

Highlands Community Charter and Technical Schools Board Meeting Minutes

Raley's Meeting Room, 4840 San Juan Avenue, Fair Oaks, California
Saturday, January 11, 2014, 9-11 AM

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 shall 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.

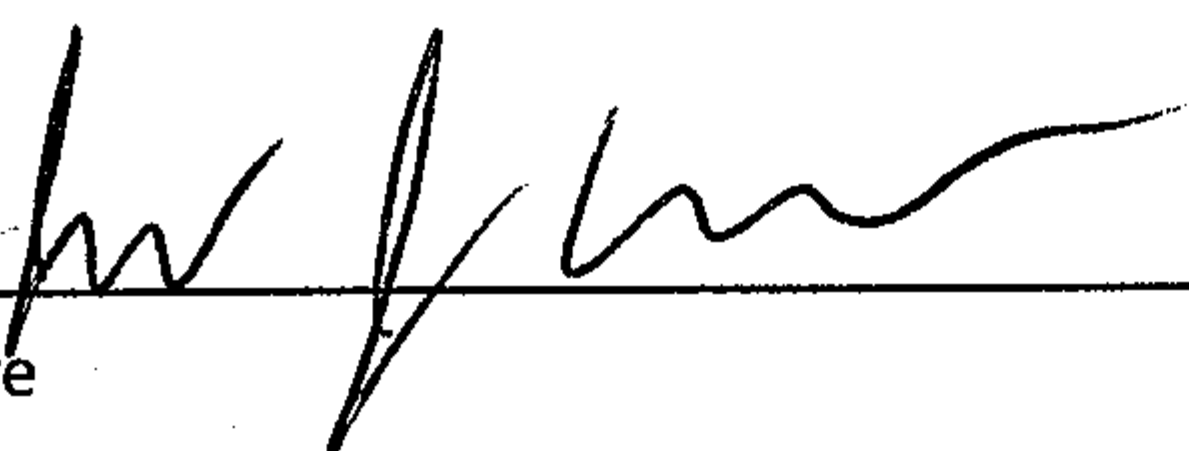
The original copy of the open session minutes are signed by the Secretary of the Board and approved by the Board. Original minutes are bound in chronological order, volumned by fiscal year and paged consecutively. The following documents are bound with the official minutes and referred to in the text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

3-8-2014
Date Approved

I. PRELIMINARY

A. Call to Order

Meeting was called to order by the President at 9:07 am

B. Roll Call

Director	Present	Absent
Mr. Mike Brunelle, President	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen, Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Lori Lee, Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Jacob J. Walker, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Kirk Williams, Interim Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Frances Hesselbein, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dr. Margot Daniels Tyler, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Bob Presley, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LEA Trustee, TBA	<input type="checkbox"/>	<input type="checkbox"/>
Quorum:	6 of 8	

C. Flag Salute

D. Reporting of Actions Taken in Closed Session

There was no closed session.

E. Approve Minutes from Previous Board Meetings

Approval of Minutes from August 4, 2013, and September 9, 2013			
Motion:	<u>Ward Allen</u>	Action:	<u>Approved</u>
Second:	<u>Kirk Williams</u>	Vote:	<u>6 Yes, 0 No, 2 Absent</u>
Corrections:	<u>None</u>		

II. NON-SCHEDULED ITEMS REQUIRING IMMEDIATE ACTION

Items not placed on the original agenda may be considered by the board only in exceptional circumstances. During the meeting no such circumstances and resulting items existed.

III. COMMUNICATIONS

A. Public Comment:

No Public Comment

B. Principal/Financial Report

Kirk shared that the charter school received the \$575,000 tentative grant, and that money from grant will be needed to pay employees and for needed items. Further that it is possible to borrow money against the grant, or against the P1 (first amount of attendance) from organizations that specialize in this type of loan, but that a loan is the worst-case scenario, as it would be best to have the least amount of interest owed.

