

Highlands Community Charter and Technical Schools

Special Board Meeting Minutes

1333 Grand Ave. , Sacramento, CA 95821

April 29, 2015

Wednesday , 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, 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



Date

10/16/15

Highlands Community Charter and Technical Schools Special Board Meeting Minutes

1333 Grand Avenue, Sacramento, CA 95838

04/29/2015

Open Session: To Immediately Follow the Regular Board Meeting

Agenda Publicly Posted on 04/27/2015 by Jacob Walker

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

Public comment may be made and is welcome about any special meeting agenda items, following the same general procedures as for the regular meeting.

I. PRELIMINARY

A. Call to Order

President

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. Matt Powers, 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington, Director	<input type="checkbox"/>	<input checked="" 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

Insurance, discussion to keep the current insurance provider or to change to another. Continue action to next meeting.

III. Special Meeting Open Session

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

B. **Flag Salute** **Vice-President**

C. **Public Comment**

Non-agenda items; no individual presentation shall be more than (2) minutes and the total time for this purpose will not exceed (20) 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.

IV. All 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. **Ratify Payment of Current Bills** **Treasurer**
Review the Payment of Current Bills and Aging Invoices.

Minutes

Item was tabled for next Board Meeting.

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 designs. Formal motions and resolutions may also be voted on during this portion of the meeting.

A. **School Calendar 2014-2015** **Academics Coordinator**
Review and discussion of 2015-2016 School Calendar.

Minutes

Explanation of Proposed High School Tracks including P1 & P2 Funding.

B. **Board Workshop** **President**
Determine Date for 2015-2016 Board Workshop

Minutes

Half day – Saturday, May 30, 9 -12 Noon.

A vote was made to approve the date and time of the Board Workshop.

Director	Order	Aye	Noe	Abstain	Absent
Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Murdock Smith		<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"/>
Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		5	0	0	2

VI. ITEMS SCHEDULED FOR ACTION

A. Employee Contracts

President

1. CTE Coordinator - Ward Allen
2. Academics Coordinator - Jacob Walker

Minutes

A discussion was held to hire a Retention Specialist.

A vote was taken and passed to change the Academics Coordinator salary from a stipend to the salary schedule.

Director	Order	Aye	Noe	Abstain	Absent
Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Murdock Smith		<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"/>
Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		5	0	0	2

B. Training Agreement

Principal

Training Agreement between Highlands Community Charter School and Cosmo Beauty Academy.

Minutes

A suggestion was made to have an attorney review these contracts before approving or change the wording.

The wording will be modified.

The following was a vote to approve the Training Agreements as modified.

Director	Order	Aye	Noe	Abstain	Absent
Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Murdock Smith		<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"/>
Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		5	0	0	2

C. Facilities Use Agreement

Principal

Presentation and review of the Facilities Use Agreement between St. Matthews Episcopal Church and Highlands Community Charter School. The St. Matthews Episcopal Church is located at 2300 Edison Avenue, Sacramento, CA 95815.

Minutes

The following vote was taken and approved for the Facility Use.

Director	Order	Aye	Noe	Abstain	Absent
Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Murdock Smith		<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"/>
Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		5	0	0	2

- D. Single School District Plan** **Principal**
Adoption of Single School District Plan.

Minutes

This item has been tabled until the next Board Meeting.

- E. Board Oversight Calendar** **President**
Presentation of Board Oversight Calendar.

Minutes

This item to be tabled until Board Retreat in May.

- F. High School Graduation** **Principal**
Plan for 2015 High School Graduation and ELD Promotion.

Minutes

There are 25 -30 graduates this year. Students will purchase their own cap and gown.

The ceremony will be held at the Generals House and Garden on McClellan. The suggestion was made to include the ESL promotions. Donations can be collected for refreshments.

The following vote was taken and approved as follows

Director	Order	Aye	Noe	Abstain	Absent
Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Murdock Smith		<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"/>
Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		5	0	0	2

- G. Assignment Change** **Principal**
Presentation to increase teaching hours by .25 FTE for Microsoft Academics.

Minutes

A vote was taken to increase teaching hours for Microsoft Academics

Director	Order	Aye	Noe	Abstain	Absent
Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Murdock Smith		<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"/>
Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		5	0	0	2

H. Leave of Absence Request

Principal

Request for Leave of Absence for 2015-2016 school year for Araceli Perez.

Minutes

An explanation was discussed to change the wording in the handbook regarding LOA.

A vote was taken and passed 5 to 1.

Director	Order	Aye	Noe	Abstain	Absent
Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Murdock Smith		<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"/>
Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		5	0	0	2

IX. Special Meeting 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. Real Property Negotiations

Principal

Negotiations for Real Property located at Sacramento Food Bank, 1951 Bell Avenue, Sacramento, CA. 95838

Minutes

Discussed negotiations with the Sacramento Food Bank, 1951 Bell Ave. Sacramento, CA 95833, regarding teaching space for our CTE truck driving and other CCS program.

B. Truck Driving and Diesel Technology

"Negotiations regarding the location and future development of Truck Driving and Diesel Technology."

Minutes

Location needs and options were discussed. Coordinator, Ward Allen to continue exploring options.

X. ADJOURNMENT 6:00 p.m.