

**Board Meeting/Closed Session
Highlands Community Charter School
Board of Directors**

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

For purposes of describing closed session items pursuant to California Government Code Section 54954.2, the agenda may describe closed sessions as provided below. No legislative body or elected official shall be in violation of Section 54954.2 or 54956 if the closed session items were described in substantial compliance with this section. Substantial compliance is satisfied by including the information provided below, irrespective of its format.

- a) With respect to a closed session held pursuant to Section 54956.7:

**Discussion – Business License Highlands Community Charter School
DBA – Highlands Community Technical School**

- b) With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

- i. Property: 5470 Windmill Way Ste. #6 Carmichael, CA 95608

Agency Negotiator: The Windmill

Negotiating Parties: Lynn and Steve Jensen (916) 730-3989

Under Negotiation: Use of space (16 seats) M-F, 8-5 on a month-to-month basis for VESL Program. Terms are inclusive of utilities and maintenance. Monthly term, \$200.00

- ii. Property: 1251 Del Paso Blvd Sacramento, CA 95815

Agency Negotiator: North Adult Day Reporting Center

Negotiating Parties: Chris Timpson (916) 875-0260

Under Negotiation: Use of space (24 seats, 16 classroom plus 8 computers in Lab) M-F, 8-8 on month-to-month basis for High School Program. Monthly term - Free.

- iii. Property: 3701 Dudley Blvd. McClellan, CA 95652
Agency Negotiator: Regional Transit
Negotiating Parties: Dawn Fairchild
Under Negotiation: Use of Parking and Internal Facilities
 - 1 Portable Outdoor Classroom
 - 2 Large Indoor Classrooms
 - Welding Lab
 - Diesel Mechanics Shop
- iv. Other Possible Lease Properties

ADOPTION OF EMPLOYEE JOB DESCRIPTIONS

Title: Principal	Page 13
Vice Principal	Page 15
Lead Teacher – Industrial Education	Page 17

REGULAR BOARD MEETING
Highlands Community Charter School
Board of Directors

Raley's
4840 San Juan Avenue, Fair Oaks, California
Saturday June 1, 2013
8:30 AM

Instruction 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 Board Policy # . Once such an item is properly agendized and publically noticed, the Board can discuss, respond and possibly act on such an 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 Principals office.

I. PRELIMINARY

A. CALL TO ORDER

Meeting was called to order by the President at _____.

B. ROLL CALL

	Present	Absent
1. Mr. Ward Allen, Vice President	_____	_____
2. Mr. Mike Brunelle, President	_____	_____
3. Vacant, Treasurer	_____	_____
4. Ms. Frances Hesselbein, Director	_____	_____
5. Ms. Margot Daniels Tyler, Director	_____	_____
6. Mr. Jacob Walker, Secretary	_____	_____
7. Mr. Kirk Williams, Principal	_____	_____
8. LEA Trustee, TBA	_____	_____
9. WIA Trustee, TBA	_____	_____

C. FLAG SALUTE

Vacant

D. REPORT ACTION TAKEN IN CLOSED SESSION

Mr. Brunelle

School Locations
Job Descriptions

E. APPROVE MINUTES FROM BOARD MEETINGS

Mr. Brunelle

1. May 4, 2013

Page 8

It is recommended that the Board approve Minutes from May 4, 2013			
Motion:	_____	Action:	_____
Second:	_____	Vote:	_____
Corrections: _____			

II. COMMUNICATIONS

B. Public Comment: 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.

C. Principal/Financial Report: Mr. Williams
Staff
This is a presentation of information which has occurred since the last Board Meeting.

D. Board Report: Mr. Brunelle
This is a presentation of information which has occurred since the last Board Meeting.

III. 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 be no discussion of these items prior to the Boards vote on them. The Principal recommends approval of all the consent items.

A. Approval of Invoice – Young, Minney & Corr Page 10

It is recommended that the Board approve Consent Agenda items A through B.			
Motion:	_____	Action:	_____
Second:	_____	Vote:	_____
Items Removed: _____			

IV. ITEMS SCHEDULED FOR ACTION

A. Adoption of School Policy (01050413 Board Meeting Policy) Page 18

It is recommended that the Board approve Action Agenda item A.			
Motion:	_____	Action:	_____
Second:	_____	Vote:	_____

B. Adoption of School Policy (02050413 Harassment Policy) Page 20

It is recommended that the Board approve Action Agenda item B.			
Motion:	_____	Action:	_____
Second:	_____	Vote:	_____

C. Adoption of School Policy 03050413 Drug-Free Policy Page 22

It is recommended that the Board approve Action Agenda item C.			
Motion:	_____	Action:	_____
Second:	_____	Vote:	_____

D. Adoption of School Policy (04050413 Health/Safety Policy) Page 24

It is recommended that the Board approve Action Agenda item D.			
Motion:	_____	Action:	_____
Second:	_____	Vote:	_____

E. Board Member Nominations (To fill vacant Treasurer position)

It is recommended that the Board accept _____ as a replacement Treasurer for a term to extend through June 30, 201__			
Motion:	_____	Action:	_____
Second:	_____	Vote:	_____

