

# Highlands Community Charter and Technical Schools

## Special Board Meeting Retreat Minutes

1333 Grand Avenue  
Sacramento, CA 95838-3654  
Thursday, May 8, 2014  
9:00 AM – 3:00 PM

### 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 9:21 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Jacob J. Walker, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler, LEA Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Kirk Williams, Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quorum:	6 of 7	

**C. Flag Salute**

**Vice-President**

**D. Kirk Williams Change from Board Member to Principal**

On April 5, Kirk Williams accepted the position of Principal with Highlands Community Charter and Technical Schools, and as such is removing himself as a voting board member. Ward thanked Kirk for his work as a board member, and that he looks forward to his work as principal.

Votes for the motion to accept Kirk Williams stepping down from 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jacob J. Walker		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler	Second	<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"/>
Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>1</b>

**E. Lori Lee's Resignation**

**President**

On April 17, Lori Lee emailed the board that she has too much to do in the rest of her life, and cannot devote sufficient time to the charter school, and thus wishes to resign.

Votes for the motion to accept Lori Lee's Resignation from 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jacob J. Walker		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>		<b>5</b>	<b>0</b>	<b>0</b>	<b>1</b>

**F. Nomination of Doyle Radford to the Board** Ward Allen

Ward nominated Doyle Radford, who was not in attendance, but whom had previously said he was willing to be board member. Ward shared that Doyle was the President of Northern California District Council of Laborers President of the Building's Trade Council and has done a significant amount of work with pre-apprenticeship programs.

Votes for the motion to appoint Doyle Radford to 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"/>
Jacob J. Walker		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>		<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>

**G. Nomination of Josie Washington to the Board** Linda Fowler

Josie is a former Grant Board member. She is knowledgeable about board procedures. Has a Master's Degree. She was the head counselor at Sac City for many years, and is willing to help with counseling. At the time of the vote, Josie had not yet arrived to the meeting.

Votes for the motion to appoint Josie Washington to 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"/>
Jacob J. Walker		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Total</b>		<b>5</b>	<b>0</b>	<b>0</b>	<b>1</b>

## II. ACTIVITY – TEAM BUILDING

During the team building portion of the meeting Josie Washington arrived at 10:17 am. The team building primarily consisted of the board getting a history of the school, and newer board members getting their questions answered about how an adult-serving charter school functions.

During the Team Building, Angelica Tellechea gave a presentation about the Public Charter Schools Grant Program, including the grant process, and where we were in the process.

At this point the following were in attendance:

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"/>
Mr. Jacob J. Walker, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler, LEA Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quorum:	6 of 7	

## III. 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). There were no non-scheduled items to consider during this portion of the meeting.

## IV. CLOSED SESSION

- A. **Conference with Real Property Negotiators** Gov. Code 54956.8  
Closed session discussion is limited to price and terms of payment for real estate.

1. **Property: 1333 Grand Avenue, Sacramento, CA 95838-3654**  
No action was taken.

- B. **Public Employment** Gov. Code 54957

1. **Title: Teacher**  
The board gave direction to Kirk Williams to contract with a teacher for part-time work until July 1, to act as a consultant for the purposes of curriculum development, school setup, and professional development, based upon having payment delivered after the school receives PCSGP funding.

**V. COMMUNICATIONS**

**A. Reporting of Actions Taken in Closed Session** **President**  
 Mike Brunelle reported out about closed session, as noted above.

**B. Approve Minutes from Previous Board Meeting** **President**  
 This was tabled for further discussion.

**C. Public Comment**  
 There was no public comment.

**D. Principal/Financial Report** **Principal**  
 There was no Principal's Report, as discussion of finances were saved for the action items portion of the meeting.

**E. Board Report** **President**  
 There was no Board Report.

**VI. CONSENT AGENDA ITEMS**  
 There were no consent agenda items.

**VII. ITEMS SCHEDULED FOR ACTION**

**A. HCCTS Bylaws Revisions** **President**  
 Jacob discussed how currently the bylaws are incongruent regarding Government Code 1090, and that past board agreement was to assume Government Code 1090 did not apply to us until the law is settled. Jacob also shared that a bill is in the legislature right now that would make it explicit that charter schools did not have to follow Government Code 1090, and that he recommends seeing how that law goes.

Votes for the motion to give direction to Jacob Walker to revise the bylaws such that reference to Government Code 1090 is removed until such time that the law becomes settled. The revised bylaws will require ratification:

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"/>
Jacob J. Walker		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Josie Washington		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>1</b>

Jacob explained to the board that originally we had planned to have teleconferencing of our meetings, but that given the restrictions on time and technology, we have not been able to implement this, and as such he believes this should be removed from the bylaws.

