

# Highlands Community Charter and Technical Schools

## Regular Board Meeting Minutes

1333 Grand Ave. , Sacramento, CA 95821

November 05, 2015

Thursday, 12:00 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

November 5, 2015

Thursday 5:00 PM

### 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 5:00

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. Doyle Radford, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Sharon Rocco, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Ricky Jones, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Josie Washington, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Murdock Smith, General Manger, Non-Voting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tom Cregar, Legal Counsel, Non-Voting	<input checked="" type="checkbox"/>	<input 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 5:01 P.M.**

President

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.



**A. Anticipated Litigation – Legal Counsel**

**Tom Cregger**

**(Gov't. Code Sec. 54956.9(b))**

Closed session discussion is limited to situations when discussion in open session concerning those matters would prejudice the position of HCCTS in the litigation.

1. Number of Potential Cases: Two

**B. Public Employee Discipline/Dismissal/Release (Gov't. Code Sec.**

**§ (54957(b))**

**IV. OPEN SESSION**

**Secretary**

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

**A. Call to Order of Open Session 5:40 P.M.**

**President**

**B. Flag Salute**

**Vice-President**

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

**President**

Minutes

Received advice from legal counsel. No action was taken.

**D. General Manager Report (Academic & CTE)**

**General Manager**

Minutes

This report combines items D and F. Reporting on the current projected budget being unobtainable. The Chief Financial Officer and DMS are now making some corrections. Our CFO is asking Charter Asset Management (CAM) for additional financing of \$795,000. Motion to approve the additional funding. Motion carries.

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen					
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	2nd	<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>5</b>	<b>0</b>	<b>0</b>	<b>1</b>

### E. Report on VOA

Ward Allen

#### Minutes

VOA is coming together nicely. Expected new students to enroll by 6-7 per week. This program will need one new teacher and perhaps one para educator.

### F. Financial Report

General Manager

#### Minutes

Items D and F were combined into one report. Refer to Minutes in item D

### G. Public Comment

President

Non-agenda items: no individual presentations 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

None

### 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.

#### Minutes

None

## **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. Update New Childhood Development Program Diane Spence**

#### Minutes

Power Point presentation by Diane Spence to provide Course Description of Childhood Development Program to the Board Members. This class will include training for a Home Child Care License and/or Child Development Associate Credential (CDA). This class will also be in partnership with Child Action and First Five.

### **B. Discussion to Address Student Dress Code Linda Fowler**

#### Minutes

This discussion is included with the guided learning section of the Dress for Success Career class that Lee Ferrand teaches. A committee was formed to address the issue and report back to the Board. The committee members are Linda Fowler, Lee Farrard and Mike Roessler.

### **C. Discussion to reduce the number of voting Board Members from 7 to 5 members. Matt Powers**

#### Minutes

The Charter application says that Voting Board members can be from 3 to 7 members. To eliminate one non participating member the Board needs to send a certified letter stating that they are reducing the size of the Board.

### **D. Propose Compensatory Time Off (CTO) Policy Matt Powers**

#### Minutes

An example Compensatory Time Off Tracking sheet was provided. The Board will come back to this at the next meeting.



### E. HCCTS Website

John Suhr

#### Minutes

John Suhr shared a Power Point presentation regarding the HCCTS web site. Suggestions were made and agreed upon to upgrade the Website. John and the General Manager will work together to find a webmaster to redesign the webpage while staying within a \$5,000 limit. Report back to the Board at the next meeting

### F. Excused Absence Policy

General Manager

#### Minutes

HCCTS does not have a policy on this. HCCTS will use the policy already in place with the TRUSD. It is also covered and approved in Title 5. The student needs to bring a Dr. note for the absence to be approved. This goes into effect as of January 11, 2015. A Motion is made to adopt the TRUSD attendance policy, Motion carries.

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen					
Matt Powers	2nd	<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	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>5</b>	<b>0</b>	<b>0</b>	<b>1</b>

### G. Board and Officer Ethics Training

Tom Cregger

#### Minutes

FPPC Training is free for Board members. Legal Counsel sent an Email to all Board members to go to the website to complete the training. This needs to be completed by January 2016. School Secretary to send out a reminder to all Board Members every month .

**VII. ITEMS SCHEDULED FOR ACTION**

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.

**A. Change Mechanics Bank Signature Cards**

**Ward Allen**

Minutes

A motion is made to change the designated signers on the Bank account. The new signers will be Murdock Smith and Matt Powers. Motion carries.

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen					
Matt Powers		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford	2nd	<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>5</b>	<b>0</b>	<b>0</b>	<b>1</b>

**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.

Minutes

None at this time

**VIII. Review Board Oversight Calendar**

Minutes

None at this time.



## IX. BOARD MEMBER COMMENTS AND REQUESTS

President

Opportunity for Board Members to give comments and staff direction.

### Minutes

Matt Powers announced that Murdock Smith, Matt Powers and Mike Roessler have been sharing the position of Officer of the Day during the absence of Kirk Williams.

Doc reported the HCCTS has established and evening classes for Citizenship and ESL .

Doyle has been working daily with Ward at the VOA truck driving site.

Rick commented on the child development presentation. He thought it was great.

## X. ADJOURNMENT 7:35

- VI. B. Committee to report back to the Board.
- VI. D. Bring this back to the Board next meeting.
- VI. E. Bring this back to the board next meeting
- VI. G. A reminder to all to complete Ethics Training on line.

# Highlands Community Charter and Technical Schools

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1333 Grand Ave. , Sacramento, CA 95821

December 11, 2015

Thursday, 12:00 P.M.

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Signature

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Date