F. Board Member Nominations (To fill vacant Director position)

It is recommended that the Board accept _____ as a Director for a term to extend through June 30, 201__			
Motion:	_____	Action:	_____
Second:	_____	Vote:	_____

V. ITEMS SCHEDULED FOR INFORMATION

- | | |
|---|--------------|
| A. NJSD/Delta Charter Proposal | Mr. Williams |
| B. Update Placer/Sacramento Counties, Federal Prisons | Mr. Allen |
| C. 5 Year Strategic Plan | Mr. Walker |

VI. ADJOURNMENT

Minutes of May 4, 2013 Board Meeting

Board Meeting/Closed Session Board of Directors

Perko's
9647 Micron Ave, Sacramento, CA 95827
Saturday May 4, 2013
3:00 PM

Note: Discussion and votes may have occurred in a different order than as presented in these minutes, but are included here in an organized manner. A general consensus of the directors has shown a preference for allowing discussions and votes to occur in a more flexible manner.

PRELIMINARY

Call to Order

Meeting was called to order by the President at 3:06 pm.

Roll Call

	Present	Absent
10. Mr. Ward Allen, Vice President	<u> X </u>	<u> </u>
11. Mr. Mike Brunelle, President	<u> X </u>	<u> </u>
12. Mr. Tom Burruss, Treasurer	<u> </u>	<u> X </u>
13. Ms. Frances Hesselbein, Director	<u> </u>	<u> X </u>
14. Dr. Margot Daniels Tyler, Director	<u> </u>	<u> X </u>
15. Mr. Jacob Walker, Secretary	<u> X </u>	<u> </u>
16. Mr. Kirk Williams, Principal	<u> X </u>	<u> </u>
17. LEA Trustee, TBA	<u> NA </u>	<u> </u>
18. WIA Trustee, TBA	<u> NA </u>	<u> </u>

Quorum of 4 out of 7 directors existed

Approve Minutes from Board Meetings

2. November 18, 2012
3. February 21, 2013
4. March 16, 2013

It is recommended that the Board approve Minutes from November 18, 2012, February 21, 2013, and March 16, 2013.

Motion: Mike Brunelle Action: Approved X

Second: Ward Allen Vote: Unanimous

Corrections: _____

COMMUNICATIONS

Paying Respects to Bob Honda

Robert K. Honda was a long-time supporter of adult education and an adult school teacher with Sacramento City Unified school district. The board recognized his work and paid their respects to his passing.

Public Comment:

No public comment occurred

Potential Facilities Report

Mr. Williams

Kirk Williams and Jacob Walker met with Steve and Lynn Jensen previous to the meeting, and discussed potentially using the building they are currently using for their ESL school. Their classroom is big enough for 20 at max. The Jensen's conveyed at that meeting that the further away the campus was from Eastern Europeans, the harder it is to get them to come to school, and that North Highlands would be the best location. There was discussion of looking for space near the previous Twin Rivers Winona Center, or possibly with San Juan. There was the discussion of trying to form a WIA Title II partnership with San Juan.

Board Report

Mr. Brunelle

No Board Report was presented due to other issues taking precedence, and Mr. Brunelle had no specific items to present.

CONSENT AGENDA ITEMS

Most consent agenda items were tabled for the next meeting. Jacob requested more time to review job descriptions. But, to move forward the school, the board decided to appoint an interim administrator.

Appointment of Interim Administrator

The board recognized the need for an acting administrator to represent the organization and to be authorized to take actions on behalf of the organization. Kirk Williams was designated by the board (recusing himself from the vote) to be authorized as the interim administrator of Highlands Community Charter School.

It is recommended that Kirk Williams be designated as Interim Administrator of Highlands Community Charter School			
Motion:	<u>Ward Allen</u>	Action:	<u>Approved</u> X
Second:	<u>Mike Brunelle</u>	Vote:	<u>3, Williams abstained</u>

ITEMS SCHEDULED FOR ACTION

Items scheduled for action were tabled until the next meeting.

NON-SCHEDULED ITEMS REQUIRING ACTION

Resignation of Thomas Burruss

Per an email and attached letter, Thomas Burruss submitted his resignation from the board based upon his feeling that he could not fulfill the role of treasurer fully. The board accepted his resignation.

The board accepts the resignation of Thomas Burruss			
Motion:	<u>N/A</u>	Action:	<u>Approved</u>
Second:	<u>N/A</u>	Vote:	<u>Consensus</u>

Discussion of the Appointment of a New Board Member

The board discussed how it would appoint a new board member. A consensus existed that the nomination should occur at the next board meeting, and that those wishing to be on the board should send the board a resume. There was a question at this point about whether board members could be employed with the charter school, if less than 50% of the board was employed with the school, as per California nonprofit rules, and that legal counsel should be consulted on this, as well as a discussion with New Jerusalem.

ITEMS SCHEDULED FOR INFORMATION

NJSD/Delta Charter Proposal

Mr. Williams & Mr. Walker

Mr. Williams and Mr. Walker shared that Delta Charter School, of New Jerusalem Elementary School District (NJESD) is potentially willing to “incubate” Highlands Community Charter School by having a program under their charter for the first year. They would likely have a resource center that California Education Code allows them to have for jurisdictional purposes, as long as the programs were designated as being sufficiently non-classroom based.

