

Highlands Community Charter and Technical Schools

Special Board Meeting Minutes

1333 Grand Ave. , Sacramento, CA 95821

July 28, 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 10/16/15

Highlands Community Charter and Technical Schools

Special Board Minutes

1333 Grand Avenue, Sacramento, CA 95838

Tuesday, July 28, 2015

Open Session: 3:00 p.m.

Meeting in Building A-2

Agenda Publicly Posted on July 27, 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 3:00 p.m. President
- B. Roll Call President

| Director | Present | Absent |
|--------------------------------------|-------------------------------------|-------------------------------------|
| Mr. Ward Allen, 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/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

None

IV. CLOSED SESSION 3:04 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.

- 1. A. Anticipated Litigation- Legal Counsel (Gov't. Code § 54956.9 (b))

2. B. Report on and discussion of computer security matters. (Govt. Code sec. 54957(a))

V. OPEN SESSION

- | | | |
|----|--|-----------|
| A. | Call to Order of Open Session | President |
| B. | Flag Salute | Treasurer |
| C. | Reporting of Actions Taken in Closed Session Report on closed session items | President |
| 1. | Anticipated Litigation- Legal Counsel | |

Minutes

Angela Tellegia - Off the table by Attorney, Tom Cregger

2. Report on and discussion of computer security matters. (Govt. Code sec. 54957(a))

Minutes

Request to follow up with Mechanic bank regarding the check issue.

- D. Public Comment

Minutes

None – Special Meeting

- | | | |
|----|--|-----------|
| E. | Principal's Report | Principal |
| | This is a presentation of information which has occurred since the last Board Meeting. | |

Minutes

Taken off the table

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

ITEMS SCHEDULED FOR ACTION

- A. **Nomination/Election of new Board Members (2)** **Secretary**
Ms. Sharon Rocco, and Mr. Ricky Jones

Minutes

The Board nominates and votes to elect Ms Sharon Rocco and Mr. Ricky Jones as new Board members.
Motion carries.

| Director | Order | Aye | Noe | Abstain | Absent |
|------------------|----------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| Ward Allen | | <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 | Motioned | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Doyle Radford | Seconded | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Josie Washington | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Total | | 5 | 0 | 0 | 1 |

- B. **Resignation of Board Member(s)** **Treasurer**

Minutes

Murdock Smith resigns from the Treasurer/CFO position and from from the HCCTS School Board.

This move does not require a vote.

- C. **ByLaw Amendments** **Legal Counsel**

Minutes

Article VII, Section , the following wording is to be added to the paragraph.

"If a member of the Board of Directors is absent without the knowledge of permission of the President or the Secretary for more than two successive Board meetings, the Board member's office shall be declared vacant, **(subject to Review by the Board)**, and will be filled pursuant to Article VII, Section 6 of these ByLaws."

The item remaining will remain under review.

There were no Public Comments.

D. Consideration and Approval of By-Law Amendments

Minutes

Article VIII, Section 11. Treasurer/CFO This is a new description as president. It is legal and should reconstitute with the new Board members.

| Director | Order | Aye | Noe | Abstain | Absent |
|------------------|----------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| Ward Allen | | <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 | Motioned | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Doyle Radford | Seconded | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Josie Washington | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Total | | 5 | 0 | 0 | 1 |

E. Appointment of General Manager/Delegation of General Manager Duties **President**

Minutes

President, Ward Allen, will turn over the General Manager duties to Murdock Smith.

As of August 31, 2015 Ward will resign from President of the School Board but remain the President of the Corporation.

F. Use of Educator Effectiveness Grant **Jacob Walker**
\$71.00 per ADA must be approved and monitored.

Minutes

Jacob presented a handout explaining the Educator Effectiveness Grant. The motion passed.

| Director | Order | Aye | Noe | Abstain | Absent |
|------------------|----------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| 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 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Doyle Radford | Seconded | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Josie Washington | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Total | | 5 | 0 | 0 | 1 |

VII. 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.

- A. Review Board Oversight Calendar
- B. Board Member Comments/Requests of Staff

Minutes

Doyle- extended congratulations to the Sharon Rocco and Ricky Jones ,

Ricky – said Thanks for the opportunity and would like to have some Charter School literature.

Linda – expressed congratulations to both Sharon and Ricky

Sharon – said she is thrilled be be here. Thank you and she is honored.

Matt – offered his welcome and invited Sharon and Ricky to come to HCCTS and meet the students and see the school.

Doc – said he will put together the Board packet for the new Board members.

VIII. ADJOURNMENT by Ward at 3:50 p.m.