

# Highlands Community Charter and Technical Schools Board Meeting Minutes

1333 Grand Ave. , Sacramento, CA 95838

March 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, volumned 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

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## **Minutes**

**DATE & TIME:** **Thursday, March 2, 2017 @ 3:00 p.m.**

**LOCATION:** 1333 Grand Ave., Sacramento, CA 95838, Location Change, Classroom D-2  
916-844-2283

**A. Call to Order & Roll Call:** Meeting was called to order by Sharon Rocco at 3:06 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:** Dispense of the flag salute for this meeting as there is no flag available.

**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.

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

A motion was made to move the closed session to the end of the meeting to wait for legal counsel to arrive.

Motion: Matt

Second: Sonja

**Vote: Motion Carries**

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

Chairperson Rocco

Report on closed session items

This item was moved to to end of the meeting

## 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 gave an update to the status of Salam classes. More students coming every day. She provided a handout of "The Crescent Business Directory" which includes the advertisement for HCCTS. She is researching bids from school districts to provide lunch for the students as indicated in LCAP.

## 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. Eckery Associates - Strategic Communications - Public Affairs Murdock Smith  
Request the Board approve this Consulting Agreement for Eckery Associates as HCCTS public relations group.

Motion to approve the pending agreement after it has been approved by Legal Counsel

Motion: Sonja Cameron

Second: Matt Powers

**Vote: Motion Carries**

## H. Adoption of Minutes

1. Regular Board Meeting February 2, 2017 Sharon Rocco  
Request the Board approve the Minutes of February 2, 2017

Motion to accept the agenda as presented

Motion: Sonja Cameron

Second: Doyle Radford

**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. Status of Fiscal Crisis Management Assistance Team Audit Murdock Smith

- a. Discussion of FCMAT audit

The audit team will be at the HCCTS site on April 25,26 & 2017. The office staff is currently reviewing all student files for completeness, including confirmation that every student is registered with SETA. SETA is our Workforce agency.

- b. Discussion of SCOE letter Murdock Smith

The Executive Director explained the SCOE letter and the Sacramento Bee article that generated the FCMAT audit.

- c. Discussion of Sacramento Bee article

2. Report on status of new positions:

Sharon Rocco  
Deferred to Murdock Smith

- a. Coordinator of English Language Development
- b. Coordinator of Business Services
- c. Creation of Chief Operating Officer position, and related changes to board structure

Job Descriptions and Salary Schedules will be brought to the March 13 regular Board meeting for approval. A suggestion was made to hold off on interviewing applicants until after the April audit is completed. The interview team will consist of Murdock Smith, Board members, Veronica King and Mike Roessler. Another suggestion was to bring in the Strategic Planning from off-site to consult.

3. Annual Organizational meeting to select Corporate officers

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

- a. President and/or Chairperson of the Board
- b. Treasurer
- c. Secretary

The annual organizational meeting of the Corporate Board, election of officers, will be held during the March 13, 2017 regular board meeting. Will also revisit the mission and the focus of HCCTS.

## 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. Consideration of a policy for HCCTS as a Safe Haven for students.

Bring to the next regular Board meeting.

- b. Status of vehicle purchases

Matt Powers  
Deferred by Murdock Smith

Harrold Pressley brought in several car dealer proposals for the purchase of several used cars including one pick up truck. Vehicles to be housed at the Grand Ave. site.

- c. Proposal of Partnership 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.  
There is an upcoming visit scheduled to be held here to discuss a potential partnership.

- d. Independent Study Charter School

Update on the search for an authorizing agent for an independent study charter school. Murdock Smith

Mari Lowes is assisting with the organization of the proposed Independent Study Charter School. Mari reports that there are still needed items; The projected enrollment and budget, an LCAP and the final legal review (particularly as it pertains to the school's measurable outcomes and accountability after seeing our LCAP). HCCTS still needs to obtain authorization, then CTE, and then to the State for final approval.

- e. MOU between HCCTS and Northern California Construction Training, Inc.  
Introduction of this MOU for students to enroll in this CTE program Murdock Smith

2. Report by Human Resources Veronica King

- a. Update on the revisions to new employee handbook.

Veronica King and Linda Fowler are working together and changes are in progress and may be ready to be brought to the board in April.

- b. Introduction of new employees:

Maryna Karnaukh – Teacher ELD, SALAM  
Dr. Malikah Popal – Para Educator ELD, St. Matthews  
Melissa Roberson – Teacher ELD, Faith Legacy  
Louis Foust Jr. - Substitute ELD Teacher  
Evan Johnston – Substitute Teacher

Mather site is in need of one ELD teacher

**K. Board Comment**

Sharon Rocco

- a. Legal Counsel reminds members that all emails are public record.
- b. Matt Powers reports Faith Legacy had a very nice Valentine's Day party for our students.
- c. Rick Jones announced a terrific and very productive meeting that was held with Murdock Smith, two police officers and himself, to help spread the word to the community about HCCTS.
- d. Doyle Radford wished Matt Powers and Murdock Smith a happy belated birthday.
- e. Sonja Cameron feels that a lot of decisions should be put on hold until after the FCMAT is final. Kudos to all of the staff for the long hours they are putting in work on this.
- f. Murdock Smith discussed the Laborers document and announced that Doyle Radford is also on board.

**D. Closed Session: 5:30 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

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

Chairperson Rocco

Report on closed session items

Members received direction and advice from Legal Counsel.

**No action was taken.**

**The Regular meeting was reconvened at 5:45**

**L. Next Meeting:** April 6, 2017

**M. Adjournment:** Sharon Rocco adjourned the meeting at 5:46 p.m.