

Highlands Community Charter and Technical Schools

Board Meeting Minutes

1333 Grand Ave. , Sacramento, CA 95838

May 4, 2017

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 also 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.

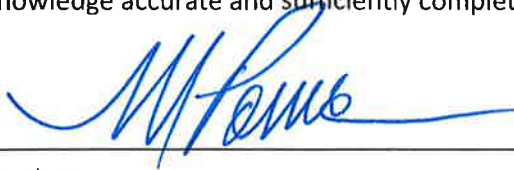
The original copy of the open session minutes are signed by the Secretary of the Board and approved by the Board. Original minutes are bound in chronological order, volumed by fiscal year and paged consecutively. The following documents are bound with the official minutes and referred to in the text 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



HIGHLANDS

COMMUNITY CHARTER SCHOOL

Board Members

Sharon Rocco, Matt Powers, Doyle Radford, Ricky Jones, Sonja Cameron

Executive Director/Legal Counsel

Murdock Smith, Tom Cregger

Minutes

DATE & TIME: **Thursday, May 4, 2017 @ 3:00 p.m.**

LOCATION: 1333 Grand Ave., Sacramento, CA 95838, Location, Boardroom A-2
916-844-2283

A. Call to Order & Roll Call: Meeting was called to order by Sharon Rocco at 3:05 P.M.
Trustees Present: Sharon Rocco, Matt Powers, Doyle Radford, Sonja Cameron
Trustees Excused: Rick Jones

B. Adoption of Agenda

This is an opportunity for the Board to adjust the order of, or remove agenda items.

Motion to accept the agenda as presented

Motion: Matt Powers

Second: Doyle Radford

Vote: Motion Carries

C. Flag Salute: Led by Matt Powers

D. Closed Session: 3:10 to 3:30 P.M.

Prior to the Closed Session, anyone may address the board regarding any item that is on the agenda for the Closed Session. Interested persons must submit a request, which are available in a card form, prior to commencement of the Board Meeting.. These presentations are limited to 2 minutes.

CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

1. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code § 54956.9: 1 case.

Pursuant to Government Code § 54956.9(e)(2), the case is identified as: potential contract claim by Ward Allen.

Closed session was pushed below item H and above item I pending arrival of legal counsel.

E. Reporting of Action(s) Taken in Closed Session

Report on closed session items

1. Information received from counsel. No action was taken.

F. Hearing of Parties Desiring to Address the Board and/or Present Petition

Anyone may address the board regarding any item that is within the board's subject matter jurisdiction. At this point on the agenda, an opportunity is provided for any individual or representative of a group to make statements to the board regarding any items not listed on the agenda. Interested persons must submit a request, which are available in a card form. The board, by law, may not take action on an item introduced during this portion of the agenda. These presentations are limited to 2 minutes, and total time allotted to non-agenda items will not exceed (20) twenty minutes.

Araceli Perez presented the Crescent article. They are willing to advertise Highlands with a full page ad.

G. Business, Action Items:

Prior to consideration of the Business, Action Items, anyone may address the board regarding any item that is on the agenda for said items. Interested persons must submit a request, which are available in a card form, prior to commencement of the Board Meeting. These presentations are limited to 2 minutes.

There are no Business, Action Items

H. Adoption of Minutes

1. Regular Board Meeting April 6, 2017

Request the Board approve the Minutes of April 6, 2017

Motion to approve as presented:

Motion: Doyle Radford

Second: Sonja Cameron

Vote: Motion carries

2. Special Board Minutes of April 18, 2017

Request the Board approve the Special Board meeting minutes of April 18, 2017

Motion: Tabled pending corrections: Should have been April 18, 2017.

Motion: Sonja Cameron

Second: Matt Powers

Vote: Motion carries

I. Unfinished Business, Information, and Discussion

This portion of the meeting is reserved for general discussions within the board in which the board may give direction to staff. Prior to the this portion of the Board Meeting, anyone may address the board regarding any item that is on the agenda for this portion. Interested persons must submit a request, which are available in a card form, prior to commencement of the Board Meeting. These presentations are limited to 2 minutes.

1. Status of FCMAT Audit

Murdock Smith

Update on the progress of the audit.

Auditors will be coming back in May, they were unable to complete the April audit.

- ELD student files were the only files viewed.
- FCMAT has requested to visit 5 of our other sites during their next visit.
- They also want to see how we establish placement of our students.

2. Report on status of new positions:

Murdock Smith

Request the Board approve the job descriptions and salary schedules.

- a. Coordinator of English Language Development
- b. Coordinator of Business Services
- c. Creation of Chief Operating Officer position

Motion to table A, B & C until the next regular meeting and to be placed as an Action item

Motion: Matt Powers
Second: Sonja Cameron
Vote: Motion carries

J. Reports/Communications

Prior to the this portion of the Board Meeting, anyone may address the board regarding any item that is on the agenda for this portion. Interested persons must submit a request, which are available in a card form, prior to commencement of the Board Meeting.. These presentations are limited to 2 minutes.

- 1. **General Report by Executive Director** Murdock Smith
 Discussion of activity since the last Board Meeting.

Included with item I1

- 2. **Report by Human Resources** Veronica King

- a. Introduction and Overview of new Health Insurance Company: HUB

Veronica King had to leave due to illness. The insurance presentation was given by Mike Grant and Murdock Smith. The new insurance agreement will be a one year contract. The prediction is to save \$11,000 a month.

- b. Introduction of new employees:

Jennifer McSpadden, Teacher ELD - The Fountain of New Life Ministries

- 3. **Report on Teacher Credentialing Progress** Mari Lowes

Mari Lowes discussed the progress of our teachers and partner teacher's status on credentials. There are a total of 25. HCCTS is reimbursing any HCCTS teacher completing the San Diego credential program.

K. Board Comment:

San Diego Workforce and Second Chance are interested in our school.

From here on out anything that is not turned in to Connie 72 hours before the meeting is not going to be included in the meeting.

The Del Paso Heights area is doing a fundraiser to put lights in the park for people that were killed and Would like the board to attend.

Outdoor space is needed for the children in the ECE class. It could be a liability if the children do not have an outside play area in the summer.

An update was given on the prom. We sold all 250 tickets. James Curry and Linda Hamilton were voted in as prom King and Queen. Some previous graduates came back to join in the event.

- L. **Next Meeting:** Special Board Meeting: June 8, 2017, 1:00 pm, Changed from June 1, 2017. Presentation of the Local Control & Accountability Plan (LCAP)

Regular Board meeting June 22, 2017, at 2:00 pm

M. **Adjournment:** Meeting was adjourned at 5:35 pm

If you would like to review any attachment or agenda, please contact Connie Swink at (916) 844-2283.