

Highlands Community Charter and Technical Schools

Board Meeting Minutes

1333 Grand Ave. , Sacramento, CA 95838

January 12, 2017

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 SCHOOL

Board Members

Sharon Rocco, Matt Powers, Doyle Radford, Ricky Jones, Sonja Cameron

Executive Director/Legal Counsel

Murdock Smith, Tom Cregger

Minutes

DATE & TIME: **Thursday, January 12, 2017 @ 3:00 p.m.**
LOCATION: 1333 Grand Ave., Sacramento, CA 95838, Board Room A-2
916-844-2283

A. Call to Order & Roll Call: Meeting was called to order by Sharon Rocco at 3:08 P.M.
Trustees Present: Sharon Rocco, Matt Powers, Doyle Radford, Rick Jones and Sonja Cameron

B. Adoption of Agenda:
Motion to accept the agenda as presented
Motion: Matt Powers
Second: Sonja Cameron
Vote: Motion Carries

C. Flag Salute: Led by Matt Powers

D. Hearing of Parties Desiring to Address the Board and/or Present Petition

Anyone may address the board regarding any item that is within the board's subject matter jurisdiction. At this point on the agenda, an opportunity is provided for any individual or representative of a group to make statements to the board regarding any items not listed on the agenda. Interested persons must submit a request, which are available in a card form. The board, by law, may not take action on an item introduced during this portion of the agenda. These presentations are limited to 2 minutes, and total time allotted to non-agenda items will not exceed (20) twenty minutes.

Araceli Perez gave a presentation with a handout of the The Crescent Newspaper regarding an article on page 8.

Congratulations for the merit awards for attendance rally.

Salam program is being given classroom space by American River College

January 25, 2017 First LCAP meeting will be held in Building F, 400 P.M. to 6:00 P.M.

Day Care class for Salam program is being considered. Also, considering umbrellas and stroller covers to be provided by HCCTS as lending supplies.

Murdock Smith announced the third LCAP submission coming up. During all LCAP meetings students, Board members, partners and students will be invited to participate.

E. Closed Session

Prior to the Closed Session, anyone may address the board regarding any item that is on the agenda for the Closed Session. Interested persons must submit a request, which are available in a card form, prior to commencement of the Board Meeting. These presentations are limited to 2 minutes.

Closed session was called to order at 3:28

1. Personnel Matter Govt. Code § 54957(b)(1) - Public Employee

2. Discipline/Dismissal/Release

Anticipated Litigation Gov't. Code § 54956.9(b)(1)(3)(A)

F. Reporting of Action(s) Taken in Closed Session

Chairperson Rocco

Report on closed session items

Regular session reconvened at 4:02 P.M.

1. Board advice and direction was given to legal counsel
2. Item 2 was not discussed.

No action was taken.

G. Business, Action Items:

Prior to consideration of the Business, Action Items, anyone may address the board regarding any item that is on the agenda for said items. Interested persons must submit a request, which are available in a card form, prior to commencement of the Board Meeting. These presentations are limited to 2 minutes.

1. Educational Technology and Intergration Developer Job Description

Jacob Walker

Request the Board approve this new job description for the I.T. Department

Jacob explained the needs of this job position with a new job description to continue with software development and the new upcoming program Laserphish.

Motion: Sonja Cameron

Second: Doyle Radford

Vote: Motion carries

2. Proposed policy on board members accepting or acting in positions of responsibility for other education providers.

Tom Cregger

Request the Board approve the policy on Board members Conflict of Interest.

Murdock Smith passed around a hand out and Tom Cregger presented and clarified the amended Conflict of Interest policy.

Motion: Sonja Cameron

Second: Doyle Radford

Vote: Motion carries

H. Adoption of Minutes

1. Regular Board Meeting December 1, 2016

Request the Board approve the Minutes of December 1, 2016

Sharon Rocco

Motion to approve as submitted:

Motion: Sonja Cameron

Second: Matt Powers

Doyle Radford recused

Vote: Motion carries

2. Special Board Meeting December 15, 2016

Request the Board approve the minutes of December 15, 2016

Motion to approve as submitted:

Motion: Doyle Radford

Second: Rick Jones
Doyle Radford and Sonja Cameron recused
Vote: Motion carries

I. Unfinished Business, Information, and Discussion

This portion of the meeting is reserved for general discussions within the board in which the board may give **direction to staff**. Prior to the this portion of the Board Meeting, anyone may address the board regarding any item that is on the agenda for this portion.. Interested persons must submit a request, which are available in a card form, prior to commencement of the Board Meeting.. These presentations are limited to 2 minutes.

