

Highlands Community Charter and Technical Schools

Special Board Meeting Minutes

1333 Grand Avenue, Sacramento, CA 95838

November 06, 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.

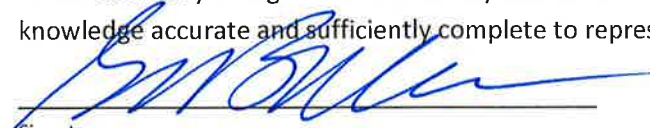
The original copy of the open session minutes are signed by the Secretary of the Board and approved by the Board. Original minutes are bound in chronological order, volumed by fiscal year and paged consecutively. The following documents are bound with the official minutes and referred to in the text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

12/03/14

Date of Approval

Rationale for Special Board Meeting

During the initial stages of the school, several contracts for consulting were accidentally considered and voted on in closed session. Most of these involved people who would later become employees, but due to not having all the human resource policies and procedures in place, it made more sense to initially pay for the services of these eventual employees as consultants (contractors). But this may have inadvertently been against the Brown Act, since at the time they were not employees and consulting contracts cannot be considered in closed session, and thus to remedy any potential problems, any consulting contract that was considered in closed session is being brought back to the board in open session, in a special board meeting, so any potential issues would be resolved as quick as possible.

I. PRELIMINARY

A. Call to Order

President

The meeting was called to order at 8:43 pm

B. Roll Call

President

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"/>
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 type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Kenneth Miyao, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Matt Powers, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quorum Required:	5 of 8	

II. CLOSED SESSION

In general, the purpose of a closed session is to avoid revealing confidential information that may, in specified circumstances, prejudice the legal or negotiating position of the agency or compromise the privacy interests of employees or students. Only items that are allowed by the Brown Act and on the agenda in accordance with Government Code Section 54954.2 may be considered in Closed Session.

A. Public Employee Appointment

Gov. Code 54957

1. Title: Custodian

Highlands Community Charter & Technical Schools needs a day shift Custodian to be hired for a part time job – 4 hours a day – 20 hours a week.

2. **Title: Diesel Mechanic**

Highlands Community Charter & Technical Schools needs a Diesel Mechanic to maintain HCCS & SGI equipment. It is a part time job: 4 hours a day, 20 hours a week.

III. OPEN SESSION

A. Call to Order of Open Session **President**

B. Reporting of Actions Taken in Closed Session **President**

1. **Position: Part Time Custodian**

Board voted unanimously on hiring a part time, day shift custodian: 4 hours a day, 5 days a week.

2. **Position: Diesel Mechanic**

Board voted unanimously on hiring a part time mechanic: 4 hours a day, 5 days a week.

IV. ITEMS SCHEDULED FOR INFORMATION & DISCUSSION

A. Board Positions **Kirk Williams**

Discussion of a necessity to conduct two board positions: 1) Board Secretary and 2) Board Treasurer, then appoint two board members during December meeting.

B. Action Plan **Kirk Williams**

Mr. Kirk Williams reviewed current financial situation and discussed a plan of actions based on current school performance.

Mr. Jacob Walker presented HCCTS Data Report. His concern is that with adult learners, we face a unique set of challenges. Unlike with younger students, discipline and motivation are generally not a problem. For adult classes one of the major concerns is attendance. Being an adult school we don't have an instrument that will help us reinforce students' attendance. We are looking for ways to improve our attendance.

As of today, we are struggling with funding and need equivalent of a loan.

Our pre-apprenticeship program is also a concern. The cost of this program is higher than we can afford. And even if we boost our attendance level to 25 students per class, the outlay will exceed our expectations. Therefore it is our recommendation to run this program for another 6 weeks, give our students opportunity to get their concrete and asphalt certificates, and then place them into our truck driving program.

V. ITEMS SCHEDULED FOR ACTION

No items were presented in this section.

A. Board Meeting Schedule

Kirk Williams

For the convenience of some board members it has been decided to hold board meetings every first Wednesday of each month. Next board meeting is scheduled for December 3, 2014 at 4:00 p.m.

VI. ADJOURNMENT

The meeting adjourned at 9:21 p.m.