

Highlands Community Charter School Board Meeting Minutes

Raley's Meeting Room, 4840 San Juan Avenue, Fair Oaks, California
Saturday, June 1, 2013, 8:00 AM

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 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 Approved 7-6-2013

I. PRELIMINARY

A. Call to Order

Meeting was called to order by the President at [insert time]

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"/>
<i>Initially Vacant, Treasurer</i>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jacob J. Walker, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Kirk Williams, Interim Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Frances Hesselbein, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dr. Margot Daniels Tyler, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Initially Vacant, Director</i>	<input type="checkbox"/>	<input type="checkbox"/>
LEA Trustee, <i>Vacant/TBA</i>	<input type="checkbox"/>	<input type="checkbox"/>
Quorum:	4 of 6	

C. Flag Salute

Due to a tight time schedule of the meeting room, no flag salute was taken.

D. Reporting of Actions Taken in Closed Session

1. Business License

The board directed the Interim Principal, Kirk Williams, to research and pursue obtaining appropriate business licenses and other requirements to operate both the charter school and the postsecondary technical school.

Interim Principal is authorized to research and pursue appropriate businesses licenses on behalf of Highlands Community Charter School			
Motion:	<u>Ward Allen</u>	Action:	<u>Approved</u>
Second:	<u>Kirk Williams</u>	Vote:	<u>4 yes / 0 no / 2 absent</u>

2. Property Negotiations

Mr. Williams gave an update about the search for property and property negotiations. No action was taken.

3. Approval of Job Descriptions

Mr. Walker stated that he would like to review and revise the job descriptions in the future, but was ok with them for now. Ward suggested that salaries may be reviewed in the future as well.

It is recommended that the Job Descriptions for the Job Descriptions of Principal, Vice-Principal, and Lead Teacher—Industrial Education be approved as listed in the board agenda/packet with no modification.

Motion: Kirk Williams Action: Approved
Second: Ward Allen Vote: 4 yes / 0 no / 2 absent

E. Approve Minutes from Previous Board Meeting

It is recommended that the Board approve Minutes from May 4, 2013 be approved, as written in the agenda/board packet

Motion: Ward Allen Action: Approved
Second: Kirk Williams Vote: 4 yes / 0 no / 2 absent
Corrections: None

II. NON-SCHEDULED ITEMS REQUIRING IMMEDIATE ACTION

Items not placed on the original agenda may be considered by the board only in exceptional circumstances. During the meeting no such circumstances and resulting items existed.

But, after the Public Comment period, Kirk Williams motioned to move Items Scheduled for Action E and F to occur first in the meeting, as this could allow new board members to take part and vote on other items. By general consent of the board this was done. In these minutes, E and F are still listed in the basic order of the Agenda, but were approved right after the Public Comment period. A few other parts of the meeting were slightly out of order as well, and are listed here to correspond to the original agenda, and are noted in those items.

III. COMMUNICATIONS

A. Public Comment:

There was no public comment

B. Principal/Financial Report

Kirk discussed that we are seeking per student funding from Probation departments if they have students that wish to be in the Technical school, because they already have a high school diploma. The current pricing is \$1,000 per student for the Truck Driving program.

C. Board Report

Mike Brunelle had no report to make.

IV. CONSENT AGENDA ITEMS

The Items listed as Scheduled for Adoption were also included as a blanket consent in the board meeting.

It is recommended that all Consent Agenda Item A and Items Scheduled for Adoption (A through D) be ratified. With the amendment that in the Board Meeting Policy, that it reads "No more than a total of twenty (20) minutes shall be devoted to all non-agenda items at a regular meeting." And that board members may be present at a board meeting via telecommunication methods, such as the telephone, video conferencing, etc.

Motion:	<u>Ward Allen</u>	Action:	<u>Approved</u>
Second:	<u>Jacob J. Walker</u>	Vote:	<u>4 yes / 0 no / 2 abstain / 2 absent</u>

- A. **Approval of Invoice – Young, Minney & Corr**
See Page 8

No substantial discussion occurred about this item.

V. **ITEMS SCHEDULED FOR ACTION**

- A. **Adoption of School Policy (130504-IV-A Board Meeting Policy)**
See Page 16.

