

# Highlands Community Charter and Technical Schools

## Continuance from May 8, 2014 HCCTS Board Meeting

### Special Board Meeting Minutes

1333 Grand Avenue  
Sacramento, CA 95838-3654  
Tuesday, May 13, 2014  
9:00 AM – 2:00 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, 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

6/19/2014  
\_\_\_\_\_  
Date Approved

**I. PRELIMINARY**

**A. Call to Order**

**President**

The meeting was called to order by the President at 9:27 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"/>
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	

**C. Flag Salute**

**Vice-President**

**II. 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.

**III. CLOSED SESSION**

**A. Conference with Real Property Negotiators Gov. Code 54956.8**

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

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

- 1. Title: Teacher  
Direction was given to the Principal

**IV. COMMUNICATIONS**

**A. Reporting of Actions Taken in Closed Session President**

Actions were reported out, as noted under the Closed Session items above.



**B. Public Comment**

There was no public comment

**C. Principal/Financial Report**

**Principal**

Kirk shared the proposed standard budget with the committee. There was discussion about several "what if" scenarios, such as potential delays in receiving the startup grant. Jacob commented that the current budget has sufficient extra income for the first year, that if other expenses came up, that there would be the flexibility to handle these. The budget will be further discussed in the finance committee meeting.

**V. CONSENT AGENDA ITEMS**

There were no consent agenda items.

**VI. ITEMS SCHEDULED FOR ACTION**

**A. Grant Updates**

**Principal/Vice-President**

Kirk shared that our consultant with CDE offered to review the previous revision of the budget for the Public Charter School startup grant, before Kirk brought it to the board, and that there were only three minor comments that came back for revision, including putting in more details about the office supplies that would be purchased.

**B. Committees Calendars/Meetings**

**Principal**

Kirk shared the current calendar of subcommittee meetings. Jacob Walker was appointed to be the chair the Academic Performance committee; Ward Allen was appointed to be the chair of the Growth and Marketing committee; and Linda Fowler was appointed to chair the Finance Committee. Murdock Smith accepted appointment to also being a Finance Committee member.

There was also discussion about when the regular board meetings would occur. It was decided that on Thursday, May 22, at 6 pm there would be the next board meeting, which would be considered a special board meeting. Then from there, regular board meetings would occur on the 1st and 3rd Thursdays of every month. Direction was given to review the bylaws, so that this could be ratified at the next board meeting. The finance committee will meet at 5 pm on May 22.

**C. Employment Calendar**

**Principal**

Kirk brought the employment calendar back to the board, sharing about why he believed that it was important to start to post jobs sooner than later to ensure that we could get the best talent, as teachers and other staff would be potentially looking for jobs right now. There was some discussion of the benefits of having flexibility in the timelines of interview and hiring dates.

Votes for the motion to authorize the Principal to post positions from the work calendar, excluding the Budget Analyst and the Public Safety Officer, with interview and hiring dates being fluid based upon funding.

Director	Order	Aye	Noe	Abstain	Absent
Mike Brunelle	Motion	<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		<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>

- D. Delegation of Authority** **Secretary**  
 Jacob talked about how policies will need to be written to more clearly delineate how much authority the Principal and other employees may have directly, and how much needs to be brought to the board. He gave the example of how Sanger Unified School District has a model of having well defined boundaries for administrators, but then giving the administrators the freedom to work within those boundaries. It was suggested that the Finance Committee work on these initial policies.
- E. Vendor Accounts** **Principal**  
 Kirk discussed various vendor choices, and the question of how much authority the principal has in selecting vendors. The topic of open purchase orders was also discussed, such as possibly having an open purchase order with Fry's for when computer parts are needed if something breaks, etc. Also there was discussion of teacher's possibly having a budget that they could use with a company like Staples, that they could order office supplies for their class, as they need them. No action was taken.
- F. Back Office Provider Services** **Principal**  
 Kirk presented some information about Delta Managed Solutions, and said that they could present information about themselves at the next board meeting. Linda asked for an itemized breakdown of the types of services they could provide with costs.
- G. Identify Independent Auditor** **Principal**  
 Kirk brought up the question of when we should start to look for an independent auditor. Linda suggested that we should wait until we have our services all in place, and then determine the type of audits we might need, and then to start searching.
- H. Employee Health and Retirement Benefits** **Principal**  
 Kirk shared that currently PERS does not accept charter schools for neither health benefits nor retirement benefits. As such, many charter schools use 401k's in place of PERS, and also have classified employees pay into Social Security. There was discussion of whether certificated employees could pay into Social Security, and whether a system



could be made where employees had a choice. There was also a question about whether sick leave could be capped within the school. The Principal was given direction to research these topics and bring the answers to the next board meeting.

**VII. ITEMS SCHEDULED FOR INFORMATION - None**

No items were scheduled purely for information.

**VIII. ADDING AGENDA ITEMS FOR FUTURE BOARD MEETINGS**

Murdock suggested that the charter school create a "one-pager" which would be a one page description of what the charter school does, and how it operates, that can be given to others, and be used when people ask "what is it you are doing?" Direction was given to create such a page and bring it to the next board meeting.

**IX. ADJOURNMENT**

The meeting adjourned at 11:59 pm

Approved