

Highlands Community Charter and Technical Schools Board Meeting Minutes

Raley's Meeting Room, 4840 San Juan Avenue, Fair Oaks, California
Saturday, March 1, 2014, 9-10:30 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 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.

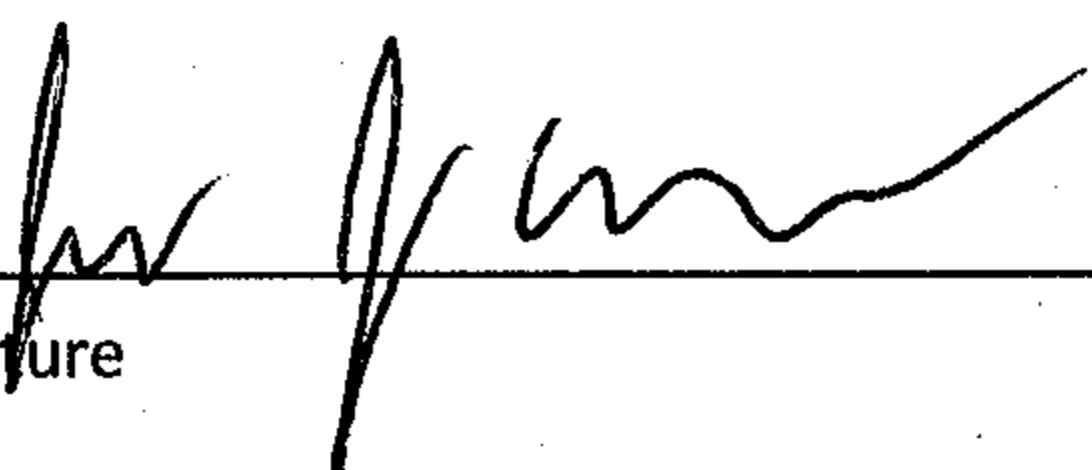
The original copy of the open session minutes are signed by the Secretary of the Board and approved by the Board. Original minutes are bound in chronological order, volumed by fiscal year and paged consecutively. The following documents are bound with the official minutes and referred to in the text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

3-8-2014

Date Approved

I. PRELIMINARY

A. Call to Order

Meeting was called to order by the President at 9:11 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 type="checkbox"/>	<input checked="" 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:	5 of 8	

C. Flag Salute

D. Reporting of Actions Taken in Closed Session

There was no closed session

E. Approve Minutes from Previous Board Meeting

The prior meeting minutes from January were distributed to board members. Given that their distribution was late, Mike Brunelle tabled their approval until the next board meeting.

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.

II. COMMUNICATIONS

A. Public Comment:

There was no public comment.

B. Principals Report

Kirk Williams, Interim Principal

There was no quorum in February, and as such no official meeting.

Kirk talked about how he has been working on the necessary frameworks for the school, including the Student handbook, Employee handbook, and job descriptions, with the teacher and counselor job description still being worked on.

Kirk discussed how he is looking into Student Information Systems (SIS), and will be conducting an online meeting with a sales person on Monday for a demonstration of School Pathways. School Pathways has been recommended by the Charter School Associations. Jacob said he could send Kirk some questions for the online meeting, as he would not be able to attend. Oasis and ASAP are also currently being considered.

There was some discussion about the need for the SIS to ultimately handle both the charter school and the technical school, and also Mike said that it should be able to track internship hours, even if they are non-credit. While talking on the topic of internships, Jacob explained that they will likely count as independent study by charter law, and that there is education code that gives guidelines for this.

Ward and Jacob both expressed a desire for the SIS to be able to encompass the needs of both schools, but there was recognition that any SIS would be designed for one of the other, and would need to be able to have the other component added. Jacob discussed how ASAP handled adult schools stuff well, although didn't handle Title IV very well. He suggested that it could also handle ROP, which is similar in regulation to the charter school, and Mike confirmed that ASAP handled ROP just fine. Jacob expressed that he wanted to see "under the hood" of any system to see if it is likely to handle the needs of the school.