During the discussion of this policy, Jacob discussed a typo in the policy, such that the proposed policy said: “No more than a total of fifteen (20) minutes shall be devoted to all non-agenda items at a regular meeting.” The board agreed to change this to read “No more than a total of twenty (20) minutes shall be devoted to all non-agenda items at a regular meeting.” Jacob also discussed how it is important to have a recognition that being “present” at a board meeting could also include virtual methods, such as via telephone or via video conferencing, etc. These two points were accepted by the board and included in the motion and approved policies.

- B. **Adoption of School Policy (130504-IV-B Harassment Policy)**
See Page 21.

No substantial discussion occurred about this item.

- C. **Adoption of School Policy (130504-IV-C Drug-Free Policy)**
See Page 26

No substantial discussion occurred about this item.

- D. **Adoption of School Policy (130504-IV-D Health/Safety Policy)**
See Page 28

No substantial discussion occurred about this item.

E. Board Member Nominations (General)

Note: The discussion of items E & F occurred immediately following the public comment period, and are only listed in order here to mostly correspond with the Agenda.

Ward Allen nominated Lori Lee to fill the treasurer position on the board. He spoke highly of Lori, having worked with her before when she was a parole officer. He also spoke about how important it is to more involved with the Asian community, and that Lori is a good connection to that community, as she is also a board member with the Asian Community Center.

Ward Allen also nominated Robert Presley, speaking highly of his public service as a California State Senator.

Jacob spoke to both Lori Lee and Bob Presley, and emphasized that there needs to be a commitment to the organization if they were to become board members. Jacob also spoke about his concern for ensuring that a quorum could continue to exist in future meetings. Jacob also spoke about his concern about the number of board members being even currently, and that it might be wise to remove the position that originally was slated for the WIA entity, as they are a partner, and not necessarily a board member.

It is recommended that Lori Lee and Robert Presley be appointed to the board, and that the board position slated for a WIA entity be removed.

Motion: Ward Allen Action: Approved

Second: Kirk Williams Vote: 4 yes / 0 no / 2 absent

F. Board Member Nomination for Treasurer

Ward Allen nominated Lori Lee for treasurer of the board. Lori was concerned about the total duties of the position. It was decided that the treasurer would have oversight of all finances, but that the chief administrator would currently be delegated the duties of handling the accounting of finances.

It is recommended that Lori Lee becomes the Treasurer of the board of Highlands Community Charter School, and that the duty of accounting is delegated to the chief administrator.

Motion: Ward Allen Action: Approved

Second: Kirk Williams Vote: 6 yes / 0 no / 2 absent

VI. ITEMS SCHEDULED FOR INFORMATION

A. NJESD/Delta Charter Proposal

Kirk Williams discussed the meeting he and Jacob Walker had with the superintendent of New Jerusalem, and the likely arrangement of having the first year being part of New Jerusalem, and the second year having an independent charter school.

B. Update Placer/Sacramento Counties, Federal Prisons

Ward Allen talked about how Lee Seale, Sacramento County's new Chief Probation Officer, met with Ward Allen, Kirk Williams, Jacob Walker, and Larry Bowler. The meeting was informative and interesting, and Mr. Seale will likely direct his staff to "get things done". Mr. Allen discussed how Placer County will be coming in this coming week to view his class with Twin Rivers. Marvin Speed, of Parole, will talk with them about how it has gone with parole. Mr. Allen also met with federal parole. They are potentially interested in a half-way a house at the previous Boy's Ranch.

Mr. Allen also discussed the meeting with Dr. Martinez, the new Superintendent of Twin Rivers Unified School District, which also included Kirk Williams and Jacob Walker. From the meeting, the group got the impression that Dr. Martinez seems to be a decent guy who "has his thumb on what is going on".

Mr. Allen will be meeting with Ruth Hall and Marla Miller of Twin Rivers Unified School District about potentially getting equipment from the current Twin Rivers Truck Driving program that will be closing down around mid-August.

C. 5 Year Strategic Plan

Five year plan, can be presented as a tentative plan to outside entities, will be formally presented at the next board meeting.

VII. ADJOURNMENT

The board adjourned at 9:00 am