

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

**Raley's
4840 San Juan Avenue, Fair Oaks, California
Saturday July 6, 2013
4:00 PM**

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:

1. **Discussion – Delta Charter School Agreement**
2. **Discussion – Twin Rivers Unified School District Agreement**

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: 3701 Dudley Blvd. McClellan, CA 95652 Mr. Allen
- 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
- ii) Property: 4815 Watt Avenue North Highlands, CA 95660 Mr. Williams
- Agency Negotiator: Cornish and Carey Commercial
 Newmark Knight Frank
- Negotiating Parties: Rich Ellsworth
 Kevin Dougherty

Under Negotiation: 20,400 sq. ft. to be leased in 2-3 phases. 10 classrooms, 3 computer labs. Additional space to be used for administration, high school completion, English classes, financial aid, and student services.

iii) Property: 1333 Grand Avenue Sacramento, CA 95838 Mr. Williams

Agency Negotiator: Twin Rivers USD

Negotiating Parties: Steve Martinez
Rebecca Sandoval

Under Negotiation: Building A-2 –1,678 sq. ft. (orientation)*
Building B – 2,564 sq. ft. (administration)
Building D – 1,723 sq ft (2 classrooms)
Building F – 1,732 sq ft (1 or 2 classrooms)
Building F-1 – 2,767 sq. ft. (1 class/1 lab)
Building H – 9,000 sq. ft. (1 shop)
8,786 sq. ft. with 1,678 sq. ft. shared space for new student orientations. More space is available with remodel.

REGULAR BOARD MEETING
Highlands Community Charter School
Board of Directors

Raley's
4840 San Juan Avenue, Fair Oaks, California
Saturday July 6, 2013
4:30 PM

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. Ms. Frances Hesselbein, Director	_____	_____
4. Ms. Lori Lee, Treasurer	_____	_____
5. Mr. Robert Presley, Director	_____	_____
6. Ms. Margot Daniels Tyler, Director	_____	_____
7. Mr. Jacob Walker, Secretary	_____	_____
8. Mr. Kirk Williams, Principal	_____	_____
9. LEA Trustee, TBA	_____	_____

C. FLAG SALUTE

TBA

D. REPORT ACTION TAKEN IN CLOSED SESSION

Mr. Brunelle

- i. Delta Charter Agreement
- ii. School Locations

E. APPROVE MINUTES FROM BOARD MEETINGS

Mr. Brunelle
Page 7

- 1. June 1, 2013

It is recommended that the Board approve Minutes from June 1, 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 13

IV.

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

**S
SCHEDULED FOR ACTION**

A. Petition – Twin Rivers Unified School District Mr. Allen

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

B. Petition – Sacramento City Unified School District

Mr. Allen

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

C. Corporate Name Change

Mr. Walker

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

V. ITEMS SCHEDULED FOR INFORMATION

A. 5 Year Strategic Plan

Mr. Walker

VI. ADJOURNMENT

Highlands Community Charter School

Board Meeting Minutes

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

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 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, volumed 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

PRELIMINARY

Call to Order

Meeting was called to order by the President at [insert time]

Roll Call

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"/>
<i>Initially Vacant</i> , Treasurer	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jacob J. Walker, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Kirk Williams, Interim Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Frances Hesselbein, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dr. Margot Daniels Tyler, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Initially Vacant</i> , Director	<input type="checkbox"/>	<input type="checkbox"/>
LEA Trustee, <i>Vacant/TBA</i>	<input type="checkbox"/>	<input type="checkbox"/>
Quorum:	4 of 6	

Flag Salute

Due to a tight time schedule of the meeting room, no flag salute was taken.

Reporting of Actions Taken in Closed Session

Business License

The board directed the Interim Principal, Kirk Williams, to research and pursue obtaining appropriate business licenses and other requirements to operate both the charter school and the postsecondary technical school.

Interim Principal is authorized to research and pursue appropriate businesses licenses on behalf of Highlands Community Charter School

Motion: Ward Allen Action: Approved

Second: Kirk Williams Vote: 4 yes / 0 no / 2 absent

Property Negotiations

Mr. Williams gave an update about the search for property and property negotiations. No action was taken.

