

Highlands Community Charter and Technical Schools

Board Meeting Minutes

1333 Grand Ave. , Sacramento, CA 95838

February 2, 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, February 2, 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 3:04 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: Sonja Cameron

Second: Matt Powers

Vote: Motion Carries

C. Flag Salute: Led by Matt Powers

D. Closed Session: 3:10 to 3:30 P.M.

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.

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

1. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code § 54956.9: 1 case.

Pursuant to Government Code § 54956.9(e)(2), the case is identified as: potential contract claim by Ward Allen.

2. Personnel Matter Govt. Code § 54957(b)(1) - Public Employee Discipline/Dismissal/Release

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

Chairperson Rocco

Report on closed session items

Regular session reconvened at 4:00 P.M.

1. The Board gave direction to legal counsel on both items 1 and 2.

No action was taken.

F. 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.

1. Araceli Perez submitted a request to speak card.
 - a. Araceli provided an update regarding Sacramento Area League of Associated Muslims (Salam) program. The middle eastern program at HCCTS will be the largest facility to educate new immigrants of 350-400 students.
 - b. Update on the LCAP and ELAC meetings.
2. Linda Fowler submitted a request to speak card.
 - a. TRUSD adopted a resolution to make their district a Student Safe Haven and suggested that HCCTS adopt the same. Murdock Smith and Legal Counsel will coordinate the effort to look into this.

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. **Independent Study Charter School**
Approval for Executive Director and, as necessary, legal counsel, to seek out and obtain authorization for an independent study charter school. **Matt Powers**

A motion was made to authorize Young, Minney and Corr to develop a petition to obtain an authorizing district and authorization for Executive Director and Legal Counsel to pursue.

Motion: Sonja Cameron

Second: Doyle Radford

Vote: Motion Carries

H. Adoption of Minutes

1. **Regular Board Meeting January 12, 2017**
Request the Board approve the Minutes of January 12, 2017 **Sharon Rocco**
Motion to adopt: Sonja Cameron
Second: Rick Jones
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. **Review of the revised "Unlawful Harassment, including Sexual Harassment" – Policy**
Veronica King spoke regarding the handout. The Policy went out to all staff for signature. After signing the form it needs to be returned to Veronica. This will be an annual handout.
2. **Report on status of new positions:** **Sharon Rocco**

- a. Coordinator of English Language Development:
A job description and salary schedule are in progress and should be presented at the March 2, meeting.
- b. Coordinator of Business Services:
A job description with a change in the title and salary schedule are in progress and should be presented at the March 2, meeting.
- c. Creation of Chief Operating Officer position
A job description and salary schedule are in progress and should be presented at the March 2, meeting.

3. Annual Organizational meeting to select officers

Discussion of date and format of the annual meeting, which will include the election of officers

Future annual organizational meetings will be set for February.

a) Nominations for Board President:

Sonja nominated Matt Powers for President. Matt declined the nomination
Matt nominated Sharon Rocco for President. Sharon accepted the nomination.

Motion: Matt Powers

Second: Ricky Jones

Vote: Motion Carries.

b) Nomination for Vice President:

Sonja nominated Ricky Jones. Rick declined the nomination

Sharon nominated Doyle Radford. Doyle accepted the nomination

Motion: Sharon Rocco

Second: Rick Jones

Vote: Motion carries

c) Nomination for Clerk/Secretary:

Sharon nominated Matt Powers. Matt accepted the nomination

Motion: Sharon Rocco

Second: Sonja Cameron

Vote: Motion carries

Nominations for the Corporate Officers is scheduled for the March 2, meeting.

Sharon Rocco asks Legal Counsel for clarification from previous board meeting regarding the Form 700.

Tom Cregar, Legal Counsel responds to the question that the Form 700 for each board member needs to be kept on file at our site and to be made available upon request.

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.

1. General Report by Executive Director

Murdock Smith

a. Review of the new employee handbook.

- This is a first draft and is in need of revisions. Needed revisions were discussed and a committee is recommended. Linda Fowler will partner with Veronica King to edit the draft handbook.
- Rick Jones suggested to not include the edit date on the front cover to be able to update as needed.
- Suggestion to have Legal Counsel look at it and bring it back for approval at the next regular board meeting.

b. Introduction of new employees:

James King – Custodian

Richard Henning – Community Development Liaison

Mary Rosenberry - part time ELD Teacher- Mather in the evening.

Charlene Henderson - Purchasing Generalist

Amber Kantnar - Substitute teacher

Also introduced brand new employee Ja’Nai Sims - Administrative Assistant

No new employees were present for this introduction

- Linda Fowler paid recognition to Doyle Radford and Local 185 union for the 9 students that he recommended for the truck driving program.
- Sergey Ivanyuk has earned his teaching credential
- ELD evening class is in excess of 50 students. This class will be split into two classes.
- Murdock Smith met with the VOA to obtain child care space.
- Linda Fowler was invited to the VOA graduation. Awards were given out to drug/alcohol awareness students. It was a very nice event.
- Five surplus vehicles have been sold.
- Six students from the Mather truck driving program are going forward to get their Class A license.
- Araceli Perez gave a report on the recent ELAC/LCAP meeting. She provided a handout that indicated the majority of the students’ needs as follows: Child Care, books to take home and more parking.

C. Upcoming potential partnerships: Salvation Army and Catholic Diocese.

K. Board Comment

1. The board recommends that Murdock Smith move forward to purchase three company vehicles.
2. Matt Powers would like to have a proposal to partner with the Greater Sacramento Urban League, Sacramento Employment and Training Agency (SETA) and the Sacramento Police Department to create a community outreach and engagement committee and to invite the at-risk population to come and be introduced to the HCCTS programs.
3. Sharon Rocco would like to have a hard copy calendar given to the board members on a monthly basis and to include all board and staff meetings, school events and holidays. A calendar is also available on the new web site,
4. Murdock Smith spoke of the new “Clothes Closet” program that is being reopened. Please contact Lindsay Curtis for more information.

L. Next Meeting: March 2, 2017

M. Adjournment: Sharon Rocco adjourned the meeting at 6:40 pm.

If you would like to review any attachment or agenda, please contact Connie Swink at (916) 844-2283