By general consensus the board wished to continue moving forward with this potential relationship.

Discussion – Meeting Location/Time for Future Meetings

Mr. Allen

Ward Allen suggested that the next meeting be held at a Raley’s meeting room, and would arrange to reserve space at one of these meeting rooms for the next meeting.

ADJOURNMENT

Mike Brunelle moved to adjourn at 4:08 pm

Invoice

Young, Minney and Corr, LLP



LAW OFFICES OF YOUNG, MINNEY & CORR, LLP

701 UNIVERSITY AVENUE, SUITE 150
SACRAMENTO, CA 95825

TEL 916.646.1400 • FAX 916.646.1300
WWW.MYCHARTERLAW.COM

Highlands Community Charter School
PO Box 139
North Highlands, CA 95660

April 03, 2013

Invoice # 35425

Services thru 4/30/2013.

Previous Balance	\$2,394.50
Total Payments and Credits	(\$800.00)
Current Charges	\$4,485.00
Payments From Retainer Account	<u>\$0.00</u>
Total Owed Firm	\$6,079.50
Remaining Retainer Credit Balance	\$0.00
Invoices paid within 20 days of invoice date receive a 5% discount on services. If paying within 20 days of invoice date, please pay:	\$5,855.25

All invoices are due and payable upon receipt. Thank you.

Highlands Community Charter School

Job Description: Principal

Date Adopted:

Exempt, 12 Month - 220 Days

Salary Range: \$95,000 - \$120,000

BASIC FUNCTION

Under direction of the Board of Directors, the Principal will serve as an innovative educational leader and administrator of HCCS programs. Plan, organize, direct and control the operation of the HCCS including development of courses, schedules, and curriculum; Supervise certificated and classified staff.

MAJOR DUTIES AND RESPONSIBILITIES

- Plans, organizes, coordinates, supervises and administers educational programs.
- Keeps the Board of Directors informed regarding all developments of the school, including but not limited to, school finance, personnel, programs, legal status and strategic plans.
- Maintains a cooperative working relationship with the sponsoring Local Education Agency (LEA). Submits periodic and annual reports, applications and renewal applications as necessary to satisfy the ongoing operation of the school.
- Meets with advisory groups and individuals.
- Selects and organizes new courses of instruction.
- Prepares class schedules and catalog of courses.
- Evaluates the effectiveness of courses in meeting needs of students.
- Serves as educational leader of schools curriculum committee, budget committee and to the Board of Directors.
- Serves in a liaison capacity between the adult school and community professional government, business, community service, and industrial organizations in activities related to the function of programs and operations.
- Prepares, and implements a program of public relations, marketing and advertising the school and related programs.
- Develops and coordinates apprenticeship programs for students involved in career education.
- Prepares annual contracts and services, and Memorandums of Understandings for all contracts and services.
- Plans staff meetings and conduct appropriate meetings involving the staff of school sites.
- Supervises the preparation of reports to the Department of Education, accrediting bodies, the Board of Directors, and other reports necessary to operate the school.
- Keeps current, interprets accurately, and applies local, state and federal regulations as they apply to the school and programs.
- Supervises the maintenance of student attendance records and appropriate records of student achievement.
- Requests new personnel as needed, recruits and recommends the employment and assignment of certificated and classified employees, evaluates performance of certificated and classified employees.
- Supervises the preparation of payroll, prepares and administers the school budget, administer funding allocations and distribution of funds within the school.
- Prepares requests for reimbursement for services performed by the school.

- Supervises student government, other student extracurricular activities, and maintenance of records for student funds.
- Supervises the operation, utilization, maintenance and safety of facilities and the physical plant of all properties occupied by the school.
- Is visible to deal with everyday functions and issues of programs, confer and meet with students, and staff to build cohesive relationships.
- Schedules conferences with parents, students, counseling and faculty as needed to assure individual student needs are met.
- Develops a vision for student success to enrich all student experiences related to their academic, career, technical and citizenry needs.
- Collaborates with local secondary principals to provide information related to credit recovery and Advanced Placement credits.

QUALIFICATIONS

Ability to: (Consideration will be given to reasonable accommodation for the following physical requirements);

- See sufficiently to read printed materials;
- Hear sufficiently to conduct in person and telephone conversations;
- speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and when addressing large and small groups;
- work with youth and adult learners;
- move about the school from one site to another;
- maintain open communication and encourage questions and problem solving;
- work irregular hours/days, including evenings, weekends and holidays, and on-call for emergencies;
- Possess a valid California drivers license.

EXPERIENCE & EDUCATION

Minimum of five years experience in a secondary or adult school is required, including at least one year as a vice principal.

CREDENTIAL

Possession of a valid and appropriate administrative credential.

WORKING CONDITIONS

Environment:

- Office environment
- Constant interruptions
- Driving a vehicle to conduct work

Hazards:

May come in contact with individuals who are distressed or angry.

Highlands Community Charter School
Job Description: Vice Principal

Date Adopted:

Exempt, 12 Month - 220 Days

Salary Range: \$80,000 - \$100,000

BASIC FUNCTION:

Under the direction of a Principal, organize, coordinate and administer assigned programs and activities related to attendance, instruction and staff development; assist the Principal with administrative duties involving curriculum development and school plant operations as assigned; supervise and evaluate the performance of assigned personnel.