Ward brought up that there are several pieces of legislation that could impact our school, but didn't have any current specifics, he will be finding more information soon. Jacob expressed that as part of the Local Control Accountability Plan, that districts are required to provide broad education, but as a charter school, it is important that we can target the education we provide.

C. Financial Report

Kirk Williams, Principal

Kirk discussed how the Finance Committee was originally going to be today, but Lori is sick and as the treasurer, her presence is important. Mike noted that originally the Finance Committee was going to be before the meeting. Kirk said that at the first Finance Committee meeting that there would be the decisions about how to run the committee and what its schedule would exactly be.

Kirk also explained how as part of the Local Control Funding Formula, all major decisions, including budgets, needs to have stakeholder input and that the Finance Committee is a method we can use to obtain that broader stakeholder input.

D. TRUSD Updates

Ward Allen, Vice President

The Twin Rivers Update was temporarily tabled from its original position as Linda Fowler was not yet at the meeting, who would share part of the update. The presentation occurred immediately following the consent agenda vote, but is being included in this section of the minutes to stay in tandem with the agenda.

Ward introduced Linda Fowler to the HCCTS board, as a Twin Rivers USD Board Member, and someone who has been deeply involved with working between our two entities. He shared how her work helped Dr. Martinez, the new TRUSD Superintendent, to understand the need for the charter in the community and the benefit the charter would have, as well as understanding more of the details and legalities about the adult-serving charter.

Ward also discussed how the local unions are supporting the form of education we plan to offer, and that they have expressed this support to other TRUSD board members as well as writing letters. Based upon these conversations and others, John Dexter and Mike Baker have said that they now support our charter petition. Rebecca Sandoval and Bob Bastian continue to support our charter school petition. This should mean that the charter petition should pass at Tuesday's TRUSD Board Meeting. Ward discussed how John Dexter questioned Kirk's involvement with the Charter School. Ward explained that he has clearly explained to others, including Mr. Dexter, that Kirk is on the board, and that when a final Principal is hired, that it will be an open process.

There was some discussion of what the "conditional approval" might mean on the TRUSD agenda, as the TRUSD agenda does not describe what the conditions are. Linda Fowler was also not sure what the conditions might be. Jacob suggested that if it is not on the agenda, by the Brown Act, there may not be able to be additional conditions placed on the agenda.

Kirk suggested that we might try to have our law team at Tuesday's meeting. Mike suggested that if there is hesitation with Twin Rivers, it might be best to wait for a vote. Linda Fowler suggested that it is best to go forward with Twin Rivers on Tuesday, and that amendments can be made later.

On Tuesday's TRUSD meeting there is also an agenda item for TRUSD to surplus equipment from the former truck driving program. Discussion with Mike and Linda suggested that this equipment must be offered to a Perkins program first, and then to non-profits before it can be surplus by the district. Ward said that while that particular equipment is older, it could be used by our truck driving program.

Jacob brought up that after approval of the charter school, when Twin Rivers designates someone to sit on our board, that we recommend Linda Fowler sit on the HCCTS board, and further, even if she was not the designee, to invite her to sit on the HCCTS board. There was general approval of this idea, although no formal motion or vote was taken.

E. Board Report

Mike Brunelle, President

There was no additional Board Report from Mike

III. CONSENT AGENDA ITEMS

A. Invoice from Young, Minney, and Corr

Kirk discussed how our bill has stayed the same, without interest being charged, but it appears that new services will not be provided to us until the bill is further paid. Kirk also explained that the Public Charter School Grant cannot pay for this, as it can only pay for allowable expenses that occur after the charter is approved. Kirk suggested that we make payments on the amount once we have income, such as from a loan, which can be used to pay for this.

B. Classified Job Descriptions

Kirk Williams, Interim Principal

Kirk explained that the classified job descriptions are based upon Twin Rivers' job descriptions. He explained that the Administrative Assistant would be the person who could take notes at the board meetings, as well as do other high level duties. He explained that the data integrity technician vs. the data entry technician was that data entry technicians would simply enter the data, while data integrity technicians would run the reports and do other higher level data duties.

