



Board Members

Sharon Rocco, Chairperson, Doyle Radford, Vice-President, Matt Powers, Secretary,
Ricky Jones, Sonja Cameron, Ernie Daniels, Kevin Ferreira, Lauren Mistretta,
Sondra Betancourt, LEA

Executive Director/Legal Counsel

Murdock Smith, Tom Cregger

BOARD MEETING AGENDA

DATE & TIME: **Thursday, September 14, 2017 @ 3:00 PM**
LOCATION: 1333 Grand Ave., Sacramento, CA 95838, Building A2
916-844-2283

A. Call to Order

B. Adoption of Agenda

This is an opportunity for the Board to adjust the order of, or remove agenda items.

C. Flag Salute

D. Reports

1. Board Liaison
2. Executive Director

E. Hearing of Parties Desiring to Address the Board and/or Present Petition

Anyone may address the board regarding any item that is within the board's subject matter jurisdiction. At this point on the agenda, an opportunity is provided for any individual or representative of a group to make statements to the board regarding any item not listed on the agenda. Interested persons must submit a request, which is available in card form. These presentations are limited to 2 minutes, and total time allotted will not exceed (20) twenty minutes.

F. Action Items

Anyone may address the board regarding any item that is on the agenda at the time the item is discussed. Interested persons must submit a request, which is available in card form prior to commencement of the Board Meeting. These presentations are limited to 2 minutes.

1. Approval of Allowing Board Members to Participate in HCCTS Health Insurance Program

This proposal is to allow Board members to participate in HCCTS sponsored health insurance plans as allowed by law and the plan provisions. Further, to the extent that plan provisions may need to be modified to allow for the same, the Executive Director and General Counsel are authorized to obtain such modifications from the plan providers/administrators. **Contact person: Murdock Smith, telephone number (916) 844-2283.**

2. **Revised English Language Development Policy #6174**
Approve revised English Language Development Policy. The original policy was adopted on June 2, 2016. **Contact person: Mari Lowes, telephone number (916) 844-2283.**
3. **Director of Instruction Job Description**
Approve new job description of Director of Instruction. **Contact person: Michael Roessler, telephone number (916) 844-2283.**
4. **Dashboard Alternative School Status (DASS) Eligibility Certification**
Certify that Highlands Community Charter School's enrollment meets the DASS criteria and direct the Board Chair and/or the Board Secretary to send a notification letter of eligibility to the Twin Rivers Unified School District Board. **Contact person: Mari Lowes, telephone number (916) 844-2283.**
5. **Employee Bonus Schedule**
The Executive Director recommends approval of the employee bonus schedule for 2016-17 school year. **Contact person: Michael Roessler, telephone number (916) 844-2283.**
6. **Employee Handbook Modification**
Approve modification to the employee handbook to reflect sick time shown as front loaded instead of being accrued on a monthly basis. **Contact person: Veronica King, telephone number (916) 844-2283.**

G. 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 to be removed from the agenda, there will be no discussion of these items prior to the Board voting on them. The Executive Director recommends approval of all consent agenda items.

Adoption of Minutes

1. **Regular Board Meeting August 10, 2017**
Copies of the minutes of each regular or special meeting of the Board of Directors shall be distributed to Board members with the agenda for the next regular meeting, or as soon as reasonably possible. **Contact person: Natasha Lutsik, telephone number (916) 844-2283.**
2. **Special Board Meeting August 17, 2017**
Copies of the minutes of each regular or special meeting of the Board of Directors shall be distributed to Board members with the agenda for the next regular meeting, or as soon as reasonably possible. **Contact person: Natasha Lutsik, telephone number (916) 844-2283.**

Adoption of Board Policies

The first reading of these policies was presented to the board for public comment on August 10, 2017 and is recommended for approval. **Contact person: Mari Lowes, telephone number (916) 844-2283.**

3. 4119.21 Employee Professional Standards Policy
4. 4119.23 Unauthorized Release of Confidential/ Privileged Information Policy
5. 5022 Student and Family Privacy Rights Policy
6. 5121 Grades/ Evaluation of Student Achievement Policy
7. 5125 Student Records Policy
8. 5131 Student Conduct Policy

9. 5144 Student Discipline Policy
10. 6000 Instruction: Aims, Concepts and Roles Policy
11. 6011 Academic Standards Policy
12. 6164.5 Student Success Teams/ Student Study Teams Policy
13. 6164.6 Identification and Education Under Section 504 Policy
14. 6178.1 Work Experience and Work Based Learning Policy

Adoption of Job Descriptions

The Executive Director recommends approval of job descriptions. **Contact person: Veronica King, telephone number (916) 844-2283.**

15. Board Secretary
16. Business Manager
17. Classified Substitute
18. Community Development Liaison
19. Data & Attendance Specialist
20. Data Integrity Technician
21. Early Childhood Education Para-Educator
22. Early Childhood Development Teacher
23. Human Resources and Credentialing Specialist
24. Maintenance
25. Office Manager
26. Purchasing Generalist
27. Test Proctor

H. Information for Discussion

First Reading of new board policies is for public comment and will be brought back at a later meeting for Board action. Contact person: Mari Lowes, telephone number (916) 844- 2283.

1. 3516 School Safety & Emergency Preparedness Plan Policy
2. 4020 Drug and Alcohol Free Workplace Policy
3. 4115 Personnel Evaluation and Supervision Policy
4. 5000 Students: Aim, Concept and Role Policy
5. 5131.5 Vandalism, Theft & Graffiti Policy
6. 5131.7 Weapons and Dangerous Instruments Policy
7. 6141 Curriculum Development and Evaluation

Previously adopted job descriptions. Contact person: Veronica King, telephone number (916) 844- 2283.

8. Administrative Assistant I
9. Administrative Assistant II
10. Custodian
11. Educational Technology and Integration Developer
12. High School Counselor

13. Instructional Para-Educator
14. Maintenance Specialist II
15. Office Assistant
16. Public Safety Officer
17. Registrar
18. School Secretary
19. Transition Specialist
20. User Support ICT Technician

Information for discussion

21. Unaudited Actuals

Overall Unaudited Actuals are very close to the estimated actuals developed in June for the July Budget. Expenditures increased by approximately 2% due to increased facility lease costs and expenditures to partner organizations. Both of these increases were due to increased enrollment and average daily attendance. **Contact person: Murdock Smith, telephone number (916) 844-2283.**

I. Board Comments

J. Next Meeting: October 5, 2017

K. Adjournment

Note: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Executive Director, at least 24 hours before the scheduled board meeting, [Govt. Code §54954.2] [Americans with Disabilities Act of 1990, §202.] The Executive Director can be reached at (916) 844-2283.

If you need a copy of the agenda or any attachments please contact Natasha Lutsik at (916) 844-2283.