

Highlands Community Charter and Technical Schools

Regular Board Meeting Minutes

1333 Grand Ave. , Sacramento, CA 95821

May 6, 2015

Wednesday, 3:00 p.m.

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



Date

Highlands Community Charter and Technical Schools Board Meeting Minutes

1333 Grand Avenue, Sacramento, CA 95838

May 6, 2015

Wednesday, 4:00 PM

Agenda Publicly Posted on May 1, 2015 by _Connie Swink

Instructions for Presentations to the Board by Parents, Students and Citizens

Highlands Community Charter School (HCCS) welcomes your participation at the schools Board Meetings. The purpose of a public meeting of the Board is to conduct the affairs of HCCS in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to audience members at the door to the meeting
2. Blue "Request to Speak" cards are available to all audience members who wish to speak on any agenda item or under the general category of "Public Comment".
3. "Public Comment" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to 2 minutes and total time allotted to non-agenda items will not exceed (20) twenty minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
4. With regard to items that are on the agenda, you may specify that agenda item on your blue request card and you will be given an opportunity to speak for up to (5) five minutes when the Board discusses that item.
5. When addressing the Board, speakers are requested to state their names and address from the podium and adhere to the time limits set forth.
6. Citizens may request that a topic related to school business be placed on a future agenda in accordance with guidelines in the Board Policies. Once such an item is properly on the agenda and publicly noticed, the Board can discuss, respond and possibly act on that item.
7. In compliance with the Americans with Disabilities Act (ADA) and upon 72 hour request, the school may furnish auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternatives modification of the agenda in order to participate in Board Meetings are invited to contact the Principal's office.

I. PRELIMINARY

A. Call to Order

President

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. Matt Powers, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler, LEA Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith, Treasurer	<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"/>
Quorum Required:	4 of 7	

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).

Minutes

None

III. CLOSED SESSION

In general, the purpose of a closed session is to avoid revealing confidential information that may, in specified circumstances, prejudice the legal or negotiating position of the agency or compromise the privacy interests of employees or students. Only items that are allowed by the Brown Act and on the agenda in accordance with Government Code Section 54954.2 may be considered in Closed Session.

IV. OPEN SESSION

A. Call to Order of Open Session

President

Minutes

The Board President called the meeting to order at 4:25 p.m.

B. Flag Salute **Vice-President**

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

D. Finance Committee Report **Treasurer**

Report from the Finance Committee, discussion, and possible action.

Minutes

Discussion and explanation of budget printout provided by DMS show that the financial projection is good. This conversation will be carried over to School Board Retreat May 30, 2015.

E. Principal's Report **Principal**

This is a presentation of information which has occurred since the last Board Meeting.

Minutes

Saturday, May 9, 2015 Team Building Event K-1 Racing. Still need one more driver.

Next week – CASEE Exams

Next week – Pre Audit will take place.

Next Thursday, May 14 -CCA at McClellan will hold Family Workshops, 600 – 800 people are expected.

Next week – Will be holding contract negotiations with LAO Family at McClellan.

Saturday, May 23, Russian American Media – Children's Festival to be held at Land Park. 10,000 – 12,000 people are expected. HCCS will host a booth with program information and a raffle.

Lao Family – has on the job training money and is now looking for students to place and companies to partner with.

F. Coordinators's Report **Coordinators**

This is a presentation of information which has occurred since the last Board Meeting by Jacob Walker, Academics Coordinator and Ward Allen, CTE Coordinator.

Minutes

Jacob – No report at this time.

Ward – Shared a handout "Report to the HCCTS Board" Regarding current Truck Driving Locations and other potential locations.

Discussion regarding renegotiating the contract with the Sacramento Food Bank. Doc and Matt agree to represent the school during the negotiating period.

G. Public Comment

Non-agenda items: no individual presentation shall be more than (2) two minutes and the total time for this purpose will not exceed (20) twenty minutes. Ordinarily, Board Members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

Minutes

Lee Farrand, Sherry Franklin and Natasha Lutsik spoke regarding graduation and ELS ceremonies being combined.

Suggestions were made that the two celebrations should be separate. That the high school graduation should be a greater ceremony when receiving a diploma. They will wear cap and gowns, and walk with pomp and circumstance. There are 30 to 35 students expected to graduate. Cap and gowns will be paid for by the Student Council.

The ESL students should have a different Promotion ceremony and receive an award of recognition "Certificate of Functional Education". There are approximately 5 students. They should have a ceremony also, but, on a different day at a different location. A suggestion was made to have a Promotion Ceremony breakfast with students and their family and then present the certificates, perhaps at the Boardroom.

The Graduation at the General's House is scheduled for June 11, 2015 at 6:00 p.m.

The Promotion Ceremony is scheduled for June 5, 2015 to be held in the Board Room.

Lee announced the total food distribution provided in March was a total of 1,256.

V. CONSENT AGENDA ITEMS

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board Member for further discussion or removed from the agenda, there will usually be no discussion of these items prior to the Board's vote on them. The Principal recommends approval of all the consent items.

- A. Approve Minutes from Previous Board Meeting** **President**
Vote to approve the minutes April 10, 2015 regular board meeting, March 4, 2015 special board meeting and April 29, 2015 special board meeting.