Mike Brunelle asked "Can we use the money now?"

Kirk shared that the grant money can be used when the charter has been approved by a district. It was also shared that there is the potential of getting a grant from the California Department of Education, and that we are working with someone to see how this might occur.

Ward Allen shared that the California Department of Corrections and Rehabilitation (CDCR) might assist with parolees, potentially paying \$500 per student, as those who already have a Diploma can go just into the vocational program, such as truck Driving. Ward suggested that we might be able to start a parole Day Reporting Center.

Jacob brought up the point that as a charter school, fees cannot be charged for adult primary or secondary education. But that it may be possible to get additional funding from CDCR for additional services that are provided to ex-offenders, and/or that we can charge a set amount of money to students who already have a diploma, and would thus not be charter school students.

Kirk brought up the importance of obtaining funding, as our cash flow chart is projected to be "in the red" every month for the first year.

Ward shared that he and Jacob Walker had a meeting with Dr. Martinez, Superintendent of Twin Rivers Unified School District, and the charter has been refiled, but that the name needs to be amended so that it is the original name we petitioned with. Ward also said he hoped there would be another meeting with Dr. Martinez this coming week.

There was also discussion about the petition with New Jerusalem. Ward suggested we have the "green light" with them, although no official approval by their board yet.

C. Board Report

With a fairly robust conversation during the Principal's report, Mike Brunelle had no additional report to add.

IV. CONSENT AGENDA ITEMS

While consent agenda items do not necessarily require discussion, the board may also freely discuss items, and any significant discussion of items at the meeting are noted below.

A. Invoice from Young, Minney, and Corr

This was only a review of the current bill as consent to pay had been established previously.

B. 2014-2015 Committee Calendars

After a little bit of discussion amongst the group, it was decided that the committees will meet right after the main meeting, and that the first meetings will be to determine how the committees can best work. The finance committees are set for the same day of the board meetings.

The Committees are to be made up of stakeholders, not just board members. Each committee should have at least one board member, possibly as the chair, and also include an administrator.

C. 6-Month Work Plan

D. CAHSEE Testing Dates

All consent agenda items were adopted			
Motion:	<u>Ward Allen</u>	Action:	<u>Approved</u>
Second:	<u>Mike Brunelle</u>	Vote:	<u>6 Yes, 0 No, 2 Absent</u>

V. 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.

A. Principal's Evaluation Process

President

There was some discussion about how it would be best for the Principal to be evaluated by the board. Mike Brunelle suggested using a process similar to that being used by the Sac City school district, and that he would bring their method o the next board meeting.

B. Employee & Student Handbooks

Principal

The employee and student handbooks were not complete by the time of the meeting, but some discussion ensued amongst the board, with a suggestion being made that employees should not be "at-will" but should have many of the protections similar to those at unionized schools.

VI. ITEMS SCHEDULED FOR ACTION

A. Pre-Authorization for WIA Title II Grant Application Jacob Walker

Jacob explained how getting the WIA Title II Grant would mean that the charter could potentially be its "own" WIA partner. The submission due date for the WIA Title II grant would occur before the next board meeting, and it was desired to have pre-approval from the board.

It is the recommendation to pre-authorize the submission of a WIA Title II Grant to the California Department of Education, with it being emailed to the board for review previous to submission.			
Motion:	<u>Jacob Walker</u>	Action:	<u>Approved</u>
Second:	<u>Lori Lee</u>	Vote:	<u>6 Yes, 0 No, 2 Absent</u>

B. HCCTS Presentations to the Board Policy #14011101

Principal

It is recommended that the board adopt policy #14011101 regarding the policy for how the public addresses the board			
Motion:	<u>Ward Allen</u>	Action:	<u>Approved</u>
Second:	<u>Lori Lee</u>	Vote:	<u>6 Yes, 0 No, 2 Absent</u>

VII. ADJOURNMENT

The board adjourned at 10:59 am