C. 2014/15 Salary Schedules

Kirk Williams, Interim Principal

Ward said that he would like more time to review the salary schedule. Jacob expressed that he thought it was a little confusing that the stipend for lead teacher was on the schedule with the management, and that it probably should be included with the teacher's salaries. Mike pulled item C from the agenda, to be voted on.

D. Principal's Evaluation Process

Mike Brunelle, President

Mike discussed how the proposed Principal Evaluation process is based off of what Sacramento City Unified School District uses for their superintendent. It is based upon mutual goal setting of the board and the Principal and then measuring how well the goals were met. He said it is broad enough that it should accomplish our needs for now, and can be modified later.

It is recommended that the board adopt items A, B, and D.

Motion:	<u>Ward Allen</u>	Action:	<u>Approved</u>
Second:	<u>Bob Presley</u>	Vote:	<u>5 Yes, 0 No, 3 Absent</u>

IV. ITEMS SCHEDULED FOR ACTION

Mike, with the consent of the board, moved the Items Scheduled for Action to occur before those scheduled for discussion, based upon the time limitations of the meeting.

A. Board Authority to Sign/Designee Ward Allen, Vice-President

Ward Allen suggested that there was a need for more authorized signers until the charter got up and running, and that as Vice-President he had signed the resubmitted charter petition. There was some discussion that ultimately the principal will be able to designate those who have the authority to sign documents. Jacob suggested that the board designate the President, Vice-President, and Interim Principal to be authorized to sign documents on behalf of HCCTS.

Motion to designate the Board President, Vice-President, and Interim Principal as authorized to sign documents on behalf of HCCTS			
Motion:	Mike Brunelle	Action:	Approved
Second:	Bob Presley	Vote:	5 Yes, 0 No, 3 Absent

B. Board Policies Kirk Williams, Interim Principal

- #14030101 – Volunteers

There was discussion about the policy that should be in place about volunteers. Kirk discussed how the policy was adapted from K-12. There was discussion about how the policy potentially limits ex-offender volunteers. Jacob suggested that certain ex-offenders, such as sex offenders (290's) would probably be limited anyways by California law. There was some discussion about how the law requires that the school accept most students who are ex-offenders (other than potentially sex offenders), and that in some cases these students might work in internal internships similar to volunteers. Kirk raised the point that volunteers also represent our organization similar to employees. Mike suggested that those who apply can be vetted by the board, if need be, such that the board can evaluate potential volunteers who have a criminal history on a case by case basis, dependent upon circumstances. After all this discussion, a motion was called for by Mike.

Motion to Adopt the Board Policy Presented regarding Volunteers			
Motion:	Bob Presley	Action:	Approved
Second:	Ward Allen	Vote:	5 Yes, 0 No, 3 Absent

c. Charter School Development Costs

Mike Brunelle, President

Kirk explained how himself, Ward, and Jacob have put out funds for the charter, primarily in legal fees, and have also put in a lot of time to get the charter up and running, and that he believes it would be fair to compensate them for their work and money paid on HCCTS items. Jacob suggested that a vote could not be taken today, as they were all grouped together on one agenda item, and neither Jacob, Kirk, nor Ward could vote on this item, as it would be a conflict of interest, and that would leave only 2 voting members, which would not represent a majority. Ward suggested the votes could occur individually, which Linda Fowler collaborated would be a good method of doing the votes. Mike tabled the votes until the next meeting, but said that this resolution was in line with past board discussion and resolutions.

V. ITEMS SCHEDULED FOR BOARD DISCUSSION

These items were tabled to the end of the meeting, and some were not able to be included within the time frame, and will appear on an upcoming board agenda.

A. Local Control Funding Formula

Kirk Williams, Interim Principal

Kirk gave a brief presentation about the Local Control Funding Formula, and how grade levels and low income / English Learner students impact funding. He also briefly discussed the need to create a Local Control Accountability Plan (LCAP), which would be approved by the charter's LEA. Jacob discussed how many of the targets for the LCAP have already been designated in the revised charter petition, based upon baseline figures of Twin Rivers Adult School and TRUSD.

All other discussion items were tabled until future meetings.

VI. Adjournment

The board adjourned at 11:07 AM.