MAJOR DUTIES AND RESPONSIBILITIES:

- Plan, organize, coordinate and participate in programs and activities related to the operation of assigned programs, including instruction, staff development and other functions; reinforce applicable State and District codes, policies and laws; administer District and school site discipline policies and safety programs.
- Perform a variety of administrative duties to assist the Principal in managing course development, scheduling, curriculum development and school and off-site operations; assume the duties of the Principal as assigned.
- Supervise and evaluate the performance of designated certificated and/or classified personnel; assign duties to faculty and staff as appropriate to meet school objectives; assist with recruiting, interviewing and selecting new faculty and staff.
- Provide input to assessment of community needs for courses; meet with advisory councils; prepare grant requests.
- Monitor and organize attendance functions; confer with personnel and students to resolve attendance issues; prepare related records and reports.
- Supervise and evaluate student performance.
- Provide direction to a variety of faculty, staff and student programs and services; participate in informal and formal classroom visitations and observations; provide recommendations and suggestions as appropriate; oversee off-campus programs at other school sites and County jail including a variety of fee-based programs.
- Provide direction to the school's attendance issues and plant maintenance; assure programs and services meet established policies, procedures, objectives and requirements.
- Assist with developing, monitoring, analyzing and projecting the school budget; assist with fundraising; ordering supplies, materials and equipment as needed.

- Communicate with administrators, personnel, students and outside agencies to exchange information and resolve issues or concerns related to school activities, services and student behavior.
- Assist in the development and implementation of the school master schedule.
- Participate in leadership teams and other school and community related organizations.
- Operate standard office equipment, including a computer and assigned software; drive a vehicle to conduct work.
- Prepare and maintain a variety of District, County, State and federally-mandated records and reports regarding student discipline, cumulative records and academic achievement.
- Perform related duties as assigned.

QUALIFICATIONS

Ability to: (Consideration will be given to reasonable accommodation for the following physical requirements);

- See sufficiently to read printed materials;
- Hear sufficiently to conduct in person and telephone conversations;
- speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and when addressing large and small groups;
- work with youth and adult learners;
- move about the school from one site to another;
- maintain open communication and encourage questions and problem solving;
- work irregular hours/days, including evenings, weekends and holidays, and on-call for emergencies;
- Possess a valid California drivers license.

EXPERIENCE & EDUCATION

Minimum of five years experience in a secondary or adult school is required.

CREDENTIAL

Possession of a valid and appropriate administrative credential.

WORKING CONDITIONS

Environment:

- Office environment
- Constant interruptions
- Driving a vehicle to conduct work

Hazards:

May come in contact with individuals who are distressed or angry.

Highlands Community Charter School
Job Description: Lead Teacher – I.A.

Date Adopted:

Non Exempt, 12 Month - 225 Days

Salary Range: \$75,000 - \$90,000

BASIC FUNCTION

This job description is not a stand-alone job description, but a rider to the “Instructor - CTE” job descriptions. This teacher must participate on a regular basis in the direct instruction of students and serve as faculty and/or facilitator for professional development activities. This instructor is responsible for organizing and implementing curriculum and instructional programs for students and meeting the duties of teaching as outlined in both job descriptions. During non-student contact time, this employee is responsible for assisting in the development of standards-based curriculum and assessment opportunities, research-based instructional methods, aligning of materials and resources to curriculum outcomes, meeting with industry partners, and other teacher leadership responsibilities.

MAJOR DUTIES AND RESPONSIBILITIES

Duties of this position include but are not limited to:

1. Professional Development:

- Training teachers and other Lead Teachers.
- Observing and providing peer assistance for colleagues.
- Participating in professional development activities.
- Participating in a formalized peer review process as a formative evaluator.
- Assisting in the coordination of all school based professional development opportunities linked to individual professional development plans and job competencies.

2. Curriculum:

- Collaborating with colleagues to construct benchmark lessons.
- Assisting with identifying the curriculum needs of the faculty.
- Planning and managing the development of standards-based curriculum, instruction, and assessment plans and strategies.
- Assisting in the adoption of curriculum resources.
- Ensuring that all textbooks are used effectively as a resource to meet curriculum goals.
- Ensuring that all substitutes have lesson plans.

3. Leadership:

- Serving as a resource to the School Advisory Council and working with school administrators to develop, implement, and evaluate the school's Continuous Improvement Plan.
- Serve as a Mentor Teacher to new teachers obtaining a teaching credential.
- Serve on various committees.

- Writing grants and contracts to aid in meeting the goals of the Continuous Improvement Plan.

QUALIFICATIONS

Ability to:

- manage the operations of the assigned work;
- establish and meet schedules and timelines;
- work with discretion and confidentiality;
- perform peer observation, coaching, mentoring, and conferencing;
- coordinate standards-based curriculum development;
- demonstrate effective assessment of student performance;
- draft local, State, Federal grants and contracts;
- plan, organize, coordinate, review, train and evaluate the work of others;
- read printed materials;
- hear to conduct in person and telephone conversations;
- speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and when addressing large and small groups;
- work with adult learners;
- move sufficiently about the school and from one site to another;
- maintain open communication and encourage questions and problem solving;
- work irregular hours/days, including evenings, weekends and holidays, and on-call for emergencies;
- Possession of a valid California Drivers License.