1. **Update on Professional Development and Curriculum Development - Sonja Cameron**
Sonja Cameron was not the presenter. Jacob Walker presented. Curriculum development – Niccole is in the process of developing ELD/ CASAS/ standards and EDL Adult Ed. academic standards for all levels and they are almost finished. Still need to establish time lines (bench marks). Curriculum development needs to include Mather.

Update on Professional Development: Jacob Walker presented the explanation that this is a 3 prong item. Prong 1 is more field study days like Granlibakken. Prong 2 is additional teachers going to CAVIE for EL teachers. Prong 3 on-line web casts.

A suggestion was made to have teachers visit our partnerships (SETA, WIA, Urban League, etc.)

The committee is trying to standardize and establish more professional development for after April 15, 2017. Sonja Cameron suggested an agenda and monthly calendar to be provided.

2. **Update on Current Org. Chart and Org. Chart Road Map** Jacob Walker
Matt respectfully requests to table this for now.
3. **2016/17 Statement of Economic Interests Form 700** Matt Powers/Tom Cregger
All Board members completed and submitted their form to Connie Swink. Tom Cregger will clarify if the forms are to be filed anywhere else.

J. Reports/Communications

Prior to the this portion of the Board Meeting, anyone may address the board regarding any item that is on the agenda for this portion.. Interested persons must submit a request, which are available in a card form, prior to commencement of the Board Meeting.. These presentations are limited to 2 minutes.

Linda Fowler submitted a Blue Card to request to speak. She gave a report on the Mather site.

- There are so many students enrolled that are requesting Child Care.
- There are many students on the waiting list.
- There are so many students enrolled and on the waiting list that the program needs more space.
- On December 1st a new ELD class started with a waiting list
- There are two buildings that are available on Mather; the culinary foods space is still available and the old commissary building. These would be a nice possibility for a child care center.
- The driving simulators are a great asset to the truck driving program. Now additional software has been added.
- A total of five vehicles that have been surplussed and were insured have been sold, plus other vehicles that were not insured for a total in excess of \$10,000.
- Check on the VOA agreement regarding supplies and maintenance of the restrooms.
- Would like to provide a GED prep class in Spanish.
- Requesting a policy for Mather truck driving students to have random testing
- Consider adding a document to the enrollment packet that students must list the name of the Probation officer or Parole officer's name.

- Requesting a policy regarding student attendance.
- Policy regarding bus passes. Students need to earn a bus pass
- Procedure policy regarding document listing of each class.
- Teacher entering attendance daily.
- FCMAT audit

1. General Report by Executive Director

Murdock Smith

- Graduation is on Thursday, January 19th at 6:00 P.M. at 7200 Rio Linda Blvd. Everyone is invited.
- February 1 the new website should be up and running.
- P-1 report was submitted mid-December. Total ADA was 815 students.
The HCCTS Toy Drive was very successful. Thank you to Isa Cacho and Mayra Valdivia for organizing the toy drive. Toys were given to over 1100 children.
- Thank you to Doyle Radford and the Laborers Local 185 for their generous donation to the Toy Drive.
- Thank you to Murdock Smith and all of the employees that contributed to make this a very successful event.
- Requested an update from Linda Fowler regarding Mather offices being flooded

a. Update on the status of the new employee handbook.

The new handbook is not ready at this time.

b. Introduction of new employees:

Carrie Casillas: ECE Teacher; Hanna Cherednyk: Para Educator; Mariza Crapson: ELD Teacher; Nahid Kabbani: Para Educator; Niko Perez: Para Educator/citizenship forms; Gregory Senegal: Business Liaison; Chris Timpson: High School Teacher; Megan McMullen: ELD Teacher; Edrik Alcazar: Test Proctor; Julie Herrera: ECE; Patricia Lopez: ELD Teacher; Shabana Rahimi: Para Educator; Reyna Ramirez: ECE; Stacy Fleming: Long term sub high school

The names of all the new employees were announced.

- A discussion was held to suggest moving the closed session for all upcoming meetings to the end.
- Or stating the closed session time frame on the agenda and swapping items D & E.

K. Board Comment

Sharon Rocco

L. Next Meeting: February 2, 2017

M. Adjournment: 6:00 P.M.