

Highlands Community Charter and Technical Schools Special Board Meeting Minutes

1333 Grand Ave. , Sacramento, CA 95821

July 23 2015

Thursday, 5:00 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

Special Board Meeting Minutes

1333 Grand Avenue, Sacramento, CA 95838

Thursday, July 23, 2015

Open Session: 5:00 p.m.

Meeting in Building A-2

Agenda Publicly Posted on July 22, 2015 by Connie Swink

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

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 must 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 publically 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
President	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Murdock Smith, Treasurer/CFO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Josie Washington, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quorum Required:	4 of 6	

II. AGENDA REVIEW

An opportunity for the Board to adjust, the order of, or remove agenda items.

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).

Minutes

Public Comment by Jacob Walker is regarding Item IV. C: Public Employee Discipline/Dismissal/ Release (Gov't/ code § 54957). That no 24 hour advance notice was given. Attorney Tom responded that none was needed.

IV. CLOSED SESSION

5:08 P.M.

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.

- A. **Public Employee Appointment(s)** **Gov. Code 54957**
 - 1. Transition Specialist
 - 2. Title: ELD Teacher – Rio Linda Part Time
 - 3. Title: ELD Teacher – Main Campus
 - 4. Title: ELD Teacher – McClellan

- B. **Anticipated Litigation– Legal Counsel (Gov’t. Code § 54956.9 (b))**
Two items

- C. **Public Employee Discipline/Dismissal/Release (Gov’t. Code § 54957)**

- V. **OPEN SESSION** **6:06 P.M.**

- A. **Call to Order of Open Session** **President**

- B. **Flag Salute** **Vice-President**

- C. **Reporting of Actions Taken in Closed Session** **President**
Report on closed session items
 - 1. **Public Employee Appointment(s)** **Gov. Code 54957**
 - a) *Title: Transition Specialist*
 - b) *Title: ELD Teacher – Rio Linda Part Time*
 - c) *Title: ELD Teacher – Main Campus*
 - d) *Title: ELD Teacher – McClellan*

Minutes

The motion carried and the Board approved all Personnel recommendations.

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen, Vice President		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Powers, Secretary	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler, LEA Representative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Murdock Smith, Treasurer/CFO	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford, Director		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Josie Washington, Director		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		4	0	0	2

2. Anticipated Litigation~ Legal Counsel

Minutes

No Report, no action being taken.

D. 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

Jacob Walker regarding Agenda item IV C: disciplinary action. No 24 hour notice was given . A response was given that no notice was required.

E. Principal's Report

Principal

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

Minutes

Just an email about the status of the audit.

TRUSD Maintenance& Facilities visited HCCTS today to look at the issues and report back to Bill McQuire. It was approximately a 45 minute visit. Three staff members from maintenance Dept. made recommendations about the work needed to be done at the school site. TRUSD is responsible for maintenance in our MOU. Questions were asked by the Board members during the report.

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.

Minutes

None

VII. ITEMS SCHEDULED FOR ACTION

A. Bylaw Amendments

Legal Counsel

Minutes

By-Laws are under review

B. Nomination/Election of President

Vice-President

Minutes

Mike Brunell has resigned from being Board President and from being a School Board member.

The Board approves the nominations for the new Board President.

Public comments: The school Coordinator of Academics, Jacob Walker, addresses the Board regarding nomination of Board President.

Minutes

The motion carried and Board approved the nomination for the new President as being Ward Allen.

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen, Vice President		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matt Powers, Secretary		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler, LEA Representative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Murdock Smith, Treasurer/CFO	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford, Director	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Josie Washington, Director		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		3	0	1	2

C. A. Appointment of General Manager

President

Minutes:

Murdock Smith is nominated .

Motion carries – all present approves.

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen, Vice President		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matt Powers, Secretary	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler, LEA Representative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Murdock Smith, Treasurer/CFO		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford, Director	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Josie Washington, Director		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		3	0	1	2

D. Status of USDOE Charter Start-Up Grant

President

Minutes

Board votes to have Legal Council find out what's holding up the money.

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen, Vice President	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Powers, Secretary		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler, LEA Representative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Murdock Smith, Treasurer/CFO	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford, Director		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Josie Washington, Director		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		4	0	0	2

E. New CTE Grant Under 2015-16 State Budget

President

Minutes

Informational only.

F. Status of Employee Contracts

General Manager

Minutes

Approved as Submitted. All in favor.

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen, Vice President	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Powers, Secretary		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler, LEA Representative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Murdock Smith, Treasurer/CFO	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford, Director		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Josie Washington, Director		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		4	0	0	2

G. Lease Agreement

Kirk Williams

1349 Merkle Ave. West Sacramento, CA.

Minutes

This is not a Lease Agreement but an intent to lease. The board to vote on this non-binding intent to lease and the owner of the facility to give us an estimate of charges.

H. Use of Educator Effectiveness Grant

Jacob Walker

\$71.00 per ADA must be approved and monitored.

Minutes

Under Review

I. New Job Description for CTE Teacher -

Kirk Williams

- Early Childhood Education

Minutes

Asking for the Board to approve Job Description.

Motion passes All in favor.

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen, Vice President	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Powers, Secretary	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler, LEA Representative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Murdock Smith, Treasurer/CFO		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford, Director		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Josie Washington, Director		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total		4	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. The next Board Meeting will take place August 6, 2015 at 5:00 in Building A-2.

Minutes

1. August 6th to review School Assessments. Kirk Williams
2. CSBA 90 day trial for Agenda prep. Jacob Walker

Carried over to following agenda. Do it parallel with the current system. At the end of the 90 days report back to the Board.

IX. Review Board Oversight Calendar

X. Board Member Comments/Requests of Staff

XI. ADJOURNMENT 7:03 p.m.