

Highlands Community Charter and Technical Schools

Special Board Meeting Minutes

Raley's Meeting Room, 4840 San Juan Avenue, Fair Oaks, California
Saturday, March 8, 2014, 8:00 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 and the recommendations of the administration. 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



6/19/2014

Date Approved

I. PRELIMINARY

A. Call to Order

The meeting was called to order by the President at 8:09 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"/>
Mr. Robert Presley	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Linda Fowler, LEA Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quorum:	5 of 7	

Note: An email vote was taken on March 5, 2014 to accept the resignations of Frances Hesselbein and Margot Daniels Tyler, such that they could become emeritus board members. Further an email vote was taken to accept Linda Fowler as the representative from Twin Rivers Unified School District, pursuant to California Education Code 47604(b) Linda was welcomed by all the board members.

C. Flag Salute

D. Reporting of Actions Taken in Closed Session

Note: By the HCCTS Conflict of Interest Policy, Kirk Williams was not present during the closed session. A quorum of 4 of 7 directors existed during Closed Session.

Public Employee Search – Principal

Mike Brunelle reported that the board decided unanimously to post immediately for the Principal's position on EdJoin. The posting will be open for 2 weeks, and then the board will collect applications, and interview qualified applicants.

E. Approve Minutes from Previous Board Meetings

It is recommended that the Board approve Minutes from January 11, 2014

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Lori Lee		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Jacob J. Walker		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Kirk Williams	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Robert Presley		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Linda Fowler		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total		4	0	1	2

It is recommended that the Board approve Minutes from March 1, 2014

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Lori Lee		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Jacob J. Walker	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Kirk Williams		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Robert Presley		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Linda Fowler		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total		4	0	1	2

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). Beyond some tangent conversations, no such items existed.

II. COMMUNICATIONS

A. Public Comment

There was no public comment.

B. Principal/Financial Report

Kirk shared information about various organizations and JPAs that offer benefit packages, and also shared about potentially going through Charter SAFE for insurance for the charter school and the board. Kirk discussed how the current idea is that new employees could not use vacation days for at least 6 months after being hired. Kirk discussed about how a decision would need to be made about vacation days, and potentially having them not being something that are accrued as a financial liability to the school. Kirk shared a proposed school calendar with the board.

C. Board Report

Mike shared that the Highlands Community Charter School, governed by Highlands Community Charter and Technical Schools, was approved on March 4, by the Twin Rivers Unified School District Board, through a resolution of non-conditional approval, but was not yet signed by the Superintendent.

III. CONSENT AGENDA ITEMS

A. 2014/15 Salary Schedules

Kirk Williams, Interim Principal

Kirk shared that the proposed classified salary schedule was for 12 month employees, and that all the schedules were written in a step and column fashion that is common in education. The proposed salary schedule had two types of teachers, standard teacher and lead teacher. Another charter school had four columns, with the highest being a master teacher, which was the person doing classroom observations and teacher training, etc. Jacob commented that he wanted to keep things simple.

Linda suggested that the schedule had specific steps on it, with specific monthly salaries listed. Linda said that state Office Assistants get paid more than the proposed salary schedule. Kirk said that salary schedule is comparable to what Twin Rivers pays, and Twin Rivers tends to pay better than other school districts in the region. Mike suggested that as things move further, there should be a personnel subcommittee, similar to how there is a budgetary subcommittee.

Linda shared that she does not want the students to see the educators of the school as being elitist, and that using education degrees as the basis for pay scale puts the school on a philosophical basis that can contribute to a sense of elitism. Mike suggested that some students might not like going to community colleges because they may be put off by the teachers having Masters or Ph.D.'s. Linda went on to say that she appreciates degrees, giving herself as an example of someone with a degree, but she also has had the feeling in the past of how this sense of difference and level was a barrier to her wanting to participate in education. Mike shared that the Linked Learning process is completely student centered, and that it is most important about what the students want to learn. Linda went on to clarify, that she thinks teachers who have worked to earn Masters or Doctorates should be recognized, but that it doesn't need to be on the salary schedule.

Based upon the discussion, the salary schedule vote was tabled until a future meeting.

IV. 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. TRUSD Memorandum of Understanding/Petition

Ward/Linda/Jacob

A proposed memorandum of understanding had been written previously by HCCTS, and has been modified for submission to Twin Rivers Unified School District. The group talked about wishing to submit the proposed MOU this coming week, and that they hoped it would have a speedy approval from Twin Rivers. There was discussion about how it was desired to pay the school district for some services, and work to have a good relationship with the school district.

V. ITEMS SCHEDULED FOR ACTION

A. New Board Member

Mike Brunelle

As Linda Fowler was previously voted to be on the board, no additional action was taken.

B. Education Plan

Jacob Walker/Ward Allen

There was discussion about what type of programs should be taught. It was generally agreed that truck driving would be a program the school should start. Jacob discussed how entrepreneurship works well for women ex-offenders, as well as the general student population, and is relatively inexpensive to start. There was discussion of whether HVAC/R would have sufficient number of students to be able run, with a thought that a program should usually have at least 15 students. Ward said that Diesel Mechanics should be part of curricula, and that it at first could be folded into the truck driving program as a maintenance component of the course. Jacob discussed that it is important to have any programs be compatible with the needs of Title IV funding from the Technical school. There was discussion about how a pre-apprenticeship program is being planned to work with the Laborers Union and the Iron Workers Union. There was also some discussion about how a VESL program could be worthwhile in the future. There was a question about whether Montoya funds is going to be part of the LCFF, and could be available to the charter school as an LEA, which was left as an open question for research. No vote was taken.

C. Facilities Plan

Linda Fowler

There was a brief discussion about the need for remodeling of Building C and Building D at Grand Avenue. No vote or action was taken.

D. Staffing Plan

Mike Brunelle

This was tabled to a future meeting.

E. Funding Plan

Mike Brunelle

This was tabled to a future meeting.

VI. Adjournment

The board adjourned at 10:35 am.