacher, Jose Rodriguez's class is officially capped out at 45 students and our on campus CBE class is also filling up. Our Rio Linda Church location is pending class enrolment until we have a teacher to teach the class. We are also exploring new locations at the Russian Churches with the help of our CTE Paraeducator Sergey and LEA Representative, Linda Fowler. We are now CELDT Testing students every Friday morning and having students test before they attend their ELD/CBE class. We are reaching out to organizations for donations for our Pre-Apprenticeship class. Rick Davis has offered their facilities while we get our own. We visited the Goodwill Training center where they have a classroom running academic computer classes which we could potentially add to our offerings. Also, we visited the Stride Center which gives A+ Training in low socioeconomic locations and offers a 90% pass rate and 70% placement rate.

F. Coordinators' Report

Coordinators

Coordinator of Academics, Jacob Walker reported on the approximate amount that has been made by students attending to date. He also shared of the overall increase in enrollment with Pre Apprenticeship spiking in the last two days, Truck Driving and English Language Development showing steady growth, and CBE continuing to grow strong. In next week's Professional Development Day, we want to focus on working on improvement and talk about Lesson Study. Ward Allen, Coordinator of CTE, shared on the preparation underway for the commencing Pre-Apprenticeship program next week at Senior Gleaners, Inc. The Truck Driving Program will be moving to Senior Gleaners by next week and intern work will start to increase. Tomorrow they will hold a BBQ at Senior Gleaners for students and Senior Gleaners staff.

G. Student Leadership Report

Kevin Benjamin

No report was made as the Student Leadership President was absent.

IV. CONSENT AGENDA ITEMS

No consent agenda items were brought to this Board Meeting.

V. ITEMS SCHEDULED FOR DISCUSSION & INFORMATION

A. Disbursement Procedures Ward Allen

This item was tabled for the next Board Meeting.

B. Memorandum of Understanding- TRUSD Ward Allen

An update on the status of Memorandum of Understanding between Highlands Community Charter School and Twin Rivers Unified School District. We are still waiting for a response from the district.

C. Memorandum of Understanding- SDCOE Jacob Walker

A vote was made to pursue a Memorandum of Understanding between Highlands Community Charter School and San Diego County Office of Education regarding credentialing for teachers:

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jacob J. Walker		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		6	0	0	1

D. Board Meeting Pre-Agenda on Website Jacob Walker

The idea to place a draft agenda on the school website where Board Members and community members can have input on what goes into our agendas. A discussion took place on improvements for agenda set-up. It was proposed that on the Wednesday of the week prior to Board Meetings, a draft agenda be sent to Board Members to review and make suggestions to.

E. Secretary Position Kirk Williams

Our School Secretary had given us notice that her last day will be October 31, 2014. Interviews for School Secretary candidates will be done the week of October 13, 2014 and a presentation of a potential replacement will be made on our next Board Meeting.

VI. ITEMS SCHEDULED FOR ACTION

A. Certificate of Functional Education

Jacob Walker

A vote on implementing a Certificate of Functional Education recognizing 5th grade academic achievement:

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jacob J. Walker		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		6	0	0	1

B. Reciprocity of International Academic Credit Policy Jacob Walker

The following was a vote to approve the policy regarding the acceptance of credit from international educational institutions:

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jacob J. Walker		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		6	0	0	1

C-E Committees Calendar

Kirk Williams

This was a vote to approve the following calendars: Committees Calendar, Board Calendar (to meet on the first Thursday of every month) and School Calendar:

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jacob J. Walker		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		6	0	0	1

F. Community Based Education Facility Contracts

Kirk Williams

1. Evangelical Church Immanuel

This item was for informational purposes. The contract has been drafted and is in process of being signed by the church.

G. Program Approval

Kirk Williams

A vote on Laborers Local 185 program approval to start the Pre-Apprenticeship Program:

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jacob J. Walker		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		5	0	1	1

H. Employee Contracts

Mike Brunelle

- 1. Principal- Kirk Williams**
Tabled for next Board Meeting.
- 2. Coordinator of Academics- Jacob Walker**
Tabled for next Board Meeting.
- 3. Coordinator of CTE- Ward Allen**
Tabled for next Board Meeting.

VII. ADJOURNMENT

The board adjourned at 8:02PM