During this discussion, the time reached 2:00 pm, the original end of the board meeting. The board voted to continue the meeting until 3:00 pm.

Votes for the motion to give direction to Jacob Walker to revise the bylaws such that they do not state that the meetings will be available via teleconference.

The revised bylaws will be brought to the board for ratification:

Director	Order	Aye	Noe	Abstain	Absent
Mike Brunelle	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ward Allen		<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"/>
Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Josie Washington	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>1</b>

### B. Master Schedule/Bell Schedule

Secretary

Jacob presented a school calendar dates and bell schedule to the board, explaining how the school will mostly have 6-week blocks, that will consist of courses that are 2 hours in duration, 5 days a week, so that students can earn 5 high school credits per block.

Votes for accepting the proposed master schedule and bell schedule:

Director	Order	Aye	Noe	Abstain	Absent
Mike Brunelle	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ward Allen		<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"/>
Linda Fowler	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Josie Washington		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>1</b>

### C. Education Programs

VP/Secretary

Jacob Walker explained the required academic credits that the school needs to offer, and explained that there will be several types of courses, including those that are multi-subject classrooms which will be more self-paced, and that there will be applied

academic courses which will be more set paced. And that by having a variety of courses, the counselor can help guide students into a program that will be best suited for them.

Ward Allen talked about various possibilities for CTE programs, with other board members suggesting programs. During this time, at 2:20 pm, Murdock had to leave.

Votes for the motion to start a Truck Driving, Pre-apprenticeship, Entrepreneurship, and a small IT program the first semester, and work to potentially start a Diesel Mechanic and HVAC/R program by the second half of the school year, with investigations into potentially starting Cosmetology, Pre-Medical, Paralegal or Welding in future years.

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"/>
Jacob J. Walker		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Josie Washington	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>1</b>

- D. Open Enrollment** **Principal**  
 It was discussed that open enrollment probably cannot occur until after the charter school receives its CDS code. The board gave direction to Kirk Williams to start a pre-enrollment process such that meaningful student interest is gauged, and potential students can be contacted when the open enrollment period can occur, after getting the CDS code.
- E. Committees Calendars/Meetings** **Principal**  
 This topic was tabled for a future board meeting.
- F. Employment Calendar** **Principal**  
 There was discussion of the proposed employment calendar. No decisions were made.
- G. Delegation of Authority** **Secretary**  
 This topic was tabled for a future board meeting.
- H. Vendor Accounts** **Principal**  
 This topic was tabled for a future board meeting.

**I. Back Office Provider Services**

**Principal**

There was discussion about how Delta Managed Solutions could provide many of the back office services such as payroll, procurement, etc. the first year, which would reduce the need to hire someone for these roles the first year, and that because Delta Managed Solutions specializes in doing back office work for charter schools, they would likely be able to do a better job the first year.

The following are the votes for the motion for Kirk to continue the conversation with Delta Managed Solution about potentially contracting with them for services:

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"/>
Jacob J. Walker	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Josie Washington		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>1</b>

**J. Identify Independent Auditor**

**Principal**

This topic was tabled for a future board meeting.

**K. Duty Statements**

**Linda Fowler**

This topic was tabled for a future board meeting.

**L. Employee Health and Retirement Benefits**

**Principal**

This topic was tabled for a future board meeting.

**VIII. ITEMS SCHEDULED FOR INFORMATION**

**A. Budget Update**

**Principal**

This topic was tabled for a future board meeting.

**B. Bank Account Update**

**Principal**

Kirk discussed using Mechanics Bank with the board, based upon the previous direction he had been given. Mechanics had provided a pre-made resolution that detailed what authority the Principal would have in regards to the checking account.

The following are the votes for the motion that the Principal should be vested with all the authorities listed on the Mechanics Bank resolution, but that the Coordinators



should also be cosigners, and that any check must be signed by 2 authorized individuals (Principal, Coordinator of CTE, and/or Coordinator of Academics).

Director	Order	Aye	Noe	Abstain	Absent
Mike Brunelle	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ward Allen		<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"/>
Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Josie Washington	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>1</b>

- C. **MOU/Facilities Agreement** Linda Fowler  
 This topic was tabled for a future board meeting.
- D. **Grant Updates** Principal/Vice-President  
 The update about the PCSGP Grant occurred during the Team Building exercise.
- E. **Board Training Opportunities** Secretary  
 This topic was tabled for a future board meeting.

**IX. ITEMS SCHEDULED FOR BOARD DISCUSSION**

There was no discussion about what should be placed upon the agenda for future meetings, except for the tabled items.

**X. ADJOURNMENT**

The board adjourned to a future date of Tuesday May 13, from 9:00 am to 2:00 pm at the Grand Avenue Center, as a continuance. The meeting adjourned at 3:09 pm.