

# Highlands Community Charter and Technical Schools

## Special Board Meeting Minutes

1333 Grand Ave. , Sacramento, CA 95821

August 11, 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

## Special Board Meeting Minutes

1333 Grand Avenue, Sacramento, CA 95838

Tuesday, August 11, 2015

Open Session: 3:00 p.m.

Meeting in Building A-2

Agenda Publicly Posted on August 10, 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 California 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 and adhere to the time limits set forth.
6. Attendees 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 School office.

**I. PRELIMINARY**

A. Call to Order 3:00 p.m.

President

B. Roll Call

President

Director	Present	Absent
Ward Allen, President	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matt Powers, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Linda Fowler, LEA Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Doyle Radford, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sharon Rocco, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ricky Jones, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Josie Washington, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Murdock Smith, General Manager</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quorum	<b>4 of 7</b>	

**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 school 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))
3. Public Employee Appointment (§54957)
  - a. Title: ELD Teacher - Lao Family Location – Joel Kohlman)

**V. OPEN SESSION**

- |    |   |           |
|----|---|-----------|
| A. | Call to Order of Open Session 3:20 p.m.   | President |
| B. | Flag Salute   | Secretary |
| C. | Reporting of Actions Taken in Closed Session<br>Report on closed session items    | President |
| 1. | Anticipated Litigation- Legal Counsel   |           |
| 2. | Report on and discussion of computer security matters. (Govt. Code sec. 54957(a)) |           |

Minutes

Discussed and referred to General Manager for follow up.

3. Public Employee Appointment (§54957)
  - A) Title: ELD Teacher - Lao Family Location – Joel Kohlman)

Minutes

Carried over to Next Regular Board Meeting.

- D. Public Comment  
These presentations are limited to 2 minutes, and total time allotted to non-agenda items will not exceed (20) twenty minutes.

Minutes

None

**E. General Managers Report**

**Gen. Mgr.**

This presentation by the General Manager may include activity reports from the Coordinators, School Principal and other staff.

Minutes

Staff Development begins on Monday. There will be a meet and greet with Board Members and also new staff members. Suggestions to increase enrollment: Encourage flooding the airways with verbal, media, digital and boots on the ground to get students to attend orientation.

Tuesday, training for teachers: digital information regarding ADA, registration, and attendance.

**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 staff. Formal motions, action and resolutions may also be voted on during this portion of the meeting.

Minutes

An update regarding DMS meeting from last Friday: The discussion shows that HCCTS may benefit financially by replacing our current Paying Agent, Charter School Capital (CSC) with Charter Assessment Management (CAM). DMS recommends the change.

Board members are looking at leasing the Collins Teen Center in West Sacramento.

**VII. ITEMS SCHEDULED FOR ACTION**

**A. New Bank signature cards.**

Minutes

Motion passes, Ward Allen and Murdock Smith are the signers on the new bank cards.

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	Seconded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sharon Rocco		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ricky Jones		<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"/>
<b>Total</b>		<b>60</b>	<b>0</b>	<b>0</b>	<b>1</b>

**B. Lease agreement, Depot Park**

Minutes

Vote to move to the Depot subject to approval of legal counsel.

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"/>
Doyle Radford		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sharon Rocco	Seconded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ricky Jones		<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"/>
<b>Total</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>1</b>

**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 the General Manager, 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 September 3, 2015 at 5:00 in Building A-2.

**A. Board Member Comments/Requests of Staff**

Minutes

Sharon indicated interest in attending the conference in November for Charter School Board Members which will be held in the Bay area.

**IX. ADJOURNMENT 3:50 p.m.**