EXPERIENCE & EDUCATION

Minimum of three years teaching experience in an adult or career and technical education setting is required.

CREDENTIAL

Possession of a valid and appropriate credential.

WORKING CONDITIONS

Environment:

- Classroom environment
- Constant interruptions
- Driving a vehicle to conduct work

Hazards:

May come in contact with individuals who are distressed or angry.

**HIGHLANDS COMMUNITY CHARTER SCHOOL
BOARD MEETING POLICY
Policy #01050413**

BOARD GOVERNANCE: REGULAR AND SPECIAL SCHOOL BOARD MEETINGS

Regular Meetings

Regular meetings of the Board shall be held consistent with the calendar for such meetings as established by the Board each year.

If at any time any regular meeting falls on a holiday, (Federal, State or local), such regular meeting shall be held on the next business day.

Special Meetings

Special Meetings may be called on an as-needed basis, consistent with legal requirements.

Notification of Meetings

Not later than 72 hours prior to a regular meeting and not later than twenty-four (24) hours prior to a Special Meeting, the Principal shall provide notice of the time and place of the meeting, and the agenda shall be provided to all Board Members and those persons or entities who have previously requested notice of such meetings.

Meetings Open To The Public

A. Open Session

All meetings of the Board shall be open to the public and the press except Closed Sessions, as authorized by law.

B. Presentations to the Board/Agenda Items

Any person may address the Board concerning any item on the agenda and may, at the discretion of the Board, be granted five minutes to make a presentation to the Board at the time the specific item is under discussion. The President of the Board may grant additional time for an individual to address the Board if circumstances permit. The total time devoted to presentations to the Board on agenda items shall not exceed one-half hour, unless additional time is granted by the Board. The President may curtail individual presentations if repetitive of points raised by others, particularly if it appears the total allotted time may be exceeded.

All presentations shall be heard by the Board prior to the formal discussion of the agenda topic by the Board and consideration of action.

C. Public Comment

Citizens may address the Board on any item not listed on the Board meeting agenda. Speakers will be limited to three (2) minutes. No more than a total of fifteen (20) minutes shall be devoted to all non-agenda items at a regular meeting. The President may disallow a request to address the Board if repetitive of other speakers, or if the speaker seeks to make a presentation that he or another speaker has made at a previous meeting, particularly if it appears that the total allotted time may be exceeded.

Citizens desiring Board action on an item are encouraged to seek placement of the issue on the Board Agenda in accordance with policy rather than presenting the matter during the "Public Comment" portion of the meeting. This will facilitate discussion and expedite resolution.

Members of the public attempting to make complaints or charges against a School employee before the Board in open session will be referred to the appropriate staff for the purpose of receiving a complaint form and filing a complaint under the School's established complaint procedures.

D. Disturbance of Meetings

Any person who willfully disturbs any Board meeting will be asked to leave immediately and may be guilty of a misdemeanor punishable by law.

E. Requests to Address the Board

Prior to the beginning of the meeting, citizens seeking to address the Board on an item on the agenda or during time allocated for public comment shall complete the card, "Request to Address the Board" (located in the Board Meeting Room), and give it to the School Board President or Secretary to the Board prior to the meeting being called to order.

Minutes of Board Meetings

The minutes of open session meetings of the Board shall record all motions, show the names of Board members making and seconding motions and state the vote upon the motion. The open session minutes shall 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 shall follow the generally accepted pattern in form.

The original copy of the open session minutes shall be signed by the Secretary of the Board and approved by the Board. Original minutes shall be bound in chronological order, volumed by fiscal year and paged consecutively. The following documents shall be 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; and
- 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 shall be maintained in the office of the Secretary of the Board. This set of minutes shall be bound, indexed by those categories detailed above and by subject.

Quorum Requirements

A majority of the voting members of the Board shall constitute a quorum of the Board which is necessary for the Board to transact business. All motions, in order to pass, need positive action by at least a majority of the Board. Should there be fewer than a majority of the Board present at any meeting, the meeting shall be adjourned.

Adopted:

Amended:

**HIGHLANDS COMMUNITY CHARTER SCHOOL
HARASSMENT POLICY
Policy #02050413**

Bullying and Harassment

Bullying or harassment is when a person is picked on over and over again by an individual or group. Bullying and harassing behavior consists of three basic types of abuse – emotional, verbal and physical.

Highlands Community Charter School forbids the following: (1) an intentional written, verbal, or physical act that occurs more than once and the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student, and to include (2) violence within a dating relationship.

Any student who believes he/she has been harassed, intimidated or bullied by another particular student should bring forward a complaint to a teacher, counselor or the school principal.

Sexual Harassment

The Board of Directors of Highlands Community Charter School has adopted a policy that affirms its opposition to sexual harassment and established specific guidelines to address sexual harassment among both employees and students of Highlands Community Charter School. The policy is designed to help employees and students recognize, understand, prevent and take corrective action to address sexual harassment and other inappropriate behavior of a sexual nature in the workplace and in instructional settings.

