

Highlands Community Charter and Technical Schools

Special Board Meeting Agenda

1333 Grand Avenue, Sacramento, CA 95838

Saturday, June 27, 2015

Open Session: 9:00 AM

Agenda Publicly Posted on 6/24 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. 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.
3. When addressing the Board, speakers are requested to state their names and address from the podium and adhere to the time limits set forth.
4. 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

President

B. Roll Call

President

| Director | Present | Absent |
|--------------------------------------|--------------------------|--------------------------|
| Mr. Mike Brunelle, President | <input type="checkbox"/> | <input type="checkbox"/> |
| Mr. Ward Allen, Vice President | <input type="checkbox"/> | <input type="checkbox"/> |
| Mr. Murdock Smith, Treasurer | <input type="checkbox"/> | <input type="checkbox"/> |
| Mr. Matt Powers, Secretary | <input type="checkbox"/> | <input type="checkbox"/> |
| Mr. Doyle Radford, Director | <input type="checkbox"/> | <input type="checkbox"/> |
| Ms. Josie Washington, Director | <input type="checkbox"/> | <input type="checkbox"/> |
| Ms. Linda Fowler, LEA Representative | <input 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).

III. 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. Procedures

Announcement of Closed Session Items Government Code §54957.7(a); Opportunity for Public to address the Board on Closed Session Items; Closing doors in the Conference Room for the Closed Session to discuss the following item:

1. Public Employee – Government Code §54957 Title : ELD Lead Teacher

Principal

Personnel recommendation for Lead Teacher – ELD – Oksana Reznik

IV. OPEN SESSION

- A. Reconvene in Public Session** **President**
- B. Reporting of Actions Taken in Closed Session** **President**
 - 1. Lead Teacher - ELD**

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 Regular Board Meeting Schedule** **President**
Adopt the Regular Board Meeting Schedule
- B. Approve Revised Job Description** **Coordinators**
Vote to approve revised job descriptions.
 - 1. Office Software and Skills Job Description**
 - 2. Title Change: From Technology Web Specialist to Technology Developer/Server Administrator**

VI. ITEMS SCHEDULED FOR INFORMATION & DISCUSSION

- A. Policy – Serving Military Refugee Students** **Jacob Walker**
Review the policy for Serving Military Refugee Students
- B. Adopt Procedures for Filling Board Positions** **President**
Review with possible action to approve procedures for filling Board Positions.
- C. New Job Description** **Principal**
Discuss the possibility of adding a new position.

1. User Support ICT Technician Job Description

- D. Independent Study School** **Principal**
Review Proposal for HCCS Independent Study School
- E. Proposed Preliminary Plan for Highlands Community Technical School** **Jacob Walker**
Discuss Preliminary Plan for Highlands Community Technical School.
- F. Revise Salary Schedule** **Principal**
Review revised salary schedule to reflect new and changed job titles.

VII. ITEMS SCHEDULED FOR ACTION

- A. Approve 2015/16 Coordinator Contracts** **President**
Approve the Coordinator Contracts for 2015/16
- B. Facilities Agreement (West Sacramento ELD)** **Principal**
Review the Facilities Agreement for property use in West Sacramento
- C. Facilities Agreement – TRUSD** **Principal**
Review the TRUSD Facilities Agreement
- D. MOU – TRUSD** **Principal**
Review the MOU with the TRUSD
- E. Approval of LCAP** **Principal**
Vote to approve revised LCAP
- F. Approval of 2015/16 Master Budget** **Principal**
Review and approve the Master Budget for 2015/16
- G. Approve 2015/16 School Insurance Policy(s)** **Ward Allen**
Approve School Insurance Policy with CharterSafe for the 2015/16 school year.
- H. Approve WIA Agreement** **Principal**
Approve WIA Agreement with LAO Family Community development
- I. Approve Training Agreement** **Principal**
Approve Training Agreement at 2 Lao Family Community Development Locations.
- J. Approve Employee Handbook.** **Principal**
Approve 2015-16 Employee Handbook.

K. By-Law Amendments

Ward Allen

Review and approve the Amendments to the By Laws.

1. **Article II, Section 7, adding one additional sentence.**
2. **Article II, Section 17, adding an additional paragraph**
3. **Article VIII, Treasurer/Chief Financial Officer**

VIII. ITEMS TO BE ADDED FOR NEXT MEETING

IX. ADJOURNMENT