

Highlands Community Charter and Technical Schools

Board Meeting Minutes

1333 Grand Ave. , Sacramento, CA 95838

December 1, 2016

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

Board Meeting Minutes

DATE & TIME: **Thursday, December 1, 2016 @ 3:00 p.m.**

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

A. Call to Order & Roll Call: Chairperson Sharon Rocco called the meeting to order at 3:04 p.m.

1. Members Present: Sharon Rocco, Matt Powers, Ricky Jones, Sonja Cameron
2. Members Excused: Doyle Radford

B. Adoption of Agenda:

A motion was made to move the closed session to the end of the meeting.

Approved as presented

Motion: Sharon Rocco

Second: Sonja Cameron

Member absent: Doyle Radford

Vote: Motion carries

C. Flag Salute: Led by Matt Powers

D. 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.

E. Closed Session

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.

This section was moved to the end of the meeting.

Closed session was called to order at 4:50

1. Personnel Matter Govt. Code § 54957(b)(1) - Public Employee Discipline/Dismissal/Release
2. Anticipated Litigation Gov't. Code § 54956.9(b)(1)(3)(A)

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

Chairperson Rocco

Report on closed session items

Information was received from Legal Counsel and direction was given on both items.

No action was taken.

F. 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.

1. College Readiness Block Grant

Jacob Walker

Highlands Community Charter School has a goal of having at least 10% of its students go on to a community college, as noted in our LCAP. The proposed plan, regarding allocation of block grant funds received for such programs was previously submitted to the Board for consideration at the November 3, 2016 meeting and is available for review. Interested persons should contact Connie Swink, Assistant to the Board, at 916-844-2283.

Approved:

Motion: Sonja Cameron

Second: Rick Jones

Member Absent: Doyle Radford

Vote: Motion carries

2. Discussion to consider moving the January 5, 2017 Board meeting to January 12th. School is not in session during January 2 – 6, 2017.

Approved as presented:

Motion: Sonja Cameron

Second: Matt powers

Member Absent: Doyle Radford

Vote: Motion carries

G. Adoption of Minutes

1. November 03, 2016

Approved as amended:

Motion: Sonja Cameron

Second: Matt powers

Member Absent: Doyle Radford

Vote: Motion carries

2. November 17, 2016
Approved as amended:
Motion: Sonja Cameron
Second: Matt powers
Member Absent: Doyle Radford
Vote: Motion carries

H. 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. Presentation and discussion of proposed policy on board members accepting or acting in positions of responsibility for other education providers. Tom Cregger

Legal Counsel will bring this item back with additional information to the next regular meeting.

2. Discussion of status of previously proposed bylaw changes regarding designated corporate officers.

Legal Counsel will bring this item back with additional information to the next regular meeting. Tom Cregger

I. 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.

Announcements:

- a) Araceli Perez, HCCTS teacher addressed the board regarding two new articles this month running in The Crescent Newspaper.
- b) Araceli also reports that with Luba Gentry and an interpreter they will be presenting the HCCTS English Language program to the Salam Mosque.
- c) Araceli was happy to announce that she will be teaching at the West Sacramento site.
- d) Linda Fowler praised Diane Spence's Early Childhood Careers class.
- e) Linda Fowler reports that the Mather location has acquired additional classroom space and has started a new ELD class.
- f) Linda Fowler needs to have the Board approve funding for fuel and repair, etc. for the program vehicles.

- g) The truck driving simulators are a fun way to teach driving and the students seem to like it.

1. General Report by Executive Director

Murdock Smith

- a. Update on the status of the new employee handbook. Veronica King has been working on the new employee handbook and it should be ready for presentation by the next regular board meeting.
- b. California Senate Bill 740 (Charter School Facility Grant and Funding Determination) financial update.
- c. Murdock Smith explained the handout of State Bill 740.
- d. Conversation regarding the Revenue Anticipation Notice that was funded on November 28th.
- e. Toy Drive coordinated by Isaura Cacho and Mayra Valdivia.
- f. December 22 will be an all school (including every off site) drawing for students. Many prizes will be raffled off to those in attendance. Student must be in attendance to win.

J. Board Comment

Sharon Rocco

- 1. Sharon Rocco and LaSalle Thompson met with the SeLinc program Located at 4625 44th Street. This program would like to partner with HCCTS. They are interested in opening an ELD class and possibly an electrician program.
- 2. Sonya Cameron would like to have a report from the Academic Coordinator on professional development and academic curriculum.
- 3. Sonya Cameron suggested the need to schedule the annual organizational meeting to nominate officers for the year, and to develop a plan for the year. She suggested January.
- 4. Matt Powers suggested that it is normal procedure and suggests to schedule the meeting in February.
- 5. Murdock Smith announced that 30 students have gone through the bridge class and are now officially in the high school program.

K. Next Meeting: January 12, 2016

L. Adjournment: Sharon Rocco adjourned the meeting at 4:50 p.m.