Inappropriate sexual conduct will not be tolerated and may constitute sexual harassment. HCCS does not condone or tolerate any form of sexual harassment involving employees or students. The school is committed to the creation and maintenance of a learning and work environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

HCCS will take appropriate action to prevent and correct behavior that violates this policy. If necessary, the school system will also take disciplinary action against employees and students. Employees who violate the policy will be subject to such actions as oral or written reprimand, professional counseling, reassignment, demotion, suspension or termination. Disciplinary actions for students who violate the policy include a conference, suspension and/or expulsion depending on the circumstances and severity of the offense.

The policy applies to all sexual harassment incidents involving HCCS employees and addresses acts committed by a person of either sex against a person of the opposite or same sex. The policy recognizes that it is unlawful for employees to commit acts of sexual harassment. Sexual harassment committed by students of either sex against students or staff of the opposite or same sex constitutes inappropriate behavior and is

subject to disciplinary action under the Board discipline policies. The policy also recognizes that employees and students have a right to be free from sexual harassment by others such as contractors, vendors, and volunteers.

It is the responsibility of every supervisor and principal to recognize acts of sexual harassment and take necessary action to ensure that such instances are addressed swiftly, fairly, and effectively. HCCS prohibits retaliation against an individual who reports an incident or cooperates with an investigation of a reported incident.

What Is Sexual Harassment?

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

- When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in other school activities;
- When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual harassment; and/or
- When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance; or creating an intimidating, hostile, or offensive work or learning environment.

It is against HCCS policy and unlawful for HCCS employees to commit acts of sexual harassment. Sexual harassment committed by students against students or staff is inappropriate and violates HCCS policies.

Prohibited Conduct

Prohibited conduct may include, but is not limited to, unwelcome behavior of a sexual nature. For example:

- Grabbing, touching, or patting
- Sexual propositions
- Sexually offensive pictures, magazines, notes, calendars, cartoons, or jokes
- Unwanted flirtations or advances
- Verbal abuse
- Repeated pressure or requests for sexual activities
- Rewards for granting sexual favors or the withholding of rewards for refusing to grant sexual favors
- Graphic comments about an individual's body or dress
- Sexually degrading names

Such conduct may also constitute sexual harassment. In determining whether prohibited conduct constitutes sexual harassment, consideration will be given to the totality of the circumstances, including the context in which the conduct occurred. Dating or sexual relationships between employees/adult volunteers and students is prohibited.

Expectations

The Board of Education expects employees and students to be committed to creating and maintaining an environment in which all persons participating in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

HCCS policy on sexual harassment will be communicated to all employees and students. Education programs, to include all employees and students, will be implemented. Employees and students will be informed of procedures to follow for filing complaints of sexual harassment.

Confidentiality will be maintained in all phases of the complaint process, in accordance with policy and consistent with HHCS obligation to investigate and address complaints. Retaliation against anyone who files a complaint or cooperates with an investigation about sexual harassment is prohibited.

Actions for Employees

If you believe you are a target of sexual harassment, you should report such incidents. You may report this information verbally or in writing to your immediate supervisor or principal. When reporting an incident, it is helpful to provide as much information as possible, including the following:

- A description of the event(s)
- The number of occurrences, with dates and places
- The names of any witnesses
- Any documents or other exhibits, if appropriate

Where to Go for Help

Employees may contact any of the following individuals or offices for guidance, information, or resolution of a sexual harassment issue:

- Your supervisor or principal
- The Schools Human Resources Compliance Specialist
- LEA Superintendent

Actions for Students

If you believe that you are the target of sexual harassment or the focus of inappropriate behavior, you should report such incidents to your parents and school authorities. You may report the information verbally or in writing to the principal, a counselor, a teacher, or another staff person.

When reporting an incident, it is helpful to provide as much information as possible, including the following:

- A description of the event(s)
- The number of occurrences, with dates and places
- The names of any witnesses
- Any documents or other exhibits, if appropriate

Students may receive guidance, advice, support and/or advocacy from school staff, including administrators, counselors, teachers, or other staff.

Where to Go for Help

Students may contact any of the following individuals or offices for guidance, information, or resolution of a sexual harassment issue:

- Your supervisor or principal
- LEA Human Resources Compliance Specialist
- LEA Superintendent

Adopted:

Amended:

**HIGHLANDS COMMUNITY CHARTER SCHOOL
DRUG-FREE WORKPLACE POLICY
Policy #03050413**

Pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690) and California Drug-Free Workplace Act of 1990, Highlands Community Charter School (HCCS) prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace, on school property, or as part of any school activity.

In order to enforce this policy, HCCS reserves the right to conduct searches of school property, student, or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

Students of HCCS

The illegal use or abuse of drugs which impair a student's ability to perform academically, or disrupts others in the performance of their work or academic endeavors is strictly prohibited. The unlawful sale, manufacture, possession, distribution or use of controlled substances on HCCS campuses is strictly prohibited. Students who have been convicted of any criminal drug violation are required to notify the school within five days of the conviction. HCCS may then report this conviction to the appropriate agencies.

Any student who is using prescription or over-the-counter drugs that may impair their ability to safely perform their academic duties, or affect the safety or well-being of others, must notify the administration. The individual need not disclose the condition(s) for which the drugs are being used. Following the required disclosure, HCCS will determine whether reasonable accommodations can be made which would allow the student to perform his or her duties safely.

