

Highlands Community Charter and Technical Schools

Board Meeting Agenda

1333 Grand Avenue
Sacramento, CA 95838-3654
Thursday, May 8, 2014
9:00 AM – 2:00 PM

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 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 **President**

B. Roll Call **President**

Director	Present	Absent
Mr. Mike Brunelle, President	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen, Vice President	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Lori Lee, Treasurer	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jacob J. Walker, Secretary	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler, LEA Representative	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Kirk Williams, Principal	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith, Director	<input type="checkbox"/>	<input type="checkbox"/>
Quorum Required:	4 of 7	

C. Flag Salute **Vice-President**

D. Kirk Williams Change from Board Member to Principal

On April 5, Kirk Williams accepted the position of Principal with Highlands Community Charter and Technical Schools, and as such is removing himself as a voting board member.

E. Lori Lee’s Resignation **President**

On April 17, Lori Lee emailed the board that she has too much to do in the rest of her life, and cannot devote sufficient time to the charter school, and thus wishes to resign.

F. Nomination of Doyle Radford to the Board **Ward Allen**

G. Nomination of Josie Washington to the Board **Linda Fowler**

II. ACTIVITY – TEAM BUILDING

III. 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).

IV. CLOSED SESSION

In general, the purpose of a closed session is to avoid revealing confidential information that may, in specified circumstances, prejudice the legal or negotiating position of the agency or compromise the privacy interests of employees or students. Some of the common types of discussions that are allowed

in closed session include: license and permit determinations, real property negotiations, existing or anticipated litigation, liability claims, threats to security, public employee appointments, evaluations and discipline, labor negotiations, and suspension or discipline of a student.

For purposes of describing closed session items pursuant to California Government Code Section 54954.2, the agenda must give a brief description of items, including the specific statutory exemption allowing it to be discussed in closed session. 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. Conference with Real Property Negotiators Gov. Code 54956.8

Closed session discussion is limited to price and terms of payment for real estate.

1. Property: 1333 Grand Avenue, Sacramento, CA 95838-3654

Agency negotiator: Ward Allen & Jacob J. Walker

Negotiating parties: Highlands Community Charter and Technical Schools and
Twin Rivers Unified School District

Under negotiation: Price and Terms of Payment

B. Public Employment Gov. Code 54957

1. Title: Teacher

V. COMMUNICATIONS

A. Reporting of Actions Taken in Closed Session President

B. Approve Minutes from Previous Board Meeting President

C. 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.

D. Principal/Financial Report Principal

This is a presentation of information which has occurred since the last Board Meeting.

E. Board Report President

This is a presentation of information which has occurred since the last Board Meeting

VI. 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.

VII. ITEMS SCHEDULED FOR ACTION

- | | |
|--|---------------------|
| A. HCCTS Bylaws Revisions | President |
| Review and make revisions to current bylaws | |
| B. Master Schedule/Bell Schedule | Secretary |
| School calendar dates and bell schedules | |
| C. Education Programs | VP/Secretary |
| Review and approve academic and CTE programs for the school | |
| D. Open Enrollment | Principal |
| Discuss and approve process/events | |
| E. Committees Calendars/Meetings | Principal |
| Executive/Finance, COAC, Finance, Academic Performance, Growth and Marketing | |
| F. Employment Calendar | Principal |
| Discuss and approve post/interview and start date schedule for employees | |
| G. Delegation of Authority | Secretary |
| Establishment of general guidelines for decision making/authority to act | |
| H. Vendor Accounts | Principal |
| Strategies for selecting vendor accounts. Open purchase orders | |
| I. Back Office Provider Services | Principal |
| J. Identify Independent Auditor | Principal |
| K. Duty Statements | Linda Fowler |
| Principal, Coordinators | |
| L. Employee Health and Retirement Benefits | Principal |

VIII. ITEMS SCHEDULED FOR INFORMATION

- | | |
|---|---------------------|
| A. Budget Update | Principal |
| B. Bank Account Update | Principal |
| C. MOU/Facilities Agreement | Linda Fowler |
| D. Grant Updates
Update and information on the PCSGP and Second Chance Act grants | Principal/VP |
| E. Board Training Opportunities
CCSA, Eric Premak's Leadership Institute, etc. | Secretary |

IX. ITEMS SCHEDULED FOR BOARD 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 will generally not be taken during this portion of the meeting.

X. ADJOURNMENT