

# Highlands Community Charter and Technical Schools

## Board Meeting Agenda

1333 Grand Avenue, Sacramento, CA 95838

October 2, 2014

Open Session: 6:00PM

Agenda Publicly Posted on September 29, 2014 by Alejandra M Cox

### 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 publically 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. Mike Brunelle, President	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen, Vice President	<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. Murdock Smith, Director	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford, Director	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Josie Washington, Director	<input type="checkbox"/>	<input type="checkbox"/>
Quorum Required:	4 of 7	

**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. OPEN SESSION**

**A. Call to Order of Open Session** **President**

**B. Flag Salute** **Vice-President**

**C. Approve Minutes from Previous Board Meeting** **President**

The Board to approve minutes from Meetings held in July, August and September, 2014.

**D. 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.

**E. Principal's Report** **Principal**

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

**F. Coordinators' Report** **Coordinators**

This is a presentation of information which has occurred since the last Board Meeting by Jacob Walker, Coordinator of Academics and Ward Allen, Coordinator of CTE.

**G. Student Leadership Report** **Student Body President**

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

**IV. 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 Boards vote on them. The Principal recommends approval of all the consent items.

**V. 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. Disbursement Procedures** **Ward Allen**

A discussion on policies regarding Fiscal authority of Principal and oversight of the Board.

**B. Memorandum of Understanding- TRUSD** **Kirk Williams**

A discussion on current status of Memorandum of Understanding between Highlands Community Charter School and Twin Rivers Unified School District.

**C. Memorandum of Understanding- SDCOE** **Jacob Walker**

A discussion on a Memorandum of Understanding between Highlands Community Charter School and San Diego County Office of Education regarding credentialing for teachers.

**D. Board Meeting Pre-Agenda on Website** **Jacob Walker**

A discussion of possibly placing a Pre-Agenda of Board Meetings on our website.

**E. Secretary Position** **Kirk Williams**

Our School Secretary had given us notice that her last day will be October 31, 2014.

## **VI. ITEMS SCHEDULED FOR ACTION**

- A. Certificate of Functional Education** **Jacob Walker**  
A vote on implementing a Certificate of Functional Education recognizing 5<sup>th</sup> grade academic achievement.
- B. Reciprocity of International Academic Credit Policy** **Jacob Walker**  
A policy regarding the acceptance of credit from international educational institutions.
- C. Committees Calendar** **Kirk Williams**  
An updated calendar for the following Committee Meetings: Growth/Marketing, Academic Performance, and Community/Occupational. Board Members will be assigned a committee.
- D. Board Calendar** **Kirk Williams**  
An updated Executive Board/Finance Committee Meeting Calendar.
- E. School Calendar** **Jacob Walker**  
Due to how the school's student information system (SIS) works, and the desire for Community Based Education (CBE) students to be able to also take vocational courses, there is a desire to modify the track calendars.
- F. Community Based Education Facility Contracts** **Kirk Williams**
- 1. Evangelical Church Immanuel**
- G. Program Approval** **Kirk Williams**  
A vote on Laborers Local 185 program approval for our Pre-Apprenticeship Program.
- H. Employee Contracts** **Mike Brunelle**
- 1. Principal- Kirk Williams**
  - 2. Coordinator of Academics- Jacob Walker**
  - 3. Coordinator of CTE- Ward Allen**

## **VII. 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. Our next Board Meeting will take place October 16, 2014.

## **VIII. ADJOURNMENT**