Approval of Job Descriptions

Mr. Walker stated that he would like to review and revise the job descriptions in the future, but was ok with them for now. Ward suggested that salaries may be reviewed in the future as well.

It is recommended that the Job Descriptions for the Job Descriptions of Principal, Vice-Principal, and Lead Teacher—Industrial Education be approved as listed in the board agenda/packet with no modification.			
Motion:	<u>Kirk Williams</u>	Action:	<u>Approved</u>
			<u>4 yes / 0 no / 2</u>
Second:	<u>Ward Allen</u>	Vote:	<u>absent</u>

Approve Minutes from Previous Board Meeting

It is recommended that the Board approve Minutes from May 4, 2013 be approved, as written in the agenda/board packet			
Motion:	<u>Ward Allen</u>	Action:	<u>Approved</u>
			<u>4 yes / 0 no / 2</u>
Second:	<u>Kirk Williams</u>	Vote:	<u>absent</u>
Corrections:	<u>None</u>		

NON-SCHEDULED ITEMS REQUIRING IMMEDIATE ACTION

Items not placed on the original agenda may be considered by the board only in exceptional circumstances. During the meeting no such circumstances and resulting items existed.

But, after the Public Comment period, Kirk Williams motioned to move Items Scheduled for Action E and F to occur first in the meeting, as this could allow new board members to take part and vote on other items. By general consent of the board this was done. In these minutes, E and F are still listed in the basic order of the Agenda, but were approved right after the Public Comment period. A few other parts of the meeting were slightly out of order as well, and are listed here to correspond to the original agenda, and are noted in those items.

COMMUNICATIONS

Public Comment:

There was no public comment

Principal/Financial Report

Kirk discussed that we are seeking per student funding from Probation departments if they have students that wish to be in the Technical school, because they already have a high school diploma. The current pricing is \$1,000 per student for the Truck Driving program.

Board Report

Mike Brunelle had no report to make.

CONSENT AGENDA ITEMS

The Items listed as Scheduled for Adoption were also included as a blanket consent in the board meeting.

It is recommended that all Consent Agenda Item A and Items Scheduled for Adoption (A through D) be ratified. With the amendment that in the Board Meeting Policy, that it reads “No more than a total of twenty (20) minutes shall be devoted to all non-agenda items at a regular meeting.” And that board members may be present at a board meeting via telecommunication methods, such as the telephone, video conferencing, etc.

Motion:	<u>Ward Allen</u>	Action:	<u>Approved</u>
			<u>4 yes / 0 no / 2 abstain / 2</u>
Second:	<u>Jacob J. Walker</u>	Vote:	<u>absent</u>

Approval of Invoice – Young, Minney & Corr

No substantial discussion occurred about this item.

ITEMS SCHEDULED FOR ACTION

Adoption of School Policy (13050401 Board Meeting Policy)

During the discussion of this policy, Jacob discussed a typo in the policy, such that the proposed policy said: “No more than a total of fifteen (20) minutes shall be devoted to all non-agenda items at a regular meeting.” The board agreed to change this to read “No more than a total of twenty (20) minutes shall be devoted to all non-agenda items at a regular meeting.” Jacob also discussed how it is important to have a recognition that being “present” at a board meeting could also include virtual methods,

such as via telephone or via video conferencing, etc. These two points were accepted by the board and included in the motion and approved policies.

Adoption of School Policy (13050402 Harassment Policy)

No substantial discussion occurred about this item.

Adoption of School Policy (13050403 Drug-Free Policy)

No substantial discussion occurred about this item.

Adoption of School Policy (13050404 Health/Safety Policy)

No substantial discussion occurred about this item.

Board Member Nominations (General)

Note: The discussion of items E & F occurred immediately following the public comment period, and are only listed in order here to mostly correspond with the Agenda.

Ward Allen nominated Lori Lee to fill the treasurer position on the board. He spoke highly of Lori, having worked with her before when she was a parole officer. He also spoke about how important it is to more involved with the Asian community, and that Lori is a good connection to that community, as she is also a board member with the Asian Community Center.

Ward Allen also nominated Robert Presley, speaking highly of his public service as a California State Senator.

