

Highlands Community Charter and Technical Schools

Board Meeting Minutes

1333 Grand Ave. , Sacramento, CA 95821

September 3, 2015

Thursday, 5:00 P.M.

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



Date

Highlands Community Charter and Technical Schools

Board Meeting Minutes

1333 Grand Avenue, Sacramento, CA 95838

September 3, 2015

Thursday 5:00 PM

Agenda Publicly Posted on August 31, 2015 by Connie Swink

Instructions for Presentations to the Board by Parents, Students and Citizens

Highlands Community Charter School (HCCS) welcomes your participation at the schools Board Meetings. The purpose of a public meeting of the Board is to conduct the affairs of HCCS in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to audience members at the door to the meeting
2. Blue "Request to Speak" cards are available to all audience members who wish to speak on any agenda item or under the general category of "Public Comment".
3. "Public Comment" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to 2 minutes and total time allotted to non-agenda items will not exceed (20) twenty minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
4. With regard to items that are on the agenda, you may specify that agenda item on your blue request card and you will be given an opportunity to speak for up to (5) five minutes when the Board discusses that item.
5. When addressing the Board, speakers are requested to state their names and address from the podium and adhere to the time limits set forth.
6. Citizens may request that a topic related to school business be placed on a future agenda in accordance with guidelines in the Board Policies. Once such an item is properly on the agenda and publicly noticed, the Board can discuss, respond and possibly act on that item.
7. In compliance with the Americans with Disabilities Act (ADA) and upon 72 hour request, the school may furnish auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternatives modification of the agenda in order to participate in Board Meetings are invited to contact the Principal's office.

I. PRELIMINARY

A. Call to Order 5:00p.m.

President

B. Roll Call

President

Director	Present	Absent
Mr. Ward Allen, President	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Matt Powers, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler, LEA Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Sharon Rocco, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Ricky Jones, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Josie Washington, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Murdock Smith, General Manger, Non-Voting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tom Cregar, Legal Counsel, Non-Voting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quorum Required:	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

Discussion regarding: Indian Manpower Group (Hawaiian & Pacific Islanders) would like an MOU with HCCTS to use the facility from time to time.

III. CLOSED SESSION 5:05 p.m.

President

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. Anticipated Litigation – Legal Counsel (Gov’t. Code Sec. 54956.9)

IV. OPEN SESSION

Secretary

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

A. Call to Order of Open Session 5:12 p.m. President

B. Flag Salute Vice-President

C. Reporting of Actions Taken in Closed Session President
Minutes

Moving forward with Instructions from Legal Counsel

D. Finance Committee Report Treasurer
Minutes

The Finance Committee meeting has been postponed until next month. The committee is actively recruiting students to be committee members.

A request was made to DMS to provide a more condensed budget report.

E. General Manager Report (Academic & CTE) General Manager
Minutes

Enrollment is growing and is on track for the projected 410 students. Also, still in negotiations with VOA, 2n conversation with Pride Industries and SCOE. A new potential partner is Butte County.

F. IT Report – John Suhr Tech. Developer/Sys. Admin.
Minutes

Update of current I.T. Inventory, current and future I.T. needs including proposed solutions.

G. Public Comment President

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

None

V. 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 the following Board Meetings

1. May 6, Regular Board Meeting Minutes
2. May 6, Special Board Meeting Minutes
3. June 10, Regular Board Meeting Minutes
4. July 8, Special Board Meeting Minutes

B. TRUSD Lease Agreement **President**
Carried over from the August 6th meeting.

Minutes

Remove from today's agenda. To be considered for future agendas.

C. TRUSD MOU **President**
Carried over from August 6th meeting

Minutes

Remove from today's agenda. To be considered for future agendas

D. Lease Agreement West Sacramento **President**
Carried over from the August 6th meeting

Minutes

Remove from today's agenda. To be considered for future agendas

E. Lease Agreement Sacramento Food Bank

President

Carried over from August 6th meeting

Minutes

Remove from today's agenda. To be considered for future agendas

Matt Powers made a Motion to approve the Consent Agenda .

Motion carries and passes

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Powers	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sharon Rocco	Sharon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ricky Jones		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		5	0	0	2

Matt Powers makes a motion to rescind the prior motion to approve all consent items.

Motion carries.

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Powers	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler	Seconded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sharon Rocco		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ricky Jones		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		5	0	0	2

Matt Powers makes a motion to accept items V. A. 1-4. be approved as submitted.

Motion also includes removing from today's agenda, items V. B – E. Motion passes.

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Powers	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler	Seconded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sharon Rocco		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ricky Jones		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		4	0	1	2

VI. 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.

Minutes

None

VII. ITEMS SCHEDULED FOR ACTION

A. Authorize General Manager & Legal Counsel to develop and negotiate a contract for education consulting services.

Minutes

A motion was made to authorize legal counsel to pursue. Motion carries

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Powers		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sharon Rocco		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ricky Jones	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		5	0	0	2

B. Authorize General Manager & Legal Counsel to develop and negotiate a contract for student services.

Minutes

A motion was made to continue . Motion carries

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Powers	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler	Seconded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sharon Rocco		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ricky Jones		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		5	0	0	2

C. Authorize addition of Campus Utility Worker General Manager

Minutes

A motion is made to create a job description for Campus Utility Worker. Motion carries

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Powers	Seconded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sharon Rocco		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ricky Jones	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		5	0	0	2

D. Revise the Track E Schedule

General Manager

Minutes

A motion is made to increase the length of Track E by 2 weeks to allow teachers to have a 30 minute prep period throughout the school year. This will not alter ADA. Motion carries

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Powers		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sharon Rocco	Seconded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ricky Jones		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		5	0	0	2

VIII. BOARD MEMBER COMMENTS AND REQUESTS

President

Opportunity for Board Members to give comments and staff direction.

Minutes

The Board recognizes Mike Roessler and Jose Rodriques for jobs well done.

IX. 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.

A. Review Board Oversight Calendar

Minutes

None

B. Board Member Comments/Requests of Staff

Minutes

Financial Audit from DMS will be finalized by next week

Compliance audit will be coming by mid Oct. General Manager will gather the information .

Sexual Harassment Training. The General Manager will research training opportunities; in concert with assistance with general counsel.

X. ADJOURNMENT 6:10