

Highlands Community Charter and Technical Schools

Board Meeting Minutes

1333 Grand Avenue, Sacramento, CA 95838

February 4, 2015

Open Session: 4:00 PM

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

3/4/2015

Date of Approval

I. PRELIMINARY

A. Call to Order

President

Minutes

President Mike Brunelle called the regular board meeting to order at 4:19 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"/>
Mr. Murdock Smith, Treasurer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Matt Powers, Secretary	<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"/>
Ms. Linda Fowler, LEA Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quorum:	4 of 7	

II. NON-SCHEDULED ITEMS REQUIRING IMMEDIATE ACTION

Items not placed on the agenda may be considered by the board only in exceptional circumstances, such as emergency situations (requiring a majority vote to consider) or when an issue came to the attention of the school subsequent to the agenda being posted (requiring a two-thirds vote to consider).

Minutes

No non-scheduled items requiring immediate action were presented.

III. OPEN SESSION

A. Call to Order of Open Session

President

B. Pledge of Allegiance

Vice-President

C. Public Comment

Non-agenda items: no individual presentation shall be more than (2) two minutes and the total time for this purpose will not exceed (20) twenty minutes. Ordinarily, Board Members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

Minutes

President Mike Brunelle provided an opportunity for members of the public to address the Board.

There were no public comments.

D. Principal's Report

Principal

This is a presentation of information which has occurred since the last Board Meeting.

Minutes

Principal, Kirk Williams presented information regarding students of the Highlands Community Charter School taking a California High School Exit Examination (CAHSEE) test. The CAHSEE has two parts: English-language arts (ELA) and mathematics. On February 3, 2015 – twenty nine (29) students took an ELA part; on February 4, 2015 – thirty seven (37) students took a mathematics part.

E. Coordinators' Report

Coordinators

This is a presentation of information which has occurred since the last Board Meeting by Jacob Walker, Coordinator of Academics and Ward Allen, Coordinator of CTE.

Minutes

CTE Coordinator, Ward Allen presented information regarding the Food Distribution programs. Highlands Community Charter School (HCCS) is planning to start the food distribution to HCCS students and surrounding community twice a month here, at our main campus, located at 1333 Grand Avenue, Sacramento, CA 95838. Besides that, truck driving students will be delivering food to the locations designated by the Sacramento Food Bank.

Academics Coordinator, Jacob Walker presented information regarding the enrollment increase. This increase in HCCS enrollment gave us an opportunity to project our Average Daily Attendance (ADA) to 250 – which is still conservative.

Jacob Walker informed regarding the need to move up (from 8th to 9th grade) all Highlands Community Charter School students, who are enrolled in Community Based Education (CBEd) Program, and working towards passing a General Educational Development (GED) test in Spanish.

IV. CONSENT AGENDA ITEMS

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board Member for further discussion or removed from the agenda, there will usually be no discussion of these items prior to the Board's vote on them. The Principal recommends approval of all the consent items.

A. Approve Minutes from Previous Board Meeting

President

Vote to approve the minutes of January 7, 2015 regular board meeting and January 26, 2015 special board meeting.

Minutes

The following was a vote to approve minutes of January 7, 2015 regular board meeting:

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. Murdock Smith		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Matt Powers	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		4	0	0	3

Approved by majority vote.

The following was a vote to approve minutes of January 26, 2015 special board meeting:

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. Murdock Smith		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Matt Powers	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		4	0	0	3

Approved by majority vote.

V. ITEMS SCHEDULED FOR INFORMATION & DISCUSSION

This portion of the meeting is reserved for general discussions within the board in which the board may give direction to the principal or other designee. Formal motions and resolutions may also be voted on during this portion of the meeting.

A. School Site Council

Kirk Williams

Discussion on formation of a School Site Council. Meeting on February 22, 2015.

Minutes

Correction: The proposed date for the School Site Council meeting is on Friday, February 20, 2015.

1. School Site Council Plan

Minutes

The board had a discussion regarding the formation of the School Site Council.

The following was a vote to form the School Site Council and appoint the board to be the School Site Council plus up to five (5) faculty staff members and students:

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. Murdock Smith		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Matt Powers	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		4	0	0	3

Approved by majority vote.

2. LEA Plan

Minutes

Principal, Kirk Williams presented to the board the Power Point presentation of the Local Education Agency Plan (LEA) Plan.

B. Fiscal Policies

Kirk Williams

Discussion and review of Highlands Community Charter School fiscal policies and procedures.

Minutes

The board reviewed the fiscal policies and procedures. LEA representative, Linda Fowler suggested converting the format of the presented fiscal policies, matching it with already existing format of other HCCS policies. We should have standardized policy template to make all policies look the same.

C. Revision of the School Calendar

Jacob Walker

Discussion and revision of the School Calendar - have Highlands Community Charter School Calendar better fit students' schedules and potentially increase attendance.

Minutes

Jacob Walker informed the board regarding differences between Highlands Community Charter School (HCCS) calendar and Twin Rivers Unified School District (TRUSD) calendar. All TRUSD schools will be closed during President's Week (from February 16th to February 20th, 2015). Since many of our students are also parents, whose children attending TRUSD schools – some of them will not be able to come to school during that week. In order to accommodate out the students' schedule and avoid decrease in our attendance, we are planning to provide Short-Term Independent Study for all of our students who will not be able to come to school.

VI. ITEMS SCHEDULED FOR ACTION

A. TRUSD MOU

Ward Allen

A presentation of the Memorandum of Understanding between Highlands Community Charter School and Twin Rivers Unified School District.

Minutes

The following vote was made to accept the Memorandum of Understanding (MOU) between Highlands Community Charter School (HCCS) and Twin Rivers Unified School District (TRUSD):

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. Murdock Smith		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Matt Powers	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		4	0	0	3

Approved by majority vote.

Note: HCCS need to make sure the HCCS is in compliance with all the aspects of the MOU.

B. ARI Agreement

Kirk Williams

A presentation of the facility use and training agreement between Asian Resources Inc. (ARI) and Highlands Community Charter School. ARI is the owner of certain real property

and facilities located at 7640 Greenback Lane Citrus Heights, CA 95610. Highlands Community Charter School desires to enter into this agreement in order to use the facility mentioned above for the period during 2014-2015 and 2015-2016 school years.

Minutes

The following vote was made to approve the Agreement between Asian Resources Inc. and Highlands Community Charter School:

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. Murdock Smith		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Matt Powers	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		4	0	0	3

Approved by majority vote.

C. Amendment to 401 (a) Plan

Kirk Williams

Discussion of the Amendment "one" to the Highlands Community Charter School 401 (a) Retirement Plan in regards to Classified Employee Eligibility.

Minutes

The following vote was made to approve the Amendment "one" to the Highlands Community Charter School 401 (a) Retirement Plan:

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. Murdock Smith		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Matt Powers		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Linda Fowler	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		4	0	0	3

Approved by majority vote.

D. Employee Contracts

Mike Brunelle

1. Coordinator of Academics- Jacob Walker

Minutes

This item was tabled for the next board meeting.

2. Coordinator of CTE- Ward Allen

Minutes

This item was tabled for the next board meeting.

VII. ITEMS TO BE ADDED FOR NEXT MEETING

This portion of the meeting is reserved for the addition of agenda items for a following board meeting by any board member. Items may also be added to the agenda by any Board Member, the Principal, or a Coordinator, at any time prior to the public posting of the agenda.

The next monthly Board Meeting will be held on March 4, 2015 at 4:00 PM.

VIII. ADJOURNMENT

Minutes

Board President Mike Brunelle adjourned the regular board meeting at 5:00 PM.