

# Highlands Community Charter and Technical Schools

## Special Board Meeting Minutes

1333 Grand Ave. , Sacramento, CA 95821

June 22, 2016

### 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

June 22, 2016

Wednesday, 12:30 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**

**Chairperson**

Minutes

Chairperson, Sharon Rocco called the meeting to order at 12:40 p.m.

**B. Roll Call**

**Chairperson**

<b>Trustees</b>	<b>Present</b>	<b>Absent</b>
Ms. Sharon Rocco, Chairperson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Matt Powers, Secretary (Board & Corporate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford, Trustee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Ricky Jones, Trustee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Sonja Cameron, Trustee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Quorum Required</b>		<b>3 of 5</b>
<b>Corporate Staff/Legal Counsel</b>		
Mr. Ward Allen, Corporate President	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Murdock Smith, Executive Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tom Cregger, Legal Counsel	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**II. NON-SCHEDULED ITEMS REQUIRING IMMEDIATE ACTION**

**III. CLOSED SESSION**

**Chairperson**

Minutes

There were no closed session items

**IV. OPEN SESSION**

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

**Chairperson**

**B. Flag Salute**

**Secretary**

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

**Chairperson**

Minutes

There were no closed session items

## V. CONSENT AGENDA ITEMS

Report on the routine items for the month.

### 1. Approve Minutes of May 5, 2016

#### Minutes

Director	Order	Aye	Noe	Abstain	Absent
Sharon Rocco		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Powers	Second	<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"/>
Ricky Jones		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Cameron	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>		<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>

Minutes: Motion carries

### 2. Approve Minutes of June 2, 2016

#### Minutes

Director	Order	Aye	Noe	Abstain	Absent
Sharon Rocco		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Powers	Second	<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"/>
Ricky Jones		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Cameron	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>		<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>

Minutes: Motion carries

## VI. ITEMS SCHEDULED FOR INFORMATION & DISCUSSION

### A. Local Control & Accountability Plan Public Hearing - Jacob Walker Presentation of the Local Control & Accountability Plan (LCAP)

#### Minutes

Public Hearing opened at 12:45 p.m.

- A correction to the date needs to be made at the top of the first page, change to 2016-17.
- Murdock Smith announced the new procedure for all Action Items to include a Staff Report.
- Jacob Walker gave a detailed explanation of the LCAP report

- Executive Director reports that there has been tremendous feedback from the partners.
- Chairperson requests that the graduates be tracked as to their progress after receiving their diploma.
- Chairperson states that the numbers in the report are from the non-duplicated funds.
- Executive Director suggests a new employee position of Student Liaison could help with the tracking.
- Board Member Sonja Cameron states that Twin Rivers does not use detailed codes only S.C and Base codes.
- Arecelli Perez asked Jacob for clarification of SC and Base codes.
- Jacob will still accept suggestions regarding LCAP through the end of the month.
- No action can be taken during the hearing.

Chairperson, Sharon Rocco closed the Public Hearing of LCAP at 1:08 p.m.

**B. Annual Budget Public Hearing**  
Proposal of the annual budget.

**Mark Hendrie with DMS**

Minutes

Public Hearing opened at 1:15 p.m.

- Karl Yoder and Mark Hendrie with DMS explained the Draft 2016-17 Budget
- The budget uses the projected ADA of 1080.
- With a surplus of 3%
- Mark and Karl strongly urges HCCTS to tighten up the controls regarding expenditures
- Karl urges the administration to hire an on-site Budget or Business controller to help maintain the budget.
- DMS has job descriptions available that might be useful.
- Bonuses and employee growth will be moderated by increased ADA.
- Executive Director explains year round/extended school year regarding funding and receiving 5% for July and August, then 9% from September on.
- Karl Yoder suggests having a Strategic Plan in place right away.
- Ward Allen explains the tremendous need for ELD services in all areas and with the rising needs of the ex-offender population there is a high opportunity for growth in enrollment. CTE is looking into organized labor contracts and also alternative sentencing as a possibility.
- No action can be taken at the Public Hearing.

Minutes

Chairperson, Sharon Rocco closed the Public Hearing of the Budget at 1:52 p.m.

**C. General Report by Executive Director**  
Discussion of activity since the last Board Meeting.

**Executive Director**

1. Update on securing needed Insurance.

Minutes

Nelson Debasa, Gallaher Insurance, insures non-profits and has recommended Nonprofits Insurance Alliance of California (NIAC) insurance company. A proposal should be available for the next Board meeting scheduled for September 28, 2016. Executive Director Murdock Smith and Legal Counsel Thomas Cregger will be coordinating the selection and approval of the insurance company.

Thursday, June 23, 2016, Sacramento Housing Renewal Agency (SHRA will be having a soft opening with the HCCTS school. SHRA has approximately 13,000 units with 80% of the occupants having a GED or less.

