

# Highlands Community Charter and Technical Schools

## Board Meeting Agenda

1333 Grand Avenue, Sacramento, CA 95838

October 16, 2014

Closed Session: 5:00PM

Open Session: 5:30PM

Agenda Publicly Posted on October 13, 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. 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. 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. Public Employee Appointment

Gov. Code 54957

1. Title: *English Language Development/Community Based Education Teacher(s)*
2. Title: *School Secretary*

### B. Public Employee Performance Evaluation

Gov. Code 54957

1. **LAED Consulting**  
An update, report and recommendations.

#### **IV. OPEN SESSION**

- A. Call to Order of Open Session** **President**
- B. Flag Salute** **Vice-President**
- C. Reporting of Actions Taken in Closed Session** **President**
- D. Approve Minutes from Previous Board Meeting** **President**  
Vote to approve minutes from September 18 & 25, and October 2, 2014.
- E. 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.
- F. Principal's Report** **Principal**  
This is a presentation of information which has occurred since the last Board Meeting.
- G. 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.
- H. Student Leadership Report** **Student Leadership President**  
This is a presentation of information which has occurred since the last Board Meeting by Kevin Benjamin.

#### **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 Boards 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. Travel Policy** **Kirk Williams**  
A discussion on policies regarding travel (local, in state, and out of state) and the reimbursement of travel.
- B. Policy on Business Expenses** **Kirk Williams**  
A discussion on a policy for business expenses made by employees and their reimbursement.
- C. Additional Board Member** **Ward Allen**  
A discussion on the consideration, nomination, and appointment of a new Board Member.
- D. Basic School Campus Rules** **Kevin Benjamin**  
A discussion on a list of basic school campus rules the Student Leadership has prepared for students to follow.

## **VII. ITEMS SCHEDULED FOR ACTION**

- A. Education Protection Account Funds** **Kirk Williams**  
A spending plan to use the Education Protection Account Funds on educational resources for our Community Based Education and English Learning Development classes.
- B. Logo** **Kirk Williams**  
A presentation to the Board on the logo our students have voted on to represent Highlands Community Charter School.
- C. Blanket Policy** **Jacob Walker**  
The adoption of a blanket policy to fall back on until our Board Policy is completed.
- D. Use of Charter School Funds for Students** **Jacob Walker**  
A policy on the use of Charter School funds for students at Highlands Community Charter School.

**E. Employee Contracts**

**Mike Brunelle**

1. **Principal- Kirk Williams**
2. **Coordinator of Academics- Jacob Walker**
3. **Coordinator of CTE- Ward Allen**

**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.

The next monthly Board Meeting will be held November 6, 2014 at 5:00PM.

**IX. ADJOURNMENT**