

Highlands Community Charter and Technical Schools

Board Meeting Minutes

Raley's Meeting Room, 4840 San Juan Avenue, Fair Oaks, California
March 22, 2014, 10:00 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:

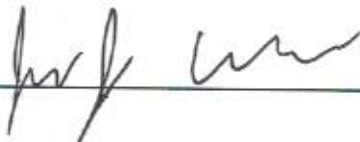
- Original copies of all resolutions unless required by other agencies, in which case photocopies of the originals may be substituted
- Original copy of all budget transfers
- Copies of any document determined by the Board of Trustees to be attached to the official minutes
- Other documents which, in 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

President

The meeting was called to order by the President at 10:02 am

B. Roll Call

President

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"/>
Mr. Bob Presley, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Linda Fowler, LEA Trustee	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quorum:	5 of 7	

C. Flag Salute

Vice-President

D. Reporting of Actions Taken in Closed Session

President

There was no closed session, so no reporting occurred.

E. Approve Minutes from Previous Board Meeting

President

The previous minutes were not completed yet, and were tabled to a future meeting.

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). One such motion was taken up as detailed in the Principal's Report.

II. COMMUNICATIONS

A. Public Comment

There was no public comment.

B. Principal / Financial Report

Principal

Kirk shared about the School Pathways software, which he had received final information about after the agenda had been posted. He shared that getting an SIS software up and running was a pressing matter for the school, as the SIS was the underpinning of nearly all operations of the school. It was unanimously decided that this issue should be taken up at this board meeting given its urgency and that full information had not been previously been available.

Kirk explained to the board that School Pathways offered the school the ability to defer most of the cost until the school opened, and that it had a nice front end. Jacob shared that in his recent conversation with the company, he learned that they used a PostgreSQL backend, which is a solid open source database, and also that they were assured that the database was fully normalized, which is an important matter for well-designed data systems. Jacob also explained that the system could also facilitate clock hour based reporting as well as daily attendance, and the system also has the ability that can handle biometric (thumbprint) attendance.

While the cost of the system is under \$10,000 and thus below the threshold that requires board approval, Mike wanted the board to consider the motion to approve the contract with School Pathways:

Director	Order	Aye	Noe	Abstain	Absent
Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ward Allen	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lori Lee		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacob J. Walker	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kirk Williams		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		5	0	0	1

Kirk received a quote from the CharterSafe insurance JPA for several options, from a low level of having insurance for directors, to a full package that would be for employees, students, etc. Kirk had not yet received any quotes on Health Insurance. Kirk reported that the soonest that a short-term loan could be obtained from Charter School Capital would be in July when the school has officially been placed on the agenda to receive a code from CDE, which would be about the second week of July. Kirk suggested that the Twin Rivers district could potentially be the best source of money loaned to the charter school, with interest paid to the district. Jacob shared that this is because, since the petition was not approved in a timely manner, the school missed the deadline for applying for a revolving school loan from the state. There was a brief discussion about how it is legal for the charter school to repay board members for hard costs that they spent on the school.

C. Board Report

President

Mike shared that since the last board meeting he had posted the position for Principal to Ed Join, and that it will run until March 28. Mike shared that he would like to hold interviews the first week of April. Mike shared that at the adult education conference in Sacramento, the article from the Sacramento Bee about Highlands Community Charter School was passed around, and that adult schools had been contacting him about whether they could convert, and he has been explaining we are not strictly a conversion.

III. ITEMS SCHEDULED FOR ACTION

A. Resignation of Robert Presley

Kirk Williams

Kirk shared how when Bob came on, he did so to help the school in its infancy, but was not looking to be a long-term board member. Bob has offered to still support the school, and be available to share his wisdom with the board. Motion to accept Robert Presley's resignation:

Director	Order	Aye	Noe	Abstain	Absent
Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ward Allen	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lori Lee	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacob J. Walker		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kirk Williams		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		5	0	0	1

B. Recommendation for Murdock Smith to Join Board

Ward Allen

Ward introduced Murdock Smith to the board, who goes by "Doc". He spent many years working for the California Department of Corrections and Rehabilitation and Parole as an administrator and working on policy. Jacob and Kirk both shared that they thought it was great that Murdock was willing to serve on the board.

Director	Order	Aye	Noe	Abstain	Absent
Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ward Allen	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lori Lee		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacob J. Walker		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kirk Williams	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		5	0	0	1

At this point the roll call was:

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. Linda Fowler, LEA Trustee	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Murdock Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quorum:	6 of 7	

C. Board Member Emeritus Policy

Jacob Walker

Jacob shared the proposed Board Member Emeritus Policy with the board. It was suggested by the board that Thomas Burruss, Frances Hesselbein, Margot Daniels Tyler, and Bob Presley should all ultimately become Board Members Emeriti, but that formal resolutions should be written for each.

The following was the vote to accept the Board Member Emeritus Policy.

Director	Order	Aye	Noe	Abstain	Absent
Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ward Allen	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lori Lee	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacob J. Walker		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kirk Williams		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		6	0	0	1

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 may be made at the discretion of the board.

A. Work Calendar Update

Kirk Williams

Kirk discussed how the Work Calendar has changed from being a Microsoft Publisher file to being online in Google Calendars. The Work Calendar is what has all the deadlines so we stay on track to ensure we complete

B. Employee Salary Schedule

Kirk Williams

It was discussed that a short-term subcommittee of Linda, Kirk, and Ward would be formed to help hash out the employee salary schedule and bring it back to the board. This was accepted through general acquiesces.

C. Employee Benefits

Kirk Williams

There was a question by Mike about how comparable the currently proposed benefits were compared to Twin Rivers. Kirk suggested that it will be likely that the benefits plan would be comparable to Twin Rivers benefits, although it could be different on a case by case basis. It was discussed that a short-term subcommittee of Ward (heading it up), Linda, Kirk, and would be formed to help hash out the employee benefits and bring back three possible vendors to the board. This was accepted through general acquiesces.

D. Advertising / Marketing

Kirk Williams

Kirk shared that beyond working with students involved in the correctional system, immigrants will likely be the next largest group of students that will come to our charter school, including the eastern European community. Russian American Media produces a publication that is highly read by new immigrants, that he believes it would behoove us to advertise in, and that they have a community calendar that we could have our open enrollment being included within, and they also host community events that are worth attending, and that to be able to get a package that involved several events would be \$1,600. Jacob said that he posted the Bee Article on the website, and that he also created a Facebook page for the organization.

E. CDS Code / Charter School Number

Kirk Williams

Kirk explained that the CDS Code and the Charter School Number are the 2 major things that the charter school needs to be able to do things, and that the application is in process of being submitted. Jacob shared that the delay of the district to approve the charter school delayed our application for these codes, which caused us to be late in our submission. Kirk shared that similar to our work to submit the CDS codes in a timely manner, we submitted a draft MOU when we submitted our petition to hopefully improve efficiency.

F. Revision of Job Descriptions

Linda Fowler

Linda was not in attendance, so this was tabled for a future meeting.

G. Hiring Policy

Linda Fowler

Linda was not in attendance, so this was tabled for a future meeting.

V. ADJOURNMENT

The meeting adjourned at 11:30 am