Jacob spoke to both Lori Lee and Bob Presley, and emphasized that there needs to be a commitment to the organization if they were to become board members. Jacob also spoke about his concern for ensuring that a quorum could continue to exist in future meetings. Jacob also spoke about his concern about the number of board members being even currently, and that it might be wise to remove the position that originally was slated for the WIA entity, as they are a partner, and not necessarily a board member.

It is recommended that Lori Lee and Robert Presley be appointed to the board, and that the board position slated for a WIA entity be removed.			
Motion:	<u>Ward Allen</u>	Action:	<u>Approved</u>
			4 yes / 0 no / 2
Second:	<u>Kirk Williams</u>	Vote:	<u>absent</u>

Board Member Nomination for Treasurer

Ward Allen nominated Lori Lee for treasurer of the board. Lori was concerned about the total duties of the position. It was decided that the treasurer would have oversight of all finances, but that the chief

administrator would currently be delegated the duties of handling the accounting of finances.

It is recommended that Lori Lee becomes the Treasurer of the board of Highlands Community Charter School, and that the duty of accounting is delegated to the chief administrator.

Motion:	Ward Allen	Action:	Approved
			6 yes / 0 no / 2
Second:	Kirk Williams	Vote:	absent

ITEMS SCHEDULED FOR INFORMATION

NJESD/Delta Charter Proposal

Kirk Williams discussed the meeting he and Jacob Walker had with the superintendent of New Jerusalem, and the likely arrangement of having the first year being part of New Jerusalem, and the second year having an independent charter school.

Update Placer/Sacramento Counties, Federal Prisons

Ward Allen talked about how Lee Seale, Sacramento County’s new Chief Probation Officer, met with Ward Allen, Kirk Williams, Jacob Walker, and Larry Bowler. The meeting was informative and interesting, and Mr. Seale will likely direct his staff to “get things done”. Mr. Allen discussed how Placer County will be coming in this coming week to view his class with Twin Rivers. Marvin Speed, of Parole, will talk with them about how it has gone with parole. Mr. Allen also met with federal parole. They are potentially interested in a half-way a house at the previous Boy’s Ranch.

Mr. Allen also discussed the meeting with Dr. Martinez, the new Superintendent of Twin Rivers Unified School District, which also included Kirk Williams and Jacob Walker. From the meeting, the group got the impression that Dr. Martinez seems to be a decent guy who “has his thumb on what is going on”.

Mr. Allen will be meeting with Ruth Hall and Marla Miller of Twin Rivers Unified School District about potentially getting equipment from the current Twin Rivers Truck Driving program that will be closing down around mid-August.

5 Year Strategic Plan

Five year plan, can be presented as a tentative plan to outside entities, will be formally presented at the next board meeting.

ADJOURNMENT

The board adjourned at 9:00 a.m.

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

July 03, 2013

Invoice # 36125

Services thru 7/2/2013.

Previous Balance	\$6,584.00
Total Payments and Credits	\$0.00
Current Charges	\$1,804.00
Payments From Retainer Account	<u>\$0.00</u>
Total Owed Firm	\$8,388.00
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:	\$8,297.80

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



LAW OFFICES OF YOUNG, MINNEY & CORR, LLP

701 UNIVERSITY AVENUE, SUITE 150
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July 03, 2013

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

Tax ID # 94-3307075
Invoice # 36125

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
07/01/13 Legal research regarding enrollment of students who have completed educational requirements in another country.	2.60 205.00/hr	533.00
07/02/13 Telephone conference with J. Walker and D. Thoming regarding program proposal; preparation of legal opinion regarding same.	1.40 205.00/hr	287.00
Legal review and research regarding adult education charter school proposal as part of Delta Charter School; preparation of legal opinion regarding the same.	4.80 205.00/hr	984.00
Total Professional Services	<u>8.80</u>	<u>\$1,804.00</u>
Previous balance		<u>\$6,584.00</u>
Total Balance Due		\$8,388.00
Discount if paid by 7/23/2013		(\$90.20)
Amount due if paid by 7/23/2013		<u>\$8,297.80</u>
Amount due if paid after 7/23/2013		<u>\$8,388.00</u>

<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>120+ Days</u>
\$2,808.50	\$0.00	\$4,485.00	\$0.00	\$1,094.50