Any student who violates this policy will be subject to disciplinary action, up to and including dismissal from his/her program of study.

HCCS will encourage and reasonably accommodate students with alcohol or drug dependencies to seek treatment and/or rehabilitation. Students may consult with an administrator or school counselor for referral information. HCCS is not obligated, however, to retain any student whose academics, professionalism or performance is impaired because of drug or alcohol use, nor is HCCS obligated to re-admit any person who has participated in treatment and/or rehabilitation if that student's performance remains impaired as a result of dependency. Students who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency, will not automatically receive a second opportunity to seek treatment and/or rehabilitation.

Employees of HCCS

The illegal use or abuse of drugs which impair an employee's ability to perform their duties, or disrupts others in the performance of their work or endeavors is strictly prohibited. The unlawful sale, manufacture, possession, distribution or use of controlled substances on HCCS campuses is strictly prohibited. Employees who have been convicted of any criminal drug violation are required to notify the school within five days of the conviction. HCCS may then report this conviction to the appropriate agencies.

Within 10 calendar days of receiving notice from an employee or otherwise receiving actual notice of such a conviction, notice (including the employees title) of the conviction will be provided to all Federal Grant programs under which the school participates.

Within 30 calendar days of receiving notice from an employee or otherwise receiving actual notice of a conviction, HCCS will;

- Take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

Any employee who violates this policy will be subject to disciplinary action, up to and including dismissal.

HCCS will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees may consult with an administrator or school counselor for referral information. HCCS is not obligated, however, to retain any employee whose professionalism or performance is impaired because of drug or alcohol use, nor is HCCS obligated to re-employ any person who has participated in treatment and/or rehabilitation if an employees performance remains impaired as a result of dependency. Employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency, will be terminated.

Adopted:

Amended:

**HIGHLANDS COMMUNITY CHARTER SCHOOL
HEALTH AND SAFETY POLICY
Policy #04050413**

In order to provide safety for all students and staff, HCCS will adopt and implement full health and safety procedures and risk management policies at its school site in consultation with its insurance carriers and risk management experts. A full draft will be provided to HCCS for review at least 30 days prior to operation.

The following is a summary of the health and safety policies of HCCS:

General Guidelines

It is the policy of, so far as is reasonably practicable, to:

1. establish and maintain a safe and healthy environment throughout the school;
2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. maintain all areas in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. formulate effective procedures for use in case of fire and for evacuating the school premises;
7. lay down procedures to be followed in case of accident;
8. teach safety as part of pupils' duties where appropriate.

Responsibility of the Administration

The school administrators are responsible for implementing this policy within the school.

In particular they will:

1. monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. prepare an emergency evacuation procedure;
3. make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the District;
4. develop an accident reporting procedure and draw this to the attention of all staff at the school as necessary;
5. make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;

6. ensure that monthly safety inspections are undertaken (to be performed by the Lead Custodian, or designee and signed by the site administrator);
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
8. monitor, within the limits of their expertise, the activities of contractors, hirers and other organizations present on site;
9. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist administration in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Duties of Student Services Delegated to Assist in the Administration of Health and Safety

The delegated person, shall:

1. assist administration in the implementation, monitoring and development of the safety policy within the school;
2. monitor general advice on safety matters given by staff and other relevant bodies and advise on its application to the school;
3. co-ordinate arrangements for the design and implementation of safe working practices within the school;
4. investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by administration;
6. assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
7. ensure that staff with control of resources (both financial and other) give due regard to safety;
8. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

Responsibilities of Staff toward Students and Others in their Care

All staff is responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including pupils;
2. be aware of and implement safe working practices and to set a good example personally.
3. identify actual and potential hazards and introduce procedures to minimize the possibility of mishap;

4. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
5. provide written job instructions, warning notices and signs as appropriate;
6. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
7. minimize the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
8. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
9. provide the opportunity for discussion of health and safety arrangements;
10. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
11. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
12. where private vehicles are used to transport students to and from school functions, staff should ensure that restraints are used.

Responsibilities of all Employees

All employees have a responsibility to:

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. co-operate with Administration and others in meeting statutory requirements. not interfere with or misuse anything provided in the interests of health, safety and welfare;
3. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from Administration;
4. ensure that tools and equipment are in good condition and report any defects to Administration;
5. use protective clothing and safety equipment and ensure that these are kept in good condition;
6. ensure that offices, general accommodation and vehicles are kept tidy;
7. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to Administration.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF ADMINISTRATION.

Please note the following:-

1. It must be realized that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.

2. Whilst it is an administrative responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Role of Staff as Mandated Student Abuse Reporters

All non-certificated and certificated staff will be mandated as student/student abuse reporters and will follow all applicable reporting laws, using the same policies and procedures used by HCCS.