Minutes

The Minutes of April 10th, and April 29th, are both being tabled and will be carried over to the next board meeting.

B. Ratify Payment of Current Bills

Treasurer

Review the Payment of Current Bills and Aging Invoices

Minutes

A motion was made to approve the bills paid in April.

Director	Order	Aye	Noe	Abstain	Absent
Mike Brunelle		<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"/>
Matt Powers	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	Second	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		5	0	0	2

VI. ITEMS SCHEDULED FOR INFORMATION & 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 and resolutions may also be voted on during this portion of the meeting.

A. Draft Employment Agreements

Principal

Review 2015/2016 Employment Contracts and Agreements.

1. **Classified**
2. **Certificated**
3. **Coordinators/Lead Teacher**
4. **Principal**

Minutes

Classified and Certificated discussion regarding the wording of Probation and Permanent.

The suggestion was made to modify the agreements and table these for the Board Workshop.

- B. MOU/Lease Agreement Renewals** **Principal**
Renew Agreements at ELD sites.

Minutes

A Suggestion was made to look at alternative sites.

The question was asked who will renegotiate the agreements for next year?

- C. 2015/2016 Employee Handbook** **Principal**
Approve modification to the new employee Handbook

Minutes

Employee Handbook is tabled and carried over to the Board Workshop.

- D. Highlands Community Technical School** **Principal**
Plan for BPPVE School Application and Structure for HCTS

Minutes

The plan is to have a post secondary technical school. Incoming students would already have a diploma or maybe student doesn't want a diploma . This item carried over to the Board Workshop.

- E. Public Charter School Grant Program Update** **Linda Fowler**
Discuss the Current Public Charter School Grant Schedule.

Minutes

No response yet from all those contacted . A discussion indicated that it should go to the next level to get a response. The suggestion was made to write letters and maybe invite Diane Lambert to go to a TRUSD Board meeting and speak on our behalf. Or invite a couple of our graduates to speak @ TRUSD Board meeting on May 19th.

F. Student Retention

Jacob Walker

Discussion of student enrollment, retention and retention strategies.

Minutes

This item is tabled and will be carried over to the Board Workshop.

VII. ITEMS SCHEDULED FOR ACTION

A. Draft Budget for 2015/2016

Principal

Review and ratify the proposed budget.

1. Benefit Rate Changes

Adopt employee benefit plans for new school year.

2. Employee Paid Benefit Limits

Determine Employee Benefit Limits for 2015/2016

Minutes

Carry over items 1 and 2 for next Board meeting.

3. 2015/2016 Employee Salary Schedule

Adoption of Salary Schedules for 2015/2016

Minutes

No changes are needed in the certificated schedule or the management schedule. Some changes will be necessary to the classified schedule after the new school year budget has been approved. The removal of the receptionist title as the position is not needed and possibly the addition of a PSO.

A vote was taken and passed to adopt the salary schedule as presented.

Director	Order	Aye	Noe	Abstain	Absent
Mike Brunelle		<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"/>
Matt Powers	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	Second	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		5	0	0	2

4. Employee Calendars
 Establish 2015/2016 Work Calendar

Minutes

A vote was taken and passed to adopt the school and work calendars

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"/>
Matt Powers	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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		5	0	0	2

5. Single School District Plan
 Adoption of the 2015/2016 Single School District Plan.

Principal

Minutes

A vote was taken to adopt the Single School Plan.

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"/>
Matt Powers		<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	Second	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		5	0	0	2

B. Insurance

Principal

Review and discuss the cost of current Insurance provider or change to a different insurance carrier.

Minutes

A discussion was held regarding the cost with current carrier. Blue Water Transport would like to provide a quote sometime next week.

This item has been tabled for the Board Workshop or until Insurance updates have been provided

C. Revised Policy Regarding Certificate of Functional Education Jacob Walker

Adopt new Policy for a Certificate of Functional Education

Minutes

After a discussion a vote was taken and the new policy was adopted.

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"/>
Matt Powers		<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	Second	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		5	0	0	2

VIII. ITEMS TO BE ADDED FOR NEXT MEETING

This portion of the meeting is reserved for the addition of agenda items for a following board meeting by any board member. Items may also be added to the agenda by any Board Member, the Principal, or a Coordinator, at any time prior to the public posting of the agenda.

V. Consent

1. Minutes of April 29 Special Board meeting.
2. Minutes from March 4
3. Minutes from March 10

VI. Items scheduled for information and discussion

4. Employment contracts – modify the wording permanent and probationary
5. Student Retention

VII.

6. MOU - Take another look at the TRUSD wording and fix up buildings.
7. Handbook

8. HCCTS – to have a Postsecondary technical school, for example: truck driving – students will already have a diploma or maybe just doesn't want one.

VII. Items scheduled for action

CharterLife Benefit Schedule for 2015-16

- A. Benefit Rate Change – hold until a new rate chart is received from CharterLife
- B. Employee Paid Benefit Limits

9. Insurance

The next regular Board Meeting will take place June 3, 2015.

IX. ADJOURNMENT

The meeting was adjourned at 7:05 p.m.