Currently we are pursuing partnerships with Yolo County –Woodland, Sacramento Food Bank, Oak Park, St. Johns Women’s Shelter, and SHRA as a 1<sup>st</sup> time program.

Board Member Sonja Cameron suggests to the Executive Director that she would like to receive a Friday email of Weekly Updates.

Murdock Smith deferred to Mike Roessler for a graduation update.

**D. General report by Legal Counsel**

**Tom Cregger**

This is an update by legal counsel regarding any change in contracts or negotiations.

Minutes

No report at this time.

**E. Extension of option to participate in health benefits - Tom Cregger  
for Board Members**

Minutes

This is a very problem area and not advisable. If considering to join the group plan and paying for it yourself can only be an option if it is already in the group plan and that plan says you can.

**F. Public Comment**

**Chairperson**

Minutes

Arecelli extends her gratitude to the Board for their support of the teachers and to continue to support the new teachers with training and support.

Chairperson Sharon Rocco extended a thank you to Arecelli and the other teacher for their support of the Board.

## VII. ITEMS SCHEDULED FOR ACTION

### A. Approve Teacher salary schedule Review and approve revised teacher salary schedule

Jacob Walker

#### Minutes

The new teacher salary schedule has additional rows. Jacob proposes that the new rows do not necessarily indicate teaching years and that it gives more flexibility to the administration regarding initial salary placement especially for CTE teachers. Secretary Matt Powers suggests to qualify some of these changes with asterisks. Chairperson Sharon Rocco likes the administrative flexibility. Murdock Smith likes the bonus program at the end of the year over teacher raises and he also likes the flexibility.

Matt Powers says Level 5 needs a title and also retain levels 1-5, add associate and modify CTE with a minimum and maximum. Add a Key at the bottom. Jacob will modify it and bring it back to the next meeting.

Sonja wants to see the salary schedules for Executive management, Classified management and classified staff at the next meeting.

A motion is made to bring it back to the Board.

Director	Order	Aye	Noe	Abstain	Absent
Sharon Rocco		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Powers	Second	<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"/>
Ricky Jones		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Cameron	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>		<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>

Motion carries

### B. Approve Employee Bonuses Review and approve Employee Bonuses.

Mike Roessler

#### Minutes

The Bonus Pool has been calculated and build into the 2016-17 Proposed Budget that was presented earlier. Sonja has a concern regarding the dollar amount and suggests that by using the middle row it will free up about \$50,000 that will stay in the budget.

The Board held a conversation to determine if an employee does not return in August will a bonus be issued to that employee?

A motion was made to offer the middle column for the total of \$200,000.

Director	Order	Aye	Noe	Abstain	Absent
Sharon Rocco		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Powers	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C Doyle Radford		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ricky Jones		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D Sonja Cameron	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>		<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>

Motion fails

A motion was made to offer the top column for the total of \$250,000

Director	Order	Aye	Noe	Abstain	Absent
Sharon Rocco		<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"/>
Doyle Radford	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ricky Jones	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Cameron		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>		<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>

Motion carries

A motion was made that if an employee does not return in August a bonus check will not be issued to that employee.

Director	Order	Aye	Noe	Abstain	Absent
Sharon Rocco		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Powers		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford	Second	<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"/>
Sonja Cameron	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>		<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>

Motion carries



**C. Student and Teacher calendars for 2016-17 Jacob Walker**

Review and approve the 2016-17 school calendars

1. Student Calendar
2. Teacher Calendar
3. 12 Month Employee Calendar

Minutes

A suggestion was made to give as much notice as possible when adding a Field Study Day for students and staff to plan ahead of time.

Director	Order	Aye	Noe	Abstain	Absent
Sharon Rocco		<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"/>
Doyle Radford	Doyle	<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"/>
Sonja Cameron	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>		<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>

The motion carries

**D. Sacramento Housing Redevelopment Agency Executive Director**

Review and approve the Sacramento Housing Redevelopment Agency (SHRA) contract for jobs plus pilot programs.

Minutes

A motion was made to postpone the approval of this contract until legal counsel can review it. This will come back to the board at the special Board meeting June 30, 2016.

Director	Order	Aye	Noe	Abstain	Absent
Sharon Rocco		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Powers	Second	<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"/>
Ricky Jones		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Cameron	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>		<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>

Motion passes

## **E. ITEMS TO BE ADDED FOR NEXT MEETING**

### Minutes

There are no items to be added

## **F. Review Board Oversight Calendar**

### Minutes

To permanently remove this topic from the agenda

## **G. BOARD MEMBER COMMENTS AND REQUESTS**

**Chairperson**

### Minutes

The next Special Board meeting is scheduled for **Thursday, June 30, 2016, at 10:00 a.m.**

Doc to provide Breakfast for the next Special Board meeting.

## **H. ADJOURNMENT**

Chairperson Sharon Rocco adjourned the meeting at 3:25 p.m.