Responsibilities of Students

All Students are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow students;
2. observe standards of dress consistent with safety, hygiene and programmatic dress codes (this would preclude unsuitable clothing and items considered dangerous);
3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not willfully misuse, neglect or interfere with items provided for safety purposes.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

Procedures for Background Checks

HCCS, at its sole cost and expense, shall obtain fingerprint, criminal record summaries and subsequent arrest information for all Charter School employees in positions requiring contact with minor student in accordance with the requirements of Education Code section 44237. HCCS shall require all its subcontractors and vendors whose duties require contact with minor Charter School students to submit fingerprints in accordance with Education Code section 45125.1. HCCS shall require all parent volunteers, who will supervise minor students outside of the presence of a credentialed employee to undergo fingerprinting/background checks pursuant to Education Code sections 35021 *et seq.* HCCS shall notify HCCS in writing of its compliance with this paragraph. HCCS shall make Charter School employee and volunteer fingerprint verification information available to HCCS upon request. The Principal of HCCS shall monitor compliance with this policy and report to HCCS Board of Directors on a quarterly basis. The Board President shall monitor the fingerprinting and background clearance of the Principal.

TB Testing

Faculty and staff will be tested for tuberculosis prior to commencing employment and working with students as required by Education Code Section 49406.

Immunizations

All students enrolled and staff will be required to provide records documenting immunizations as is required at public schools pursuant to Health and Safety Code Sections 120325-120375, and Title 17, California Code of Regulations Sections 6000-6075.

Medication in School

HCCS will adhere to Education Code Section 49423 regarding administration of medication in school.

Vision, Hearing, and Scoliosis

Students will be screened for vision, hearing and scoliosis. HCCS will adhere to Education Code Section 49450, *et seq.*, as applicable to the grade levels served by HCCS.

Emergency Preparedness

HCCS shall adhere to an Emergency Preparedness Handbook drafted specifically to the needs of the school site in conjunction with law enforcement and the Fire Marshall. This handbook shall include, but not be limited to the following responses: fire, flood, earthquake, terrorist threats, and hostage situations. If assuming a facility that was previously used as a School site, any existing emergency preparedness plan for the school site shall be used as a starting basis for updating the handbook for HCCS.

Blood borne Pathogens

HCCS shall meet state and federal standards for dealing with blood borne pathogens and other potentially infectious materials in the work place. The Board shall establish a written infectious control plan designed to protect employees and students from possible infection due to contact with blood borne viruses, including human immunodeficiency virus (“HIV”) and hepatitis B virus (“HBV”).

Whenever exposed to blood or other bodily fluids through injury or accident, staff and students shall follow the latest medical protocol for disinfecting procedures.

Drug Free/Alcohol Free/Smoke Free Environment

HCCS shall function as a drug, alcohol and tobacco free workplace.

Facility Safety

HCCS shall comply with Education Code Section 47610 by either utilizing facilities that are compliant with the Field Act or facilities that are compliant with the California Building Standards Code. HCCS agrees to test sprinkler systems, fire extinguishers, and fire alarms annually at its facilities to ensure that they are maintained in an operable

condition at all times. HCCS shall conduct fire drills as required under Education Code Section 32001 and in conjunction with HCCS.

Comprehensive Sexual Harassment Policies and Procedures

HCCS is committed to providing a school that is free from sexual harassment, as well as any harassment based upon such factors as race, religion, creed, color, national origin, ancestry, age, medical condition, marital status, sexual orientation, or disability. HCCS shall develop a comprehensive policy to prevent and immediately remediate any concerns about sexual discrimination or harassment at HCCS (including employee to employee, employee to student, and student to employee misconduct), including procedures and timelines for handling and/or responding to such complaints, and how staff and students will be notified of these policies and procedures. On or before the first day of operation, and by July 1 of each subsequent year, HCCS shall provide NJESD with two (2) copies of all such policies and procedures. Misconduct of this nature is very serious and will be addressed in accordance with HCCS's sexual harassment policy.

Pupil Records

HCCS shall at all times maintain pupil records in accordance with any pupil record system utilized by NJESD, or as agreed upon by NJESD (such agreement not to be unreasonably withheld) including but not limited to cumulative files, student work portfolios, immunization records, special education files, and/or attendance verification at the school site within HCCS. Notwithstanding Education Code section 47610, HCCS shall voluntarily agree to comply with Education Code sections 49060 through 49079. Given that these sections do not apply to a charter school, should NJESD seek an exception to these sections, it shall seek the same from HCCS, and such agreement shall not be unreasonably withheld. Charter School pupil records maintained by HCCS shall be made available for inspection by NJESD at any time for purposes of verifying that HCCS is in compliance with all State and federal laws, its Charter, and MOU, as applicable.

Lettings

The Administration must ensure that:

1. the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If Administration knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
2. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment. Notices regarding emergency procedures will be prominently displayed;
4. hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
5. arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his/her staff.

Fire and Emergency Evacuation Procedures

1. The school's procedures for fire and emergency evacuation are posted in the school entrance hall.
2. These procedures will be updated as appropriate.
3. A log book for the recording and evaluation of practice and evacuation drills is available.

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

First Aid and Accident Reporting Procedures

1. First aid kits are available in school offices and additional first aid boxes located in all CTE classrooms.
2. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the chief administrator. The report forms and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee are to be found with the school secretary.
3. It is the responsibility of supervising staff/faculty to contact Emergency Medical Systems (EMS) by dialing 911 in the unlikely event of an accident, fire, or other emergency.

Adopted:

Amended: