

Highlands Community Charter and Technical Schools

Board Meeting Agenda

1333 Grand Avenue, Sacramento, CA 95838

March 03, 2016

Thursday 3:30 PM

Agenda Publicly Posted on February 29, 2016 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. 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 the Board Policies. Once such an item is properly on the agenda and publicly noticed, the Board can discuss, respond and possibly act on that 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 Principal's office.

I. PRELIMINARY

A. Call to Order

President

B. Roll Call

President

Director	Present	Absent
Mr. Ward Allen, Corporate President, Non-Voting	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Matt Powers, Secretary	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford, Member	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Sharon Rocco, Member	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ricky Jones, Member	<input type="checkbox"/>	<input type="checkbox"/>
Murdock Smith, General Manger, Non-Voting	<input type="checkbox"/>	<input type="checkbox"/>
Tom Cregger, Legal Counsel, Non-Voting	<input type="checkbox"/>	<input type="checkbox"/>
Quorum Required:	3 of 5	

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

President

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. Anticipated Litigation – Legal Counsel

Tom Cregger

1. Number of Potential Cases: Three

B. Public Employee Discipline/Dismissal/Release (Gov't. Code Sec.

(54957(b)(1) 1 Item

IV. OPEN SESSION

Secretary

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

A. Call to Order of Open Session

President

B. Flag Salute

Secretary

C. Reporting of Actions Taken in Closed Session

President

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.

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

A. Financial Report

General Manager

Report on HCCTS Finance, discussion and possible action.

1. **DMS Referring a member here to discuss the Strategic Plan**
2. **Mark Hendrie with DMS - proposed budget.**
3. **Carry over certificate staff unused sick leave balance from year to year.**
4. **Salary and Terms of Employment for the New Job Descriptions**
5. **Mileage Reimbursement , vehicles, travel**

B. General Manager Report (Academic & CTE)

General Manager

1. **Organizational development services to assist Murdock Smith and the Board to develop academic, classified and specified management staff evaluations (Principal and Coordinators evaluations due by May 15, 2016) consistent with best practices for charter schools.**

C. Signature cards - Mechanics Bank.

D. General report by legal counsel

Tom Cregger

E. Authorize G. M. to locate and negotiate with a - General Manager School District to sponsor our Independent Study School.

F. Public Comment

President

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.

VII. ITEMS SCHEDULED FOR ACTION

This portion of the meeting is reserved for general discussions within the board in which the board may give direction to staff. Formal motions, action and resolutions may also be voted on during this portion of the meeting.

A. Surplus Property: Authorize Executive Director to dispose of surplus property less than \$5,000 in value, consistent with the law.

B. Approve the final website upgrade proposal. -

John Suhr

C. Reorganization

General Manager

1. New Positions – Salary and Terms:

- a. Director of ELD**
- b. Director of Business Services**
- c. Assistant to the Board**
- d. Executive Assistant**
- e. Site Administrator**
- f. Auditor**

D. Facility Contract – ELD

1. Faith Legacy Church

E. Discuss the possibility for rental of the old Christo Rey Site.

F. Convert and combine Principal and General Manager to Executive Director – Matt Powers, Secretary

G. Assign current GM Murdock Smith as Executive Director – Matt Powers, Secretary

H. Authorize Murdock Smith and Tom Cregger to negotiate contract for Strategic Planning and Organizational Development services.

I. Salary Adjustments for 2015-16 Coordinators: (Jacob Walker & Ward Allen).

J. Determine to continue membership with California Charter Schools Association (CCSA) The cost of \$2,050.

K. Governance; Board Vacancy, Officers, Board Development and Training and Responsibilities

- 1. Fill Vacancy**
- 2. Discuss and Select Officers**
- 3. Development and Training**
 - a. Board Responsibilities**
 - b. Form 700**
 - c. Nonprofit – Impact Foundry membership and training**
 - d. Adopt flat amount for reasonable reimbursement for Board Members' expenses (\$300 proposed for general expenses, including telecommunication, IT connectivity, mileage, periodicals, and other reasonable costs as consistent with CA Govt. Code Section 1090). A written policy to be developed.**

VIII. ITEMS TO BE ADDED FOR NEXT MEETING

This portion of the meeting is reserved for the addition of agenda items for a following board meeting by any board member. Items may also be added to the agenda by any Board Member, the Principal, or a Coordinator, at any time prior to the public posting of the agenda.

IX. Review Board Oversight Calendar

X. BOARD MEMBER COMMENTS AND REQUESTS **President**

This is an opportunity for Board Members to give comments and staff direction.

XI. ADJOURNMENT