

Highlands Community Charter and Technical Schools

Special Board Meeting Minutes

1333 Grand Avenue, Sacramento, CA 95838

Monday, December 29, 2014

Open Session: 4:00 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, 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

01/07/15
Date of Approval

Rationale for Special Board Meeting

During the initial stages of the school, several contracts for consulting were accidentally considered and voted on in closed session. Most of these involved people who would later become employees, but due to not having all the human resource policies and procedures in place, it made more sense to initially pay for the services of these eventual employees as consultants (contractors). But this may have inadvertently been against the Brown Act, since at the time they were not employees and consulting contracts cannot be considered in closed session, and thus to remedy any potential problems, any consulting contract that was considered in closed session is being brought back to the board in open session, in a special board meeting, so any potential issues would be resolved as quickly as possible.

I. PRELIMINARY

A. Call to Order

Vice-President

The special meeting was called to order by vice-president – Mr. Ward Allen at 4:05 p.m.

B. Roll Call

Vice-President

Director	Present	Absent
Mr. Mike Brunelle, President	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Ward Allen, Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith, Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Matt Powers, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Linda Fowler, LEA Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quorum Required:	4 of 7	

II. NON-SCHEDULED ITEMS REQUIRING IMMEDIATE ACTION

Non-Scheduled items were not presented.

III. OPEN SESSION

A. Call to Order of Open Session

Vice-President

B. Pledge of Allegiance

Vice-President

C. Public Comment

No public comment was made.

IV. ITEMS SCHEDULED FOR ACTION

A. Laborers' Community Service & Training Foundation Agreement Principal

Principal – Mr. Kirk Williams expressed a concern that Highlands Community Charter & Technical Schools (HCCTS) never had a written training agreement with the Laborers' Community Service & Training Foundation (LCSTF). Now HCCTS is being charged for the services provided by LCSTF, but the invoice from LCSTF doesn't reflect all the expenses HCCTS spent on this program (rent equipment, purchasing tools, etc.).

Matt Powers and Linda Fowler will review the LCSTF invoice and write a letter to Travis Brown – Director of Workforce Development of LCSTF in order to subtract expenses spent by HCCTS and negotiate the sum HCCTS is being charged with. It has been suggested by Mr. Ward Allen to contact Doyle Redford and ask for his help and expertise in this matter.

B. Gap Funding Proposal Principal DMS

A proposed plan to provide "gap" funding in between Local Control Funding Formula (LCFF) payments for the 2014-2015 School Year – was presented by Principal, Mr. Kirk Williams.

The first portion of financial aid was given to our school by the California Department of Education (CDE) based on the 20 Day report. Each school agency reports its attendance three times during a school year. State aid is given to a school based on these reports. Apportionments are calculated three times for each school year: (1) the First Principal Apportionment (P-1) is calculated in February of the school year corresponding to the P-1 ADA; (2) the Second Principal Apportionment (P-2) is calculated in June corresponding to the P-2 ADA; and, (3) the annual recalculation of the apportionment is made in February following the school year and is based on P-2 ADA. We are approaching the time when we will submit the (P-1) report, and the second portion of financial aid will be received. But until then, we need to find a way to cover our school funding gap.

Attending board members decided that Mr. Kirk Williams should researching and contacting several lending organizations in order to get information regarding terms and conditions on which those organizations can give our school a loan to fill gap in our funding.

Meanwhile, Delta Managed Solutions offered to give Highlands Community Charter School a no fees, 0% interest gap funding loan, to cover December, 2014 Payroll. There is one term: when Highlands Community Charter School will receive funds from another source - Delta Managed Solutions will get priority in receiving loan repayment.

The following was a vote to accept no fees, 0% interest gap funding loan from Delta Managed Solutions:

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Ward Allen	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Matt Powers		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		4	0	0	3

The following was a vote to give Delta Managed Solution priority payment, when Highlands Community Charter School will receive funds from another source:

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Ward Allen	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Matt Powers		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		4	0	0	3

V. ADJOURNMENT

The meeting adjourned at 5:04 p.m.